

**THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND  
REGULAR MEETING**

Held at Freeland Library Meeting Room, 5495 Harbor Avenue, Freeland WA 98249  
With virtual access via Zoom Meeting Service  
Tuesday, January 9, 2024 at 4:00 p.m.

**AGENDA**

Join Zoom Meeting

<https://us02web.zoom.us/j/89000081547>

Meeting ID: 890 0008 1547

One tap mobile

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Dial by your location

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Find your local number: <https://us02web.zoom.us/u/kcmt2s1www>

WORKSHOP (3:45 PM – 4:00 PM): Commission review of vouchers and recent correspondence

REGULAR MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE

COMMISSIONER ACTIONS

**Oath of Office for Commissioner-elect Jack Ng**

**Oath of Office for Commissioner-elect Greg Easton**

**Election of Board Officers for 2024**

**Appointment of Alternate Auditing Officer**

**Review of Commissioner Appointments & Committee Assignments for 2024**

**Consent Agenda:** Approval of January Vouchers in the amount of **\$160,457.00** and Minutes from the Regular Meeting of December 12, 2023.

**PUBLIC COMMENT** – *This is time set aside for members of the public to speak to the Board regarding any subjects of concern/interest, including items on the agenda. The Board will take all information under advisement, but generally will not take any action unless it is emergent in nature. To ensure your comments are recorded, please state your name and city of residence. Please limit comments to 5 minutes.*

EXECUTIVE DIRECTOR REPORT

**Financial Update and November 2023 Financial Statement**

**Clinton Dock – Update**

**Fairgrounds**

Capital Projects – Update

**Comprehensive Scheme of Harbor Improvements – Update**

**South Whidbey Harbor**

Clean Vessel Program Grant Application

**Island County Comprehensive Economic Development Strategy**

**Possession Residence**

**Possession Piling**

## STATUS REPORTS

### **Fairgrounds**

- Fairgrounds Director Report

### **Port Operations**

- Maintenance & Operations Supervisor Report

### **South Whidbey Harbor**

- Harbormaster Report

## ACTIVITIES/INVOLVEMENT REPORTS

**Gordon:** Council of Governments (COG), Island Regional Transportation Planning Organization (IRTPO) and Clinton Community Council (CCC)

**Ng:** Washington Public Ports Association (WPPA) and Port-wide Marketing & Promotion Committee (M&P)

**Easton:** Marine Resources Committee (MRC) and City of Langley Council Meetings

## UNFINISHED BUSINESS

## NEW BUSINESS

## ADJOURNMENT

**PORT DISTRICT OF SOUTH WHIDBEY ISLAND**

**STATEMENT OF RECEIPTS AND DISBURSEMENTS  
ARISING FROM CASH TRANSACTIONS**

November 2023

December 28, 2023



1804 Scott Road, Suite 303 o P.O. Box 872  
Freeland, WA 98249

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Board of Commissioners  
Port of South Whidbey Island  
1804 Scott Rd., Suite 303  
P.O. Box 872  
Freeland, WA 98249

Port staff has compiled the accompanying Statements of Receipts and Disbursements versus Budget arising from Cash Transactions of the General Fund and the Bond Fund, all funds combined, of the Port District of South Whidbey Island as of November 30, 2023, and the accompanying supplementary information, statements of receipts and disbursements for the General Fund and Bond Fund, LTGO Bonds, Administrative and Capital, Bush Point, Clinton Beach, Whidbey Island Fairgrounds & Events Center, Humphrey Road Parking Lot, Possession Beach Waterfront Park and South Whidbey Harbor in accordance with methods prescribed by the State Auditor under the authority of Chapter 43.09 RCW. The Port District uses the Budgeting, Accounting, and Reporting System for Unclassified Port Districts in the State of Washington.

The financial statements have been prepared on the basis of accounting prescribed by the State Auditor, which is a comprehensive basis of accounting other than generally accepted accounting principles.

A compilation is limited to presenting, in the form of financial statements and supplementary schedules, information which is the representation of the Board of Commissioners. A certified public accountant has not audited or reviewed the accompanying financial statements.

The accompanying annual and expected budget of the Port District of South Whidbey Island for the year ending December 31, 2023, has not been compiled or examined by a certified public accountant.

A handwritten signature in blue ink, appearing to read "Angi Mozer".

Angi Mozer  
Executive Director  
Port District of South Whidbey Island

December 28, 2023



**Port of South Whidbey  
Summary  
Statement of Revenue Collected and Expenses Paid vs. Budget  
For the Year to Date Period Ending November 30, 2023**

	<u>Budget</u>	<u>Nov 23</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Fairgrounds Revenue	110,600	7,697	114,305	3,705
Harbor Revenue	209,040	10,720	216,455	7,415
Humphrey Road Revenue	51,100	2,402	39,542	(11,558)
Interest Income	7,000	630	8,483	1,483
Miscellaneous Income	1,000	0	145	(855)
Possession Park Revenue	16,870	185	9,383	(7,487)
Property Tax Income	875,000	54,007	840,569	(34,431)
Timber, L/H, Comp Tax Income	1,000	58	661	(339)
<b>Total Income</b>	<u>1,271,610</u>	<u>75,698</u>	<u>1,229,543</u>	<u>(42,067)</u>
<b>Gross Income</b>	1,271,610	75,698	1,229,543	(42,067)
<b>Expense</b>				
Administration	662,400	49,563	632,720	(29,680)
Bush Point Operations	18,700	1,432	12,512	(6,188)
Clinton Beach Operations	7,050	235	4,165	(2,885)
Fairgrounds Operations	273,900	13,952	216,949	(56,951)
Humphrey Rd Parking Lot Ops	17,400	906	9,597	(7,803)
Possession Beach Park Ops	68,750	2,420	51,453	(17,297)
South Whidbey Harbor Ops	265,040	14,909	290,614	25,574
<b>Total Expense</b>	<u>1,313,240</u>	<u>83,415</u>	<u>1,218,010</u>	<u>(95,230)</u>
<b>Net Ordinary Income</b>	(41,630)	(7,717)	11,533	53,163
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Capital Revenue</b>				
<b>Bond Interest</b>				
2018A Bond Interest Income	3,600	643	5,970	2,370
2018B Bond Interest Income	3,600	643	5,970	2,370
<b>Total Bond Interest</b>	<u>7,200</u>	<u>1,286</u>	<u>11,940</u>	<u>4,740</u>
Clean Vessel Program Grant	750	0	0	(750)
<b>Fairgrounds</b>				
IC Grant 1 - Workforce Housing	150,000	0	0	(150,000)
IC Grant 2 - Workforce Housing	350,000	0	0	(350,000)
RCEDF Grant - Fairgrounds	591,540	0	78,240	(513,300)
USDA Grant - Fairgrounds	50,000	0	0	(50,000)
WSDA Grant - Fairgrounds	250,000	0	250,000	0
<b>Total Fairgrounds</b>	<u>1,391,540</u>	<u>0</u>	<u>328,240</u>	<u>(1,063,300)</u>
STBG Clinton Dock	153,000	0	156,936	3,936
<b>Total Capital Revenue</b>	<u>1,552,490</u>	<u>1,286</u>	<u>497,116</u>	<u>(1,055,374)</u>
<b>Total Other Income</b>	1,552,490	1,286	497,116	(1,055,374)

**Port of South Whidbey  
Summary  
Statement of Revenue Collected and Expenses Paid vs. Budget  
For the Year to Date Period Ending November 30, 2023**

	<u>Budget</u>	<u>Nov 23</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Other Expense</b>				
<b>Capital Expenditures</b>				
2012 LTGO Bond	62,700	0	9,050	(53,650)
2016 LTGO Bond	16,285	0	15,735	(550)
2018A LTGO Bond	21,195	0	8,298	(12,898)
2018B LTGO Bond (Taxable)	24,615	0	10,006	(14,609)
Clinton Dock-Passenger Ferry	185,760	43	127,858	(57,902)
Fairgrounds - Cap. Improvements	1,552,375	9,368	460,166	(1,092,209)
Fairgrounds - Workforce Housing	500,000	0	15,244	(484,757)
<b>Total Capital Expenditures</b>	<u>2,362,930</u>	<u>9,411</u>	<u>646,357</u>	<u>(1,716,573)</u>
<b>Total Other Expense</b>	<u>2,362,930</u>	<u>9,411</u>	<u>646,357</u>	<u>(1,716,573)</u>
<b>Net Other Income</b>	<u>(810,440)</u>	<u>(8,125)</u>	<u>(149,241)</u>	<u>661,199</u>
<b>Net Income</b>	<u><u>(852,070)</u></u>	<u><u>(15,842)</u></u>	<u><u>(137,708)</u></u>	<u><u>714,362</u></u>

**Port of South Whidbey**  
**Administrative and Capital**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending November 30, 2023

	<u>Budget</u>	<u>Nov 23</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Interest Income	7,000	630	8,483	1,483
Miscellaneous Income	1,000	0	145	(855)
Property Tax Income	875,000	54,007	840,569	(34,431)
Timber, L/H, Comp Tax Income	1,000	58	661	(339)
<b>Total Income</b>	<u>884,000</u>	<u>54,695</u>	<u>849,858</u>	<u>(34,142)</u>
<b>Gross Income</b>	884,000	54,695	849,858	(34,142)
<b>Expense</b>				
<b>Administration</b>				
Admin/Accounting Wages	35,500	3,542	34,073	(1,427)
Administrative Payroll Taxes	19,000	1,945	20,149	1,149
Audit	0	320	320	320
Bank Fees (Returned Checks)	200	0	0	(200)
Commissioners' Salaries	10,260	855	9,405	(855)
Compensation Reserve	15,000	0	0	(15,000)
Comprehensive Scheme	50,000	1,493	50,727	727
Consultant Services	25,000	3,641	28,768	3,768
County Service Fees	200	0	0	(200)
Dues & Memberships	4,000	350	2,965	(1,035)
Economic Analysis Study	20,000	3,210	29,175	9,175
Election Costs	5,500	0	0	(5,500)
Employee Fringe Benefits	27,000	2,250	24,750	(2,250)
Employee IRA Matching	12,000	491	6,516	(5,484)
Executive Director Salary	82,000	7,375	79,636	(2,364)
FMLA & LTC Payroll Taxes	1,500	0	3,668	2,168
Insurance (Port-wide)	105,000	0	106,414	1,414
Labor & Industries Taxes	22,000	0	22,240	240
Legal Fees	5,000	1,108	8,123	3,123
Legal Notices/Classified Ads	2,000	168	572	(1,428)
Maint & Ops Supervisor Wages	62,600	5,657	61,264	(1,336)
Marketing - General	4,500	0	1,077	(3,423)
Meetings & Education incl WPPA	6,000	975	4,666	(1,334)
Misc Expenses & Taxes	4,000	19	2,453	(1,547)
Ofc. Equip Lease, Purch, Repair	5,000	333	3,550	(1,450)
Office & Facilities Supplies	4,500	199	3,669	(832)
Office Telephone & Staff Mobile	7,000	684	6,971	(29)
Payroll Taxes - Commissioners	2,000	281	1,816	(184)
<b>Per Diem - Commissioners</b>				
Per Diem - Easton	5,000	1,024	4,736	(264)
Per Diem - Gordon	5,000	1,024	5,504	504
Per Diem - Ng	5,000	768	4,096	(904)
<b>Total Per Diem - Commissioners</b>	<u>15,000</u>	<u>2,816</u>	<u>14,336</u>	<u>(664)</u>

**Port of South Whidbey**  
**Administrative and Capital**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending November 30, 2023

	<u>Budget</u>	<u>Nov 23</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Permitting - Ongoing	5,000	0	2,615	(2,386)
Port Clerk/Accountant Wages	62,000	6,524	63,564	1,564
Port Office Rental	26,400	2,200	24,200	(2,200)
Port Vehicles' Expense	6,500	736	4,202	(2,298)
Publications & Subscriptions	200	80	80	(120)
Travel Exp - Commissioners				
Travel Expense - Easton	2,000	557	1,388	(612)
Travel Expense - Gordon	2,000	752	1,923	(77)
Travel Expense - Ng	2,000	591	2,799	799
<b>Total Travel Exp - Commissioners</b>	<u>6,000</u>	<u>1,900</u>	<u>6,110</u>	<u>110</u>
Travel Expense - Staff	4,000	367	3,755	(245)
Website Design & Maintenance	540	45	892	352
<b>Total Administration</b>	<u>662,400</u>	<u>49,563</u>	<u>632,720</u>	<u>(29,680)</u>
<b>Total Expense</b>	<u>662,400</u>	<u>49,563</u>	<u>632,720</u>	<u>(29,680)</u>
Net Ordinary Income	221,600	5,132	217,138	(4,462)
Other Income/Expense				
Other Income				
Capital Revenue				
Clean Vessel Program Grant	750	0	0	(750)
Fairgrounds				
IC Grant 1 - Workforce Housing	150,000	0	0	(150,000)
IC Grant 2 - Workforce Housing	350,000	0	0	(350,000)
RCEDF Grant - Fairgrounds	591,540	0	78,240	(513,300)
USDA Grant - Fairgrounds	50,000	0	0	(50,000)
WSDA Grant - Fairgrounds	250,000	0	250,000	0
<b>Total Fairgrounds</b>	<u>1,391,540</u>	<u>0</u>	<u>328,240</u>	<u>(1,063,300)</u>
STBG Clinton Dock	153,000	0	156,936	3,936
<b>Total Capital Revenue</b>	<u>1,545,290</u>	<u>0</u>	<u>485,176</u>	<u>(1,060,114)</u>
<b>Total Other Income</b>	<u>1,545,290</u>	<u>0</u>	<u>485,176</u>	<u>(1,060,114)</u>
Other Expense				
Capital Expenditures				
Clinton Dock-Passenger Ferry	185,760	43	127,858	(57,902)
Fairgrounds - Cap. Improvements	1,552,375	9,368	460,166	(1,092,209)
Fairgrounds - Workforce Housing	500,000	0	15,244	(484,757)
<b>Total Capital Expenditures</b>	<u>2,238,135</u>	<u>9,411</u>	<u>603,268</u>	<u>(1,634,867)</u>
<b>Total Other Expense</b>	<u>2,238,135</u>	<u>9,411</u>	<u>603,268</u>	<u>(1,634,867)</u>
<b>Net Other Income</b>	<u>(692,845)</u>	<u>(9,411)</u>	<u>(118,092)</u>	<u>574,753</u>
<b>Net Income</b>	<u><u>(471,245)</u></u>	<u><u>(4,278)</u></u>	<u><u>99,046</u></u>	<u><u>570,291</u></u>

**Port of South Whidbey**  
**LTGO Bonds**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending November 30, 2023

	<u>Budget</u>	<u>Nov 23</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Capital Revenue</b>				
<b>Bond Interest</b>				
2018A Bond Interest Income	3,600	643	5,970	2,370
2018B Bond Interest Income	3,600	643	5,970	2,370
<b>Total Bond Interest</b>	<u>7,200</u>	<u>1,286</u>	<u>11,940</u>	<u>4,740</u>
<b>Total Capital Revenue</b>	<u>7,200</u>	<u>1,286</u>	<u>11,940</u>	<u>4,740</u>
<b>Total Other Income</b>	7,200	1,286	11,940	4,740
<b>Other Expense</b>				
<b>Capital Expenditures</b>				
<b>2012 LTGO Bond</b>				
2012 LTGO Bond Fees	300	0	350	50
2012 LTGO Bond Interest	17,400	0	8,700	(8,700)
2012 LTGO Bond Principal	45,000	0	0	(45,000)
<b>Total 2012 LTGO Bond</b>	<u>62,700</u>	<u>0</u>	<u>9,050</u>	<u>(53,650)</u>
<b>2016 LTGO Bond</b>				
2016 LTGO Bond Fees	0	0	0	0
2016 LTGO Bond Interest	1,285	0	735	(550)
2016 LTGO Bond Principal	15,000	0	15,000	0
<b>Total 2016 LTGO Bond</b>	<u>16,285</u>	<u>0</u>	<u>15,735</u>	<u>(550)</u>
<b>2018A LTGO Bond</b>				
2018A LTGO Bond Fees	300	0	350	50
2018A LTGO Bond Interest	15,895	0	7,948	(7,948)
2018A LTGO Bond Principal	5,000	0	0	(5,000)
<b>Total 2018A LTGO Bond</b>	<u>21,195</u>	<u>0</u>	<u>8,298</u>	<u>(12,898)</u>
<b>2018B LTGO Bond (Taxable)</b>				
2018B LTGO Bond Fees	300	0	350	50
2018B LTGO Bond Interest	19,315	0	9,656	(9,659)
2018B LTGO Bond Principal	5,000	0	0	(5,000)
<b>Total 2018B LTGO Bond (Taxable)</b>	<u>24,615</u>	<u>0</u>	<u>10,006</u>	<u>(14,609)</u>
<b>Total Capital Expenditures</b>	<u>124,795</u>	<u>0</u>	<u>43,089</u>	<u>(81,706)</u>
<b>Total Other Expense</b>	<u>124,795</u>	<u>0</u>	<u>43,089</u>	<u>(81,706)</u>
<b>Net Other Income</b>	<u>(117,595)</u>	<u>1,286</u>	<u>(31,149)</u>	<u>86,446</u>
<b>Net Income</b>	<u><u>(117,595)</u></u>	<u><u>1,286</u></u>	<u><u>(31,149)</u></u>	<u><u>86,446</u></u>

**Port of South Whidbey**  
**Bush Point**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending November 30, 2023

	<u>Budget</u>	<u>Nov 23</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
<b>Bush Point Operations</b>				
Dock & Ramp - Bush Pt	2,000	0	5,005	3,005
Electricity - Bush Pt	1,800	68	1,293	(507)
Equipment - Bush Pt	3,000	979	2,479	(521)
Maint & Repair - Bush Pt	3,000	9	808	(2,192)
Maint Payroll Taxes - Bush	50	0	0	(50)
Maint Wages - Bush Pt	550	260	400	(150)
Materials & Supplies - Bush Pt	1,500	80	664	(836)
Minor Improvements - Bush Pt	3,000	0	0	(3,000)
Refuse Removal - Bush Pt	600	36	651	51
Telephone - Bush Pt	1,200	0	276	(924)
Water System - Bush Pt	2,000	0	936	(1,064)
<b>Total Bush Point Operations</b>	<u>18,700</u>	<u>1,432</u>	<u>12,512</u>	<u>(6,188)</u>
<b>Total Expense</b>	<u>18,700</u>	<u>1,432</u>	<u>12,512</u>	<u>(6,188)</u>
<b>Net Ordinary Income</b>	<u>(18,700)</u>	<u>(1,432)</u>	<u>(12,512)</u>	<u>6,188</u>
<b>Net Income</b>	<u><u>(18,700)</u></u>	<u><u>(1,432)</u></u>	<u><u>(12,512)</u></u>	<u><u>6,188</u></u>

**Port of South Whidbey  
Clinton Beach  
Statement of Revenue Collected and Expenses Paid vs. Budget  
For the Year to Date Period Ending November 30, 2023**

	<u>Budget</u>	<u>Nov 23</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Ordinary Income/Expense				
Expense				
Clinton Beach Operations				
Dock (Maint/Project) - Clinton	1,000	0	0	(1,000)
Electricity - Clinton Beach	900	30	580	(320)
Maint & Repair - Clinton Beach	500	0	1,092	592
Maint Wages - Clinton Beach	500	0	46	(454)
Materials & Supplies - Clinton	1,500	26	672	(828)
Minor Improvements - Clinton	1,000	0	0	(1,000)
Payroll Taxes - Clinton Beach	50	0	0	(50)
Refuse Removal - Clinton Beach	1,000	127	1,469	469
Water System - Clinton Beach	600	52	305	(295)
<b>Total Clinton Beach Operations</b>	<u>7,050</u>	<u>235</u>	<u>4,165</u>	<u>(2,885)</u>
<b>Total Expense</b>	<u>7,050</u>	<u>235</u>	<u>4,165</u>	<u>(2,885)</u>
<b>Net Ordinary Income</b>	<u>(7,050)</u>	<u>(235)</u>	<u>(4,165)</u>	<u>2,885</u>
<b>Net Income</b>	<u><u>(7,050)</u></u>	<u><u>(235)</u></u>	<u><u>(4,165)</u></u>	<u><u>2,885</u></u>

**Port of South Whidbey**  
**Whidbey Island Fairgrounds**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending November 30, 2023

	<u>Budget</u>	<u>Nov 23</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Fairgrounds Revenue</b>				
Camping Fees - Fairgrounds	45,000	0	17,197	(27,803)
Dump/Water Fees - Campground	3,000	195	3,320	320
<b>Fairgrounds Events</b>				
Event Haul In Fees-Fairgrounds	1,000	0	660	(340)
Event Rentals - Fairgrounds	25,000	4,290	51,971	26,971
<b>Total Fairgrounds Events</b>	<u>26,000</u>	<u>4,290</u>	<u>52,631</u>	<u>26,631</u>
Other Fairgrounds Revenue -Misc	0	50	50	50
<b>Taxes - Fairgrounds</b>				
Camping Sales/Lodging Tax	3,600	0	1,857	(1,743)
L/H Tax Revenue - Fairgrounds	3,000	272	3,505	505
<b>Total Taxes - Fairgrounds</b>	<u>6,600</u>	<u>272</u>	<u>5,362</u>	<u>(1,238)</u>
Tenant Leases - Fairgrounds	28,900	2,790	34,645	5,745
Utilities Reimb - Fair Assoc	1,100	100	1,100	0
<b>Total Fairgrounds Revenue</b>	<u>110,600</u>	<u>7,697</u>	<u>114,305</u>	<u>3,705</u>
<b>Total Income</b>	<u>110,600</u>	<u>7,697</u>	<u>114,305</u>	<u>3,705</u>
<b>Gross Income</b>	110,600	7,697	114,305	3,705
<b>Expense</b>				
<b>Fairgrounds Operations</b>				
Admin Wages - Fair	240	0	0	(240)
Electricity - Fairgrounds	25,000	1,468	19,286	(5,714)
Employee Benefits - Fairgrounds	14,400	600	6,600	(7,800)
Equipment (Purch/Rent/Repair)	2,500	0	12,777	10,277
Fairgrounds Director Salary	55,000	4,957	52,760	(2,240)
FG Mktg & Events Coord Wages	22,360	1,875	17,949	(4,411)
Maint & Repair - Fairgrounds	10,000	185	7,587	(2,413)
Maint Campground Host Wages	41,600	1,093	9,204	(32,396)
Maint Laborer Wages - Part Time	20,800	0	0	(20,800)
Maint Wages - Temp Fair	2,500	0	4,464	1,964
Marketing/Advertising-FG	6,000	0	481	(5,519)
Materials & Supplies - Fair	13,000	637	12,620	(380)
Minor Improvements - Fair	5,000	0	9,755	4,755
Payroll Taxes - Fairgrounds	9,000	661	7,094	(1,906)
Propane - Fairgrounds	3,000	245	3,070	70
Refuse Removal - Fairgrounds	5,000	383	3,954	(1,046)



**Port of South Whidbey**  
**Whidbey Island Fairgrounds**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending November 30, 2023

	<u>Budget</u>	<u>Nov 23</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Taxes - Fairgrounds</b>				
<b>B &amp; O Tax - Fair</b>	1,500	23	506	(994)
<b>Leasehold Tax - Fair</b>	3,500	0	3,695	195
<b>Sales &amp; Lodging Tax</b>	5,000	77	1,956	(3,044)
<b>Total Taxes - Fairgrounds</b>	<u>10,000</u>	<u>100</u>	<u>6,157</u>	<u>(3,843)</u>
<b>Telephone &amp; DSL - Fairgrounds</b>	5,000	645	5,995	995
<b>Travel &amp; Other Misc - Fair</b>	1,000	1,104	2,265	1,265
<b>Vehicle Maintenance - Fair</b>	7,500	0	1,170	(6,330)
<b>Water &amp; Sewer - Fairgrounds</b>	15,000	0	33,762	18,762
<b>Total Fairgrounds Operations</b>	<u>273,900</u>	<u>13,952</u>	<u>216,949</u>	<u>(56,951)</u>
<b>Total Expense</b>	<u>273,900</u>	<u>13,952</u>	<u>216,949</u>	<u>(56,951)</u>
<b>Net Ordinary Income</b>	<u>(163,300)</u>	<u>(6,255)</u>	<u>(102,644)</u>	<u>60,656</u>
<b>Net Income</b>	<u><u>(163,300)</u></u>	<u><u>(6,255)</u></u>	<u><u>(102,644)</u></u>	<u><u>60,656</u></u>

**Port of South Whidbey**  
**Humphrey Road Parking Lot**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending November 30, 2023

	<u>Budget</u>	<u>Nov 23</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Humphrey Road Revenue</b>				
Daily Parking Fees-Humphrey Rd	27,000	1,884	21,594	(5,406)
Permit Fees - Humphrey Rd	20,000	323	14,763	(5,237)
Sales Tax - Humphrey Rd	4,100	194	3,185	(915)
<b>Total Humphrey Road Revenue</b>	<u>51,100</u>	<u>2,402</u>	<u>39,542</u>	<u>(11,558)</u>
<b>Total Income</b>	<u>51,100</u>	<u>2,402</u>	<u>39,542</u>	<u>(11,558)</u>
<b>Gross Income</b>	51,100	2,402	39,542	(11,558)
<b>Expense</b>				
<b>Humphrey Rd Parking Lot Ops</b>				
Attendant Payroll - Humphrey Rd	5,700	468	5,148	(552)
General Maint - Humphrey Rd	750	0	132	(618)
Improvements - Humphrey Lot	5,000	0	0	(5,000)
Materials & Supplies - Humph Rd	500	0	556	56
Payroll Taxes - Humphrey Rd	450	36	394	(56)
Taxes - Humphrey Rd				
B & O Taxes - Humphrey Rd	250	10	91	(159)
WSST - Parking	4,750	392	3,276	(1,474)
<b>Total Taxes - Humphrey Rd</b>	<u>5,000</u>	<u>402</u>	<u>3,367</u>	<u>(1,633)</u>
<b>Total Humphrey Rd Parking Lot Ops</b>	<u>17,400</u>	<u>906</u>	<u>9,597</u>	<u>(7,803)</u>
<b>Total Expense</b>	<u>17,400</u>	<u>906</u>	<u>9,597</u>	<u>(7,803)</u>
<b>Net Ordinary Income</b>	<u>33,700</u>	<u>1,496</u>	<u>29,945</u>	<u>(3,755)</u>
<b>Net Income</b>	<u><u>33,700</u></u>	<u><u>1,496</u></u>	<u><u>29,945</u></u>	<u><u>(3,755)</u></u>

**Port of South Whidbey**  
**Possession Beach Waterfront Park**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending November 30, 2023

	<u>Budget</u>	<u>Nov 23</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Possession Park Revenue</b>				
Donations - Possession Park	1,000	165	1,073	73
Electricity reimb - Poss Pk	1,200	0	770	(430)
Parking Fees - Possession	250	18	129	(121)
Rental of Residence - Poss Pk	14,400	0	7,400	(7,000)
Sales Tax - Possession Parking	20	2	11	(9)
<b>Total Possession Park Revenue</b>	<u>16,870</u>	<u>185</u>	<u>9,383</u>	<u>(7,487)</u>
<b>Total Income</b>	<u>16,870</u>	<u>185</u>	<u>9,383</u>	<u>(7,487)</u>
<b>Gross Profit</b>	16,870	185	9,383	(7,487)
<b>Expense</b>				
<b>Possession Beach Park Ops</b>				
Dock & Ramp - Possession	25,000	0	0	(25,000)
Electricity - Possession	3,500	191	2,785	(715)
Equip (Purchase/Rent/Repair)	2,000	53	2,283	283
Maint & Repair - Possession	4,000	84	5,111	1,111
Maint. Wages - Possession	19,200	1,600	17,110	(2,090)
Materials & Suppl - Possession	2,500	41	2,584	84
Minor Improvements - Poss Pk	6,000	0	16,516	10,516
Payroll Taxes - Possession	1,500	104	1,305	(195)
Refuse Removal - Possession	2,000	111	1,263	(737)
<b>Taxes - Possession</b>				
B &O Taxes - Poss Pk	6	0	2	(4)
WSST - Overnight Parking	44	0	11	(33)
<b>Total Taxes - Possession</b>	<u>50</u>	<u>0</u>	<u>13</u>	<u>(37)</u>
Telephone - Possession	1,200	109	1,095	(105)
Water System Maint - Poss Pk	1,800	127	1,387	(413)
<b>Total Possession Beach Park Ops</b>	<u>68,750</u>	<u>2,420</u>	<u>51,453</u>	<u>(17,297)</u>
<b>Total Expense</b>	<u>68,750</u>	<u>2,420</u>	<u>51,453</u>	<u>(17,297)</u>
<b>Net Ordinary Income</b>	<u>(51,880)</u>	<u>(2,235)</u>	<u>(42,071)</u>	<u>9,810</u>
<b>Net Income</b>	<u>(51,880)</u>	<u>(2,235)</u>	<u>(42,071)</u>	<u>9,810</u>

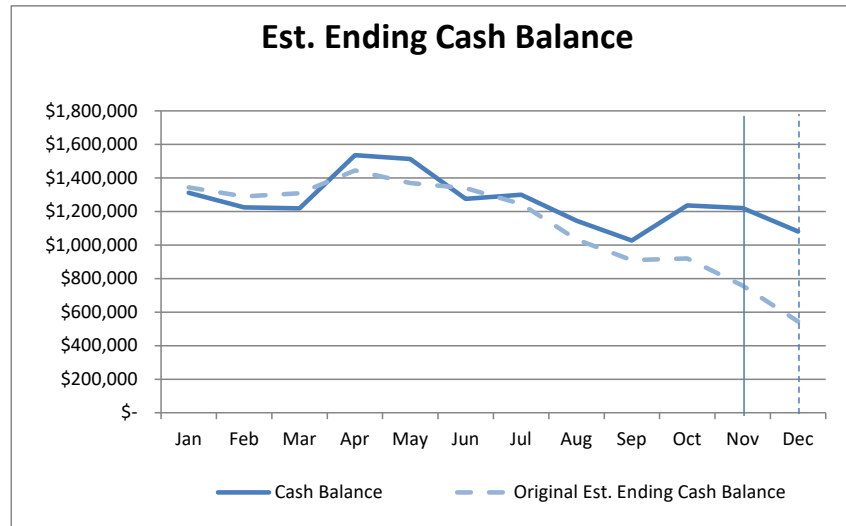
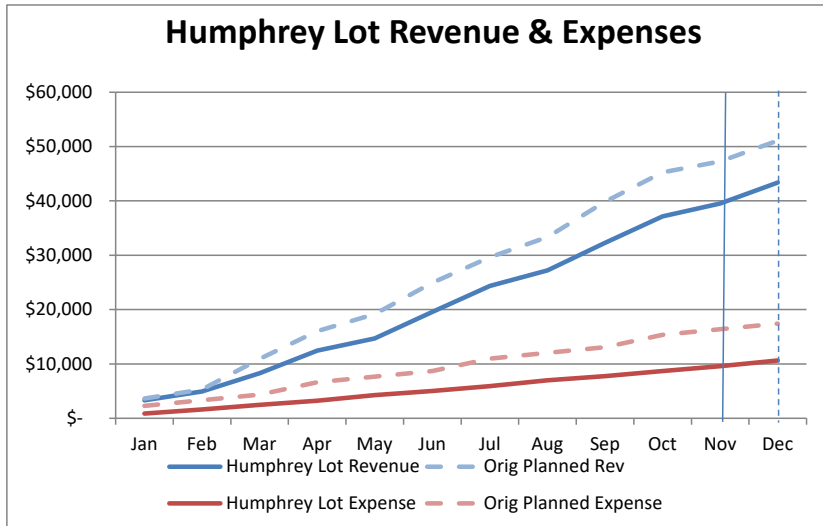
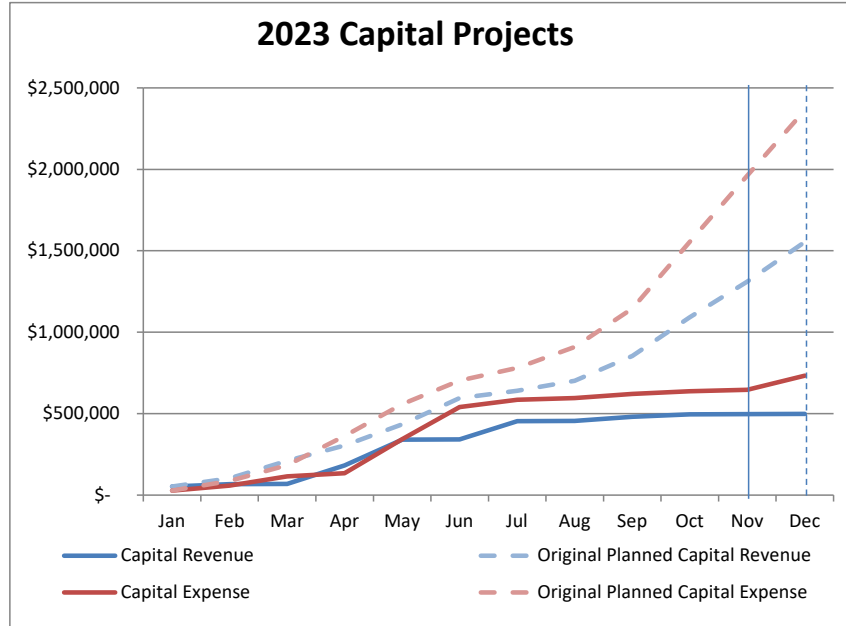
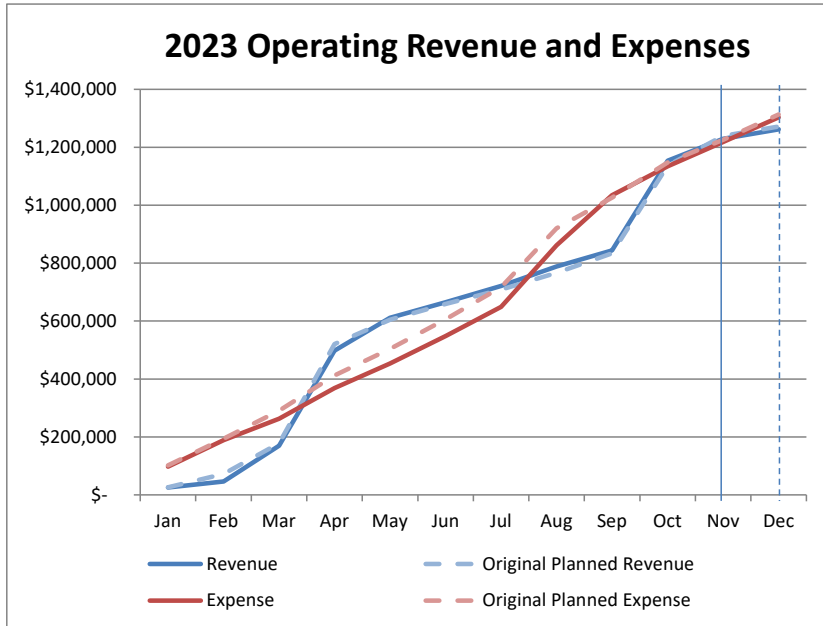
**Port of South Whidbey  
South Whidbey Harbor  
Statement of Revenue Collected and Expenses Paid vs. Budget  
For the Year to Date Period Ending November 30, 2023**

	<u>Budget</u>	<u>Nov 23</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Harbor Revenue</b>				
Annual Moorage	12,000	792	13,469	1,469
Commercial Moorage	2,400	0	2,100	(300)
Dinghy	900	0	770	(130)
Ice Sales	1,000	0	696	(304)
Leasehold Tax Revenue - SWH	7,500	680	6,350	(1,150)
Live-aboard fee	0	60	420	420
Monthly Moorage	30,000	4,441	32,044	2,044
Other Harbor Revenue - Misc	0	0	1,466	1,466
Showers	2,000	134	852	(1,148)
SWH Special Events & Donations	240	0	72	(168)
Transient Day Use Moorage	13,000	241	11,497	(1,504)
Transient Overnight Moorage	140,000	4,372	146,720	6,720
<b>Total Harbor Revenue</b>	<u>209,040</u>	<u>10,720</u>	<u>216,455</u>	<u>7,415</u>
<b>Total Income</b>	<u>209,040</u>	<u>10,720</u>	<u>216,455</u>	<u>7,415</u>
<b>Gross Income</b>	209,040	10,720	216,455	7,415
<b>Expense</b>			0	
<b>South Whidbey Harbor Ops</b>			0	
203 Wharf St Lot Maint Wages	200	0	0	(200)
203 Wharf St Maint/Repair	5,000	0	2,344	(2,656)
Advertising/Promotion - Harbor	4,500	0	2,249	(2,251)
Asst Harbormaster Wages	41,600	3,140	38,105	(3,495)
DNR Tidelands Lease	10,000	0	11,434	1,434
Dockhand - Part Time	20,800	1,250	5,280	(15,520)
Electricity - Harbor	14,000	636	10,200	(3,800)
Employee Benefits - Harbor	14,400	1,200	13,200	(1,200)
Equip (Purch/Rent/Repair) SWH	2,000	120	2,402	402
Golf Cart & Boat-Maint	500	0	741	241
Harbormaster Wages	54,000	4,810	49,511	(4,489)
Ice Purchases	600	0	480	(120)
Maint & Repair - Harbor	15,000	121	75,650	60,650
Maint & Repair - Phil Simon Pk	500	0	0	(500)
Maint Contracts - Harbor	7,500	361	8,899	1,399
Maint Wages - Harbor	240	0	0	(240)
Materials & Supplies - Harbor	9,000	841	8,471	(529)
Merchant Fees - Harbor	6,000	715	7,777	1,777
Minor Improvements - Harbor	1,500	0	0	(1,500)

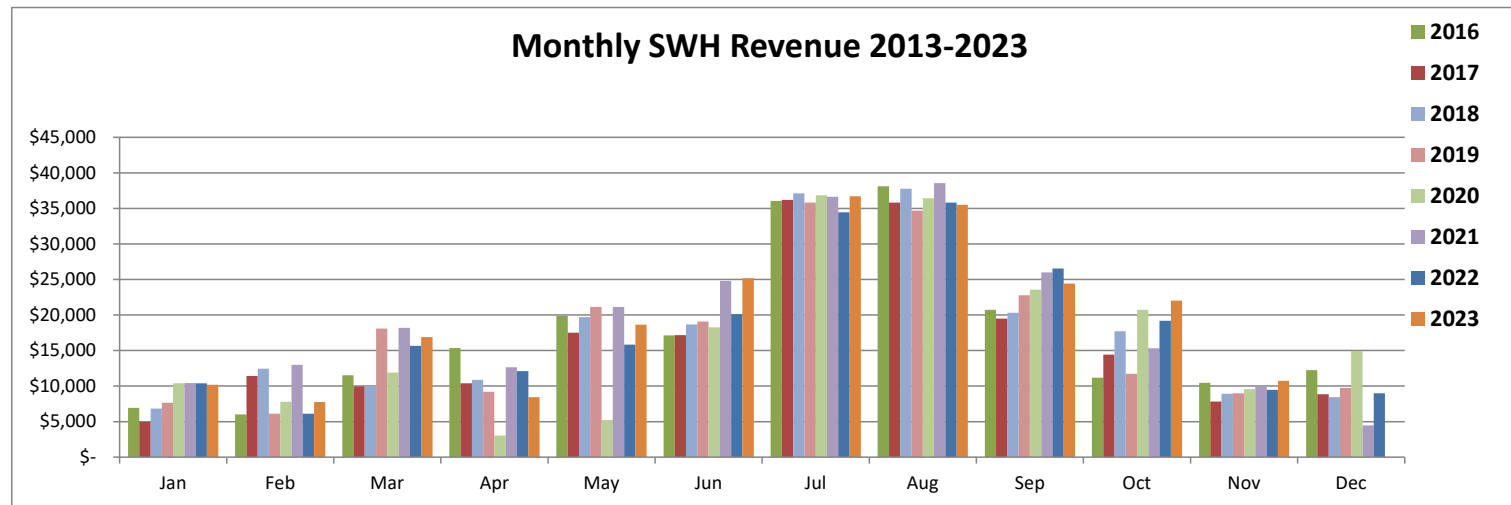
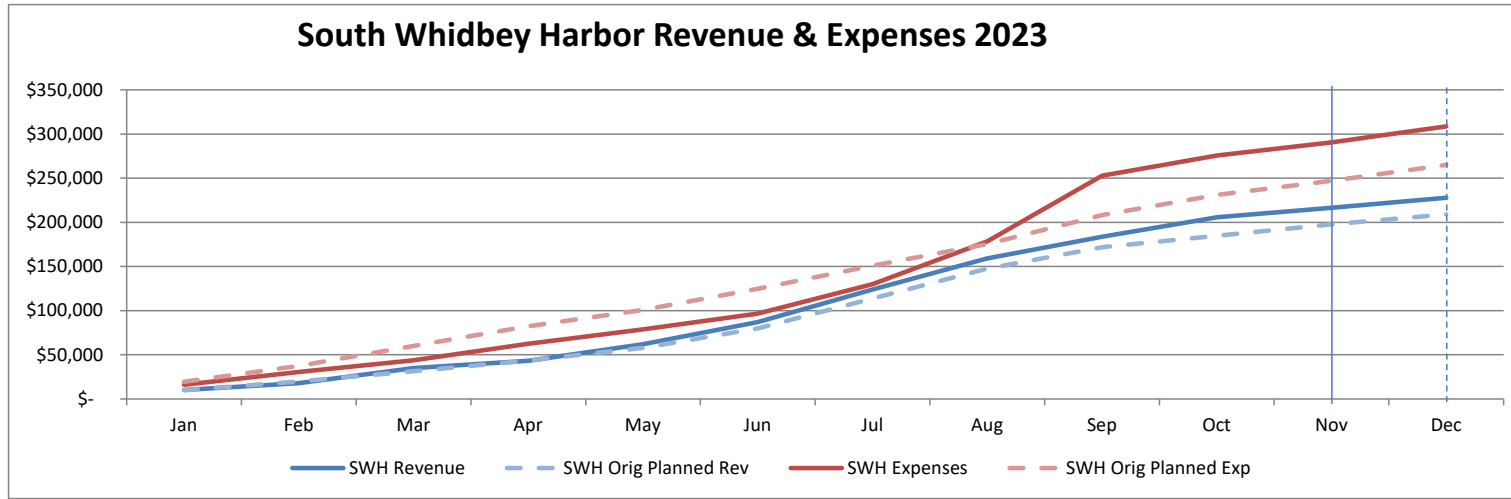
**Port of South Whidbey  
South Whidbey Harbor  
Statement of Revenue Collected and Expenses Paid vs. Budget  
For the Year to Date Period Ending November 30, 2023**

	<u>Budget</u>	<u>Nov 23</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Payroll Taxes - Harbor	9,000	826	10,055	1,055
Pump-Out Barge M & R	1,000	0	103	(897)
Refuse Removal - Harbor	3,500	475	4,183	683
Seasonal Wages - Harbor	20,000	0	22,495	2,495
<b>Taxes - Harbor</b>				
B & O Tax - Harbor	4,000	150	2,984	(1,016)
Leasehold Tax - Harbor	8,000	0	6,913	(1,087)
<b>Total Taxes - Harbor</b>	<u>12,000</u>	<u>150</u>	<u>9,897</u>	<u>(2,103)</u>
Telephone & DSL - Harbor	3,200	265	2,692	(508)
Water & Sewer - Harbor	9,000	0	4,446	(4,554)
<b>Total South Whidbey Harbor Ops</b>	<u>265,040</u>	<u>14,909</u>	<u>290,614</u>	<u>25,574</u>
<b>Total Expense</b>	<u>265,040</u>	<u>14,909</u>	<u>290,614</u>	<u>25,574</u>
<b>Net Ordinary Income</b>	<u>(56,000)</u>	<u>(4,190)</u>	<u>(74,159)</u>	<u>(18,159)</u>
<b>Net Income</b>	<u><u>(56,000)</u></u>	<u><u>(4,190)</u></u>	<u><u>(74,159)</u></u>	<u><u>(18,159)</u></u>

## Port of South Whidbey 2023 Projections

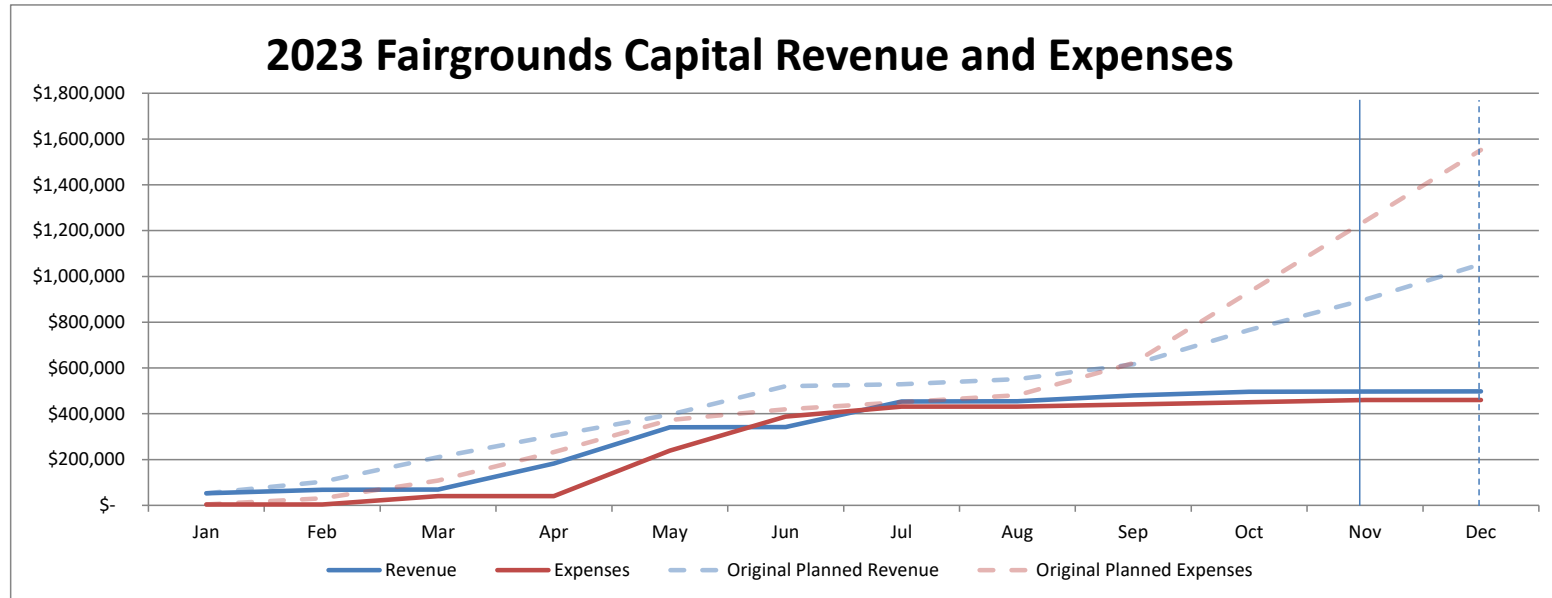
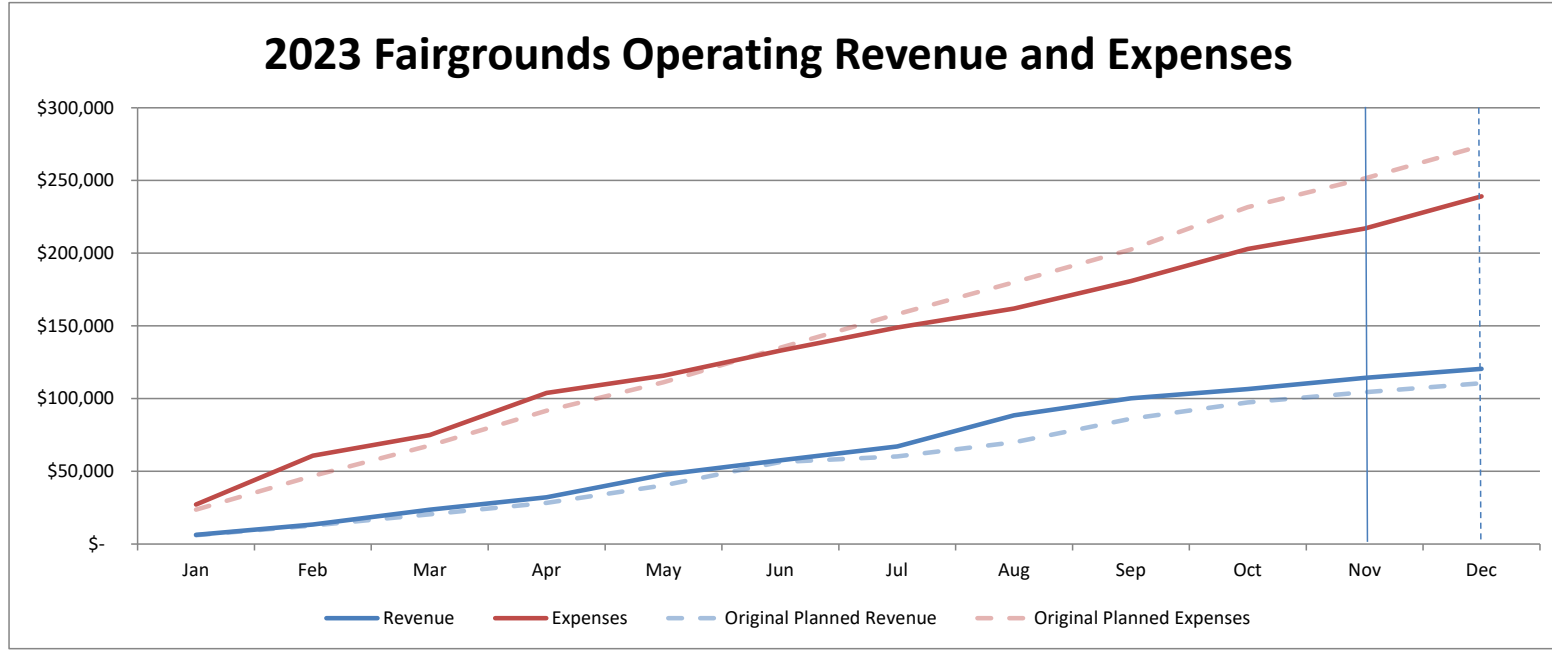


**Port of South Whidbey  
2023 Projections**



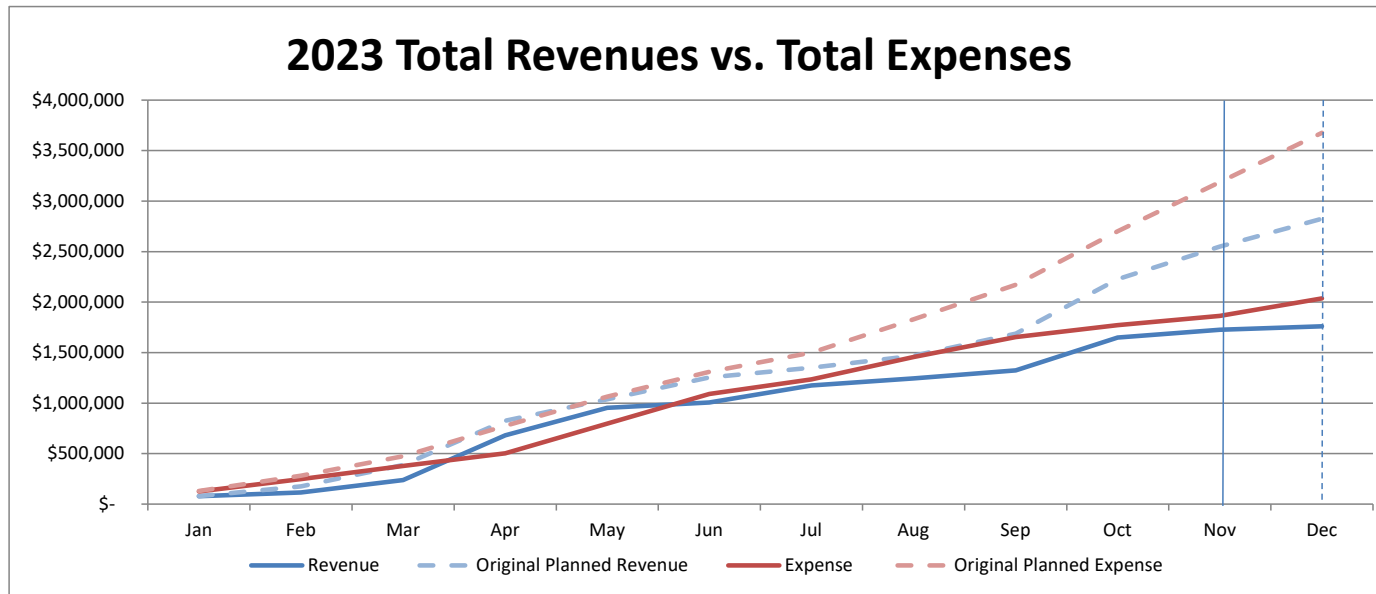
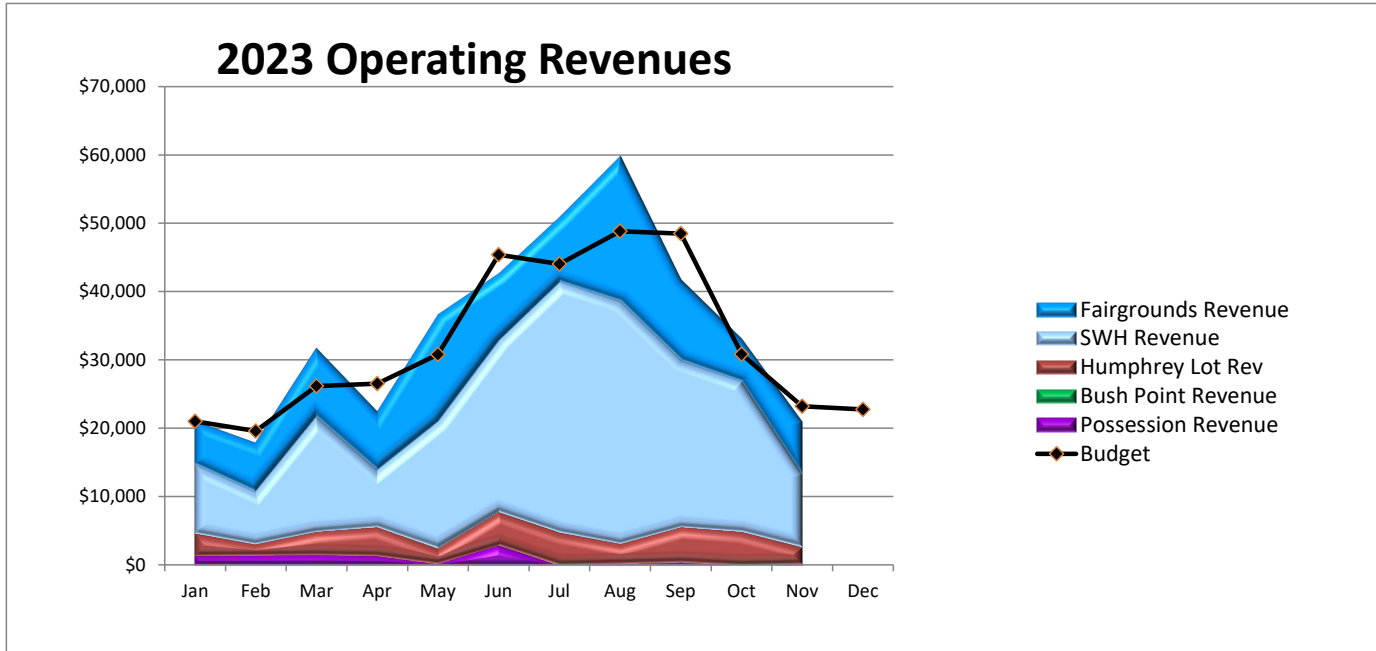
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>2023</b>	\$ 10,198	\$ 7,771	\$ 16,897	\$ 8,451	\$ 18,626	\$ 25,163	\$ 36,697	\$ 35,503	\$ 24,426	\$ 22,008	\$ 10,720	\$ -	\$ 216,460
<b>2023 budget</b>	\$ 9,950	\$ 9,950	\$ 11,540	\$ 12,055	\$ 14,270	\$ 21,985	\$ 34,005	\$ 33,825	\$ 24,320	\$ 12,940	\$ 12,810	\$ 11,390	\$ 209,040
<b>2016</b>	\$ 6,928	\$ 5,994	\$ 11,522	\$ 15,368	\$ 19,852	\$ 17,123	\$ 36,069	\$ 38,105	\$ 20,736	\$ 11,184	\$ 10,455	\$ 12,222	\$ 205,558
<b>2017</b>	\$ 4,965	\$ 11,424	\$ 9,937	\$ 10,397	\$ 17,502	\$ 17,170	\$ 36,174	\$ 35,825	\$ 19,476	\$ 14,424	\$ 7,818	\$ 8,864	\$ 193,976
<b>2018</b>	\$ 6,817	\$ 12,442	\$ 10,041	\$ 10,856	\$ 19,689	\$ 18,672	\$ 37,121	\$ 37,765	\$ 20,319	\$ 17,713	\$ 8,912	\$ 8,432	\$ 208,779
<b>2019</b>	\$ 7,651	\$ 6,120	\$ 18,081	\$ 9,197	\$ 21,121	\$ 19,065	\$ 35,797	\$ 34,689	\$ 22,769	\$ 11,727	\$ 8,977	\$ 9,725	\$ 204,919
<b>2020</b>	\$ 10,399	\$ 7,803	\$ 11,892	\$ 3,035	\$ 5,233	\$ 18,247	\$ 36,829	\$ 36,443	\$ 23,577	\$ 20,722	\$ 9,584	\$ 14,955	\$ 198,719
<b>2021</b>	\$ 10,427	\$ 13,000	\$ 18,195	\$ 12,665	\$ 21,138	\$ 24,801	\$ 36,632	\$ 38,553	\$ 25,997	\$ 15,327	\$ 10,029	\$ 4,463	\$ 231,227
<b>2022</b>	\$ 10,395	\$ 6,102	\$ 15,655	\$ 12,084	\$ 15,838	\$ 20,120	\$ 34,452	\$ 35,804	\$ 26,525	\$ 19,170	\$ 9,475	\$ 8,979	\$ 214,599

**Port of South Whidbey  
2023 Projections**

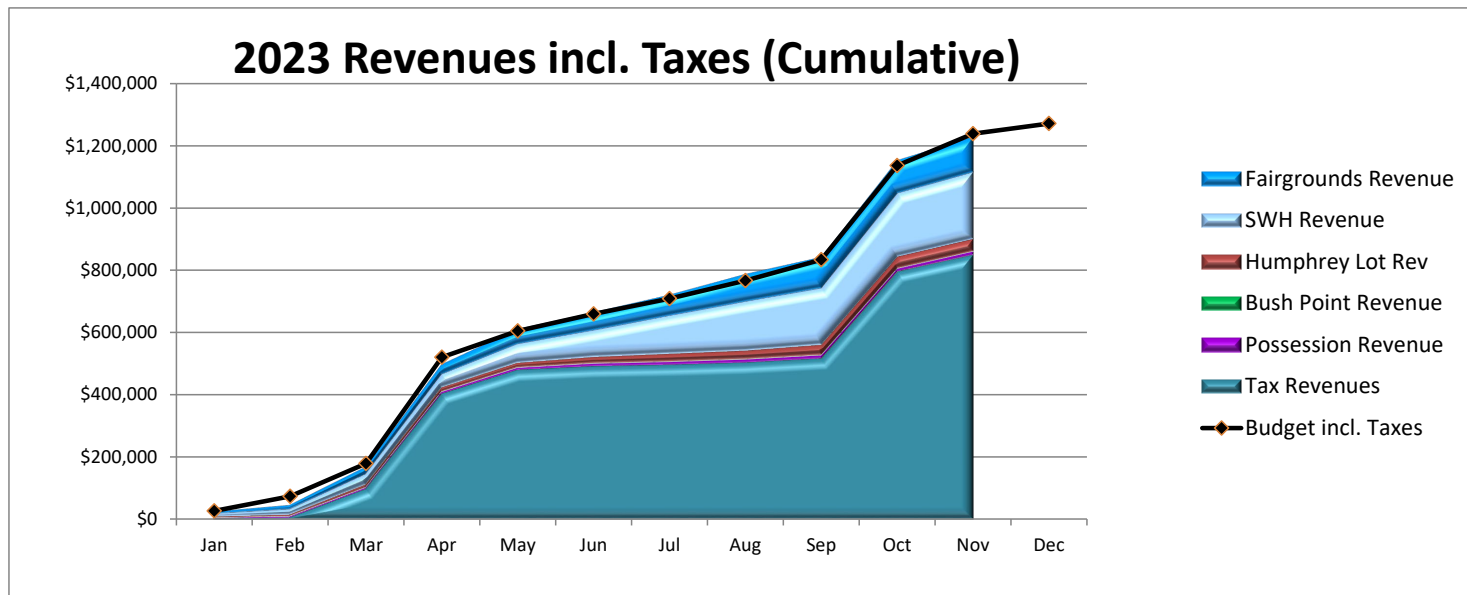
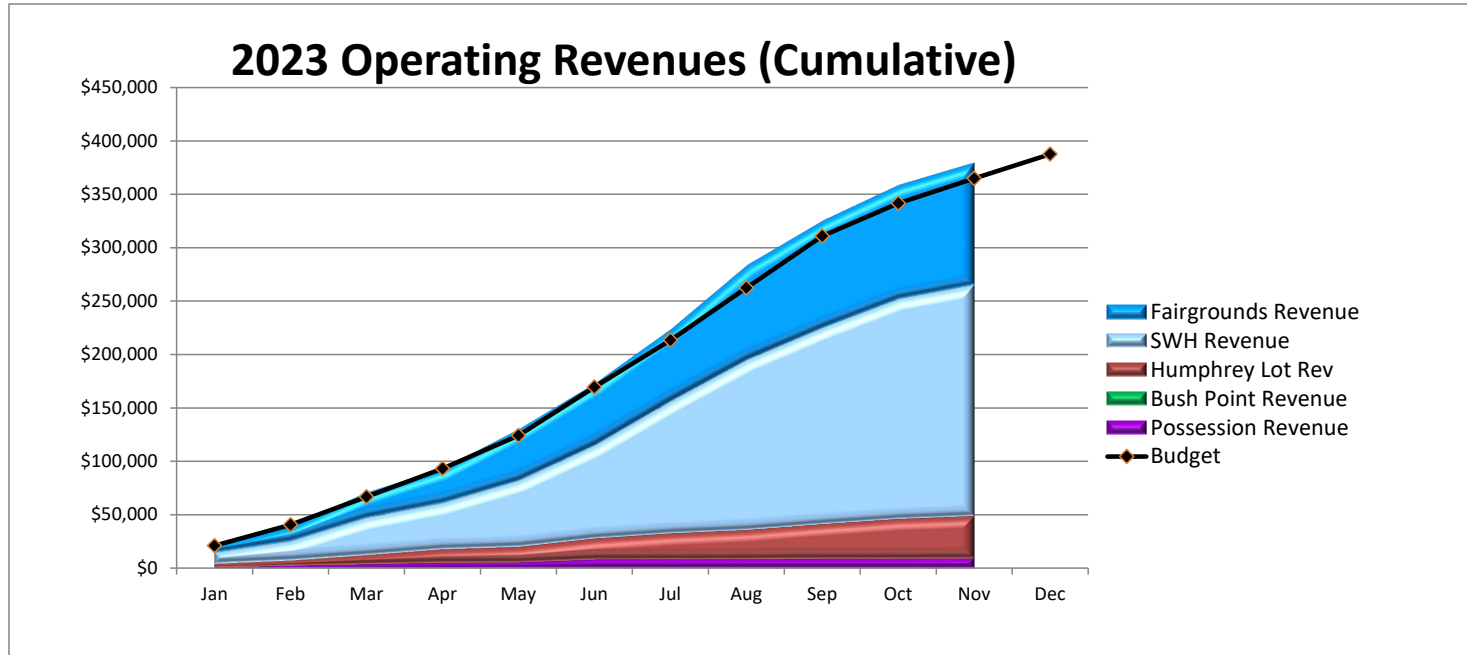




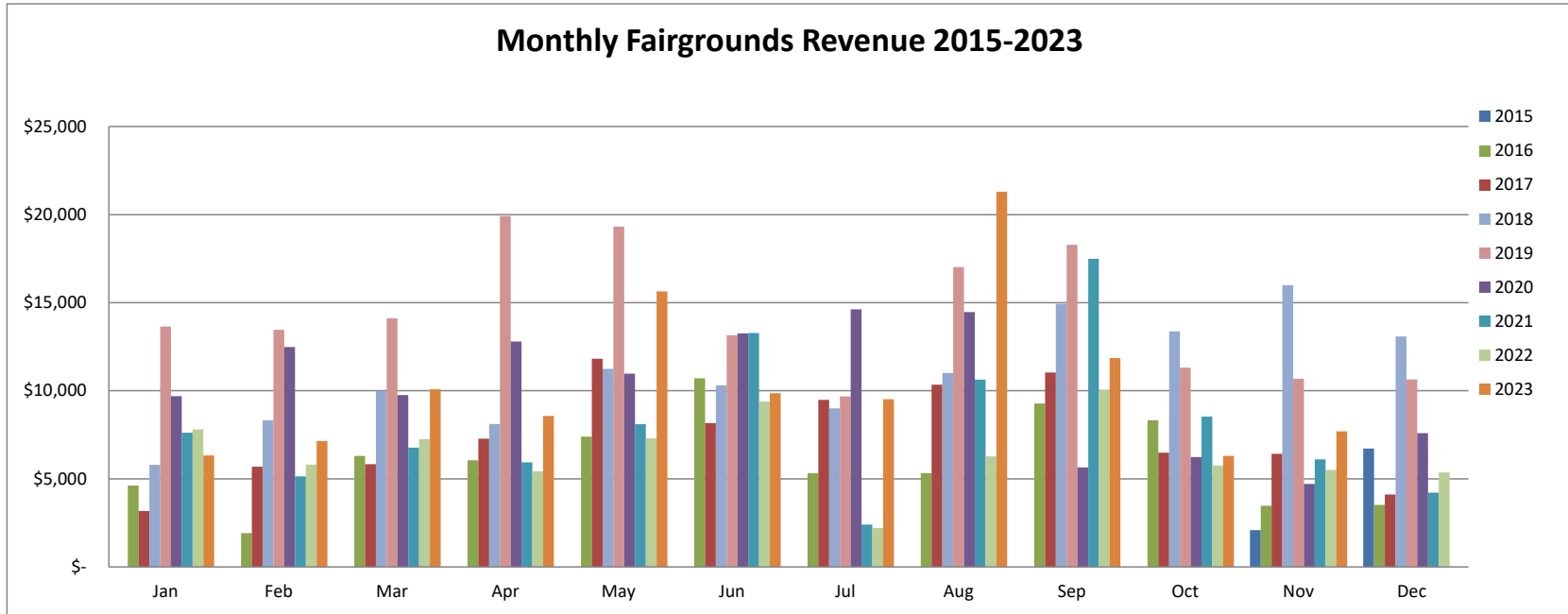
## Port of South Whidbey 2023 Projections



**Port of South Whidbey  
2023 Projections**



**Port of South Whidbey  
2023 Projections**



**Fairgrounds Revenue by Month**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>2023</b>	\$ 6,325	\$ 7,146	\$ 10,083	\$ 8,569	\$ 15,642	\$ 9,857	\$ 9,526	\$ 21,292	\$ 11,863	\$ 6,298	\$ 7,697	\$ -	\$ 114,298
<b>2023 budget</b>	\$ 6,080	\$ 6,626	\$ 7,662	\$ 7,992	\$ 11,928	\$ 16,200	\$ 3,750	\$ 9,744	\$ 16,210	\$ 11,192	\$ 7,026	\$ 6,190	\$ 110,600
<b>2015</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,085	\$ 6,713	\$ 8,798
<b>2016</b>	\$ 4,621	\$ 1,917	\$ 6,307	\$ 6,059	\$ 7,399	\$ 10,708	\$ 5,321	\$ 5,327	\$ 9,273	\$ 8,328	\$ 3,474	\$ 3,521	\$ 72,255
<b>2017</b>	\$ 3,176	\$ 5,688	\$ 5,834	\$ 7,278	\$ 11,817	\$ 8,168	\$ 9,487	\$ 10,349	\$ 11,029	\$ 6,480	\$ 6,424	\$ 4,111	\$ 89,841
<b>2018</b>	\$ 5,790	\$ 8,320	\$ 9,997	\$ 8,118	\$ 11,245	\$ 10,302	\$ 8,998	\$ 11,006	\$ 14,935	\$ 13,364	\$ 15,996	\$ 13,084	\$ 131,155
<b>2019</b>	\$ 13,646	\$ 13,461	\$ 14,118	\$ 19,921	\$ 19,310	\$ 13,142	\$ 9,685	\$ 17,018	\$ 18,291	\$ 11,306	\$ 10,687	\$ 10,646	\$ 171,231
<b>2020</b>	\$ 9,689	\$ 12,483	\$ 9,762	\$ 12,793	\$ 10,965	\$ 13,250	\$ 14,616	\$ 14,470	\$ 5,645	\$ 6,242	\$ 4,714	\$ 7,593	\$ 122,222
<b>2021</b>	\$ 7,618	\$ 5,141	\$ 6,771	\$ 5,943	\$ 8,105	\$ 13,273	\$ 2,408	\$ 10,636	\$ 17,486	\$ 8,527	\$ 6,112	\$ 4,214	\$ 96,234
<b>2022</b>	\$ 7,806	\$ 5,803	\$ 7,255	\$ 5,427	\$ 7,291	\$ 9,392	\$ 2,202	\$ 6,280	\$ 10,054	\$ 5,749	\$ 5,507	\$ 5,363	\$ 78,129

<b>2023 PROJECTIONS</b>		<b>Jan-23</b>	<b>Feb-23</b>	<b>Mar-23</b>	<b>Apr-23</b>	<b>May-23</b>	<b>Jun-23</b>	<b>Jul-23</b>	<b>Aug-23</b>	<b>Sep-23</b>	<b>Oct-23</b>	<b>Nov-23</b>	<b>Dec-23</b>		
		ACTUAL											PROJECTED		
		Budget	Expenditures												
<b>Capital Expenditures</b>	Clinton Dock - POF	\$ 185,760	\$ 23,894	\$ 31,082	\$ 19,171	\$ 19,768	\$ 9,942	\$ 6,618	\$ -	\$ 11,400	\$ 5,940	\$ -	\$ 43	\$ 5,000	\$ 132,859
	Fairgrounds - Workforce Housing	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 980	\$ -	\$ -	\$ 7,839	\$ 6,425	\$ -	\$ -	\$ 15,244
	2012 LTGO Bond Fees	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350	\$ -	\$ -	\$ -	\$ 350
	2012 LTGO Bond Interest	\$ 17,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,700	\$ 17,400
	2012 LTGO Bond Principal	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000
	2016 LTGO Bond Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	2016 LTGO Bond Interest	\$ 1,285	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 735	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 578	\$ 1,313
	2016 LTGO Bond Principal	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
	2018A LTGO Bond Fees	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350	\$ -	\$ -	\$ -	\$ 350
	2018A LTGO Bond Interest	\$ 15,895	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,948	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,948	\$ 15,896
	2018A LTGO Bond Principal	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
	2018B LTGO Bond Fees	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350	\$ -	\$ -	\$ -	\$ 350
	2018B LTGO Bond Interest	\$ 19,315	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,656	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,658	\$ 19,314
	2018B LTGO Bond Principal	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
	Fairgrounds Capital Improvements	\$ 1,552,375	\$ 3,721	\$ -	\$ 36,435	\$ -	\$ 198,899	\$ 148,560	\$ 43,641	\$ -	\$ 9,687	\$ 9,857	\$ 9,368	\$ -	\$ 460,168
<b>Total Capital Expenditures</b>	<b>\$ 2,362,930</b>	<b>\$ 27,615</b>	<b>\$ 31,082</b>	<b>\$ 55,606</b>	<b>\$ 19,768</b>	<b>\$ 208,841</b>	<b>\$ 198,197</b>	<b>\$ 43,641</b>	<b>\$ 11,400</b>	<b>\$ 24,516</b>	<b>\$ 16,282</b>	<b>\$ 9,411</b>	<b>\$ 86,884</b>	<b>\$ 733,244</b>	
<b>Operating Expenditures</b>	Sub-total Administration	\$ 662,400	\$ 48,725	\$ 39,006	\$ 41,353	\$ 53,178	\$ 50,230	\$ 49,718	\$ 43,760	\$ 146,632	\$ 58,772	\$ 51,785	\$ 49,564	\$ 40,498	\$ 673,221
	Sub-total Bush Point	\$ 18,700	\$ 324	\$ 745	\$ 498	\$ 496	\$ 1,470	\$ 5,633	\$ 180	\$ 141	\$ 1,386	\$ 208	\$ 1,432	\$ 1,561	\$ 14,073
	Sub-total Clinton	\$ 7,050	\$ 252	\$ 286	\$ 337	\$ 243	\$ 1,250	\$ 176	\$ 592	\$ 235	\$ 277	\$ 283	\$ 235	\$ 344	\$ 4,510
	Sub-total Fairgrounds	\$ 273,900	\$ 27,184	\$ 33,595	\$ 14,174	\$ 28,897	\$ 11,936	\$ 17,169	\$ 15,994	\$ 12,982	\$ 18,980	\$ 22,068	\$ 13,953	\$ 22,162	\$ 239,092
	Sub-total Humphrey Lot	\$ 17,400	\$ 870	\$ 772	\$ 812	\$ 797	\$ 1,003	\$ 757	\$ 885	\$ 1,090	\$ 777	\$ 931	\$ 906	\$ 1,035	\$ 10,636
	Sub-total Possession Point	\$ 68,750	\$ 4,067	\$ 2,883	\$ 3,357	\$ 3,152	\$ 2,853	\$ 3,424	\$ 6,181	\$ 2,454	\$ 18,332	\$ 2,330	\$ 2,420	\$ 1,743	\$ 53,196
	Sub-total South Whidbey Harbor	\$ 265,040	\$ 16,093	\$ 14,406	\$ 13,381	\$ 18,664	\$ 16,199	\$ 17,928	\$ 33,389	\$ 48,463	\$ 74,236	\$ 22,948	\$ 14,910	\$ 18,051	\$ 308,667
<b>Total Operating Expenditures</b>	<b>\$ 1,313,240</b>	<b>\$ 97,514</b>	<b>\$ 91,693</b>	<b>\$ 73,914</b>	<b>\$ 105,426</b>	<b>\$ 84,941</b>	<b>\$ 94,805</b>	<b>\$ 100,981</b>	<b>\$ 211,997</b>	<b>\$ 172,760</b>	<b>\$ 100,553</b>	<b>\$ 83,420</b>	<b>\$ 85,394</b>	<b>\$ 1,303,397</b>	
<hr/>															
<b>Capital Revenue</b>		Budget													
	Grant funding (RCO) - clean vessel program	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750	\$ 750
	IC ARPA Grant 1 - FG Housing	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	IC ARPA Grant 2 - FG Housing	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Grant funding (RCEDF) - Fairgrounds	\$ 591,540	\$ -	\$ 14,274	\$ -	\$ 12,023	\$ 30,581	\$ -	\$ 6,961	\$ -	\$ -	\$ 14,401	\$ -	\$ -	\$ 78,240
	Grant funding (WSDA) - Fairgrounds	\$ 250,000	\$ -	\$ -	\$ -	\$ 53,301	\$ 92,668	\$ -	\$ 104,031	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
	Grant funding (STBG/TA) - Clinton Dock	\$ 153,000	\$ 51,781	\$ -	\$ -	\$ 47,287	\$ 33,683	\$ -	\$ -	\$ 24,185	\$ -	\$ -	\$ -	\$ 156,936	
	Grant funding (USDA) - Fairgrounds	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	2018A Bond Interest Income	\$ 3,600	\$ 443	\$ 441	\$ 471	\$ 562	\$ 626	\$ 567	\$ 533	\$ 548	\$ 547	\$ 589	\$ 643	\$ 6,330	
	2018B Bond Interest Income	\$ 3,600	\$ 443	\$ 441	\$ 471	\$ 562	\$ 626	\$ 567	\$ 533	\$ 548	\$ 547	\$ 589	\$ 643	\$ 6,330	
<b>Total Capital Revenue</b>	<b>\$ 1,552,490</b>	<b>\$ 52,667</b>	<b>\$ 15,156</b>	<b>\$ 942</b>	<b>\$ 113,736</b>	<b>\$ 158,184</b>	<b>\$ 1,134</b>	<b>\$ 112,058</b>	<b>\$ 1,096</b>	<b>\$ 25,279</b>	<b>\$ 15,579</b>	<b>\$ 1,286</b>	<b>\$ 1,470</b>	<b>\$ 498,587</b>	
<b>Operating Revenue</b>	Sub-total - Tax and Interest Revenue	\$ 884,000	\$ 4,347	\$ 3,070	\$ 91,065	\$ 306,182	\$ 76,684	\$ 11,191	\$ 5,327	\$ 7,141	\$ 12,942	\$ 277,215	\$ 54,695	\$ 9,520	\$ 859,378
	Sub-total - Bush Point Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Sub-total - Fairgrounds Revenue	\$ 110,600	\$ 6,325	\$ 7,146	\$ 10,083	\$ 8,569	\$ 15,642	\$ 9,857	\$ 9,526	\$ 21,292	\$ 11,863	\$ 6,298	\$ 7,697	\$ 6,190	\$ 120,488
	Sub-total - Humphrey Road Revenue	\$ 51,100	\$ 3,308	\$ 1,606	\$ 3,387	\$ 4,172	\$ 2,221	\$ 4,893	\$ 4,751	\$ 2,871	\$ 5,083	\$ 4,850	\$ 2,401	\$ 3,837	\$ 43,380
	Sub-total - Possession Point Revenue	\$ 16,870	\$ 1,309	\$ 1,405	\$ 1,466	\$ 1,330	\$ 207	\$ 2,820	\$ -	\$ 223	\$ 439	\$ -	\$ 185	\$ 1,349	\$ 10,732
	Sub-total - South Whidbey Harbor Revenue	\$ 209,040	\$ 10,198	\$ 7,771	\$ 16,897	\$ 8,451	\$ 18,626	\$ 25,163	\$ 36,697	\$ 35,503	\$ 24,426	\$ 22,008	\$ 10,720	\$ 11,390	\$ 227,850
<b>Total Operating Revenue</b>	<b>\$ 1,271,610</b>	<b>\$ 25,487</b>	<b>\$ 20,998</b>	<b>\$ 122,897</b>	<b>\$ 328,703</b>	<b>\$ 113,380</b>	<b>\$ 53,924</b>	<b>\$ 56,301</b>	<b>\$ 67,030</b>	<b>\$ 54,753</b>	<b>\$ 310,371</b>	<b>\$ 75,698</b>	<b>\$ 32,286</b>	<b>\$ 1,261,828</b>	
<hr/>															
<b>2023 Beginning</b>															
	Bond Fund Balance	\$ 673,579	\$ 674,465	\$ 655,542	\$ 656,484	\$ 657,609	\$ 658,861	\$ 659,995	\$ 661,061	\$ 662,157	\$ 663,251	\$ 664,429	\$ 567,204	\$ 567,924	\$ 567,924
	General Fund Balance	\$ 684,290	\$ 636,429	\$ 568,731	\$ 562,109	\$ 878,230	\$ 854,759	\$ 615,681	\$ 638,352	\$ 481,985	\$ 363,647	\$ 571,584	\$ 652,962	\$ 513,720	\$ 513,720
	<b>Total Cash Balance</b>	<b>\$ 1,357,869</b>	<b>\$ 1,310,894</b>	<b>\$ 1,224,273</b>	<b>\$ 1,218,593</b>	<b>\$ 1,535,838</b>	<b>\$ 1,513,619</b>	<b>\$ 1,275,675</b>	<b>\$ 1,299,412</b>	<b>\$ 1,144,141</b>	<b>\$ 1,026,897</b>	<b>\$ 1,236,012</b>	<b>\$ 1,220,165</b>	<b>\$ 1,081,644</b>	
	Planned Bond Fund Invoices	\$ -	\$ -	\$ 19,805	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 98,511	\$ -	

<b>2024 PROJECTIONS</b>		<b>Jan-24</b>	<b>Feb-24</b>	<b>Mar-24</b>	<b>Apr-24</b>	<b>May-24</b>	<b>Jun-24</b>	<b>Jul-24</b>	<b>Aug-24</b>	<b>Sep-24</b>	<b>Oct-24</b>	<b>Nov-24</b>	<b>Dec-24</b>
		Budget	Expenditures										

<b>Capital Expenditures</b>	Clean Vessel Grant Program	\$ 1,000	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 996	
	Port Tractor - FG/SWH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	RCO Clinton Local Parks Grant	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Clinton Dock - POF	\$ 100,000	\$ 34,000	\$ 13,000	\$ 17,000	\$ 9,000	\$ 7,000	\$ 7,000	\$ 5,000	\$ 3,000	\$ 3,000	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
	SWH Electrical Inspection	\$ 5,000	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
	SWH Capital Improvements	\$ 20,000	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
	Fairgrounds - Workforce Housing	\$ 500,000	\$ 41,667	\$ 41,667	\$ 41,667	\$ 41,667	\$ 41,667	\$ 41,667	\$ 41,667	\$ 41,667	\$ 41,667	\$ 41,667	\$ 41,667	\$ 41,667	\$ 41,667	\$ 41,667	\$ 41,667	\$ 41,667	\$ 41,667	\$ 500,004
	Fairgrounds - Capital Improvements	\$ 510,000	\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	\$ 510,000
	2012 LTGO Bond Fees	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300
	2012 LTGO Bond Interest	\$ 15,825	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,913	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,913	\$ 15,826
	2012 LTGO Bond Principal	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000
	2016 LTGO Bond Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	2016 LTGO Bond Interest	\$ 919	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 505	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 413	\$ 918
	2016 LTGO Bond Principal	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
	2018A LTGO Bond Fees	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300
	2018A LTGO Bond Interest	\$ 15,745	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,873	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,873	\$ 15,746
	2018A LTGO Bond Principal	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
	2018B LTGO Bond Fees	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300
2018B LTGO Bond Interest	\$ 19,133	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,566	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,566	\$ 19,132	
2018B LTGO Bond Principal	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	

<b>Total Capital Expenditures</b>	<b>\$ 1,333,521</b>	<b>\$ 118,250</b>	<b>\$ 99,750</b>	<b>\$ 103,750</b>	<b>\$ 98,250</b>	<b>\$ 96,250</b>	<b>\$ 137,107</b>	<b>\$ 94,250</b>	<b>\$ 87,250</b>	<b>\$ 87,250</b>	<b>\$ 86,150</b>	<b>\$ 85,250</b>	<b>\$ 170,015</b>	<b>\$ 1,263,522</b>
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<b>Operating Expenditures</b>	Sub-total Administration	\$ 627,860	\$ 45,818	\$ 39,563	\$ 38,663	\$ 45,638	\$ 37,958	\$ 39,698	\$ 45,458	\$ 153,458	\$ 39,008	\$ 55,458	\$ 38,198	\$ 37,958	\$ 616,876
	Sub-total Bush Point	\$ 15,400	\$ 565	\$ 565	\$ 583	\$ 1,589	\$ 2,234	\$ 1,044	\$ 1,021	\$ 2,021	\$ 916	\$ 1,521	\$ 1,886	\$ 1,465	\$ 15,410
	Sub-total Clinton	\$ 6,650	\$ 467	\$ 403	\$ 474	\$ 447	\$ 1,048	\$ 514	\$ 579	\$ 507	\$ 1,021	\$ 347	\$ 432	\$ 403	\$ 6,642
	Sub-total Fairgrounds	\$ 237,040	\$ 19,935	\$ 20,234	\$ 18,104	\$ 20,392	\$ 17,054	\$ 21,104	\$ 19,082	\$ 19,304	\$ 19,574	\$ 25,457	\$ 17,054	\$ 19,754	\$ 237,048
	Sub-total Humphrey Lot	\$ 10,900	\$ 1,493	\$ 618	\$ 618	\$ 1,493	\$ 618	\$ 618	\$ 1,493	\$ 618	\$ 618	\$ 1,493	\$ 618	\$ 618	\$ 10,916
	Sub-total Possession Point	\$ 41,750	\$ 2,886	\$ 2,235	\$ 3,890	\$ 4,500	\$ 3,230	\$ 3,433	\$ 5,705	\$ 4,510	\$ 4,463	\$ 3,155	\$ 2,060	\$ 1,686	\$ 41,753
	Sub-total South Whidbey Harbor	\$ 252,460	\$ 18,149	\$ 17,419	\$ 16,901	\$ 20,648	\$ 17,739	\$ 23,280	\$ 24,973	\$ 24,248	\$ 34,274	\$ 21,913	\$ 15,423	\$ 17,481	\$ 252,448

<b>Total Operating Expenditures</b>	<b>\$ 1,192,060</b>	<b>\$ 89,313</b>	<b>\$ 81,037</b>	<b>\$ 79,233</b>	<b>\$ 94,707</b>	<b>\$ 79,881</b>	<b>\$ 89,691</b>	<b>\$ 98,311</b>	<b>\$ 204,666</b>	<b>\$ 99,874</b>	<b>\$ 109,344</b>	<b>\$ 75,671</b>	<b>\$ 79,365</b>	<b>\$ 1,181,093</b>
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**Budget**

<b>Capital Revenue</b>	Clean Vessel Program Grant	\$ 750	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 756	
	IC Grant 1 - FG Workforce Housing	\$ 150,000	\$ 24,000	\$ 24,000	\$ 27,000	\$ 27,000	\$ 24,000	\$ 24,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
	IC Grant 2 - FG Workforce Housing	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,000	\$ 56,000	\$ 63,000	\$ 63,000	\$ 56,000	\$ 56,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000
	RCO Clinton Local Parks Grant	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	STBG Clinton Dock	\$ 30,000	\$ 10,200	\$ 3,900	\$ 5,100	\$ 2,700	\$ 2,100	\$ 2,100	\$ 1,500	\$ 900	\$ 900	\$ 300	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
	2018A Bond Interest Income	\$ 3,600	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 3,600
	2018B Bond Interest Income	\$ 3,600	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 3,600
	WSDA Fairgrounds Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	RCEDF Fairgrounds Grant	\$ 305,000	\$ -	\$ 15,250	\$ 9,150	\$ 9,150	\$ 9,150	\$ -	\$ -	\$ 9,150	\$ 30,500	\$ 76,250	\$ 67,100	\$ 79,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 305,000
	USDA Fairgrounds Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<b>Total Capital Revenue</b>	<b>\$ 912,950</b>	<b>\$ 34,863</b>	<b>\$ 43,813</b>	<b>\$ 41,913</b>	<b>\$ 39,513</b>	<b>\$ 35,913</b>	<b>\$ 26,763</b>	<b>\$ 58,163</b>	<b>\$ 66,713</b>	<b>\$ 95,063</b>	<b>\$ 140,213</b>	<b>\$ 124,063</b>	<b>\$ 135,963</b>	<b>\$ 842,956</b>
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<b>Operating Revenue</b>	Sub-total - Tax and Interest Revenue	\$ 908,000	\$ 5,485	\$ 27,860	\$ 81,560	\$ 323,260	\$ 54,760	\$ 10,010	\$ 5,535	\$ 10,010	\$ 19,080	\$ 278,630	\$ 81,730	\$ 10,080	\$ 908,000
	Sub-total - Fairgrounds Revenue	\$ 121,200	\$ 6,140	\$ 6,540	\$ 7,810	\$ 8,190	\$ 14,310	\$ 21,040	\$ 3,740	\$ 8,620	\$ 18,420	\$ 11,800	\$ 7,740	\$ 6,850	\$ 121,200
	Sub-total - Humphrey Road Revenue	\$ 46,000	\$ 3,330	\$ 1,460	\$ 5,130	\$ 4,600	\$ 2,730	\$ 5,245	\$ 4,255	\$ 3,230	\$ 5,900	\$ 4,830	\$ 1,770	\$ 3,520	\$ 46,000
	Sub-total - Possession Point Revenue	\$ 16,870	\$ 1,337	\$ 1,342	\$ 1,358	\$ 1,366	\$ 1,437	\$ 1,456	\$ 1,564	\$ 1,528	\$ 1,464	\$ 1,328	\$ 1,342	\$ 1,349	\$ 16,871
	Sub-total - South Whidbey Harbor Revenue	\$ 236,640	\$ 11,728	\$ 11,728	\$ 13,698	\$ 13,526	\$ 15,984	\$ 19,932	\$ 44,596	\$ 44,416	\$ 20,145	\$ 16,713	\$ 12,159	\$ 12,015	\$ 236,640

<b>Total Operating Revenue</b>	<b>\$ 1,328,710</b>	<b>\$ 28,020</b>	<b>\$ 48,930</b>	<b>\$ 109,556</b>	<b>\$ 350,942</b>	<b>\$ 89,221</b>	<b>\$ 57,683</b>	<b>\$ 59,690</b>	<b>\$ 67,804</b>	<b>\$ 65,009</b>	<b>\$ 313,301</b>	<b>\$ 104,741</b>	<b>\$ 33,814</b>	<b>\$ 1,328,711</b>
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**2024 Beginning**

Bond Fund Balance	\$ 567,924	\$ 568,524	\$ 519,124	\$ 519,724	\$ 470,324	\$ 470,924	\$ 421,524	\$ 422,124	\$ 367,724	\$ 368,324	\$ 368,924	\$ 369,524	\$ 370,124
General Fund Balance	\$ 513,720	\$ 368,440	\$ 329,796	\$ 297,682	\$ 544,580	\$ 492,983	\$ 400,031	\$ 324,723	\$ 221,724	\$ 194,072	\$ 451,492	\$ 518,775	\$ 438,572
<b>Total Cash Balance</b>	<b>\$ 1,081,644</b>	<b>\$ 936,964</b>	<b>\$ 848,920</b>	<b>\$ 817,406</b>	<b>\$ 1,014,904</b>	<b>\$ 963,907</b>	<b>\$ 821,555</b>	<b>\$ 746,847</b>	<b>\$ 589,448</b>	<b>\$ 562,396</b>	<b>\$ 820,416</b>	<b>\$ 888,299</b>	<b>\$ 808,696</b>
Planned Bond Fund Invoices	\$ -	\$ -	\$ (50,000)	\$ -	\$ (50,000)	\$ -	\$ (50,000)	\$ -	\$ (55,000)	\$ -	\$ -	\$ -	\$ -

<b>2025 PROJECTIONS</b>	<b>Jan-25</b>	<b>Feb-25</b>	<b>Mar-25</b>	<b>Apr-25</b>	<b>May-25</b>	<b>Jun-25</b>	<b>Jul-25</b>	<b>Aug-25</b>	<b>Sep-25</b>	<b>Oct-25</b>	<b>Nov-25</b>	<b>Dec-25</b>
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<b>Capital Expenditures</b>	Clean Vessel Grant Program	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,500	\$ 37,500	\$ 37,500	\$ 37,500	\$ -	\$ 150,000
	Clinton Dock - POF	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ -	\$ 500,000
	SWH Capital Improvements	\$ 20,000	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 20,000
	Fairgrounds - Workforce Housing	\$ 400,000	\$ 33,333	\$ 33,333	\$ 33,333	\$ 33,333	\$ 33,333	\$ 33,333	\$ 33,333	\$ 33,333	\$ 33,333	\$ 33,333	\$ 33,333	\$ 33,333	\$ 33,333	\$ 400,000
	Fairgrounds - Capital Improvements	\$ 300,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 300,000
	2012 LTGO Bond Fees	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ 300
	2012 LTGO Bond Interest	\$ 15,825	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,913	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,913	\$ 15,825
	2012 LTGO Bond Principal	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000
	2016 LTGO Bond Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	2016 LTGO Bond Interest	\$ 919	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 505	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 413	\$ 919
	2016 LTGO Bond Principal	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
	2018A LTGO Bond Fees	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ 300
	2018A LTGO Bond Interest	\$ 15,745	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,873	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,873	\$ 15,745
	2018A LTGO Bond Principal	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
	2018B LTGO Bond Fees	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ 300
	2018B LTGO Bond Interest	\$ 19,133	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,566	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,566	\$ 19,133
	2018B LTGO Bond Principal	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000

<b>Total Capital Expenditures</b>	<b>\$ 1,497,521</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 100,857</b>	<b>\$ 60,000</b>	<b>\$ 222,500</b>	<b>\$ 222,500</b>	<b>\$ 223,400</b>	<b>\$ 222,500</b>	<b>\$ 145,765</b>	<b>\$ 1,497,521</b>
<b>Total Operating Expenditures</b>	<b>\$ 1,215,260</b>	<b>\$ 91,051</b>	<b>\$ 82,614</b>	<b>\$ 80,775</b>	<b>\$ 96,550</b>	<b>\$ 81,436</b>	<b>\$ 91,437</b>	<b>\$ 100,224</b>	<b>\$ 208,649</b>	<b>\$ 101,818</b>	<b>\$ 111,472</b>	<b>\$ 77,144</b>	<b>\$ 80,910</b>	<b>\$ 1,204,080</b>

<b>Capital Revenue</b>	Clean Vessel Program Grant	\$ 112,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,125	\$ 28,125	\$ 28,125	\$ 28,125	\$ 112,500
	IC Grant 1 - FG Workforce Housing	\$ 50,000	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
	IC Grant 2 - FG Workforce Housing	\$ 350,000	\$ -	\$ -	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 350,000
	STBG Clinton Dock	\$ 425,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106,250	\$ 106,250	\$ 106,250	\$ 106,250	\$ 425,000	
	2018A Bond Interest Income	\$ 3,600	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 3,600	
	2018B Bond Interest Income	\$ 3,600	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 3,600	

<b>Total Capital Revenue</b>	<b>\$ 944,700</b>	<b>\$ 25,600</b>	<b>\$ 25,600</b>	<b>\$ 35,600</b>	<b>\$ 35,600</b>	<b>\$ 35,600</b>	<b>\$ 35,600</b>	<b>\$ 35,600</b>	<b>\$ 35,600</b>	<b>\$ 35,600</b>	<b>\$ 169,975</b>	<b>\$ 169,975</b>	<b>\$ 169,975</b>	<b>\$ 169,975</b>	<b>\$ 944,700</b>
<b>Total Operating Revenue</b>	<b>\$ 1,457,500</b>	<b>\$ 30,736</b>	<b>\$ 53,673</b>	<b>\$ 120,175</b>	<b>\$ 384,958</b>	<b>\$ 97,869</b>	<b>\$ 63,274</b>	<b>\$ 65,476</b>	<b>\$ 74,376</b>	<b>\$ 71,310</b>	<b>\$ 343,669</b>	<b>\$ 114,893</b>	<b>\$ 37,092</b>	<b>\$ 1,457,501</b>	

	2025 Beginning															
	Bond Fund Balance	\$ 370,124	\$ 370,724	\$ 321,324	\$ 321,924	\$ 272,524	\$ 273,124	\$ 223,724	\$ 224,324	\$ 174,924	\$ 175,524	\$ 126,124	\$ 126,724	\$ 77,324		
	General Fund Balance	\$ 438,572	\$ 343,257	\$ 329,316	\$ 343,716	\$ 657,124	\$ 648,557	\$ 604,538	\$ 544,790	\$ 273,017	\$ 189,384	\$ 417,556	\$ 402,180	\$ 431,973		
	<b>Total Cash Balance</b>	<b>\$ 808,696</b>	<b>\$ 713,981</b>	<b>\$ 650,639</b>	<b>\$ 665,639</b>	<b>\$ 929,647</b>	<b>\$ 921,681</b>	<b>\$ 828,262</b>	<b>\$ 769,113</b>	<b>\$ 447,940</b>	<b>\$ 364,908</b>	<b>\$ 543,679</b>	<b>\$ 528,904</b>	<b>\$ 509,296</b>		
	Planned Bond Fund Invoices	\$ -	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)		



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**Contents**

- Financial Reporting – November 2023
- Clinton Dock
- Fairgrounds Projects
- Comprehensive Scheme Update
- Clean Vessel Program Grant Application
- Island County Economic Development Strategy
- Possession Residence
- Possession Piling

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**Financial Reporting – November 2023**

We received approximately \$77k in operating, tax and capital revenue; and, incurred approximately \$93k in operating & capital expenses in November 2023. End of month cash balance for November was \$653k in our General Operating Account and \$568k in our Bond Account. The financial documents and analyses are attached.

**Clinton Dock**

AS PRESENTED AT THE LAST MEETING:

1. Confluence, the environmental permitting consultant, finalized the Island County permitting documents and coordinated final submission requirements with the County. I just need to sign the documents for submittal (including one that needs to be notarized) and then they will be submitted.
2. Corps issued the Public Notice on 11/20 and they have since requested more information on alternatives considered before landing on our final design, which KPFF is fielding.
3. Ecology has acknowledged that their coordination with the Corps is underway and has requested the SSDP from the County when issued.
4. No news form WSDOT – last word was their ESA Liaison should begin working on the consultation early 2024.
5. HPA application a ready to submit, but we still need SEPA determination, which will be done by Island County.

**UPDATE:**

1. The submitted shoreline permit application to Island County has been determined complete; the fee estimate for processing the permit application is included in this month’s vouchers. Once the estimate is paid, the County will date stamp them and begin the review process. It is a Type II permit and generally takes 60-90 days for review and issuance of a decision but may take up to 120 days.
4. Melanie Vance, WSDOT’s Environmental Manager for Local Programs provided the following update: “This project still has 6 projects ahead of it in the ESA Liaison’s queue so we are probably looking at later calendar year 2024 before this will land on their desk to start writing the BiOp, so we are likely looking at sometime in 2025 before we’ll have a better idea of when this can get approved.” Our federal funding for preliminary engineering is due to expire 12/31/25, however in the Guidelines for this funding, it describes that we are able to request a “Supplemental Agreement,” or an extension on the funding if the scope remains the same. In addition, I am willing to ask Washington State Ferries in case they are able to influence the timing of the ESA Consultation, and use the approach that we would like to minimize the amount of time that there is no passenger only ferry option in the event of a vehicle ferry interruption.



For reference, the purpose of the Endangered Species Act (ESA) is to provide a means to conserve the ecosystems upon which endangered and threatened species depend and provide a program for the conservation of such species. Section 7 of the ESA requires Federal agencies to consult with the US Fish & Wildlife Service (sometimes referred to as “the Service” or “the Services”) to ensure that actions they fund, authorize, permit, or otherwise carry out will not jeopardize the continued existence of any listed species or adversely modify designated critical habitats.

The status of all other permitting activities remains the same.

Fairgrounds Projects

**Fairgrounds Housing Concept:** Planning Director Meredith Penny provided a staff status update on the Port’s zoning application to the Langley City Council on January 2. The City Council expressed concern about the infringement on Fair activities, and would like to participate in a site visit at the Fairgrounds to be able to better visualize the Port’s plans. The Notice of Complete Application will be published to the public for comment Saturday, the 6th, through January 22nd.

**Pole Building electrical breaker replacement:** Bids are still being collected.

**Burrier Building:** the Northeast space has been repaired and is safe for occupancy. The final cost for the urgent repairs was \$9,576 before sales tax. The contractor encountered rotten unsafe degraded wood in the ramp, which was not identified or expected upon initial award of the work. The original award was \$8,400 and the change order was valued at \$1,176. Pat is coordinating with Absolute Pest Control to treat for post beetles in the crawl space.

We will proceed with addressing the other structural items that need to be addressed in the building, including crawl space post replacements, and repair of the roof of the “lean-to” portion of Burrier.

**Campgrounds:** As reported at the last meeting, I asked our on-call engineering firm DCG to give us a cost estimate for developing formal plans and specifications for “Option A” in the electrical assessment. The cost estimate came in quite high, but it also includes construction management. The breakdown of the estimate is as follows:

Contractor/Subcontractor	Plans/specifications development estimate	Bid/Construction management estimate
DCG	\$13,953	\$4,538
Harmsen	\$14,325 (survey)	
Windsor	\$18,300 +\$1,640 expenses	\$8,100
<b>Total</b>	<b>\$48,218</b>	<b>\$12,638</b>

**Midway Food Booths and Coffman Alcove:** We are awaiting specifications for repairing these buildings from our on-call engineer.

Comprehensive Scheme of Harbor Improvements

We are planning for our Open House to gather input from our citizens on our draft Comprehensive Scheme on January 18<sup>th</sup> at 5:00 p.m.





Clean Vessel Program Grant Application

Washington State Parks administers funding from the US Fish and Wildlife Service for publicly accessible Marine Sewage Disposal Facilities, that are for recreational boats only. I will be applying for a grant for about \$20,000 to cover operation and maintenance costs for our pumpout barge located at the South Whidbey Harbor. The grant requires a 25% match for grant funds received. If successful, this grant will cover our operation and maintenance costs for the next 5 years after award. The grant cycle is annual; in January 2025 I would like to try and apply for a grant to procure a new pumpout barge.

Island County Comprehensive Economic Development Strategy

I drafted some input to the CEDS document and provided it to the Commissioners on Dec. 14; input is due no later than Jan. 16.

Possession residence

The resident caretakers were hired in June 2023 but haven't had the opportunity to move into the Possession house to date due to ongoing repairs being performed on the house. They have resigned from their positions citing the need to exit their own separate personal lease (while they were awaiting the ability to move into the Possession house) and find another place to live unfortunately. The Possession home still has repairs that need to be made; I would like to take advantage of this time of repairs being made (and no pressure to make it ready for tenants) to reassess our goals with this building.

The roof has been replaced; insulation needs to be installed and the bathroom floor needs to be replaced from a long time undetected toilet leak.

Possession piling

The piling that was damaged at the Possession boat ramp needs to be replaced as previously reported, and will be covered under our insurance.

David Consulting Group managed the solicitation of bids, and solicited bids from 9 contractors. We received two bids: Pacific Pile and Marine at \$77,000 before taxes and Waterfront Construction at \$44,774 before taxes. I request that the Commissioners authorize me to provide a notice to proceed to Waterfront Construction, which provided the lowest responsive bid.

112 Second Street  
P.O. Box 366  
Langley, WA 98260  
(360) 221-4246  
Fax (360) 221-4265



Krista "Kennedy" Horstman  
Mayor  
mayor@langleywa.org

## City of Langley

January 3, 2024

Angi Mozer  
PO Box 872  
Freeland, WA 98249  
exedir@portofsouthwhidbey.com

Re: Notice of Complete Application: File #ZCA-24-001

Application Proposal: To amend various sections of the Langley Municipal Code (LMC) in Chapter 18 to permit multi-family housing use at the Port of South Whidbey's Fairgrounds property, 819 Camano Ave. Assessor Parcel Nos: R32903-442-4110 and R32903-362-4170

Dear Ms. Mozer,

This letter is the formal Notice of Complete Application for the land use application that was submitted to the City of Langley on August 5, 2022. Your application was deemed complete on January 3, 2024. We have received the basic documents required to begin our review of the proposed amendments to the Langley Municipal Code.

Zoning amendment applications are subject to public notice requirements and a final decision by the Planning Official per LMC 18.36.025. The following dates are very important in the process. Please be certain to take the required actions by the dates specified below.

Notice of Development Application will be published in the newspaper on January 6, 2024.

Applicant posts the Public Notice Sign on the site no later than January 6, 2024.

Public Comment Period is fourteen days and ends on January 22, 2024.

Your sign is ready for pick up at City Hall. If your sign is not posted by the specified dates, the review process will start over, and the review timeframes extended accordingly. The applicant is required to pay all costs of the second Notice of Application and public comment period. The sign must remain posted until a decision is issued.

Your application will be reviewed by City department and other agencies that have jurisdiction over the zoning amendment proposal. If our analysis cannot be completed with the information you have already provided, we will send you one letter that incorporates comments from the reviewing agencies, requests additional information, and stop the review. The review will resume when we receive all requested information.

This application is a non-project action and does not include any land development.

If you have any questions regarding your application, please feel free to contact me by calling (360)-221-4246 ext.26 or by email at [planning@langleywa.org](mailto:planning@langleywa.org)

Sincerely,



Meredith Penny  
Planning Director  
City of Langley

**Port of South Whidbey Campground Projections**

**Option C (5) 50-Amp, (7) 30-Amp**

Project Cost

Elec	\$65,000
Water	\$35,000
Engineer	\$10,000
<b>Total</b>	<b>\$110,000</b>

Revenue

% occup

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
	3%	5%	7%	22%	27%	27%	50%	85%	43%	11%	11%	6%	<b>Total Annual Revenue:</b>
12 RV Spots	\$486	\$810	\$1,134	\$3,564	\$4,374	\$4,374	\$8,100	\$13,770	\$6,966	\$1,782	\$1,782	\$972	<b>\$48,114</b>

30 days  
 \$45 each night

**Option B (7) 50-Amp, (7) 30-Amp**

Project Cost

Elec	\$80,000
Water	\$40,000
Engineer	\$12,000
<b>Total</b>	<b>\$132,000</b>

Revenue

% occup

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
	3%	5%	7%	22%	27%	27%	50%	85%	43%	11%	11%	6%	<b>Total Annual Revenue:</b>
14 RV Spots	\$567	\$945	\$1,323	\$4,158	\$5,103	\$5,103	\$9,450	\$16,065	\$8,127	\$2,079	\$2,079	\$1,134	<b>\$56,133</b>

30 days  
 \$45 each night

**Option A (7) 50-Amp, (13) 30-Amp**

Project Cost

Elec	\$100,000
Water	\$50,000
Engineer	\$61,000
<b>Total</b>	<b>\$211,000</b>

Revenue

% occup

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
	3%	5%	7%	22%	27%	27%	50%	85%	43%	11%	11%	6%	<b>Total Annual Revenue:</b>
20 RV Spots	\$810	\$1,350	\$1,890	\$5,940	\$7,290	\$7,290	\$13,500	\$22,950	\$11,610	\$2,970	\$2,970	\$1,620	<b>\$80,190</b>

30 days  
 \$45 each night

DCG/Watershed, INC.

PROFESSIONAL ENGINEERING SERVICES ESTIMATE

Client: Port of South Whidbey

Project: Fairgrounds Campground Improvements (Electrical & Water)

DCG PM: Quin Clements, PE

TASK NO.	TASK DESCRIPTION	Notes	LABOR CATEGORIES						TOTAL HOURS	DCG TOTAL FOR EACH TASK
			PRINCIPAL ENGINEER	PROJECT ENGINEER IV	ENGINEER CAD/TECH VI	ADMIN	WINDSOR ENGINEERS	HARMSSEN SURVEYING		
1	Project Coordination									
1a	Meetings, Site Visits, and Coordination		4	8		2			14	\$2,686
2	Preliminary Design Information	1						\$14,345.00		
2a	Site Survey		1	1	2				4	\$819
3	Campground Improvements (Water & Electrical)	2						\$18,300.00		
3a	Construction Documents (PS&E) - DRAFT		4	8	24	1			37	\$6,869
3b	Construction Documents (PS&E) - FINAL		2	4	12	1			19	\$3,479
4	Bidding & Construction Phase Assistance	3	8	12		2		\$8,100.00		
TOTAL ESTIMATED HOURS BY LABOR CATEGORY			11	21	38	4			74	\$13,853
HOURLY RATE			\$299	\$164	\$178	\$89				
TOTAL ESTIMATED CHARGES BY LABOR CATEGORY			\$3,289	\$3,444	\$6,764	\$356				

ESTIMATED TOTAL DCG LABOR: \$13,853

Expenses (reproduction, advertising, permit fees, plots, etc.): Cost + 10%  
Mileage: \$0.655/mile

DCG ESTIMATED EXPENSES & MILEAGE: \$100

ESTIMATED THIRD PARTY SERVICES (Survey & Electrical): \$32,645

WINDSOR ESTIMATED EXPENSES & MILEAGE: \$1,650

ESTIMATED BID AND CONSTRUCTION SUPPORT SERVICES (Civil & Electrical): \$12,638

**TOTAL ESTIMATED COST (Survey, Electrical, Civil): \$60,886**

Notes and Assumptions:

The following assumptions and exclusions outlined below are prepared with the best available information at the time of the proposal. If requirements or scoped outlined are altered or modified based on discussions with the client, DCG reserves the right to provide an amended contract/scope of work to accurately reflect said changes.

1. Topographical mapping will be performed by Harmsen, LLC. A separate fee proposal for this work has been provided. Third-party fees will be paid directly by the client.
2. Electrical engineering work will be performed by Winsor Engineers. A separate fee proposal for this work has been provided. Third-party fees will be paid directly by the client.
3. Pricing for bid and construction support services are estimates. Due to the unknowns associated with this work, DCG/W and Windsor will bill hourly based on the rates provided.



LAND SURVEYING • LAND USE PLANNING • CIVIL ENGINEERING • WETLAND SERVICES

Quin Clements  
DCB/Watershed  
2210 Riverside Dr, #110  
Mount Vernon, WA 98273  
P23-1246

December 12, 2023  
(360) 739-7232  
quin@dcgwatershed.com

Harmsen Project: 23-171

Quin:

Harmsen, LLC (HARMSSEN) appreciates your interest in having us provide professional services for the project at the Whidbey Island Fairgrounds located at 819 Camano Ave in Langley, WA; tax parcel R32903-442-4110. Based on discussions with you and our understanding of the project needs, we propose the following:

**SCOPE OF SERVICES – TOPOGRAPHIC SURVEY:**

- Verify previous boundary calculations and review mapping;
- Review any document provided by Client;
- Perform topographic survey of Langley Rd to approximate centerline beginning just South of Fairground Rd and extending North to roughly 100' South of Sandy Point Rd;
- Show all utilities within frontage based on visual evidence, as-built maps, and locate paint marks;
- Locate all on-site features from just South of Fairgrounds Rd heading North to approximately 10' North of the South end of the horse-riding area with the West property line being the Westerly limits of the survey;
- Show the tree line along the West side of the property and the line of vegetation along the East;
- Draft existing conditions map depicting 1' intervals and provide to Client in PDF and CAD formats.

**FIXED FEE: \$13,020**

**UTILITY LOCATING ESTIMATED TIME & MATERIALS COST: \$1,325**

**ASSUMPTIONS:**

- Boundary will be verified; however, no corners will be set as part of this survey.
- Title Report to be provided by Client. Harmsen can order a Title Report for an additional fee.
- Document of Record match existing conditions.
- Field crews will have full access to property and monument control.

Before beginning the project, we will need this proposal letter initialed and signed. If unforeseen complications arise, HARMSSEN reserves the right to stop work until a revised fee and/or schedule can be negotiated. This fee proposal is valid for 60 days. We look forward to the opportunity to serve you. Please call us if you have any questions regarding this proposal.

Sincerely,

Cherie Buzzell

Terms & Conditions, page 2

**Initial**

**Date**

*EVERETT*  
2822 Colby Ave, Suite 300  
Everett, WA 98201  
425-252-1884

*MOUNT VERNON*  
603 South First Street  
Mount Vernon, WA 98273  
360-336-9199

*OAK HARBOR*  
840 SE 8<sup>TH</sup> Avenue, Ste. 102  
Oak Harbor, WA 98277  
360-675-5973

**TERMS AND CONDITIONS**

**BILLING RATES – 2024**

Principal – Land Surveyor (PLS 4)	\$210
Senior – Land Surveyor (PLS 3)	\$200
Surveyor (Project Manager) (PLS 2)	\$180
1-person survey field crew	\$170
2-person survey field crew	\$240
Survey Tech	\$170
Principal Engineer	\$220
Professional Engineer (Project Manager)	\$205
Engineering Tech	\$160
Senior Planner	\$185
Wetland Specialist	\$175
Administrator	\$115
Travel	\$120
Expert Witness	\$375
Drone Operation	\$250
Utility Rate	\$170

Other rates may apply to other specific services.

**DIRECT PROJECT CHARGES**

Living and travel expenses, out of area long distance charges, subcontracted services, printing & reproduction expenses, and all other materials & equipment costs are charged at cost, plus 15%.

Mileage:	IRS rate
Iron Pin & Lot Stake	\$4.00/each

**PAYMENT TERMS**

HARMSEN invoices on a monthly basis. Invoices are due and payable within 25 days after presentation. Interest at the rate 18% per annum from date of invoice will be assessed on any balance not paid within thirty (30) days of the date of invoice. All credit card transactions will incur a 3% transaction fee. In the event HARMSEN is not timely paid on this contract or on any other contract with the client, HARMSEN may, without notice, suspend its performance.

**DEFAULT (ACTION, COSTS, VENUE)**

The Client agrees that in consideration of the relative opportunities for financial reward from this project for the parties to this Agreement, the maximum aggregate amount of its recovery from HARMSEN or our employees due to any and all claims of professional negligence and breach of contract arising out of any incident shall be limited to the amount of fees paid to us under this Agreement, or \$50,000.00, whichever is less. HARMSEN shall not be liable for consequential damages, including loss of use or profits, or indirect damages, regardless of whether such claim is based upon alleged breach of contract, willful misconduct, strict liability, breach of warranty, or negligent act, error, or omission, whether professional or nonprofessional. In the event the Client fails to make payment as required by this agreement, and HARMSEN commences action to collect the payments that are due: (a) the Client shall pay all costs that HARMSEN reasonably incurs to collect such payment, including but not limited to attorney's fees, filing fees and service charges to record and release liens, and interest on any judgment entered hereon; and (b) the venue for any lawsuit shall be in Snohomish County, WA.

**CLIENT**

\_\_\_\_\_  
NAME: Date

TITLE:

**LAND OWNER (if not Client)**

\_\_\_\_\_  
NAME: Date

TITLE:

**OWNERSHIP OF WORK PRODUCT**

The data, designs, drawings, maps, plans, specifications, reports, photographs and other documents produced by Harmsen, LLC hereafter referred to as HARMSEN, pursuant to this agreement are, and remain, the exclusive property of HARMSEN. HARMSEN will provide a single original copy of the ORIGINAL PRINTED drawings, maps, plans, specifications, reports and other documents as required for the Client's use for the fee set forth. Additional or multiple copies will be furnished as a reimbursable expense at the above listed rates.

**FULL DISCLOSURE AND RELIANCE**

Client asserts that they have fully disclosed all applicable information related to this agreement and that HARMSEN may rely on all such information, provided by the client, the clients employees, agents, contractors, or consultants.

Client also asserts that if they are not the landowner, the landowner is aware that client has retained HARMSEN for improvement of landowners property.

Client agrees to defend, indemnify, and save harmless, HARMSEN, our officers, agents, and employees from and against any and all suits and claims in connection with the work of this contract. Clients indemnity obligation does not extend to liability resulting from the sole negligence of HARMSEN. If a claim for injuries, death, or property damage is caused by the concurrent negligence of Client and HARMSEN, this indemnity provision shall only be enforceable to the extent of the negligence of the Client.

**BILLING ADDRESS (other)**

ADDRESS:

**HARMSEN, LLC**

\_\_\_\_\_  
NAME: Date

TITLE:

December 4, 2023

Quin Clements, PE  
Principal of Civil Engineering  
Davido Consulting Group, Inc.  
[quin@dcgengr.com](mailto:quin@dcgengr.com)

### **Project: Port of South Whidbey Fairgrounds Design**

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Quin,

Windsor Engineers is excited to work with you and your team. We provide technical solutions through strength in communications, listening skills, responsiveness, and follow-through. We are pleased to provide you with this fee proposal based on the following:

- Initial condition assessment completed by Windsor on 6/30/2023.

We understand scope can change moving forward and we reserve the right to negotiate should it do so. Windsor will make every effort to limit project costs as proposed within the scope defined. If the scope or schedule needs to change as the project progresses, Windsor will collaborate with the client to adjust the scope or propose a revised fee. You will find our understanding of the project and what we have based our fee on below.

Why Windsor? Our value comes from:

- Listening carefully to all stakeholders that may be involved during the design process.
- We've built it: our staff have over 100 years of combined field installation experience and a strong understanding of system constructability.
- Responsiveness: we treat our clients with same-day service. If you call or email, we will make every effort to be in touch within 24 hours.
- Our focus is on providing truly integrated designs by working closely with architects, contractors, owners, and other design disciplines.

Windsor is committed to our clients' success. We look forward to another successful project with DCG|Watershed.



## Project Summary

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The Port of South Whidbey Fairgrounds RV campground is situated in the town of Langley, WA on Whidbey Island. This Campground has approximately 30 RV sites with aging electrical infrastructure that needs updating. This proposal will complete the design documents necessary for the construction of new RV sites based on the previous Windsor condition assessment and recommendations and the Ports design direction to pursue Option 1.

## Scope of Services

---

### General

- Windsor will coordinate our system design with other disciplines according to the typical Engineer of Record (EOR) “standard of care” such that the systems can feasibly fit within the spaces allocated, including plenums, shafts, and mechanical/electrical rooms. However, the EOR is not responsible for resolving all potential conflicts and clashes, such as those detected by computer software (e.g., Navisworks).
- All construction drawings will be done in Revit to a Level of Development (LOD) 200 level.
- Attend meetings via teleconference during design: up to (2) meetings.

### Electrical System

- Power Distribution
  - Incoming dry power – coordinate with utilities
  - Existing building power reconfiguration per assessment
  - Service and panel load calculations per code
- Branch Power
  - Receptacle layout
  - Device layout for utilization equipment
  - Branch power circuiting and load calculations

### Construction Documents

- Submit draft drawings and specifications for review and coordination
- Quality assurance procedures
- Final electrical calculations
- Final equipment selections
- Permit documents for submittal to AHJ
- 100% CD / Bid document submittal
- Attend design coordination meetings





- Deliverable:
  - CD-level drawings to define the electrical system to a point necessary for permitting, bidding, and construction. Base scope includes (1) set for permit, (1) set for bidding, and (1) set for construction.
  - Full electrical book specifications

### **Bid Support & Construction Administration**

- Phase to be billed hourly Time and Expense. A budget estimate is provided below.
- Resolve permit issues related to design
- Bid addendum assistance
- Review substitution requests
- Bid review and recommendation
- Review shop drawings and submittals
- Respond to RFIs as required
- (1) Final punch list & MEP report

This proposal is based on a start date in December 2023 and the below phase durations. Please note that delays or interruptions to the schedule may result in additional costs to the client.

<b>Project Phase</b>	<b>Phase Duration</b>
Construction Documents (CD)	8 weeks
Construction	TBD

### **Exclusions**

- Dry Utilities coordination not related to the site service. We will coordinate the incoming service to the site and in-building systems only. Other necessary coordination, such as undergrounding of primary power for frontage improvements, is assumed to be by others.
- Temporary power design and coordination
- Low voltage systems design
- Fire alarm system design
- Mechanical or Plumbing design
- Site Lighting design



- Record drawings
- Seismic calculations or design
- Opinions of probable construction costs
- Life cycle cost analysis for systems
- Commissioning
- Electrical metering of existing electrical power systems including providing meters and/or installation of meters.

### Assumptions

---

- Existing systems are of sufficient capacity and appropriate character to support the new work.
- One single permit submittal package is included. Additional services will be required if the project is broken up into multiple permit submittals.
- A site plan CAD file will be provided by the Architect or Civil engineer.

### Professional Fees

---

Windsor Engineers will be compensated as shown in the table below, on a fixed fee basis except as noted otherwise.

In addition to the fees for engineering services, a maximum of \$1,500 will be invoiced with a 10% markup for reimbursable expenses. Reimbursable expenses include air travel, mileage, rental cars, lodging and per diem, plotting, and messenger services.

We will invoice monthly based on work completed. Invoices will be due within 30 days of billing. Fees not paid when due are subject to one and one-half (1.5) percent interest per month starting from the time of billing.

Project Phase (Base Services)	\$ Fee
Construction Documents	\$18,300
Bid Support & Construction Administration (T&E Budget)	\$8,100



## Agreement

---

We look forward to working with DCG|Watershed and supporting your needs.

This proposal shall be valid for a period of thirty (30) days from the date of submittal.

Thank you for the opportunity!

### **Windsor Engineers**

Proposed by:

---

Brandon Watt, PE  
Project Manager

### **DCG|Watershed**

Accepted by:

---

Signature

---

Name and Title

---

Date



## Terms and Conditions

**PAYMENT.** If any invoice is not paid when due, interest will be added to and payable on all overdue amounts at one and one-half (1.5) percent per month. Recipient shall pay all costs of collection, including without limitation, reasonable attorney fees. In addition to any other right or remedy provided by law, if the recipient fails to pay for the Services when due, Windsor Engineers has the option to treat such failure to pay as a material breach of this Contract and may cancel this Contract and/or seek legal remedies.

**TERM.** This Contract will terminate automatically upon completion by the Provider of the Services required by this Contract.

**CONFIDENTIALITY.** Provider, and its employees, agents, or representatives will not at any time or in any manner, either directly or indirectly, use for the personal benefit of Provider, or divulge, disclose, or communicate in any manner, any information that is proprietary to Recipient. Provider and its employees, agents, and representatives will protect such information and treat it as strictly confidential. This provision will continue to be effective after the termination of this Contract. Any oral or written waiver by Recipient of these confidentiality obligations which allows Provider to disclose Recipient's confidential information to a third party will be limited to a single occurrence tied to the specific information disclosed to the specific third party, and the confidentiality clause will continue to be in effect for all other occurrences.

**DEFAULT.** The occurrence of any of the following shall constitute a material default under this Contract: a) The failure to make a required payment when due. b) The insolvency or bankruptcy of either party. c) The subjection of any of either party's property to any levy, seizure, general assignment for the benefit of creditors, application, or sale for or by any creditor or government agency. d) The failure to make available or deliver the Services in the time and manner provided for in this Contract.

**REMEDIES.** In addition to any and all other rights a party may have available according to law, if a party defaults by failing to substantially perform any provision, term, or condition of this Contract (including without limitation the failure to make a monetary payment when due), the other party may terminate the Contract by providing written notice to the defaulting party. This notice shall describe with sufficient detail the nature of the default. The party receiving such notice shall have 30 days from the effective date of such notice to cure the default(s). Unless waived in writing by a party providing notice, the failure to cure the default(s) within such time period shall result in the automatic termination of this Contract.

**FORCE MAJEURE.** If the performance of this Contract or any obligation under this Contract is prevented, restricted, or interfered with by causes beyond either party's reasonable control ("Force Majeure"), and if the party unable to carry out its obligations gives the other party prompt written notice of such event, then the obligations of the party invoking this provision shall be suspended to the extent necessary by such event. The term Force Majeure shall include, without limitation, acts of God, fire, explosion, vandalism, storm or other similar occurrence, orders or acts of military or civil authority, or by national emergencies, insurrections, riots, or wars, or strikes, lock-outs, work stoppages or other labor disputes, or supplier failures. The excused party shall use reasonable efforts under the circumstances to avoid or remove such causes of non-performance and shall proceed to perform with reasonable dispatch whenever such causes are removed or ceased. An act or omission shall be deemed within the reasonable control of a party if committed, omitted, or caused by such party, or its employees, officers, agents, or affiliates.

**DISPUTE RESOLUTION.** The parties will attempt to resolve any dispute arising out of or relating to this Agreement through friendly negotiations amongst the parties. If the matter is not resolved by negotiation within 30 days, the parties will resolve the dispute using the below Alternative Dispute Resolution (ADR) procedure. Any controversies or disputes arising out of or relating to this Agreement will be resolved by binding arbitration under the rules of the American Arbitration Association. The arbitrator's award will be final, and judgment may be entered upon it by any court having proper jurisdiction.

**ENTIRE AGREEMENT.** This Contract contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Contract. This Contract supersedes any prior written or oral agreements between the parties.

**PRICE INCLUSIVITY:** This fee estimate applies only to the total scope of work as described. Fee breakouts are informational only and not to be construed as entirely representative of their respective scope. Any change in scope will require a new corresponding fee estimate. Windsor reserves the right to revise fee allocations within the overall amount.

**SEVERABILITY.** If any provision of this Contract will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

**STANDARD OF CARE.** Consultant shall perform its services consistent with the professional skill and care ordinarily provided by firms practicing in the same or similar locality under the same or similar circumstances. Notwithstanding any clause in this Agreement to the contrary, Consultant expressly disclaims all express or implied warranties and guarantees with respect to the performance of services.



**OWNERSHIP AND USE OF DOCUMENTS.** The Drawings, Specifications, and other documents prepared by the Consultant, and copies thereof furnished to the Owner, Architect, Contractors, Subcontractors, or Construction Manager, are for use solely concerning this Project. They are not to be used on other projects, or for additions to this Project outside the scope of the Work, without the specific written consent of the Consultant.

**CONSEQUENTIAL DAMAGES.** Notwithstanding anything to the contrary elsewhere in this Agreement or provided for under any applicable Law, no Party will be liable to the other Party, either in contract or in tort, for any consequential, incidental, indirect, special, or punitive damages of the other Party, including business interruption, loss of future revenue, profits or income, diminution in value or loss of business reputation or opportunity, relating to the breach or alleged breach hereof or otherwise

**LIMITATION OF LIABILITY.** To the fullest extent permitted by law, the total liability, in the aggregate, of Consultant, Consultant's officers, directors, partners, employees, agents, and subconsultants, to Client, and anyone claiming by, through, or under Client for any claims, losses, costs, or damages whatsoever arising out of, resulting from or in any way related to this Project or Agreement from any cause or causes, including but not limited to negligence, professional errors and omissions, strict liability, breach of contract, or breach of warranty, shall not exceed the total project compensation received by Consultant.

**STATUTE OF LIMITATIONS.** The statute of limitations for claims made by Client and its agents against Consultant shall be the following: a) For studies, assessments, and other consulting services, one-year from date of final project deliverable from Consultant. b) For design services, the sooner of one-year after substantial completion or three years after final design deliverable.

**INDEMNIFICATION.** Consultant will defend, indemnify, and hold the Client harmless from claims and liabilities arising out of third-party claims for bodily injury (including death) and damage to tangible property but only to the extent caused by a negligent act of Consultant. No negligence shall be attributed to Consultant based on any acts or omissions of Client's contractors, other consultants, or third parties.

**AMENDMENT.** This Contract may be modified or amended in writing by mutual agreement between the parties, if the writing is signed by the party obligated under the amendment.

**GOVERNING LAW.** This Contract shall be construed in accordance with the laws of the state or jurisdiction in which the work is performed.

**NOTICE.** Any notice or communication required or permitted under this Contract shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.

**WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.

**ATTORNEY'S FEES TO PREVAILING PARTY.** In any action arising hereunder or any separate action pertaining to the validity of this Agreement, the prevailing party shall be awarded reasonable attorney's fees and costs, both in the trial court and on appeal.

**CONSTRUCTION AND INTERPRETATION.** The rule requiring construction or interpretation against the drafter is waived. The document shall be deemed as if it were drafted by both parties in a mutual effort.

**ASSIGNMENT.** Neither party may assign or transfer this Contract without the prior written consent of the non-assigning party, which approval shall not be unreasonably withheld.

**GUARANTEE.** Jurisdiction approval outcomes, costs, and timelines are not guaranteed due to unpredictability of the development process.

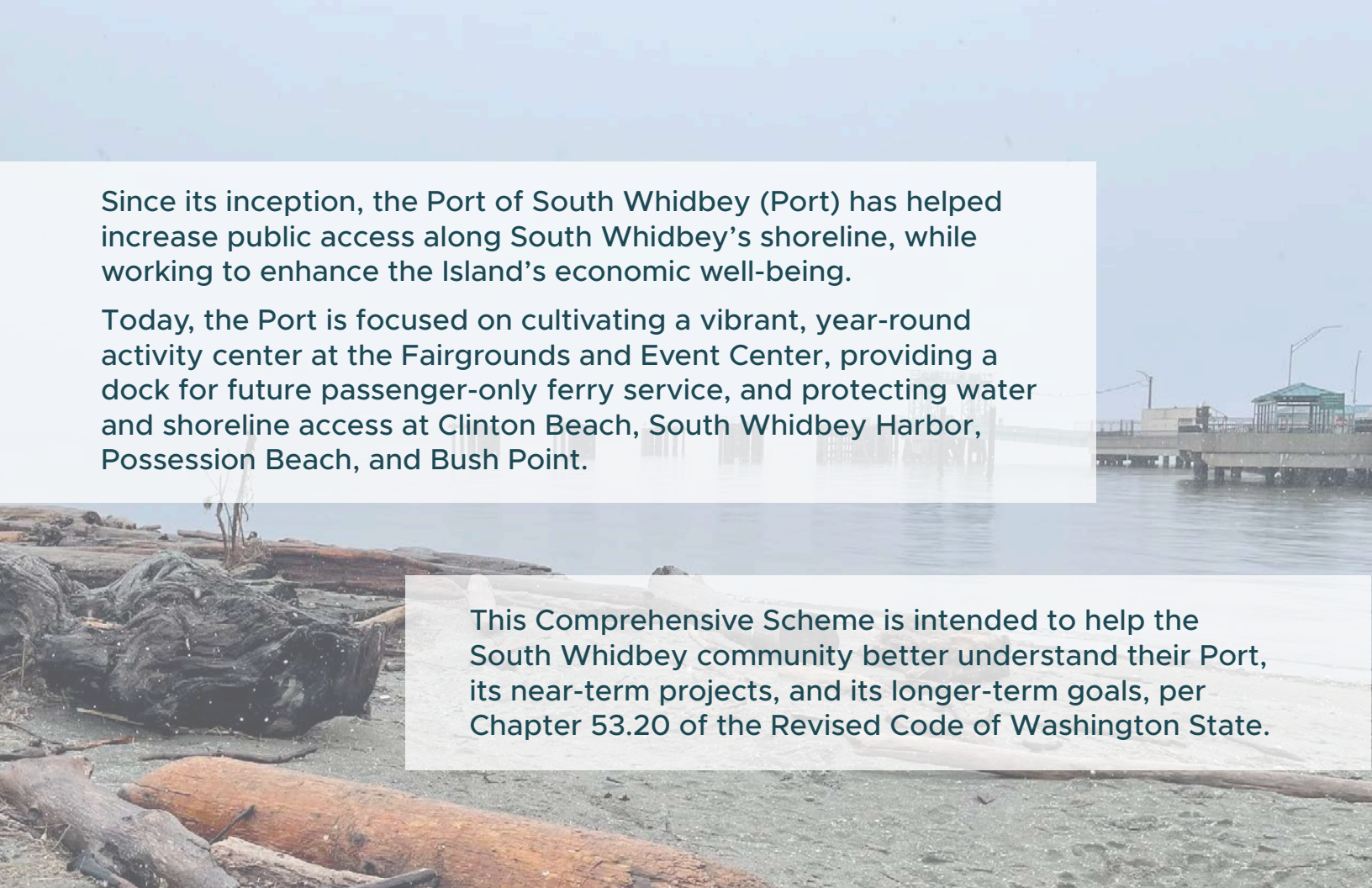
**TIMELY PAYMENT AND RELEASE OF DOCUMENTS.** Consultant reserves the right to stop work and withhold deliverables if Client's payments are delayed, or if invoices are outstanding beyond the payment terms of the invoice.



# Port of South Whidbey

Comprehensive Scheme 2023





Since its inception, the Port of South Whidbey (Port) has helped increase public access along South Whidbey’s shoreline, while working to enhance the Island’s economic well-being.

Today, the Port is focused on cultivating a vibrant, year-round activity center at the Fairgrounds and Event Center, providing a dock for future passenger-only ferry service, and protecting water and shoreline access at Clinton Beach, South Whidbey Harbor, Possession Beach, and Bush Point.

This Comprehensive Scheme is intended to help the South Whidbey community better understand their Port, its near-term projects, and its longer-term goals, per Chapter 53.20 of the Revised Code of Washington State.

## ACKNOWLEDGMENTS

### PORT COMMISSIONERS

Jack Ng

Greg Easton

Curt Gordon

### PORT STAFF

Angi Mozer,  
Executive Director  
Molly MacLeod-Roberts,  
Port Clerk/Accountant

Kathy Myers, Harbormaster  
Amanda Ellis,  
Fairgrounds Director

Pat Kisch, Maintenance &  
Operations Supervisor  
Stan Reeves,  
Former Executive Director

### INTERVIEWEES

Commissioner Melanie Bacon  
Todd Carlson  
Ross Chapin  
Doug Coutts  
Bill Crisswell

Chad Gladhard  
Bob Libolt  
Krista Loercher  
Brian May  
Libby and Larry McCauley

Jerry Morrison  
Todd Morrow  
Marian Myszkowski  
Meredith Penny  
Jennifer Roll

### MAKERS

Grace Arsenault  
Julie Bassuk

Beth Batchelder  
Anne D’Mura

*All photos within this document have been provided by MAKERS unless otherwise noted.*



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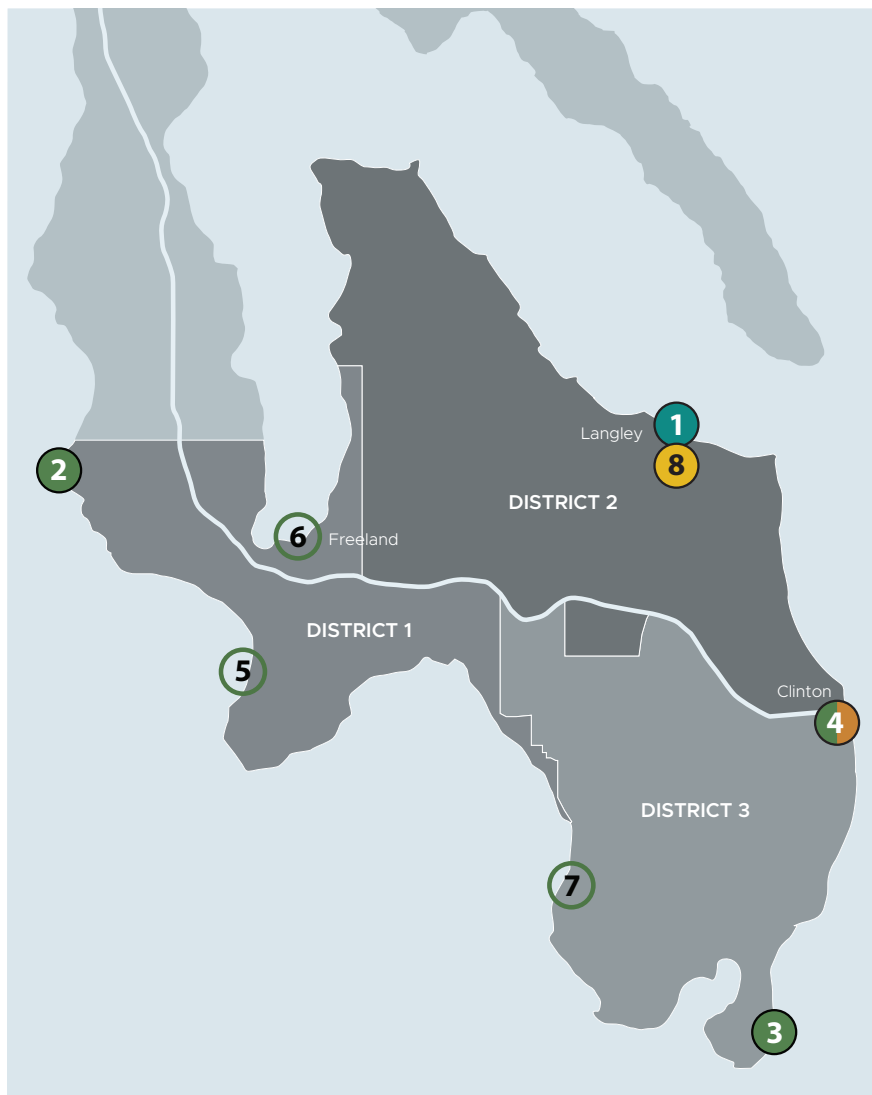
# Introduction



# GET TO KNOW YOUR PORT

The Port district covers around 41,000 acres (64 square miles) of the southern one-third of Whidbey Island (South Whidbey) in Island County, Washington. It is divided into three voting districts that center around the communities of Freeland, Clinton, and Langley.

The Port owns a variety of properties throughout South Whidbey. These include the South Whidbey Harbor at Langley (South Whidbey Harbor); parks and boat ramps at Possession Beach, Bush Point, and Clinton Beach Park; transportation assets at Clinton Pier and the Humphrey Road Parking Lot; and the Whidbey Island Fairgrounds and Events Center (Fairgrounds). In addition, the Port is a 25% owner of three Island County boat ramps, which are the County's responsibility to operate and maintain.



Port of South Whidbey districts and properties.

## PORT MISSION

*Enhance the economic wellbeing of the community and improve public access to marine areas while respecting the unique rural character and environment of South Whidbey Island.*

### South Whidbey Harbor

1. South Whidbey Harbor at Langley

### Parks and Boat Ramps

2. Bush Point
3. Possession Beach
4. Clinton Beach Park
5. Mutiny Bay\*
6. Freeland Park and Homes Boat Ramp\*
7. Dave Mackey Park and Boat Ramp\*

### Transportation Assets

4. Clinton Pier/Dock
4. Humphrey Road Parking Lot

### Fairgrounds and Event Center

8. Fairgrounds and Event Center

\* Boat Ramps 75% owned and operated and maintained by Island County; 25% owned by the Port

# COMPREHENSIVE SCHEME GOALS

South Whidbey is facing complex challenges related to its changing demographics, cost of housing, limited transportation choices, and seasonal tourist-based economy. Within the Port's mission, statutory powers, and financial framework, this comprehensive scheme focuses on actions that will help support a thriving and diverse island economy and increase resources to better serve the South Whidbey community.



## SUPPORT A THRIVING AND DIVERSE ISLAND ECONOMY

As described in community context, South Whidbey's population is aging and there are increasingly limited housing and transportation options to attract and retain the workforce necessary for a thriving, diverse economy. The Port will leverage its properties and focus investments to support and diversify local businesses and foster South Whidbey Island's entrepreneurial spirit. The Port will also support efforts to add workforce housing and expand transportation options in the district.



## INCREASE RESOURCES TO BETTER SERVE THE COMMUNITY

Given the Port's financial framework, this comprehensive scheme also prioritizes efforts that generate new revenues, bring in grant funds, reduce operating costs, and protect existing assets.



The Port of South Whidbey includes four lines of business: Parks and Boat Ramps, Transportation Assets, South Whidbey Harbor, and the Whidbey Island Fairgrounds and Event Center.





# PLANNING FRAMEWORK

## SOURCE

PORT OF SOUTH WHIDBEY STRATEGIC PLAN, FINAL ECONOMIC EVALUATION, BST ASSOCIATES, JULY 25, 2023.

## PORT PLANS

Support development of higher wage jobs, workforce housing, and transportation choices to attract younger individuals and families to work and live in the district.

See page 20, page 27, and page 30.

## PORT PLANS

Explore assisting in development of sewer infrastructure on appropriately zoned properties needed to support higher-wage job growth.

See page 30.

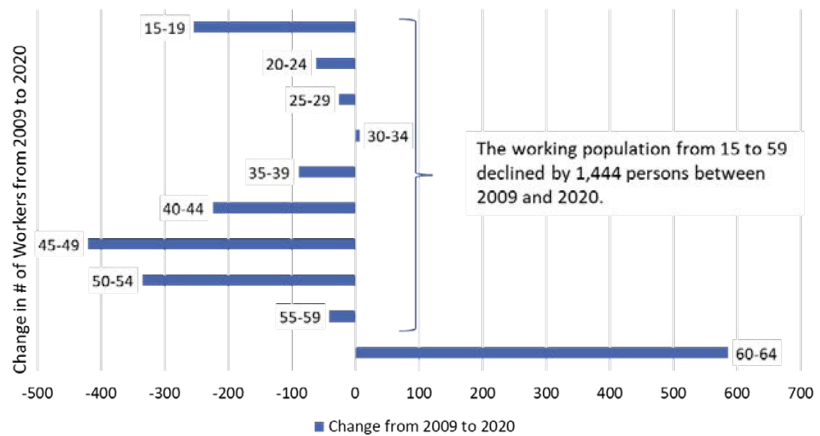
BST Associates summarized key demographic and economic trends that provide the context for this comprehensive scheme. They also reviewed the Port’s financial framework and the performance of each line of business. Key findings are summarized in the following sections.

## KEY FINDINGS - COMMUNITY CONTEXT

### DEMOGRAPHIC TRENDS

One of the key demographic trends impacting south Whidbey is age. The South Whidbey population is growing older while younger, working age residents are leaving. Median age in the district was 58.2 in 2021, up from 43.2 in 2013.

Population growth was fastest in residents over 65 years of age, while the working age population (between 15 and 59) has declined. This is partially due to the rising cost of living, lack of housing options, and limited job opportunities.



South Whidbey working age population trends (change 2009 to 2020.) Source: Washington State Office of Financial Management

### EMPLOYMENT AND WAGES

Retail, health care and social assistance, and accommodation and food services are three of five economic sectors that make up 60% of employment in South Whidbey. These sectors have lower wages than manufacturing and construction, the two other most prominent sectors. Island County has an average annual income of \$49,530, which translates to \$23.81 per hour.

The Port is evaluating its potential role in assisting other entities in developing commercial and/or industrial properties to create family wage jobs. Appropriately zoned properties are primarily located in Freeland and the Whidbey Airpark near Langley.

## PORT PLANS:

Support development of workforce housing to help attract and retain employees to support economic vitality and diversity on South Whidbey.

See page 27 and page 30.

## PORT PLANS

Seek opportunities to improve transportation choices for employees working in South Whidbey as well as those that commute on and off island for employment.

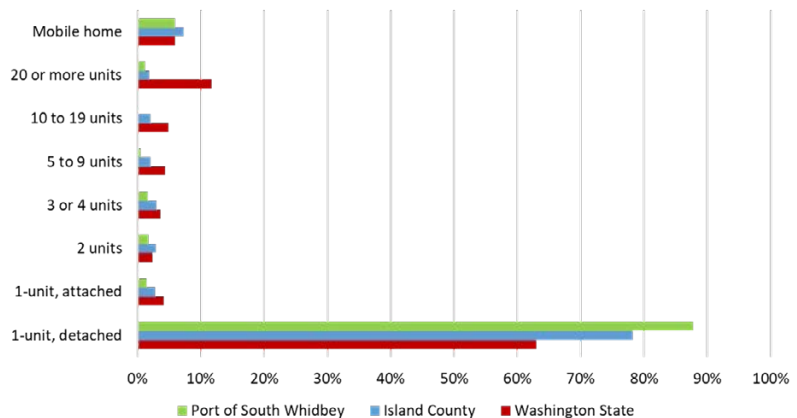
See page 22 and page 30.

## TOURISM

Tourism is one of the key drivers of the Island County economy, and destination spending supports a wider variety of businesses, adds revenues, and increases livability in South Whidbey. Recent estimates indicate tourist spending generated 990 jobs, \$30.2 million in wages, and \$10.4 million in state and local taxes in 2021. That said, tourism-related businesses are having a difficult time finding and retaining employees in South Whidbey. The lack of affordable, long-term rental housing is one reason for this, combined with relatively low wages in tourism-related businesses.

## HOUSING

One of the largest challenges facing South Whidbey Island is the shortage of workforce housing. Multi-family and mobile homes account for 11% of housing on South Whidbey, while they account for 27% in Washington State and 12% in Island County. A much higher share of housing in South Whidbey is owner-occupied (81%), as compared with Washington State (64% owner-occupied) and Island County (73% owner-occupied). It should also be noted that seasonal occupants represent a large portion of the population and housing in South Whidbey. A portion of this seasonal housing may be for rent during part of the year.



Housing by type. (Source: American Community Survey 2021.)

## TRANSPORTATION

Limited transportation options also impact the ability to attract and retain the workforce. The Mukilteo-Clinton ferry route is one of the two main ways to get on and off Whidbey Island. Ridership is on the decline, which is partially related to negative perceptions of ferry service. A recent survey showed that 74% of riders on the Mukilteo/Clinton route have a high level of dissatisfaction, which is higher than on other routes. Of the top 10 service complaints about the Mukilteo/Clinton route, two relate to issues that could be actionable for the Port of South Whidbey: Inadequate parking at the ferry terminals, and schedules not being coordinated between the ferry and local transit service.

## KEY FINDINGS - FINANCIAL FRAMEWORK

### PORT-WIDE

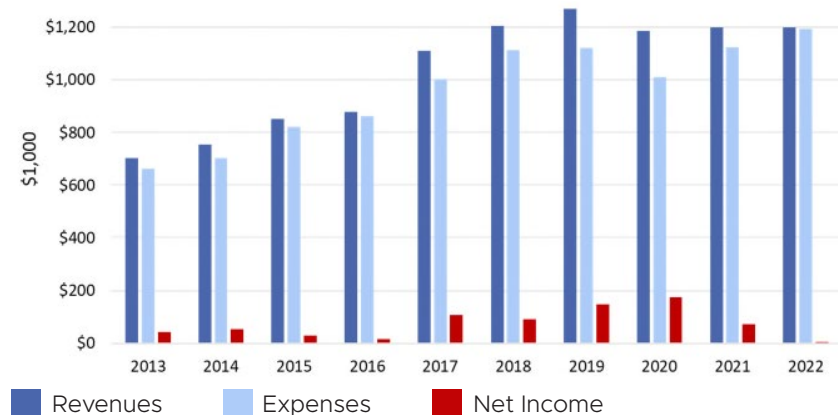
#### PORT PLANS

Quantify deferred maintenance and consider ways to increase net revenues to better steward assets, augment reserves, and pursue projects that increase economic diversity and vitality.

Approaches to be considered include resetting the tax levy, establishing an industrial development district (IDD), and/or issuing Unlimited Tax General Obligation bonds.

See page 27 and page 30.

The Port essentially operates as a break-even business with net income averaging \$74,000 per year over the last decade. This limits the Port's ability to maintain assets, increase reserves to respond to economic downturns or unexpected costs, and take on new projects. At the same time, the Port has a significant and growing deferred maintenance backlog.



Port of South Whidbey Financial Trends.

### SOUTH WHIDBEY HARBOR

#### PORT PLANS

Assess the rate structure and facility condition, develop a sustainable financial plan, and identify an economically viable approach to maintaining and expanding South Whidbey Harbor.

See page 15.

The number of boats and use of hand-powered crafts is growing in South Whidbey, but the area has limited moorage slips and facilities catering to hand-powered craft. In addition, South Whidbey Harbor, like many marinas in the region, is plagued by significant deferred maintenance. It is currently a break-even venture and does not generate the funds needed to maintain this deteriorating asset.

#### RECENT PROGRESS

- Extended the breakwater to add moorage,
- Purchased a small parcel near the South Whidbey Harbor to increase parking and hold for future use,
- Hosted the San Juan Clipper at the South Whidbey Harbor during gray whale watching season (March through May, the Harbor's shoulder season) to boost Langley's economy,
- Received grant funding to retrofit the South Whidbey Harbor expanded docks with outside mooring points, which can accommodate temporary mooring for large vessels, including passenger only ferries and tour boats,
- Revised the marina expansion project plan to be more practical and affordable, and
- Addressed critical maintenance issues as budget allowed.

## PARKS AND BOAT RAMPS

### PORT PLANS

Apply for grant funding to repair the boarding floats at its Bush Point and Possession Beach boat ramps.

In the longer term consider charging a fee for boat ramp parking, partnering on a regional strategy to quantify demand and provide fiscally sustainable boat ramps, and evaluating opportunities to increase revenues by leveraging caretaker properties at Bush Point and Possession Beach.

See page 16.

The Port's parks and boat ramps at Possession Beach, Bush Point, and Clinton Beach are important to residents and visitors and the Fire District depends on these launches to respond to over water incidents. That said, maintenance issues impact boat ramp usability and there is limited revenue to address these ongoing issues as they occur. Over the past 10 years, the combined net loss for Possession Beach, Bush Point, and Clinton Beach has averaged \$40,000 per year. Funding to maintain these facilities must be generated from other sources.

### RECENT PROGRESS

- Rebuilt the Possession Beach Waterfront Park boat launch,
- Completed ongoing maintenance at the Bush Point boat ramp, and
- Added accessible entry to the shoreline at Clinton Beach Park.

## TRANSPORTATION ASSETS

### PORT PLANS

Continue to pursue grant funds to rebuild the dock at Clinton to support future passenger ferry service. Longer term, the Port will replace the manual parking payment system and add security cameras at the Humphrey Lot when revenues allow.

See page 21.

Walk-on ferry traffic is important for the South Whidbey economy and quality of life but has declined in recent years due to inadequate parking, transportation gaps, and unreliable ferry schedules. The Port has two assets that support walk-on ferry traffic: the Clinton pier/dock and the Humphrey Road parking lot.

- The Clinton dock was damaged in 2020 and had to be demolished. The Port has applied for grant funds to rebuild this dock to support future passenger ferry service.
- The Humphrey Road parking lot supports walk-on traffic from Clinton to Mukilteo. This lot has generated positive net income over the past decade; however, the Covid 19 pandemic caused a recent sharp drop in income. Net income is expected to increase as the economy recovers and when passenger service is introduced.

### RECENT PROGRESS

- Acquired a grant to perform an economic analysis of Clinton.
- Removed the Clinton dock after it incurred significant weather damage, and
- Collaborated with the IRTPO to think creatively about transportation and received initial funding for a passenger-only ferry dock.

## FAIRGROUNDS

### PORT PLANS

Collaborate with tenants and users to develop a sustainable financial plan for the Fairgrounds. This plan will consider changing the way expenses are allocated for events, developing lease policies that minimize tenant dislocation during fair week, and seeking new opportunities for revenue (including business incubators and other potential opportunities).

The Port is also working to upgrade the campground to enhance the visitor experience and increase Port revenues.

See page 27.

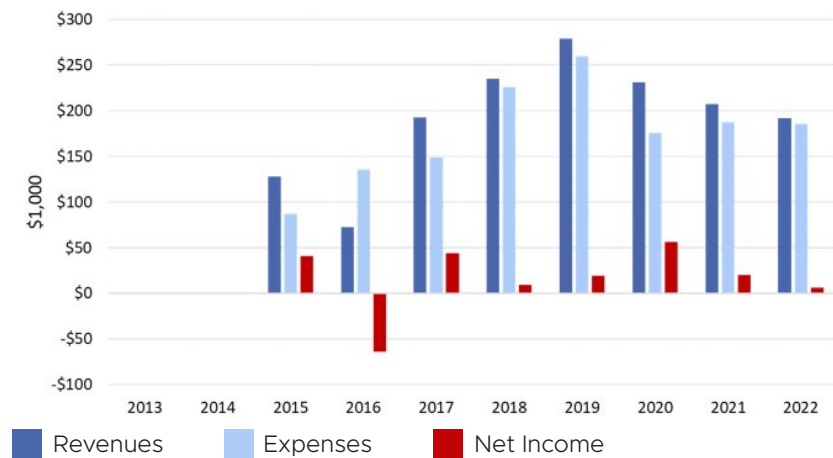
### PORT PLANS

Continue to study how a portion of the Fairgrounds property might be used to develop workforce housing.

Leverage its Fairgrounds property to attract year-round business tenants that serve visitors and residents.

See page 27.

The Port acquired the Fairgrounds in 2017, which is primarily supported by property taxes (42% of total revenue from 2013-2022). Remaining revenue comes from tenant leases (26%), camping fees (12%), fairground events (12%), and other sources (9%). Deferred maintenance at the Fairgrounds is substantial and the buildings and grounds will need significant investments in the coming years.



Fairground Financial Trends.

### RECENT PROGRESS

- Took over the formerly Island County Fairgrounds on an interim basis to help maintain the historic location for the beloved annual Whidbey Island Fair and 4-H events,
- Succeeded with a ballot measure to permanently obtain the Fairgrounds and provide some funding to support the community, economic development, 4-H, and the Fair,
- Upgraded the property to maximize use of the commercial kitchens and increase the use of the campground, and
- Supported numerous local businesses and a growing value-added agriculture center.

The Port has completed the following specific upgrades:

- Upgraded the 4H bathroom and added shower stalls.
- Addressed drainage issues on the property's east side and updated water backflow prevention throughout.
- Replaced power poles, addressed low-hanging power lines, upgraded power in the Burrier, Coffman, and Pole Buildings, and installed LED lights throughout.
- Added an exit to the Blackbox Theater.
- Removed a rotted, dangerous totem pole and trees hanging over buildings along the west border.
- Re-worked the arena footing, re-leveled the base, and purchased a groomer.
- Installed larger ventilation units in Malone.



# HOW TO USE THIS DOCUMENT

This comprehensive scheme is organized into the following chapters:

1. **Introduction** includes a summary of the Port's goals, current community and financial context, planning process, and community engagement themes that influenced this comprehensive scheme.
2. **Lines of Business** describes issues, opportunities, and recommendations at the Port's four lines of business:
  - » South Whidbey Harbor at Langley
  - » Parks and Boat Ramps at Bush Point, Possession Beach, and Clinton Beach
  - » Transportation Assets including the Clinton pier/dock and the Humphrey Road Parking Lot
  - » Whidbey Island Fairgrounds and Events Center
3. **Recommendations** summarizes the Port's near-term actions and longer-term strategies.

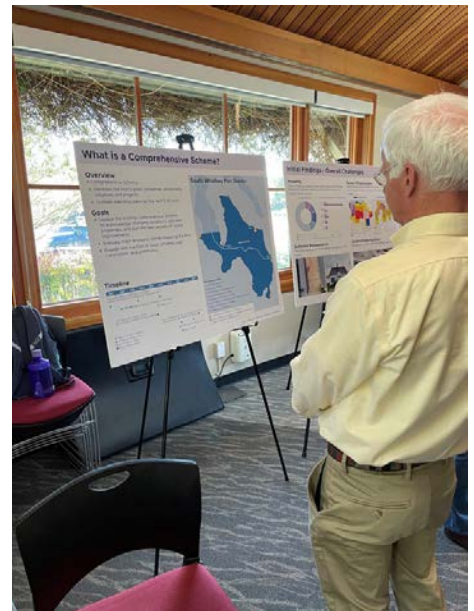
## PLANNING PROCESS

The Port's comprehensive scheme update began in December 2022 and included:

- Interviews with Port Commissioners, staff, and community stakeholders
- Port facility tours
- Commission and staff work sessions
- Community open houses and surveys
- A series of commission and staff discussions and reviews

Comprehensive scheme recommendations are based on key findings of an economic evaluation prepared by BST Associates, community engagement themes, and Port staff and commission priorities. There will be additional opportunities for community feedback as recommendations are implemented and move through design and environmental review.

This document replaces the previous Comprehensive Scheme 2013-2019 and is intended to guide the next six years of Port activities. It will be amended as the need arises, with appropriate public notice and opportunities for community feedback.



*Community member reviews project information at an open house at the Freeland Public Library.*

# ENGAGEMENT OUTCOMES

Port commissioners, staff, stakeholders, and community members identified Port strengths, areas needing improvement, property-specific ideas, and Port-wide goals. Deferred maintenance and lack of revenue generators at Port properties and shortage of workforce housing and lack of sewer infrastructure throughout South Whidbey were key issues identified by a variety of stakeholders.

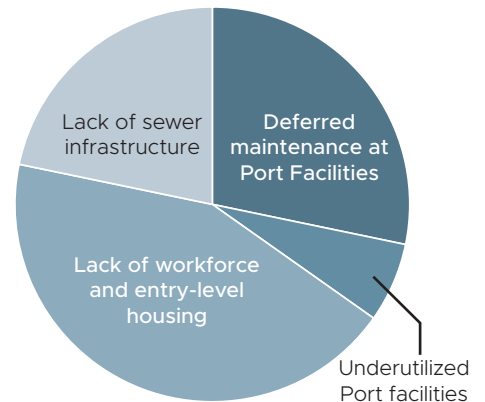
When asked where the Port should focus this comprehensive scheme, the Fairgrounds was the highest priority for survey respondents.

At the Fairgrounds, respondents would like to see:

- Workforce housing
- Business incubation
- Educational opportunities
- Attracting more visitors and tourists

Survey respondents and open house attendees are also interested in the Port:

- Supporting passenger ferry service
- Maintaining boat ramps and supporting community boating programs
- Adding moorage to South Whidbey Harbor



46% of survey respondents said that the lack of workforce housing is the most important challenge facing South Whidbey at present.

This issue is a result of many factors, but some stakeholders pointed to the lack of sewer infrastructure on the island as a major contributor.



Community members attend an open house at the Freeland Public Library to discuss initial findings of the Comprehensive Scheme and provide feedback.

## WHO WE HEARD FROM:

### Port Staff and Commission

#### General Public, including:

- 46 Survey Respondents
- 20+ Open House Attendees

### Stakeholders and Community Groups

Government Partners

Economic Development Councils

Chambers of Commerce

Local Business Owners and Developers

Fairgrounds Manager



# Lines of Business





# SOUTH WHIDBEY HARBOR AT LANGLEY



## FAST FACTS

GREAT LOCATION TO BOAT IN OR LAUNCH

PRIMARILY VISITOR MOORAGE

**285** PEOPLE ON THE WAIT LIST FOR PERMANENT MOORAGE

## FEATURES

- VESSEL MOORAGE
- ACCESSIBLE RESTROOM
- SHOWERS
- ACCESSIBLE PARKING
- BOAT RAMP
- BEACH ACCESS
- ACCESSIBLE FISHING

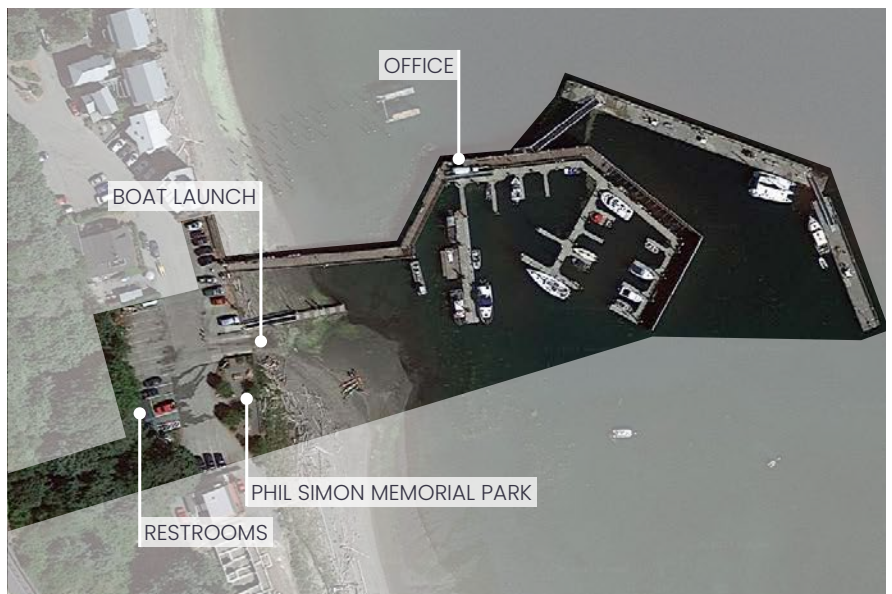
## OVERVIEW

South Whidbey Harbor at Langlely (South Whidbey Harbor) includes a series of properties along Saratoga Passage accessed by Wharf Street near downtown Langlely. The property includes a launch ramp for trailered boats and hand-powered craft, about 1,500 linear feet of moorage which includes 31 slips and about 415 linear feet of side-tie moorage, and a pump-out station. The upland area consists of parking, Phil Simon Park, and a small public restroom.

The Port is currently working with the Tulalip Tribes and permitting agencies to renew an in-water permit to expand the marina.

## HISTORY OF PORT OWNERSHIP

In 2004, the Port and City of Langlely (City) sponsored the Langlely Boat Harbor and Environs Master Plan to examine opportunities to expand the marina and enhance the adjacent waterfront. In response, ownership of adjacent properties and facilities were transferred from the City to the Port as part of an interlocal agreement. Since then, the Port hired a full-time Harbormaster and Assistant Harbormaster; refurbished electrical systems; installed new floats, pilings, and a grated gangway; and added amenities to Phil Simon Memorial Park.







*Picnic area at South Whidbey Harbor.*



*Boat launch at South Whidbey Harbor.*



*Wintertime view of South Whidbey Harbor.*

## OPPORTUNITIES

- **Great location.** The South Whidbey Harbor is the only public moorage location in South Whidbey Island and is in close proximity to downtown Langley.
- **High demand.** The number of boats and use of hand-powered crafts is growing in South Whidbey, but the area has limited moorage slips and facilities catering to hand powered craft. The Port currently has 285 people on its wait list for permanent moorage.
- **Community interest.** The South Whidbey Yacht Club expressed their support for increasing slips and adding mooring buoys to the harbor at the spring 2023 open house. Other boating interests suggested the Port consider supporting creation of a “Community Boating Center” as part of the South Whidbey Harbor expansion. This center would provide easy access and launching for non-motorized craft to support the non-profit mission of the Youth Sailing Association.



*Moorage slips at the harbor used by various boat types and sizes.*



Winter storm caused damage to finger piers; siding is separating from float.



South Whidbey Harbor. Source: Port of South Whidbey.



Floating dock at South Whidbey Harbor.

## ISSUES

- **Financially unsustainable.** The South Whidbey Harbor is currently a break-even venture and does not generate the funds needed to maintain this deteriorating asset. Moorage rates were increased modestly one time between 2013 and 2022 for transient but not monthly or annual moorage. The Port should review rates annually to assure that revenues are sufficient to cover O&M costs as well as some capital costs.
- **Seasonal occupancy.** Occupancy of transient slips is highest in the summer but decreases in the shoulder season (June and October) and low season (November to May). Increasing occupancy would increase revenues and the economic benefits of the site without requiring significant additional capital investment.
- **Steep slope and lack of connection to downtown Langley.** The steep slope between the marina and downtown Langley limits the visual connection and acts as a barrier. Further, the slope is susceptible to erosion: a spring mud slide in 2013 temporarily closed the Wharf Street access. The Port does own a 6-person gas powered golf cart to provide access to downtown Langley.
- **Limited parking.** On-site parking is limited; off-site parking is needed for more than eight boat trailers. The one parking lot available for this purpose is not available on Sundays. Island Transit does not provide service to the harbor. Limited parking inhibits the ability of commercial users, like whale watching businesses and charter boats, to embark from the South Whidbey Harbor, especially on Sundays. Better striping for on-site parking would be helpful.
- **Small, aging facilities.** The restroom on site is older and undersized; the Port also lacks an adequate marina office and storage areas.
- **Deferred maintenance.** Marinas are expensive facilities to operate and maintain over time. Best practices dictate maximizing occupancy and adopting a rate structure that generates funds that can be used for major maintenance projects. The core infrastructure of the marina is a 20-year-old creosote pile stockade, and there is a limited life span remaining for this structure and the interior docks.
- **Out of date plan.** The last plan for the South Whidbey Harbor was completed in 2004 and is no longer relevant to current conditions.





View across the floating dock to the harbor.



Marina at South Whidbey Harbor.



View to South Whidbey Harbor.

## RECOMMENDATIONS

Assess the rate structure and facility condition, develop a sustainable financial plan, and identify an economically viable approach to maintaining and expanding South Whidbey Harbor.

## NEAR-TERM ACTIONS

- Adjust moorage rates annually to cover expenses, build up reserves, and address critical deferred and on-going maintenance.
- Assess facility condition and budget to address critical issues as soon as is feasible including repairing dock damage and adding reasonably sized insulated space for on-site staff.
- Continue to work with Tribal governments and agencies to renew the in-water work permit.

## LONG-TERM STRATEGIES

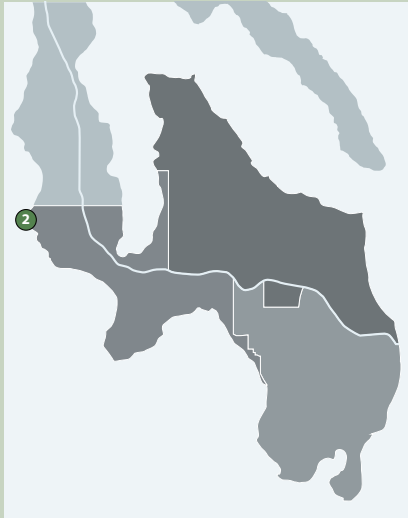
Apply for grants to complete a South Whidbey Harbor Master Plan, potentially in collaboration with the City, that:

- Engages the community,
- Analyzes the rate structure and funding required to address deferred and ongoing maintenance, without expanding the harbor,
- Explores a variety of expansion and slip mix options, to include buoys as a lower cost approach to offering additional moorage and increasing revenue,
- Improves the drop off area, parking, and connections to downtown Langley,
- Supports growing interest in non-motorized craft,
- Quantifies the potential economic benefits of plan implementation, and
- Includes a viable approach to funding capital investments as well as ongoing maintenance and operations.



Phil Simon Memorial Park beside the boat ramp at South Whidbey Harbor.

# PARKS AND BOAT RAMPS



## FAST FACTS

1.6 ACRES

12 PARKING SPACES

12 TRAILER PARKING SPACES

## FEATURES

- BEACH ACCESS
- BOAT RAMP
- PARKING
- RESTROOMS
- FISHING

## OVERVIEW

The Port of South Whidbey provides shoreline and beach access at Bush Point, Possession Beach, and Clinton Beach Park. Bush Point and Possession Beach also contain boat ramps, as does South Whidbey Harbor (see page 12).

The Port is also the 25% owner of the Holmes Harbor, Dave Mackie Park, and Mutiny Bay boat ramps, but the County is the 75% owner and responsible for operations and maintenance of these facilities.

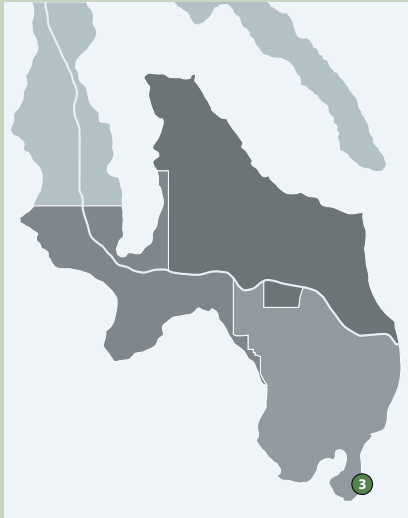
## BUSH POINT

Bush Point is located on the end of a land mass projecting into Admiralty Inlet, near a traditional island fishing community. The Port partnered with Washington State Department of Fish and Wildlife and the Recreation and Conservation Funding Board (RCFB) to construct the boat ramp in 2006. The site also provides beach access in a popular fishing area, small turn-around parking area, and restroom. Across the road from the ramp is a parking lot used for trailers and the former on-site manager's house. The house is in poor condition and currently used for storage.



*Former on-site manager's house now used for storage.*





## POSSESSION BEACH

### OVERVIEW

Possession Beach is located on the southwest side of Possession Sound. The site consists of a boat ramp, shoreline access, steep woodland hill, and hiking trail. The waterfront portion contains picnic areas, interpretive stations, visitor parking, and a residence occupied by the site manager. There is a wetland between the sandy shoreline and hillside. The uplands is wooded and contains the Dorothy Cleveland Trail, which starts near the boat ramp, crosses Franklin Road, and connects uphill to a trailhead at the south end of Lupine Lane. Permits are available for overnight parking.

### FAST FACTS

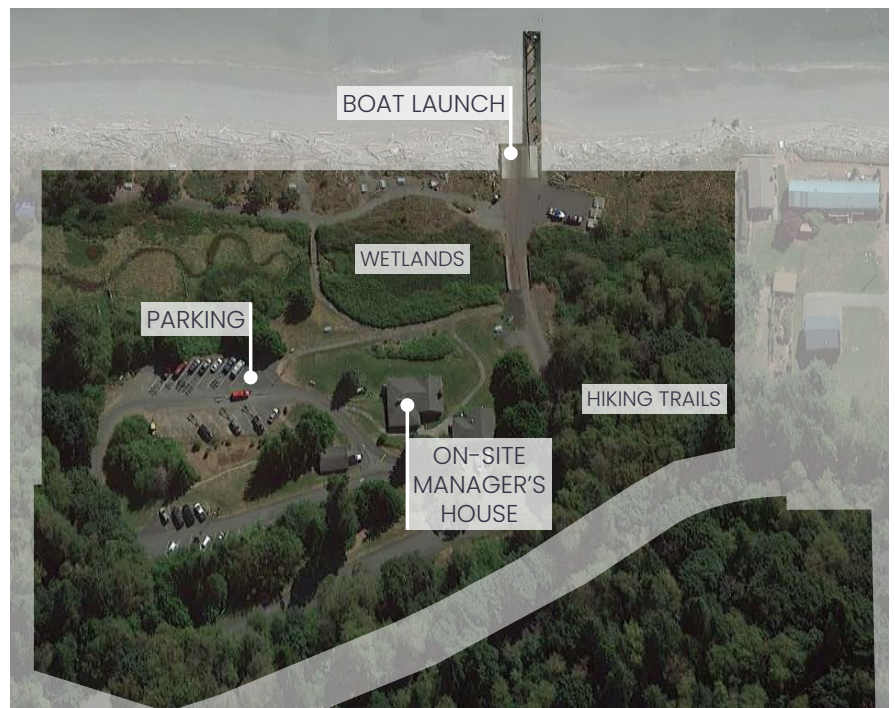
**35+** ACRES

**14** PARKING SPACES

**20** TRAILER PARKING SPACES

### FEATURES

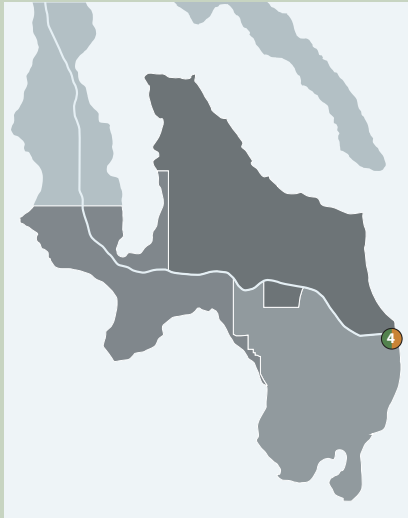
- PICNIC TABLES
- BEACH ACCESS
- BOAT RAMPS
- PARKING
- RESTROOMS
- FISHING
- TRAILS



*On-site manager's house overlooking Possession Beach.*



*Floating docks along the boat launch are prepared for installation in April after being removed for the winter.*



## CLINTON BEACH PARK

### OVERVIEW

Clinton Beach Park was developed in 1999, when the Port acquired the commercial property at the west end of the Clinton Ferry terminal and developed public beach access facilities. The park consists of an open sandy beach, play area, picnic shelter, small lawn, dog walk, restrooms, interpretive signage, parking area, and public art. Recently, the Port installed an ADA-compliant walkway from the restroom area to the beach in collaboration with Island Beach Access, an organized community volunteer group.

### FAST FACTS

**0.55 ACRES**

**6 PARKING SPACES**

**2 ADA VAN ACCESSIBLE  
PARKING SPACES**

### FEATURES

- RESTROOMS
- PICNIC TABLES & SHELTER
- BEACH ACCESS
- TEMPORARY MOORING DOCK
- FISHING PIER
- PARKING



Children's play space at Clinton Beach Park.



View to Washington State ferry dock from Clinton Beach Park.





Boat ramp at Bush Point looking east.



Possession Beach.



Picnic table and viewing area at Clinton Beach Park.

## OPPORTUNITIES

- **High demand.** The Port's parks and boat ramps at Possession Beach, Bush Point, and Clinton Beach are important to residents and visitors and the Fire District depends on these launches to respond to over water incidents.
- **Grant funding.** Grant funds may be available to address maintenance issues or fund new boat ramps or public access, though grants often require matching funds from the port.
- **Development potential.** There is some potential for limited upland development to generate revenue at Bush Point and/or Possession Beach. Ideas include refurbishing the caretaker houses for seasonal rentals, developing a small campground for tents, yurts, or RVs at Possession Beach, etc.

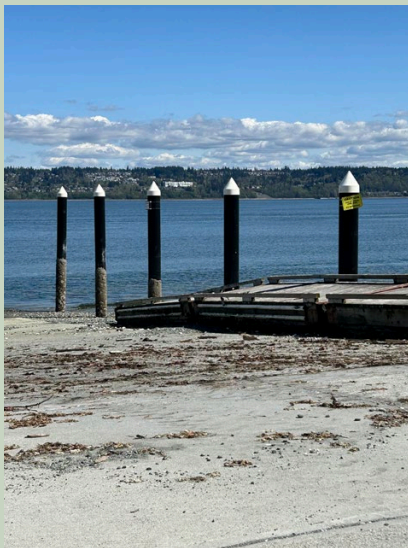
## ISSUES

- **Ongoing maintenance.** The floats at Bush Point and Possession Beach are in poor condition and need to be replaced. During winter storms sand is deposited on the ramps, making them difficult to use. Weather has impacted the recently installed ADA-compliant path at Clinton Park Beach.
- **Limited funds.** There is limited revenue to address ongoing maintenance at all three properties. Ramps are unmanned and free for users (donation boxes are located at South Whidbey Harbor and Possession). There is no fee to use Clinton Beach Park. Over the past 10 years, the combined net loss for Possession Beach, Bush Point, and Clinton Beach has averaged \$40,000 per year. Funding to maintain these facilities must be generated from other sources.
- **Regional need.** South Whidbey lacks reliable deep-water boat launches and there is confusion around responsibility for maintaining the County-owned launches. A comprehensive assessment of maintenance needs has not been completed, but Island County recently evaluated its boat ramps and identified the Maxwellton boat ramp in Dave Mackie Park and the Mutiny Bay Boat Ramp on Robinson Beach as no longer in use.<sup>1</sup>

<sup>1</sup> Source: Island County Boat Ramp Evaluation – Final, Coastal Geological Services, Inc. December 2022



*Beach at Bush Point.*



*Boat ramp at Possession Beach.*



*Picnic tables at Clinton Beach Park.*

## RECOMMENDATIONS

Maintain ramps as funding allows and develop a sustainable long-term strategy for these assets.

## NEAR-TERM ACTIONS

- Apply for grant funding to replace boarding floats at its Bush Point and Possession Beach.
- Consider charging for boat ramp parking to generate revenues to better maintain these community assets.
- Continue to maintain parks and ramps as funding allows.
- Support the County in making improvements to jointly-owned boat ramps.

## LONG-TERM STRATEGIES

- Evaluate opportunities to leverage caretaker properties and uplands at Bush Point and Possession Beach.
- Explore partnering with the County on a regional strategy to provide reliable launching in South Whidbey.
  - » Consider use patterns, climate change, maintenance needs, and community desires.
  - » Evaluate a variety of options including surplussing lower priority facilities, building a new ramp, etc.
  - » Recommend a financially sustainable strategy to provide reliable launching where most needed and provide a reliable revenue stream to maintain facilities. Consider asking the community to support a tax increase to address deferred and ongoing maintenance at Port-owned ramps.

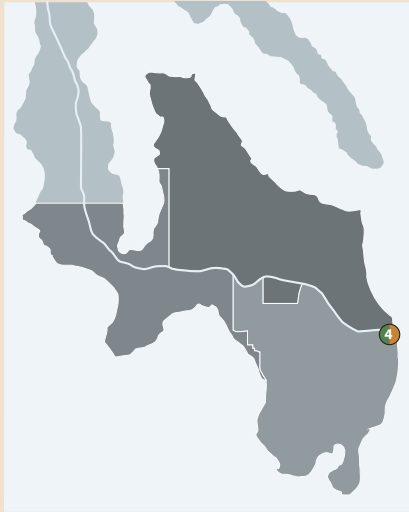


*Upland area of Possession Beach property has picnic tables and grills; foot bridge crosses over wetlands connecting to the beach.*





# TRANSPORTATION ASSETS



## FAST FACTS

WALKWAY AND FISHING PIER

LOCATION OF FORMER GANGWAY AND FLOATING DOCK

2.72 ACRE PARKING LOT

109 PERMIT PARKING SPACES

100 COMMUTER PARKING SPACES

## FEATURES

- PEDESTRIAN PATH
- FISHING PIER
- FUTURE PASSENGER FERRY DOCK LOCATION
- PARKING

## OVERVIEW

Walk-on ferry traffic is important for the South Whidbey economy and quality of life but has declined in recent years due to inadequate parking, transportation gaps, and unreliable ferry schedules. The Port has two assets that support walk-on ferry traffic: the Clinton pier/dock and the Humphrey Road parking lot.

## CLINTON PIER/DOCK

Clinton pier/dock is located at Washington State Department of Transportation (WSDOT) ferry terminal at Clinton. In the 1980s, the Port entered into the first of a series of long-term agreements with WSDOT to provide a fishing pier and walkway along the north side of the terminal and install a floating dock over DNR-leased tidelands. The floating dock was a popular landing spot for boaters but eventually fell into disrepair and was removed.

## HUMPHREY ROAD PARKING LOT

Humphrey Road parking lot is located about a five-minute walk from the Clinton ferry terminal and supports walk-on traffic from Clinton to Mukilteo. This surface parking lot provides daily and monthly fee-based parking spaces for commuters. It was acquired partially through private property purchase and partially via a no-cost transfer from WSDOT, under the condition that the lot would be maintained for transportation purposes.





North side pedestrian walkway.



Walkway to Clinton floating pier, prior to removal.



Floating pier at Clinton Dock, prior to removal.

## OPPORTUNITIES

- **Passenger ferry service.** The Puget Sound Regional Council studied potential passenger ferry routes in the region, including a route from Clinton to Everett. The first step to implementation is to identify a lead agency to plan, fund, implement, and manage this service. The Port can support this by pursuing grant funds to replace the berthing dock at the Clinton Ferry terminal.
- **Income generator.** The Humphrey Road parking lot has generated positive net income over the past decade; however, the Covid 19 pandemic caused a sharp recent drop in income. Net income is expected to increase as the economy recovers and when passenger service is introduced.
- **Transportation choices.** The Port may have a role to play in supporting Island Transit and nearby mainland transit agencies in adding transportation choices and assisting the workforce in getting on, off, and around the island.

## ISSUES

- **Float damage.** The floating dock was removed after storm damage rendered it unsafe in 2020.
- **Challenging access.** Connection between the Humphrey Road parking lot and ferry terminal is steep and via a staircase. That said, there is consistent Island Transit bus service between the lot and the ferry, routes 60 and 1, and the Clinton Commuter.
- **Outdated payment system.** The parking lot's payment system is outdated and expensive to modernize. The current system requires port staff time to monitor and is challenging to enforce. There is currently no monitoring or security cameras on the site.

## RECOMMENDATIONS

Pursue grant funds to rebuild the Clinton dock to support future passenger ferry service and replace the manual parking payment system at the Humphrey Lot when revenues allow.

## NEAR-TERM ACTIONS

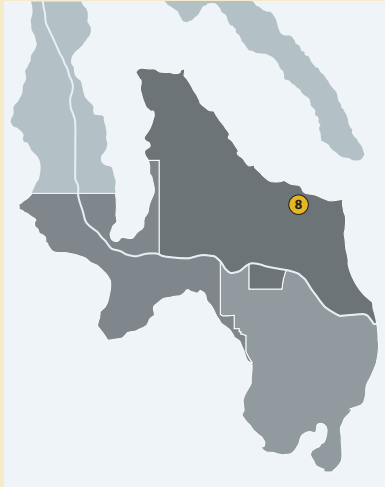
- Acquire grants to replace the Clinton dock to support passenger ferry service.
- Add security cameras at the Humphrey Road parking lot.

## LONG-TERM STRATEGIES

- When funding allows, modernize Humphrey Road parking lot payment system.
- Support Island Transit and nearby mainland transportation agencies in pursuing initiatives that expand transportation choices and assist the workforce in getting on, off, and around the island.



# WHIDBEY ISLAND FAIRGROUNDS AND EVENTS CENTER

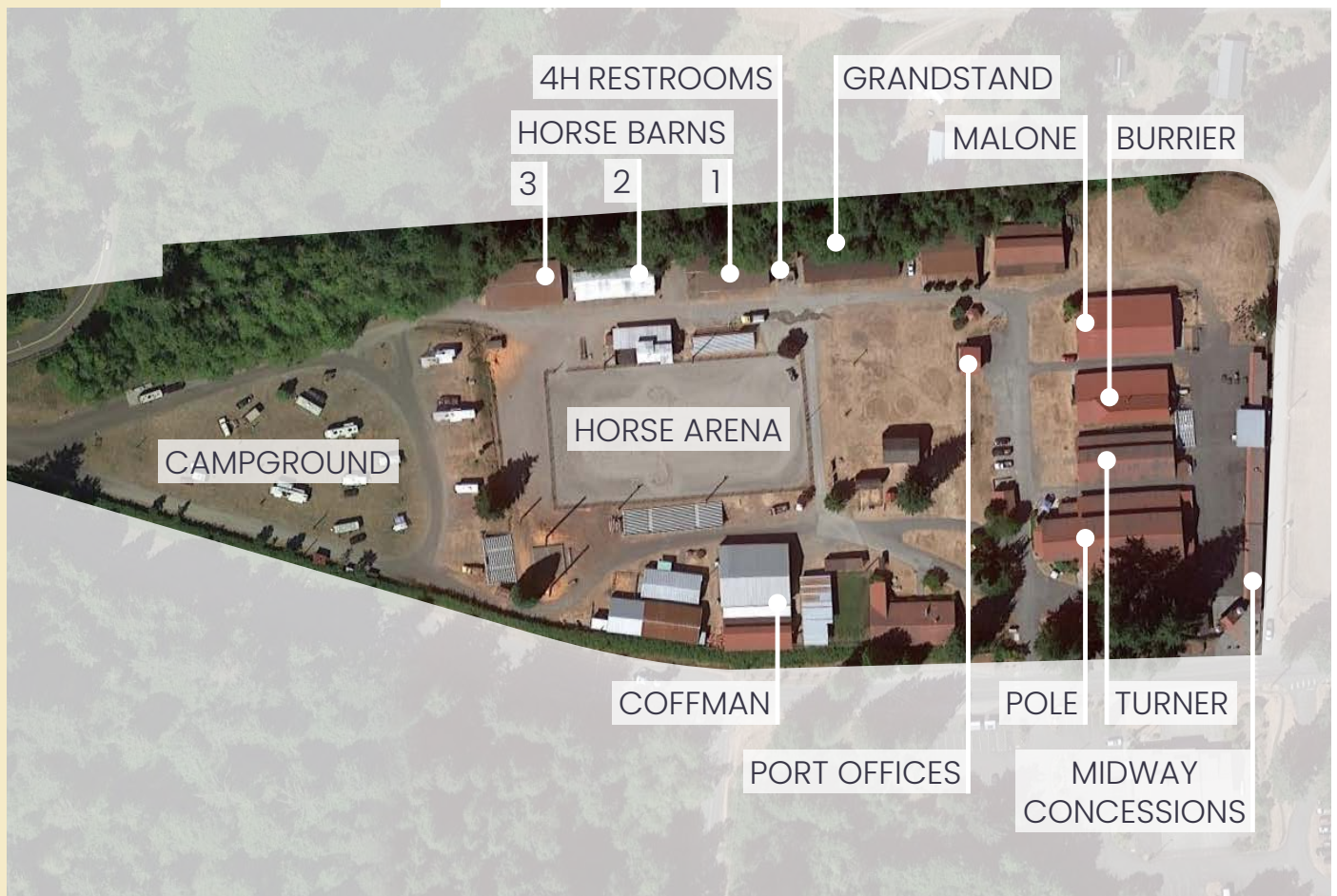


## OVERVIEW

The Whidbey Island Fairgrounds and Event Center (Fairgrounds) is located just outside of the Langley business core on Camano Avenue. It sits on a 12.8-acre property composed of two parcels next to a community center owned by the Island County School District.

The Fairgrounds was acquired by the Port of South Whidbey in 2017. This property is historically significant and has hosted the annual Island County Fair, run by the Island County Fair Association (Fair Association), since 1937. The Fairgrounds also hosts equestrian and 4-H events throughout the spring and summer.

The Fairgrounds property has a variety of buildings and structures including buildings, barns, concession stands, a grandstand, and a designated RV camping area with electric hookups. Since the Port's acquisition, it has leased out several spaces, rebuilt restrooms, and upgraded the commercial kitchen.



## FAST FACTS

WHIDBEY ISLAND FAIR SITE  
SINCE 1937

12.8 ACRES

27 STRUCTURES

30 RV SITES

20 CAMP SITES

COMMERCIAL KITCHENS AT  
CAPACITY

54 RENTERS AND SUB-RENTERS  
AS OF JULY 2023

## FEATURES

- 3 BUILDINGS FOR RENT: POLE, TURNER, AND COFFMAN
- OUTDOOR EVENT CAPABILITY
- 2 COMMERCIAL KITCHENS: POLE AND COFFMAN
- 2 STAGES
- EQUESTRIAN ARENA
- BARN FACILITIES
- CAMPGROUND



## OPPORTUNITIES

- **Potential for increased activity.** In addition to continuing to support the annual fair and 4-H events, the Fairgrounds buildings and property could host other events, year-round activities, and small business incubation. As of July 2023, there are 54 current renters and sub renters using the site. With improvements, the Fairgrounds could accommodate more tenants and activities.
- **Value-added agriculture.** With the two commercial kitchens and variety of flexible facilities, the Fairgrounds is particularly well suited to support value-added agriculture businesses. For example, Whidbey Island Grown, a cooperative with 63 members, helps store and distribute agricultural-based products from the site.
- **Underutilized campground.** The Fairgrounds campground could be updated to attract year-round tourists and generate revenues to help maintain the site. Tourism is a key economic driver in Island County, and destination spending supports a wider variety of businesses, adds revenues, and increases livability in South Whidbey. The Port is in the process of upgrading the 4H restroom, which will also serve campground users.
- **Workforce housing.** One of the largest challenges facing South Whidbey Island is the shortage of workforce housing. The Port is exploring the opportunity to develop a small workforce housing project at the Fairgrounds in the area currently occupied by fair concessionaires. The first floor of this development would be designed to support concession use during fair times, and other commercial uses when the fair isn't operating. Lower cost housing is important to help local businesses retain their workforce, give young residents the ability to remain in South Whidbey, and better enable seniors access to caregivers.



Conceptual drawings of potential workforce housing at the fairgrounds. Perspectives show views from the south courtyard (left) and north access road (right). Source: Ron Kasprisin





Fairgrounds restrooms.



Entrance to the fairgrounds; Source: Langley Chamber of Commerce.

## ISSUES

- **Significant deferred maintenance backlog and functional improvements needed.** There is significant deferred maintenance and critical functional improvements needed at the Fairgrounds, including but not limited to:
  - » Flooding. Stormwater drainage and management is a significant issue. A patchwork of improvements has mitigated some problems, but flooding risks remain; the Fairgrounds lacks a comprehensive drainage system.
  - » Fire safety. Assessments identified the need for improved egress in buildings around the campus.
  - » Grandstand. The grandstand structure on the west side of the property is in dire need of structural repair. Support beams have rotted out and the seating area has been condemned.
  - » Horse barns. The horse barns are not sized to accommodate the number of horses during equestrian events. Horse barns 1 and 2 need repairs and horse barn 3 is at the end of its life.
  - » Pole building. The Pole building's main commercial kitchen was recently upgraded to provide one additional high-voltage power outlet for large kitchen appliances. This upgrade only partially addressed the need for additional power in the Pole building and others on the grounds. The Pole building also requires heat to make it usable year-round.
  - » Coffman building. The Coffman building kitchen has very limited commercial equipment and lacks three-phase power, limiting the equipment that can be used in the building and tenants it can support.
  - » Burrier Wing. Burrier Wing is rented by a fitness business but has only a garage-style heater for use during the winter.
  - » Midway concessions. The midway concessions buildings lack adequate hoods for deep fat frying and have considerable structural issues, which may render them unusable in the near future.
  - » Miscellaneous. Additional issues identified as part of the 2017 property transfer include a need for an electrical upgrade in the goat and cattle barns, water backflow prevention improvements (partially addressed but still present on the site), and critical tree maintenance.
- **Limited net income.** The Fairgrounds is primarily supported by property taxes, which provided 42% of total revenue from 2013-2022. Remaining revenue comes from tenant leases (26%), camping fees (12%), fairground events (12%), and other sources (9%). Though net income has been positive since 2017, it has trended downward from 2019 to 2022. Deferred maintenance at the Fairgrounds is substantial and the buildings and grounds need significant investments in the coming years.



*The Pole building is a great event space, but needs additional electrical power and heat.*

- **Vacation requirements.** Much of the site is underutilized for much of the year; however, the requirement to vacate the site during the annual fair severely limits the Port's ability to attract potential tenants, increase year-round use, and generate revenue to maintain the site. The Port is currently working with the Fair Association to modify this requirement in a way that continues to support the fair but also increases year-round use and revenues.
- **Limiting zoning.** Current Fairgrounds zoning does not allow for commercial or residential uses, which limits the capacity of the site to generate additional revenue and support year-round use.
- **Growing management demands.** Site management, kitchen scheduling, and tenant recruitment needs are growing. One manager is currently responsible for most operational duties in addition to tenant recruitment and scheduling, which leaves little time for longer term projects.



*Pole Building circa 1937. Source: courtesy South Whidbey Historical Society*



*Local pasta made in the Pole building's commercial kitchen is sold at a farmers market and businesses around South Whidbey Island.*

## RECOMMENDATIONS

Upgrade the campground, address critical maintenance, and invest to improve assets as funding allows. Continue to work with the Fair Association, City, and other partners to align policies and regulations to support goals and support development of workforce housing on the site. In the longer-term, collaborate to create a community-driven vision and sustainable financial plan for this asset.

## NEAR-TERM ACTIONS

- Apply for grants to redesign campground to improve aesthetics, clarify rentable space to add capacity, and add services. Market the site to attract year-round users and increase revenues.
- Continue to work with the Fair Association to update policies to meet fair needs and minimize tenant displacement.
- Continue to work with the City to update zoning to allow workforce housing, expanded retail, and other synergistic uses on the site.
- Consider ways to increase revenues including adjusting the way expenses are allocated for events.
- Complete a comprehensive facility condition assessment to identify maintenance needs in priority order and provide cost estimates for budgeting. Include essential property improvements such as stormwater upgrades in the plan. Address priorities as funding allows.
- Complete currently funded projects: upgrade electricity and heat in the Pole Building, upgrade utilities at the campground, and improve stormwater/drainage on the property.
- Find grants to improve priority assets with upside potential. For example, improve the Pole Building to accommodate year-round events, upgrade the commercial kitchen in the Coffman building, demolish the bleachers and re-orient the grandstand for use as an event and performance stage, etc.

## LONG-TERM STRATEGIES

- When funding is available, expand campground offerings by adding rental cabins, common amenities, etc.
- Continue to work with partners to support development of workforce housing on the site. Ensure first floor spaces support year-round active use and easy transition to fair concessions.
- Apply for grants to complete a community-supported vision, master plan, and viable investment strategy for the Fairgrounds. Include capital investments as well as ongoing operating, maintenance, and management costs. Complete robust community and stakeholder engagement and consider all potential funding sources including voter-approved revenue bonds, resetting the tax levy, and/or creative approaches to increase net revenues.
- As demand warrants and budgets allow, fund additional part-time or full-time staff to support tenants, events, marketing, etc.



*Coffman building, sometimes rented by community groups.*



# Recommendations



## NEAR-TERM PRIORITIES

Near-term recommendations are the highest priority initiatives for the Port's focus within the next six years. These projects address the most pressing issues, can be accomplished with the Port's resources, and/or are essential first steps to achieving a larger effort. Many of these initiatives are already in process.

Deferred maintenance is a widespread issue among the Port's properties and the Port lacks comprehensive information to identify and prioritize needs and estimate costs. Moving toward a financially sustainable approach to protecting existing Port assets is a high priority for the Port commission, staff, and community.

The Port's highest priority near term areas of focus are listed below.

### PORT-WIDE

- Conduct a comprehensive facility condition assessment of Port assets to quantify liabilities and prioritize needs. Develop a capital improvement plan that is updated annually.
- Conduct a long-term Capital Improvement Plan.

### SOUTH WHIDBEY HARBOR

- Conduct a comprehensive facility condition assessment of Port assets to quantify liabilities and prioritize needs. Address issues as funding allows.
- Adjust moorage rates annually to cover expenses, build up reserves, and address critical deferred and on-going maintenance.
- Repair dock damage and add reasonably sized insulated space for on-site staff as funding allows.
- Continue to work with Tribal governments and agencies to renew the in-water work permit.

### PARKS AND BOAT RAMPS

- Apply for grants to replace boarding floats at Bush Point and Possession Beach.
- Consider charging for boat ramp parking.
- Continue to maintain parks and ramps as funding allows.

### TRANSPORTATION ASSETS

- Acquire grants to replace the Clinton dock to support passenger ferry service
- Support the County in making improvements in jointly owned boat ramps.
- Add security cameras at the Humphrey Lot.

### FAIRGROUNDS AND EVENT CENTER

- Apply for grants to redesign the campground and market the site to attract year-round users and increase revenues.
- Continue to work with the Fair Association to update policies to meet fair needs and minimize tenant displacement.
- Continue to work with the City to update zoning to allow workforce housing, expanded retail, and other synergistic uses on the site.
- Consider ways to increase revenues including adjusting the way expenses are allocated for events.
- Complete funded projects at the Fairgrounds, which include upgrading the electricity and heat in the Pole Building, upgrading utilities at the campground, and improving stormwater/drainage on the property.
- Find grants to complete critical upgrades, which include upgrading the commercial kitchen in the Coffman building, improving the Pole building to accommodate year-round events, and reorienting and replacing grand stand seating to better support performances on the green.

# LONG-TERM STRATEGIES

Longer term priorities include finding ways to increase net revenues to better steward assets, augment reserves, and pursue projects that increase economic diversity and vitality. Approaches to be considered include resetting the tax levy, establishing an industrial development district (IDD), and/or using Unlimited Tax General Obligation Bonds.

Completing community-supported master plans and sustainable investment strategies for the Fairgrounds and South Whidbey Harbor are critical long-term areas of focus.

Other important strategies include partnering to address South Whidbey's significant challenges. These include working with partners to support development of workforce housing, partnering with the County on a regional strategy to provide reliable boat launching, and assisting other entities in improving transportation choices and developing commercial and/or industrial properties to create higher wage jobs.

## PORT-WIDE

- Consider resetting the tax levy, establishing an IDD, Unlimited Tax General Obligation Bonds, and other methods to generate funds to maintain assets, augment reserves, and pursue projects that increase economic vitality.
- Explore assisting in development of sewer infrastructure on appropriately zoned properties to support higher-wage job growth.
- Collaborate with developers and regulators to support initiatives to bring more workforce housing to South Whidbey.

## SOUTH WHIDBEY HARBOR

- Apply for grants to complete a South Whidbey Harbor Master Plan, potentially in collaboration with the City.
- Explore partnering with the County on a regional strategy to quantify demand and provide reliable launching.

## PARKS AND BOAT RAMPS

- Evaluate opportunities to increase revenues by leveraging caretaker properties at Bush Point and Possession Beach.

## TRANSPORTATION ASSETS

- Replace the manual parking payment system at the Humphrey Lot when revenues allow.
- Support Island Transit and nearby mainland transportation agencies in pursuing initiatives that expand transportation choices and assist the workforce in getting on, off, and around the island.

## FAIRGROUNDS AND EVENT CENTER

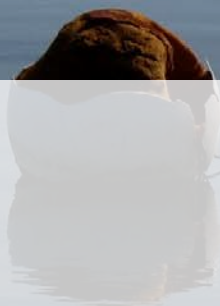
- When funding is available, expand campground offerings by adding rental cabins, common amenities, etc.
- Continue to work with partners to support development of workforce housing. Ensure first floor spaces support year-round active use and easy transition to fair concessions.
- Apply for grants to complete a community-supported vision, master plan, and viable investment strategy for the Fairgrounds.
- As demand warrants and budgets allow, fund additional part-time or full-time staff to support tenants, events, marketing, etc.





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Freeland, WA 98249  
(360) 331-5494

[www.portofsouthwhidbey.com](http://www.portofsouthwhidbey.com)





**ATTACHMENT A  
BID FORM**

TO: PORT OF SOUTH WHIDBEY  
1804 Scott Rd, Suite 303  
Freeland, WA 98249S

The Undersigned submits the following bid.

**BID SCHEDULE (BASE BID):**

Pursuant to and in compliance with the Request For Bids, the Bidder hereby certifies, having carefully examined the Contract Documents and conditions affecting the work, and being familiar with the site; and having made the necessary examinations, proposes to furnish all labor, materials, equipment and services necessary to complete the work in strict accordance with the Contract Documents for the following sum, which is hereby designated as the Base Bid:

BID ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Mobilization	1	L.S.	\$ <u>37,000.00</u>	\$ <u>37,000.00</u>
2	Pile Replacement	1	L.S.	\$ <u>38,000.00</u>	\$ <u>38,000.00</u>
3	Bond and Insurance	1	LS	\$ <u>2,000.00</u>	\$ <u>2,000.00</u>
	Applicable Washington States Sales Tax (8.8%)				\$ <u>6,776.00</u>
	<b>TOTAL BASE BID</b>				\$ <u>83,776.00</u>

**BID ITEM Descriptions:**

Bid Item No. 1 – “Mobilization”, per Lump Sum

- Mobilization shall consist of preconstruction expenses and the cost of preparatory work and operations performed by the Contractor, including, but not limited to, those necessary for the





movement of his personnel, equipment, supplies, and incidentals to the project site; for the establishment of his offices, buildings, all TESC measures and other facilities necessary for work at the site and for work and operations which must be performed or costs that must incur before beginning production work on the various items at the site. Mobilization costs for subcontracted work shall be considered to be included.

Bid Item No. 2 – “Pile Replacement”, per Lump Sum

- The lump sum contract price shall be full payment for all the work of this Contract, including the removal and offsite disposal of the existing pile.

Bid Item No. 3 – “Bonds and Insurance”, per Lump Sum

- The lump sum contract price shall be full payment for premiums on bonds and insurance for the work in accordance with the Contract Documents.

SALES TAX:

None of the sums stated in the foregoing include Washington State Sales Tax.

TIME OF COMPLETION:

The Undersigned agrees, if awarded the Contract, to complete the work of the Contract within the number of calendar days specified in the RFP for Construction Contract. It is further agreed that the time for completion of the work described herein is a reasonable time considering climatic range and usual industrial conditions prevailing in the locality.

REQUIRED CONTRACTOR EXPERIENCE:

The Bidder shall submit to the Owner satisfactory evidence showing the Bidder's experience and record of performance on similar projects. The Bidder shall have successful experience and must be able to demonstrate and verify managing at least three (3) projects that meet the definition of Similar in Scope and Complexity. To qualify, the projects must have achieved substantial completion within the last ten (10) years.

CONTRACT:

If notified of the acceptance of this bid within thirty (30) days of the time set for the receipt of bids, the Undersigned agrees to execute a contract for the above work, for a compensation computed from the above stated sums.


PERFORMANCE BOND:

Successful Bidders will be required to file a Performance Bond as security for faithful performance and of all the CONTRACTOR'S obligations under the Contract Documents. The Performance Bond shall be for the full amount of the Contract price and, shall be furnished by a Surety company acceptable to the Owner.



**OFFICIAL AUTHORIZED TO SIGN FOR BIDDER:**

"I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct":

Signature: 	Date: November 30, 2023
Print Name and Title Wilbur Clark, President	Location or Place Executed: (City, State)  Seattle, Washington







# SR519 Seattle Multimodal Terminal at Colman Dock

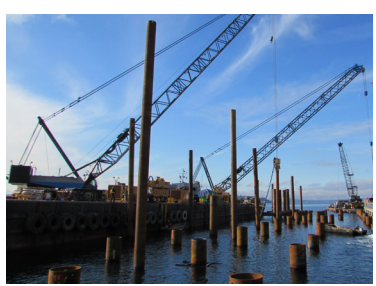
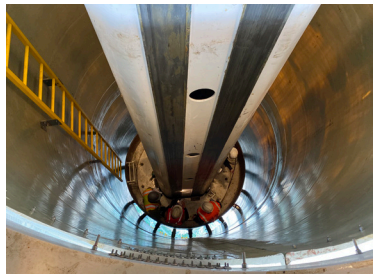
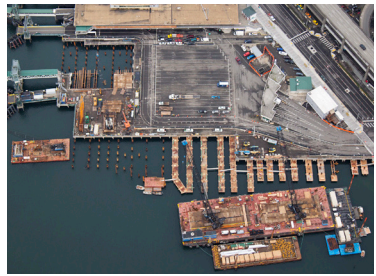


## Project Description

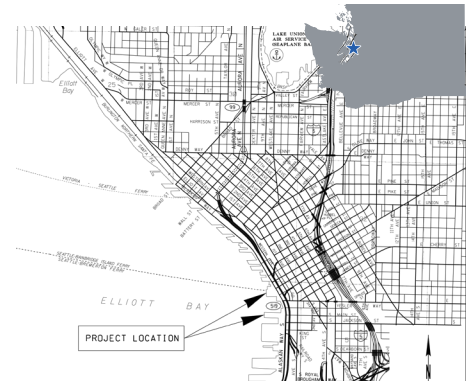
Phased demolition and construction of the Washington State Ferries flagship terminal along the Seattle waterfront. Included replacing timber trestle with a concrete and steel trestle, reconfiguring the dock layout, replacing the vehicle transfer span and the overhead loading structures of the northernmost Slip 3, replacing the water taxi facility on the south edge of the dock, and mitigation for an additional 5,200 SF of overwater coverage. Piling includes (473) 36-in steel pile including (18) 112-ft long pile for Slip 2 and Slip 3 bridge seats totaling more than 46,500 LF, (22) 30-in diameter steel pile including 94-ft pedestrian overpass pile, and (236) 24-in steel pile for templating and falsework, cast-in-place and precast concrete. Pile installation utilized (2) 450-ton Demag CC 2500 cranes. Also called for 50,000 tons of open water and under dock aggregate sediment capping over existing subgrade. 7,400 tons of creosote-treated timber piles were removed. Construction is being performed in stages as it is an occupied facility which must continue to operate during construction.

## Project Highlights

	Location:	Seattle, WA
	Value:	\$124.7M
	Duration:	Oct '17 - Feb '23
	Delivery:	Bid-Build
	Type:	Public
	Role:	JV Partner



## Location Map





# Pier 62/63 Phase 1 Rebuild - Habitat and Alaskan Way Improvements

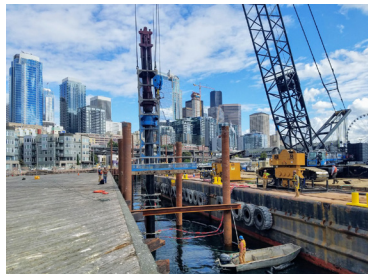


## Project Description

The City of Seattle as part of the Waterfront Seattle Program contracted PPM to demolish and rebuild the southern half of Pier 62 and retain the northern half of Pier 63 in place. This included replacing the aging wood pilings with steel piling and timber deck with a textured concrete deck while retaining the existing size and shape of the new Pier 62 constructed of steel pile, precast caps and deck panels, and stamped finish topping slab. Included utilities, roadway and surface improvements to Alaskan Way, and marine habitat improvements. Work also includes construction of a Habitat Intertidal Zone (HIZ), the final and most visible element in a series of Elliott Bay seawall environmental improvements along the downtown Seattle waterfront consisting of marine mattresses, loose substrate, quarry spalls, boulders, sand, and landscaping.

## Project Highlights

	Location:	Seattle, WA
	Value:	\$34.4M
	Duration:	Sep '17 - Jul '20
	Delivery:	Bid-Build
	Type:	Public
	Role:	General Contractor



## Location Map



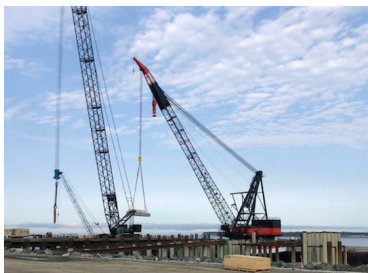


# Port of Alaska (POA) Modernization Petroleum & Cement Terminal (PCT)



## Project Description

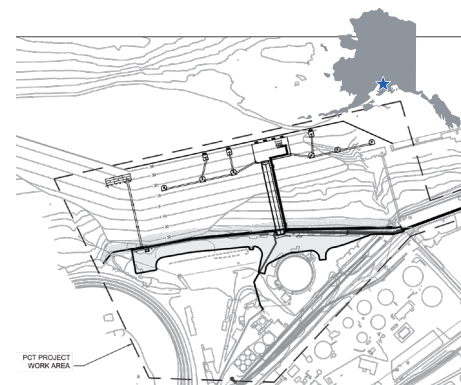
Construction of Petroleum and Cement Terminal Access Trestle supported by (22) 48-in steel pipe pile up to 185-ft in length and (4) 48-in indicator pile, structural pile caps, decking with dowel system for future cast-in-place curb, abutment, and approach slab; and Loading Platform supported by (42) 48-in steel pipe pile up to 176-ft, (3) 48-in indicator pile, structural pile caps, temporary bracing, and decking with dowel system for future cast-in-place curb. Pipe pile installed in 3 segments up to 117-ft for Loading Platform and 106-ft for Access Trestle. Temporary work trestle installed involving (24) 36-in and (36) 24-in pile driven with an APE 400 vibratory hammer. Permanent pile installed with D-180 impact hammer. Heavy equipment includes PPM's Pacific Lifter, a 1,000 ton lift capacity derrick barge with American 509 Revolver, 550 ton Demag CC2500 crawler crane, and American 9310 crawler crane. Work performed in coordination with independent, 3rd party marine mammal observers.



## Project Highlights

	Location:	Anchorage, AK
	Value:	\$43.3M
	Duration:	Aug '19 - Dec '20
	Delivery:	Bid-Build
	Type:	Public
	Role:	Prime

## Location Map







**Request for Proposal  
For  
Port of South Whidbey – Possession Bay Waterfront Park Boat Launch Repairs  
October 2023**

Bid Submittal Deadline: November 30th, 2023, at 3:00 PM

**I. GENERAL**

The Port of South Whidbey is seeking sealed bid proposals for construction services for the Port of South Whidbey – Possession Bay Waterfront Park Boat Launch Repairs. This project, as more completely described in the Contract Documents, generally includes the following:

Furnishing all labor, tools, equipment, materials, incidentals, superintendents, subcontractor coordination, deferred design submittals and overhead to construct the Possession Bay Waterfront Park Boat Launch Repairs Project. The Work of the project involves the demolition and disposal of the existing pile at Possession Bay Waterfront Park. The installation of a new pile. Five (5) working days are allotted for this construction.

The purpose of this project is to replace the existing pile which needs replacement due to long term wear. The project is needed to meet the current and future operational demands of the Port of South Whidbey.

The Contract Documents consists of this RFP and the documents set forth below.

1. Drawings:  
Project Design Drawings are prepared by DCG Engineering dated **MARCH 2023**
2. Specifications:  
Project Specifications are prepared by DCG Engineering dated **MARCH 2023**
3. Permit Documents

**II. BID SUBMITTAL REQUIREMENTS AND DEADLINE**

The attached Bid Form is to be emailed to the design team (DCG) and the Port Project Manager, Angi Mozer at [execdir@portofsouthwhidbey.com](mailto:execdir@portofsouthwhidbey.com) . Bids must be received by November 30<sup>th</sup>, 2023, at 3:00 pm. Bids received after the deadline will not be considered. Inquiries regarding the Project may be directed to Project Engineers, Vu-Hoang Nguyen & Steve Robert by email at [Vu-Hoang@dcgwatershed.com](mailto:Vu-Hoang@dcgwatershed.com) & [Steve@dcgwatershed.com](mailto:Steve@dcgwatershed.com). The Port of South Whidbey reserves the right to reject any or all bids and to waive minor irregularities in the bidding process. The Port of South Whidbey reserves the right to award this Contract to the lowest responsive, responsible bidder based on the Bid Proposal.



**ATTACHMENT A  
BID FORM**

TO: PORT OF SOUTH WHIDBEY  
1804 Scott Rd, Suite 303  
Freeland, WA 98249S

The Undersigned submits the following bid.

**BID SCHEDULE (BASE BID):**

Pursuant to and in compliance with the Request For Bids, the Bidder hereby certifies, having carefully examined the Contract Documents and conditions affecting the work, and being familiar with the site; and having made the necessary examinations, proposes to furnish all labor, materials, equipment and services necessary to complete the work in strict accordance with the Contract Documents for the following sum, which is hereby designated as the Base Bid:

BID ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Mobilization	1	L.S.	\$ 14,610.00__	\$ 14,610.00__
2	Pile Replacement	1	L.S.	\$ 28,860.00__	\$ 28,860.00__
3	Bond and Insurance	1	LS	\$ 1,304.00__	\$ 1,304.00__
	Applicable Washington States Sales Tax (8.8%)				\$ 3,940.11__
	<b>TOTAL BASE BID</b>				<b>\$ 48,714.11__</b>

**BID ITEM Descriptions:**

Bid Item No. 1 – “Mobilization”, per Lump Sum

- Mobilization shall consist of preconstruction expenses and the cost of preparatory work and operations performed by the Contractor, including, but not limited to, those necessary for the



movement of his personnel, equipment, supplies, and incidentals to the project site; for the establishment of his offices, buildings, all TESC measures and other facilities necessary for work at the site and for work and operations which must be performed or costs that must incur before beginning production work on the various items at the site. Mobilization costs for subcontracted work shall be considered to be included.

**Bid Item No. 2 – “Pile Replacement”, per Lump Sum**

- The lump sum contract price shall be full payment for all the work of this Contract, including the removal and offsite disposal of the existing pile.

**Bid Item No. 3 – “Bonds and Insurance”, per Lump Sum**

- The lump sum contract price shall be full payment for premiums on bonds and insurance for the work in accordance with the Contract Documents.

**SALES TAX:**

None of the sums stated in the foregoing include Washington State Sales Tax.

**TIME OF COMPLETION:**

The Undersigned agrees, if awarded the Contract, to complete the work of the Contract within the number of calendar days specified in the RFP for Construction Contract. It is further agreed that the time for completion of the work described herein is a reasonable time considering climatic range and usual industrial conditions prevailing in the locality.

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The Bidder shall submit to the Owner satisfactory evidence showing the Bidder's experience and record of performance on similar projects. The Bidder shall have successful experience and must be able to demonstrate and verify managing at least three (3) projects that meet the definition of Similar in Scope and Complexity. To qualify, the projects must have achieved substantial completion within the last ten (10) years. **Please see Attachment No. 1 attached separately with Waterfront's BID email.**

**CONTRACT:**

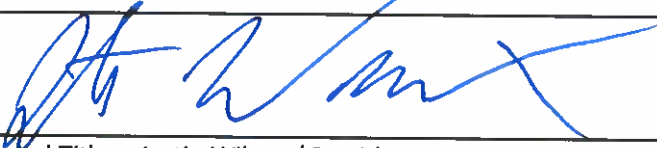
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**PERFORMANCE BOND:**

Successful Bidders will be required to file a Performance Bond as security for faithful performance and of all the CONTRACTOR'S obligations under the Contract Documents. The Performance Bond shall be for the full amount of the Contract price and, shall be furnished by a Surety company acceptable to the Owner.



**OFFICIAL AUTHORIZED TO SIGN FOR BIDDER:**

"I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct":	
Signature: 	Date: 11/30/2023
Print Name and Title: Justin Wilcox / President, Owner	Location or Place Executed: (City, State) Seattle, WA



## Capabilities Statement

Our company provides a wide range of services in the marine and waterfront construction industry. Our expertise includes pile driving, pile extraction, marina design and construction, delivering materials and equipment to challenging locations, demolition, as well as marine infrastructure design and construction for public, private and commercial facilities. We offer prefabricated aluminum truss docks and gangways and provide design, construction, maintenance and repair services for residential waterfront property structures such as piers, docks, pontoons, jetties and boardwalks. We also specialize in the design and construction of break walls, hard and soft shore armoring, and floating wave attenuators. Additionally, our company boasts a specialized department that focuses on obtaining Local, State, and Federal Permits.

### Core Competencies

- Pile Driving and Extraction
- Hard and Soft Shore armoring
- Material and Equipment delivery
- Marine Infrastructure construction
- Wood, steel and aluminum docks, piers, and wharfs
- In-house permitting department

### Differentiators

- Our specialized barges, boats and equipment
- Shallow draft Landing craft for logistical delivery challenges
- Experience with federal, state, local government contracts
- In-house permitting experts

### Past Performance

- 2020 - Government Locks, Gate Maintenance. Barging services \$35,000.00. Sub for IMCO. References available upon request.
- 2022 - Maury Island Aquatic Reserve project. \$255,036.00. Jetty & break water construction and material transport. Extremely narrow work window, job accomplished with a high level of precision and safety. Sub for Forma Construction. References available upon request.
- 2021 - City of Bellevue, WLSP Sinkhole Waterfront \$326,667.90 / WLSP Sinkhole Lake Restoration. Prime.
- 2021 - City of Mountlake Terrace, Ballinger Park Waterfront Improvements. \$576,583.10. Sub for McClure & Sons Inc.
- 2021 - King County Facilities Management, Harbor Island Emergency Tenant Improvements. \$33,260.00 / Harbor Island-Pier damage clean-up & Temporary Pier Repair. Sub for Pulcon Inc.
- 2017-2018 City of Bellevue, Meydenbauer Bay Park Phase 1. Sub for IMCO. \$433,959.62.
- 2021 - City of Redmond, Idylwood Waterfront. \$142,516.00. Idylwood Park Dock Demo/Replacement. Prime.
- 2021-2022 - City of Mercer Island, Luther Burbank Swim Area Maintenance + Docks Short Term Repairs Waterfront. 2021 - Luther Burbank Park Swim Area Maintenance Project \$37,980.00 / 2022 - Luther Burbank Park Pier Repair \$26,035.00. Prime.

## Waterfront Construction

### Office

205 NE Northlake Way,  
STE 230  
Seattle, WA 98105

**Point of Contact:** Justin Wilcox

**Title:** Business Development

### Email:

Justin@waterfrontconstruction.com

**Office phone:** 206.548.9800

### Website

[www.WaterfrontConstruction.com](http://www.WaterfrontConstruction.com)

### Unique Entity ID

FHHXK6FJG9N4

### CAGE Code

3GPL8

### NAICS Codes

237990 – Pile Driving, Marine  
423860 – Transportation equipment  
& supplies  
488330 – Marine Salvaging Services

### Associations

- Northwest Marine Trade Association

### Credit Cards Accepted





SECO DEVELOPMENT, INC

1133 LAKE WASHINGTON BLVD. N • SUITE 90 • RENTON • WASHINGTON • 98056  
TEL: 425/282-5833 • FAX: 425/282-5838

12-12-22

**Letter of Reference for Waterfront Construction Inc.**

To Whom it may concern:

I am the owner of a large piece of Commercial Property at the south end of Lake Washington, Southport. It is situated between the Boeing Renton Plant and Gene Coulon Park. I have developed this property to include multi family, mixed use commercial, and hotel improvements. The hotel is the Hyatt Regency Southport Lake Washington Hotel and restaurants, as well as extensive meeting rooms. I needed a contractor that was sensitive to ongoing operations and would build something special for our guests and visitors to this important waterfront location.

In 2020, I contracted with Waterfront Construction to install a 500-foot-long bulkhead along with some new moorages. The bulkhead was a heavy steel sheet pile wall with a concrete promenade that is both structural and architectural. The moorages consist of floating docks with an innovative below deck guide pile system. The work also included demolition, heavy wood wharf repairs and landscaping.

Even though the permits for this work required Waterfront to follow rigorous environmental practices and timelines their performance and execution was exceptional. They were efficient, professional, and responsive.

The hands-on experience and problem solving in the field, the sensitivity to the aesthetic finish and design and the depth of knowledge were invaluable to the success of this project and integrity in our dealings was extremely positive.

I would highly recommend Waterfront Construction for any dock work, and most certainly for complicated marine projects and would certainly use again for my next project

Sincerely,

Michael Christ, CEO  
SECO Development Inc.

**Testimonials and/or Awards**

SECO Inc. "Performance and execution was exceptional"

Luther Burbank Park Department "Best company I had worked with in 10 years"



**Compliments from Paul West / Luther Burbank Park Project...**



Carol Critton

To Paul Wilcox

Cc Kurt Roanhaus; Cory Haynes

10/14/2021

This message was sent with High importance.

Hello,

Since we are experiencing a supply chain delay on the buoys, Paul wanted me to check if we could bill something while waiting for the buoys to deliver.

Got off the phone with Paul West a little while ago. I will be sending an invoice for a good part of the bid, he will review, and he and I will adjust it over the next few days until we both are good with the result.

While on the phone call – need to pass this onto everyone. These are his words he used to describe his experiences with Waterfront:

Professional

Never complaining (he acknowledged how working with City can be)

Empowered

Gracious

Best company he has worked with in the last 10 years

Sited my phone call to him to discuss the invoice just one instance of all of us taking this job seriously and being personally involved

He is beyond pleased with Waterfront Construction.

**Good job, everyone!**

Carol Critton

AR/Contracts Administrator

New! Accounts Receivable/Contracts Dept. Cell: 206-536-6255

[carol@waterfrontconstruction.com](mailto:carol@waterfrontconstruction.com)

**Waterfront Construction, Inc.**

205 NE Northlake Way, Suite 230

Seattle, WA 98105

(206)548-9800

