

**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, April 9, 2024 at 4:00 p.m.

**DRAFT AGENDA**

Join Zoom Meeting

<https://us02web.zoom.us/j/89469867496>

Meeting ID: 894 6986 7496

One tap mobile

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Meeting ID: 894 6986 7496

Find your local number: <https://us02web.zoom.us/u/kbTqo7WaP2>

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

4:00 PM: PUBLIC HEARING ON THE COMPREHENSIVE SCHEME

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REGULAR MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE (immediately following the Public Hearing)

**COMMISSIONER ACTIONS**

**Consent Agenda:** Approval of April Vouchers in the amount of \$ \_\_\_\_\_ and Minutes from the Regular Meeting March 12, 2024.

**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 February 2024 Financial Statement**

**Fairgrounds**

Capital Projects – Update

**Clinton Dock**

**South Whidbey Harbor**

**Possession Piling Replacement**

## 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

February 2024

March 29, 2024



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 February 29, 2024, 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, 2024, has not been compiled or examined by a certified public accountant.

Angi Mozer  
Executive Director  
Port District of South Whidbey Island

March 29, 2024

**Port of South Whidbey  
Summary  
Statement of Revenue Collected and Expenses Paid vs. Budget  
For the Year to Date Period Ending February 29, 2024**

	<u>Budget</u>	<u>Feb 24</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Fairgrounds Revenue	121,200	4,868	9,699	(111,501)
Harbor Revenue	236,640	8,764	14,071	(222,569)
Humphrey Road Revenue	46,000	1,661	5,424	(40,576)
Interest Income	9,000	499	1,113	(7,887)
Miscellaneous Income	1,000	0	14	(986)
Possession Park Revenue	16,870	11	(2,518)	(19,388)
Property Tax Income	895,000	5,982	8,294	(886,706)
Timber, L/H, Comp Tax Income	3,000	112	112	(2,888)
<b>Total Income</b>	<u>1,328,710</u>	<u>21,897</u>	<u>36,210</u>	<u>(1,292,500)</u>
<b>Gross Income</b>	1,328,710	21,897	36,210	(1,292,500)
<b>Expense</b>				
Administration	627,860	37,490	86,077	(541,783)
Bush Point Operations	15,400	542	970	(14,430)
Clinton Beach Operations	6,650	231	495	(6,155)
Fairgrounds Operations	237,040	18,306	32,957	(204,083)
Humphrey Rd Parking Lot Ops	10,900	869	1,797	(9,103)
Payroll Expenses	0	458	458	458
Possession Beach Park Ops	41,750	1,131	60,648	18,898
South Whidbey Harbor Ops	252,460	17,981	36,535	(215,925)
<b>Total Expense</b>	<u>1,192,060</u>	<u>77,007</u>	<u>219,936</u>	<u>(972,124)</u>
<b>Net Ordinary Income</b>	136,650	(55,110)	(183,727)	(320,377)
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Capital Revenue</b>				
Bond Interest	7,200	911	1,870	(5,330)
Clean Vessel Program Grant	750	77	77	(673)
<b>Fairgrounds</b>				
IC Grant 1 - Workforce Housing	150,000	15,244	15,244	(134,757)
IC Grant 2 - Workforce Housing	350,000	0	0	(350,000)
RCEDF Grant - Fairgrounds	305,000	0	0	(305,000)
USDA Grant - Fairgrounds	0	0	0	0
WSDA Grant - Fairgrounds	0	0	0	0
<b>Total Fairgrounds</b>	<u>805,000</u>	<u>15,244</u>	<u>15,244</u>	<u>(789,757)</u>
RCO Clinton Local Parks Grant	70,000	0	0	(70,000)
STBG Clinton Dock	30,000	0	0	(30,000)
<b>Total Capital Revenue</b>	<u>912,950</u>	<u>16,232</u>	<u>17,191</u>	<u>(895,759)</u>
<b>Total Other Income</b>	912,950	16,232	17,191	(895,759)

**Port of South Whidbey  
Summary  
Statement of Revenue Collected and Expenses Paid vs. Budget  
For the Year to Date Period Ending February 29, 2024**

	<u>Budget</u>	<u>Feb 24</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Other Expense</b>				
<b>Capital Expenditures</b>				
2012 LTGO Bond	61,125	0	0	(61,125)
2016 LTGO Bond	15,919	0	0	(15,919)
2018A LTGO Bond	21,045	0	0	(21,045)
2018B LTGO Bond (Taxable)	29,432	0	0	(29,432)
Clean Vessel Grant Exp	1,000	0	0	(1,000)
Clinton Dock-Passenger Ferry	100,000	11,163	13,738	(86,262)
Fairgrounds - Cap Improvements	510,000	1,361	13,894	(496,106)
Fairgrounds - Workforce Housing	500,000	338	365	(499,635)
RCO Clinton Local Parks Exp	70,000	0	0	(70,000)
SWH Capital Improvements	20,000	0	0	(20,000)
SWH Electrical Inspection	5,000	0	0	(5,000)
<b>Total Capital Expenditures</b>	<u>1,333,521</u>	<u>12,862</u>	<u>27,996</u>	<u>(1,305,525)</u>
<b>Total Other Expense</b>	<u>1,333,521</u>	<u>12,862</u>	<u>27,996</u>	<u>(1,305,525)</u>
<b>Net Other Income</b>	<u>(420,571)</u>	<u>3,370</u>	<u>(10,805)</u>	<u>409,766</u>
<b>Net Income</b>	<u><u>(283,921)</u></u>	<u><u>(51,740)</u></u>	<u><u>(194,532)</u></u>	<u><u>89,389</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 February 29, 2024**

	<u>Budget</u>	<u>Feb 24</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Interest Income	9,000	499	1,113	(7,887)
Miscellaneous Income	1,000	0	14	(986)
Property Tax Income	895,000	5,982	8,294	(886,706)
Timber, L/H, Comp Tax Income	3,000	112	112	(2,888)
<b>Total Income</b>	<u>908,000</u>	<u>6,593</u>	<u>9,533</u>	<u>(898,467)</u>
<b>Gross Income</b>	908,000	6,593	9,533	(898,467)
<b>Expense</b>				
<b>Administration</b>				
Admin/Accounting Wages	37,500	3,357	6,176	(31,324)
Administrative Payroll Taxes	21,000	1,932	3,710	(17,290)
Audit	10,000	0	2,050	(7,950)
Bank Fees (Returned Checks)	200	0	0	(200)
Commissioners' Salaries	10,260	1,080	2,160	(8,100)
Compensation Reserve	22,000	0	0	(22,000)
Comprehensive Scheme	0	1,238	1,238	1,238
Consultant Services	15,000	765	1,290	(13,711)
County Service Fees	100	0	0	(100)
Dues & Memberships	3,000	1,379	1,379	(1,621)
Economic Analysis Study	0	0	0	0
Election Costs	11,000	0	7,542	(3,458)
Employee Fringe Benefits	27,000	2,250	4,500	(22,500)
Employee IRA Matching	8,000	726	1,151	(6,849)
Executive Director Salary	88,500	7,375	14,750	(73,750)
FMLA & LTC Payroll Taxes	2,000	0	1,347	(653)
Insurance (Port-wide)	115,500	0	0	(115,500)
Labor & Industries Taxes	22,000	0	4,895	(17,105)
Legal Fees	4,000	0	52	(3,948)
Legal Notices/Classified Ads	2,000	0	0	(2,000)
Maint & Ops Supervisor Wages	62,600	5,597	10,890	(51,710)
Marketing - General	4,500	0	0	(4,500)
Meetings & Education incl WPPA	6,000	590	590	(5,410)
Misc Expenses & Taxes	3,000	8	16	(2,984)
Ofc. Equip Lease, Purch, Repair	4,000	175	508	(3,492)
Office & Facilities Supplies	3,000	341	411	(2,589)
Office Telephone & Staff Mobile	7,100	613	1,225	(5,875)
Payroll Taxes - Commissioners	2,000	142	303	(1,697)
<b>Per Diem - Commissioners</b>				
Per Diem - Easton	4,500	450	578	(3,922)
Per Diem - Gordon	4,500	161	1,057	(3,443)
Per Diem - Ng	4,500	161	161	(4,339)
<b>Total Per Diem - Commissioners</b>	<u>13,500</u>	<u>772</u>	<u>1,796</u>	<u>(11,704)</u>

**Port of South Whidbey**  
**Administrative and Capital**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending February 29, 2024

	<u>Budget</u>	<u>Feb 24</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Permitting - Ongoing	0	0	0	0
Port Clerk/Accountant Wages	65,000	6,593	12,015	(52,985)
Port Office Rental	26,400	2,200	4,400	(22,000)
Port Vehicles' Expense	6,500	11	319	(6,181)
Promotional Hosting	1,000	0	0	(1,000)
Publications & Subscriptions	200	0	0	(200)
Tourism Devel Grants/Subsidies	0	0	0	0
Travel Exp - Commissioners				
Travel Expense - Easton	1,500	35	35	(1,465)
Travel Expense - Gordon	1,500	0	810	(690)
Travel Expense - Ng	1,500	0	0	(1,500)
<b>Total Travel Exp - Commissioners</b>	<b>4,500</b>	<b>35</b>	<b>845</b>	<b>(3,655)</b>
Travel Expense - Staff	4,500	268	431	(4,069)
Website Design & Maintenance	15,000	45	90	(14,910)
<b>Total Administration</b>	<b>627,860</b>	<b>37,490</b>	<b>86,077</b>	<b>(541,783)</b>
<b>Total Expense</b>	<b>627,860</b>	<b>37,490</b>	<b>86,077</b>	<b>(541,783)</b>
<b>Net Ordinary Income</b>	<b>280,140</b>	<b>(30,897)</b>	<b>(76,544)</b>	<b>(356,684)</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Capital Revenue</b>				
Clean Vessel Program Grant	750	77	77	(673)
<b>Fairgrounds</b>				
IC Grant 1 - Workforce Housing	150,000	15,244	15,244	(134,757)
IC Grant 2 - Workforce Housing	350,000	0	0	(350,000)
RCEDF Grant - Fairgrounds	305,000	0	0	(305,000)
USDA Grant - Fairgrounds	0	0	0	0
WSDA Grant - Fairgrounds	0	0	0	0
<b>Total Fairgrounds</b>	<b>805,000</b>	<b>15,244</b>	<b>15,244</b>	<b>(789,757)</b>
RCO Clinton Local Parks Grant	70,000	0	0	(70,000)
STBG Clinton Dock	30,000	0	0	(30,000)
<b>Total Capital Revenue</b>	<b>905,750</b>	<b>15,320</b>	<b>15,320</b>	<b>(890,430)</b>
<b>Total Other Income</b>	<b>905,750</b>	<b>15,320</b>	<b>15,320</b>	<b>(890,430)</b>
<b>Other Expense</b>				
<b>Capital Expenditures</b>				
Clinton Dock-Passenger Ferry	100,000	11,163	13,738	(86,262)
Fairgrounds - Cap Improvements	510,000	1,361	13,894	(496,106)
Fairgrounds - Workforce Housing	500,000	338	365	(499,635)
<b>Total Capital Expenditures</b>	<b>1,110,000</b>	<b>12,862</b>	<b>27,996</b>	<b>(1,082,004)</b>
<b>Total Other Expense</b>	<b>1,110,000</b>	<b>12,862</b>	<b>27,996</b>	<b>(1,082,004)</b>
<b>Net Other Income</b>	<b>(204,250)</b>	<b>2,459</b>	<b>(12,676)</b>	<b>191,574</b>
<b>Net Income</b>	<b>75,890</b>	<b>(28,438)</b>	<b>(89,220)</b>	<b>(165,110)</b>



**Port of South Whidbey  
LTGO Bonds  
Statement of Revenue Collected and Expenses Paid vs. Budget  
For the Year to Date Period Ending February 29, 2024**

	<u>Budget</u>	<u>Feb 24</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	456	935	(2,665)
2018B Bond Interest Income	3,600	456	935	(2,665)
<b>Total Bond Interest</b>	<u>7,200</u>	<u>911</u>	<u>1,870</u>	<u>(5,330)</u>
<b>Total Capital Revenue</b>	<u>7,200</u>	<u>911</u>	<u>1,870</u>	<u>(5,330)</u>
<b>Total Other Income</b>	7,200	911	1,870	(5,330)
<b>Other Expense</b>				
<b>Capital Expenditures</b>				
<b>2012 LTGO Bond</b>				
2012 LTGO Bond Fees	300	0	0	(300)
2012 LTGO Bond Interest	15,825	0	0	(15,825)
2012 LTGO Bond Principal	45,000	0	0	(45,000)
<b>Total 2012 LTGO Bond</b>	<u>61,125</u>	<u>0</u>	<u>0</u>	<u>(61,125)</u>
<b>2016 LTGO Bond</b>				
2016 LTGO Bond Fees	0	0	0	0
2016 LTGO Bond Interest	919	0	0	(919)
2016 LTGO Bond Principal	15,000	0	0	(15,000)
<b>Total 2016 LTGO Bond</b>	<u>15,919</u>	<u>0</u>	<u>0</u>	<u>(15,919)</u>
<b>2018A LTGO Bond</b>				
2018A LTGO Bond Fees	300	0	0	(300)
2018A LTGO Bond Interest	15,745	0	0	(15,745)
2018A LTGO Bond Principal	5,000	0	0	(5,000)
<b>Total 2018A LTGO Bond</b>	<u>21,045</u>	<u>0</u>	<u>0</u>	<u>(21,045)</u>
<b>2018B LTGO Bond (Taxable)</b>				
2018B LTGO Bond Fees	300	0	0	(300)
2018B LTGO Bond Interest	19,132	0	0	(19,132)
2018B LTGO Bond Principal	10,000	0	0	(10,000)
<b>Total 2018B LTGO Bond (Taxable)</b>	<u>29,432</u>	<u>0</u>	<u>0</u>	<u>(29,432)</u>
<b>Total Capital Expenditures</b>	<u>127,521</u>	<u>0</u>	<u>0</u>	<u>(127,521)</u>
<b>Total Other Expense</b>	<u>127,521</u>	<u>0</u>	<u>0</u>	<u>(127,521)</u>
<b>Net Other Income</b>	<u>(120,321)</u>	<u>911</u>	<u>1,870</u>	<u>122,191</u>
<b>Net Income</b>	<u><u>(120,321)</u></u>	<u><u>911</u></u>	<u><u>1,870</u></u>	<u><u>122,191</u></u>

**Port of South Whidbey  
Bush Point  
Statement of Revenue Collected and Expenses Paid vs. Budget  
For the Year to Date Period Ending February 29, 2024**

	<u>Budget</u>	<u>Feb 24</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	333	0	0	(333)
Electricity - Bush Pt	300	190	369	69
Equipment - Bush Pt	333	71	71	(263)
Maint & Repair - Bush Pt	500	245	245	(255)
Maint Payroll Taxes - Bush	8	0	0	(8)
Maint Wages - Bush Pt	92	0	0	(92)
Materials & Supplies - Bush Pt	167	0	212	45
Minor Improvements - Bush Pt	500	0	0	(500)
Refuse Removal - Bush Pt	83	37	73	(10)
Telephone - Bush Pt	83	0	0	(83)
Water System - Bush Pt	0	0	0	0
<b>Total Bush Point Operations</b>	<u>2,400</u>	<u>542</u>	<u>970</u>	<u>(1,430)</u>
<b>Total Expense</b>	<u>2,400</u>	<u>542</u>	<u>970</u>	<u>(1,430)</u>
<b>Net Ordinary Income</b>	<u>(2,400)</u>	<u>(542)</u>	<u>(970)</u>	<u>1,430</u>
<b>Net Income</b>	<u><u>(2,400)</u></u>	<u><u>(542)</u></u>	<u><u>(970)</u></u>	<u><u>1,430</u></u>

**Port of South Whidbey  
Clinton Beach  
Statement of Revenue Collected and Expenses Paid vs. Budget  
For the Year to Date Period Ending February 29, 2024**

	<u>Budget</u>	<u>Feb 24</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	700	100	187	(513)
Maint & Repair - Clinton Beach	500	0	0	(500)
Maint Wages - Clinton Beach	500	0	0	(500)
Materials & Supplies - Clinton	1,500	0	0	(1,500)
Minor Improvements - Clinton	1,000	0	0	(1,000)
Payroll Taxes - Clinton Beach	50	0	0	(50)
Refuse Removal - Clinton Beach	1,000	131	258	(742)
Water System - Clinton Beach	400	0	51	(349)
<b>Total Clinton Beach Operations</b>	<u>6,650</u>	<u>231</u>	<u>495</u>	<u>(6,155)</u>
<b>Total Expense</b>	<u>6,650</u>	<u>231</u>	<u>495</u>	<u>(6,155)</u>
<b>Net Ordinary Income</b>	<u>(6,650)</u>	<u>(231)</u>	<u>(495)</u>	<u>6,155</u>
<b>Net Income</b>	<u><u>(6,650)</u></u>	<u><u>(231)</u></u>	<u><u>(495)</u></u>	<u><u>6,155</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 February 29, 2024

	<u>Budget</u>	<u>Feb 24</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	30,000	0	0	(30,000)
Dump/Water Fees - Campground	4,000	110	305	(3,695)
<b>Fairgrounds Events</b>			0	
Event Haul In Fees-Fairgrounds	700	0	0	(700)
Event Rentals - Fairgrounds	44,300	2,095	4,925	(39,375)
<b>Total Fairgrounds Events</b>	45,000	2,095	4,925	(40,075)
Other Fairgrounds Revenue -Misc	0	0	0	0
<b>Taxes - Fairgrounds</b>			0	
Camping Sales/Lodging Tax	3,000	0	0	(3,000)
L/H Tax Revenue - Fairgrounds	3,000	215	321	(2,679)
<b>Total Taxes - Fairgrounds</b>	6,000	215	321	(5,679)
Tenant Leases - Fairgrounds	35,000	2,348	3,848	(31,152)
Utilities Reimb - Fair Assoc	1,200	100	300	(900)
<b>Total Fairgrounds Revenue</b>	121,200	4,868	9,699	(111,501)
<b>Total Income</b>	121,200	4,868	9,699	(111,501)
<b>Gross Income</b>	121,200	4,868	9,699	(111,501)
<b>Expense</b>			0	
<b>Fairgrounds Operations</b>			0	
Admin Wages - Fair	240	0	0	(240)
Electricity - Fairgrounds	21,000	809	3,012	(17,988)
Employee Benefits - Fairgrounds	7,200	600	1,200	(6,000)
Equipment (Purch/Rent/Repair)	5,000	4,719	4,719	(281)
Fairgrounds Dir Salary/Wages	59,500	4,833	9,790	(49,710)
FG Mktg & Events Coord Wages	23,000	1,650	3,939	(19,061)
Maint & Repair - Fairgrounds	8,000	301	301	(7,699)
Maint Campground Host Wages	20,800	0	0	(20,800)
Maint Laborer Wages - Part Time	20,800	0	0	(20,800)
Maint Wages - Temp Fair	2,500	0	0	(2,500)
Marketing/Advertising-FG	6,000	(371)	41	(5,959)
Materials & Supplies - Fair	13,000	1,209	2,615	(10,385)
Minor Improvements - Fair	5,000	0	0	(5,000)
Payroll Taxes - Fairgrounds	8,000	583	1,189	(6,811)

**Port of South Whidbey**  
**Whidbey Island Fairgrounds**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending February 29, 2024

	<u>Budget</u>	<u>Feb 24</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Propane - Fairgrounds	3,000	54	344	(2,656)
Refuse Removal - Fairgrounds	3,000	393	776	(2,224)
Taxes - Fairgrounds			0	
B & O Tax - Fair	500	15	33	(467)
Leasehold Tax - Fair	3,500	0	652	(2,848)
Sales & Lodging Tax	2,000	0	0	(2,000)
<b>Total Taxes - Fairgrounds</b>	<u>6,000</u>	<u>15</u>	<u>685</u>	<u>(5,315)</u>
Telephone & DSL - Fairgrounds	5,000	645	1,274	(3,726)
Travel & Other Misc - Fair	2,000	0	206	(1,794)
Vehicle Maintenance - Fair	3,000	178	178	(2,822)
Water & Sewer - Fairgrounds	15,000	2,688	2,688	(12,312)
<b>Total Fairgrounds Operations</b>	<u>237,040</u>	<u>18,306</u>	<u>32,957</u>	<u>(204,083)</u>
<b>Total Expense</b>	<u>237,040</u>	<u>18,306</u>	<u>32,957</u>	<u>(204,083)</u>
<b>Net Ordinary Income</b>	<u>(115,840)</u>	<u>(13,438)</u>	<u>(23,258)</u>	<u>92,582</u>
<b>Net Income</b>	<u><u>(115,840)</u></u>	<u><u>(13,438)</u></u>	<u><u>(23,258)</u></u>	<u><u>92,582</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 February 29, 2024**

	<u>Budget</u>	<u>Feb 24</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	23,000	1,526	3,262	(19,738)
Permit Fees - Humphrey Rd	19,000	0	1,647	(17,353)
Sales Tax - Humphrey Rd	4,000	134	516	(3,484)
<b>Total Humphrey Road Revenue</b>	<u>46,000</u>	<u>1,661</u>	<u>5,424</u>	<u>(40,576)</u>
<b>Total Income</b>	<u>46,000</u>	<u>1,661</u>	<u>5,424</u>	<u>(40,576)</u>
<b>Gross Income</b>	46,000	1,661	5,424	(40,576)
<b>Expense</b>				
<b>Humphrey Rd Parking Lot Ops</b>				
Attendant Payroll - Humphrey Rd	5,700	520	1,040	(4,660)
General Maint - Humphrey Rd	750	0	0	(750)
Improvements - Humphrey Lot	0	0	0	0
Materials & Supplies - Humph Rd	500	6	6	(494)
Payroll Taxes - Humphrey Rd	450	40	80	(370)
Taxes - Humphrey Rd				
B & O Taxes - Humphrey Rd	100	5	12	(88)
WSST - Parking	3,400	298	660	(2,740)
<b>Total Taxes - Humphrey Rd</b>	<u>3,500</u>	<u>303</u>	<u>671</u>	<u>(2,829)</u>
<b>Total Humphrey Rd Parking Lot Ops</b>	<u>10,900</u>	<u>869</u>	<u>1,797</u>	<u>(9,103)</u>
<b>Total Expense</b>	<u>10,900</u>	<u>869</u>	<u>1,797</u>	<u>(9,103)</u>
<b>Net Ordinary Income</b>	<u>35,100</u>	<u>792</u>	<u>3,627</u>	<u>(31,473)</u>
<b>Net Income</b>	<u><u>35,100</u></u>	<u><u>792</u></u>	<u><u>3,627</u></u>	<u><u>(31,473)</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 February 29, 2024

	<u>Budget</u>	<u>Feb 24</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	11	83	(918)
Electricity reimb - Poss Pk	1,200	0	0	(1,200)
Parking Fees - Possession	250	0	0	(250)
Rental of Residence - Poss Pk	14,400	0	(2,600)	(17,000)
Sales Tax - Possession Parking	20	0	0	(20)
<b>Total Possession Park Revenue</b>	<u>16,870</u>	<u>11</u>	<u>(2,518)</u>	<u>(19,388)</u>
<b>Total Income</b>	<u>16,870</u>	<u>11</u>	<u>(2,518)</u>	<u>(19,388)</u>
<b>Gross Income</b>	16,870	11	(2,518)	(19,388)
<b>Expense</b>				
<b>Possession Beach Park Ops</b>				
Dock & Ramp - Possession	0	0	0	0
Electricity - Possession	3,500	412	671	(2,829)
Equip (Purchase/Rent/Repair)	2,500	53	107	(2,393)
Maint & Repair - Possession	3,000	247	270	(2,730)
Maint. Wages - Possession	18,000	0	90	(17,910)
Materials & Suppl - Possession	2,500	38	71	(2,429)
Minor Improvements - Poss Pk	6,000	0	58,707	52,707
Payroll Taxes - Possession	1,500	0	7	(1,493)
Refuse Removal - Possession	2,000	114	225	(1,775)
<b>Taxes - Possession</b>				
B &O Taxes - Poss Pk	10	0	0	(10)
WSST - Overnight Parking	40	0	0	(40)
<b>Total Taxes - Possession</b>	<u>50</u>	<u>0</u>	<u>0</u>	<u>(50)</u>
Telephone - Possession	1,200	108	217	(983)
Water System Maint - Poss Pk	1,500	157	284	(1,216)
<b>Total Possession Beach Park Ops</b>	<u>41,750</u>	<u>1,131</u>	<u>60,648</u>	<u>18,898</u>
<b>Total Expense</b>	<u>41,750</u>	<u>1,131</u>	<u>60,648</u>	<u>18,898</u>
<b>Net Ordinary Income</b>	<u>(24,880)</u>	<u>(1,120)</u>	<u>(63,166)</u>	<u>(38,286)</u>
<b>Net Income</b>	<u><u>(24,880)</u></u>	<u><u>(1,120)</u></u>	<u><u>(63,166)</u></u>	<u><u>(38,286)</u></u>

**Port of South Whidbey  
South Whidbey Harbor  
Statement of Revenue Collected and Expenses Paid vs. Budget  
For the Year to Date Period Ending February 29, 2024**

	<u>Budget</u>	<u>Feb 24</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Harbor Revenue</b>				
Annual Moorage	19,800	792	1,584	(18,216)
Commercial Moorage	2,640	0	0	(2,640)
Dinghy	900	0	0	(900)
Ice Sales	1,000	0	0	(1,000)
Leasehold Tax Revenue - SWH	7,700	710	1,161	(6,539)
Live-aboard fee	0	60	180	180
Monthly Moorage	35,200	4,681	7,279	(27,921)
Other Harbor Revenue - Misc	0	0	0	0
Showers	1,000	39	93	(908)
SWH Special Events & Donations	100	6	14	(86)
Transient Day Use Moorage	14,300	314	512	(13,788)
Transient Overnight Moorage	154,000	2,163	3,249	(150,751)
<b>Total Harbor Revenue</b>	<u>236,640</u>	<u>8,764</u>	<u>14,071</u>	<u>(222,569)</u>
<b>Total Income</b>	<u>236,640</u>	<u>8,764</u>	<u>14,071</u>	<u>(222,569)</u>
<b>Gross Income</b>	236,640	8,764	14,071	(222,569)
<b>Expense</b>				
<b>South Whidbey Harbor Ops</b>				
203 Wharf St Lot Maint Wages	120	0	0	(120)
203 Wharf St Maint/Repair	200	0	0	(200)
Advertising/Promotion - Harbor	3,000	0	0	(3,000)
Asst Harbormaster Wages	41,600	3,450	7,130	(34,470)
DNR Tidelands Lease	12,000	0	0	(12,000)
Dockhand - Part Time	20,800	1,510	2,850	(17,950)
Electricity - Harbor	12,000	1,432	2,550	(9,450)
Employee Benefits - Harbor	14,400	1,200	2,400	(12,000)
Equip (Purch/Rent/Repair) SWH	1,500	11	22	(1,478)
Golf Cart & Boat-Maint	500	32	32	(468)
Harbormaster Wages	54,000	4,654	9,081	(44,920)
Ice Purchases	600	0	0	(600)
Maint & Repair - Harbor	10,000	780	780	(9,220)
Maint & Repair - Phil Simon Pk	500	61	61	(439)
Maint Contracts - Harbor	8,500	1,284	1,952	(6,548)
Maint Wages - Harbor	240	0	0	(240)
Materials & Supplies - Harbor	9,000	363	1,595	(7,405)
Merchant Fees - Harbor	6,000	184	489	(5,511)
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 February 29, 2024**

	<u>Budget</u>	<u>Feb 24</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Payroll Taxes - Harbor	10,000	836	1,660	(8,340)
Pump-Out Barge M & R	1,000	0	0	(1,000)
Refuse Removal - Harbor	4,000	255	504	(3,496)
Seasonal Wages - Harbor	20,000	0	0	(20,000)
Taxes - Harbor				
B & O Tax - Harbor	2,000	0	45	(1,955)
Leasehold Tax - Harbor	7,000	0	3,149	(3,851)
<b>Total Taxes - Harbor</b>	<u>9,000</u>	<u>0</u>	<u>3,194</u>	<u>(5,806)</u>
Telephone & DSL - Harbor	3,000	292	599	(2,401)
Water & Sewer - Harbor	9,000	1,636	1,636	(7,364)
<b>Total South Whidbey Harbor Ops</b>	<u>252,460</u>	<u>17,981</u>	<u>36,535</u>	<u>(215,925)</u>
<b>Total Expense</b>	<u>252,460</u>	<u>17,981</u>	<u>36,535</u>	<u>(215,925)</u>
<b>Net Ordinary Income</b>	<u>(15,820)</u>	<u>(9,217)</u>	<u>(22,464)</u>	<u>(6,644)</u>
<b>Net Income</b>	<u><u>(15,820)</u></u>	<u><u>(9,217)</u></u>	<u><u>(22,464)</u></u>	<u><u>(6,644)</u></u>

**PORT OF SOUTH WHIDBEY**

February 29, 2024

Ending General Fund Cash Balance as of 12/31/23	84,037.16
Ending General Fund Investment Balance as of 12/31/23	397,000.00
Ending Bond Fund Cash Balance as of 12/31/23	998.21
Ending Bond Fund Investment Balance as of 12/31/23	567,202.20
<b>Balance as of 12/31/23</b>	<b><u>1,049,237.57</u></b>
Original Estimated Beginning Cash per 2024 Budget	1,154,140.00
Actual Beginning Cash Balance as of 1/1/24	1,049,237.57
<b>Difference</b>	<b><u>(104,902.43)</u></b>
Original Estimated Ending Cash per 2024 Budget	<b>870,219.00</b>
Ending General Fund Cash Balance as of 2/29/24	13,148.34
Ending General Fund Investment Balance as of 2/29/24	274,000.00
Ending Bond Fund Cash Balance as of 2/29/24	911.40
Ending Bond Fund Investment Balance as of 2/29/24	569,159.20
<b>Balance as of 2/29/24</b>	<b><u>857,218.94</u></b>
<b>General Fund Cash &amp; Investment Total as of 2/29/24</b>	<b>287,148.34</b>
<b>Bond Fund Cash &amp; Investment Total as of 2/29/24</b>	<b><u>570,070.60</u></b>
	<b><u>857,218.94</u></b>

**Port of South Whidbey**  
**Preliminary Profit & Loss**  
 March 2024

	Mar 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Fairgrounds Revenue</b>	
Dump/Water Fees - Campground	140.00
<b>Fairgrounds Events</b>	
Event Rentals - Fairgrounds	3,202.50
<b>Total Fairgrounds Events</b>	3,202.50
Tenant Leases - Fairgrounds	2,310.45
Utilities Reimb - Fair Assoc	100.00
<b>Total Fairgrounds Revenue</b>	5,752.95
<b>Harbor Revenue</b>	
Annual Moorage	5,691.60
Live-aboard fee	60.00
Monthly Moorage	2,643.50
Showers	70.00
<b>SWH Special Events &amp; Donations</b>	
Donation Box - Harbor	1.00
<b>Total SWH Special Events &amp; Donations</b>	1.00
Transient Day Use Moorage	402.00
Transient Overnight Moorage	2,743.50
<b>Total Harbor Revenue</b>	11,611.60
<b>Humphrey Road Revenue</b>	
Daily Parking Fees-Humphrey Rd	1,601.32
Permit Fees - Humphrey Rd	2,590.14
<b>Total Humphrey Road Revenue</b>	4,191.46
<b>Possession Park Revenue</b>	
Donations - Possession Park	23.00
<b>Total Possession Park Revenue</b>	23.00
<b>Total Income</b>	21,579.01
<b>Gross Profit</b>	21,579.01

**Port of South Whidbey**  
**Preliminary Profit & Loss**  
 March 2024

	Mar 24
<b>Expense</b>	
<b>Administration</b>	
Admin/Accounting Wages	2,795.13
Commissioners' Salaries	1,080.00
Dues & Memberships	640.00
Employee Fringe Benefits	2,250.00
Executive Director Salary	7,375.00
Maint & Ops Supervisor Wages	5,425.60
Meetings & Education incl WPPA	105.00
Misc Expenses & Taxes	11.00
Ofc. Equip Lease, Purch, Repair	174.74
Office & Facilities Supplies	293.18
Office Telephone & Staff Mobile	652.54
Per Diem - Commissioners	
Per Diem - Easton	322.00
Per Diem - Gordon	483.00
Per Diem - Ng	161.00
<b>Total Per Diem - Commissioners</b>	<b>966.00</b>
Port Clerk/Accountant Wages	5,139.40
Port Office Rental	2,200.00
Port Vehicles' Expense	661.84
Promotional Hosting	68.37
Travel Exp - Commissioners	
Travel Expense - Easton	0.00
Travel Expense - Gordon	33.50
Travel Expense - Ng	0.00
<b>Total Travel Exp - Commissioners</b>	<b>33.50</b>
Travel Expense - Staff	160.07
Website Design & Maintenance	45.00
<b>Total Administration</b>	<b>30,076.37</b>
<b>Bush Point Operations</b>	
Electricity - Bush Pt	192.97
Materials & Supplies - Bush Pt	17.40
Refuse Removal - Bush Pt	36.91
<b>Total Bush Point Operations</b>	<b>247.28</b>
<b>Clinton Beach Operations</b>	
Electricity - Clinton Beach	88.78
Maint & Repair - Clinton Beach	3,672.00

**Port of South Whidbey  
Preliminary Profit & Loss  
March 2024**

	Mar 24
Materials & Supplies - Clinton	96.36
Refuse Removal - Clinton Beach	130.57
<b>Total Clinton Beach Operations</b>	<b>3,987.71</b>
<b>Fairgrounds Operations</b>	
Electricity - Fairgrounds	3,690.78
Employee Benefits - Fairgrounds	600.00
Equipment (Purch/Rent/Repair)	75.08
Fairgrounds Dir Salary/Wages	4,518.80
FG Mktg & Events Coord Wages	1,506.50
Maint & Repair - Fairgrounds	17.93
Maint Campground Host Wages	680.00
Marketing/Advertising-FG	243.11
Materials & Supplies - Fair	928.08
Propane - Fairgrounds	987.04
Refuse Removal - Fairgrounds	393.10
Taxes - Fairgrounds	
B & O Tax - Fair	0.00
<b>Total Taxes - Fairgrounds</b>	<b>0.00</b>
Telephone & DSL - Fairgrounds	645.17
Travel & Other Misc - Fair	240.00
Vehicle Maintenance - Fair	62.64
<b>Total Fairgrounds Operations</b>	<b>14,588.23</b>
<b>Humphrey Rd Parking Lot Ops</b>	
Attendant Payroll - Humphrey Rd	520.00
General Maint - Humphrey Rd	0.00
Taxes - Humphrey Rd	
B & O Taxes - Humphrey Rd	0.00
WSST - Parking	134.33
<b>Total Taxes - Humphrey Rd</b>	<b>134.33</b>
<b>Total Humphrey Rd Parking Lot Ops</b>	<b>654.33</b>
<b>Payroll Expenses</b>	<b>4,630.21</b>

**Port of South Whidbey  
Preliminary Profit & Loss  
March 2024**

	Mar 24
<b>Possession Beach Park Ops</b>	
Electricity - Possession	285.04
Equip (Purchase/Rent/Repair)	53.32
Maint & Repair - Possession	60,682.99
Materials & Suppl - Possession	103.35
Refuse Removal - Possession	113.99
Telephone - Possession	108.40
Water System Maint - Poss Pk	132.67
<b>Total Possession Beach Park Ops</b>	<b>61,479.76</b>
<b>South Whidbey Harbor Ops</b>	
Asst Harbormaster Wages	3,360.00
Dockhand - Part Time	1,300.00
Electricity - Harbor	1,262.58
Employee Benefits - Harbor	1,200.00
Equip (Purch/Rent/Repair) SWH	10.88
Golf Cart & Boat-Maint	25.18
Harbor Receipts Discrepancy	0.07
Harbormaster Wages	4,397.25
Maint & Repair - Harbor	100.00
Maint Contracts - Harbor	409.09
Materials & Supplies - Harbor	343.74
Refuse Removal - Harbor	255.02
Seasonal Wages - Harbor	0.00
Taxes - Harbor	
B & O Tax - Harbor	47.70
<b>Total Taxes - Harbor</b>	<b>47.70</b>
Telephone & DSL - Harbor	290.76
<b>Total South Whidbey Harbor Ops</b>	<b>13,002.27</b>
<b>Total Expense</b>	<b>128,666.16</b>
<b>Net Ordinary Income</b>	<b>-107,087.15</b>
<b>Other Income/Expense</b>	
Other Expense	
Capital Expenditures	
Clinton Dock-Passenger Ferry	45.41

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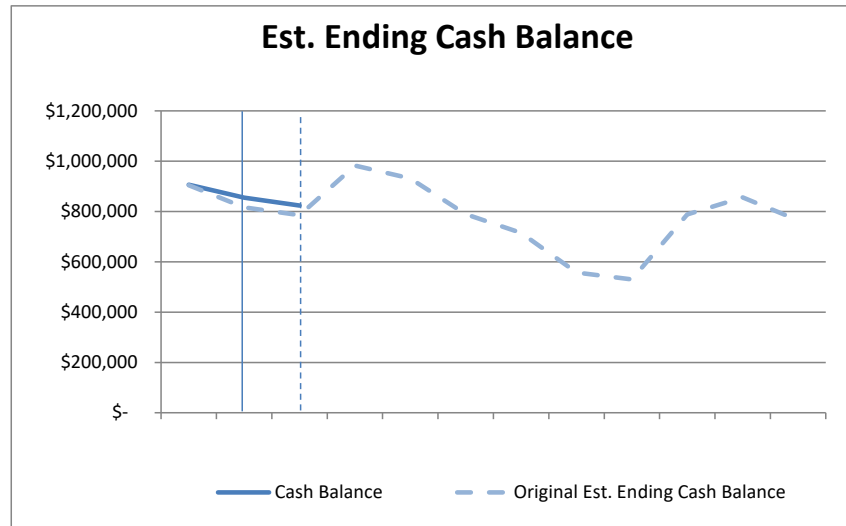
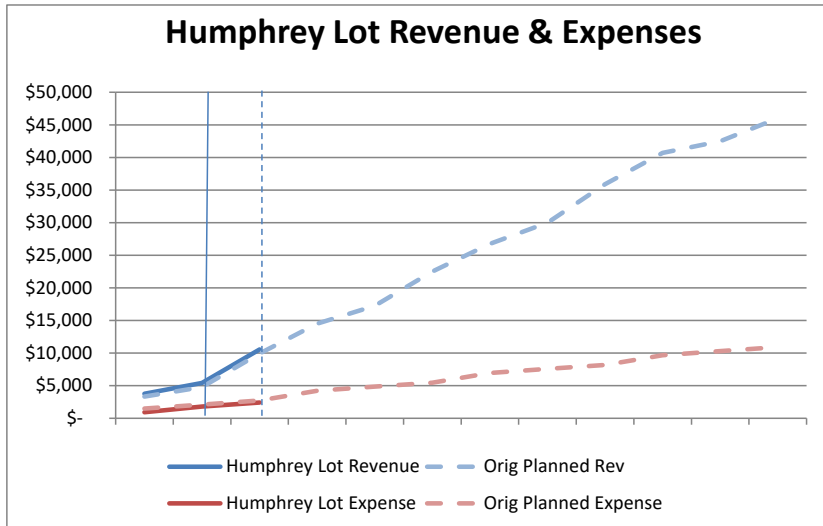
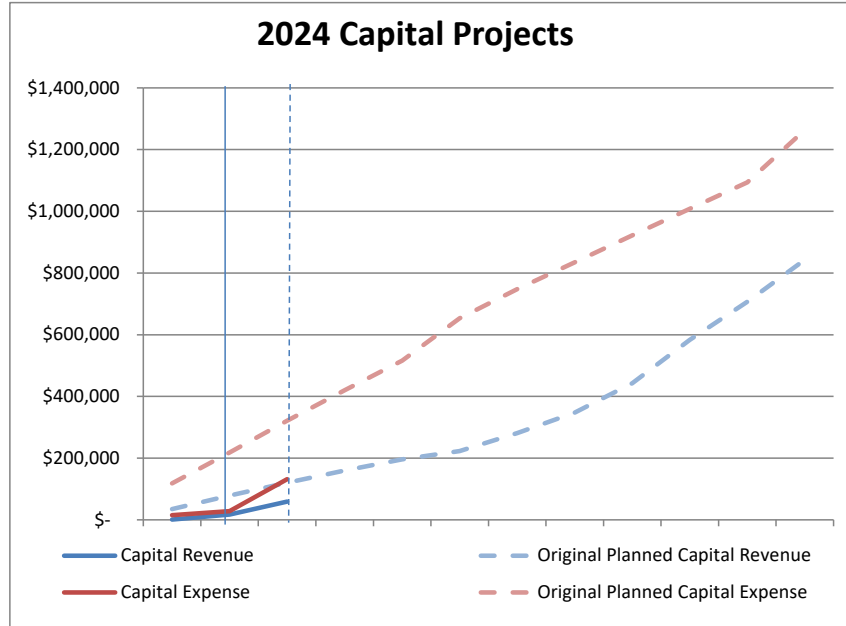
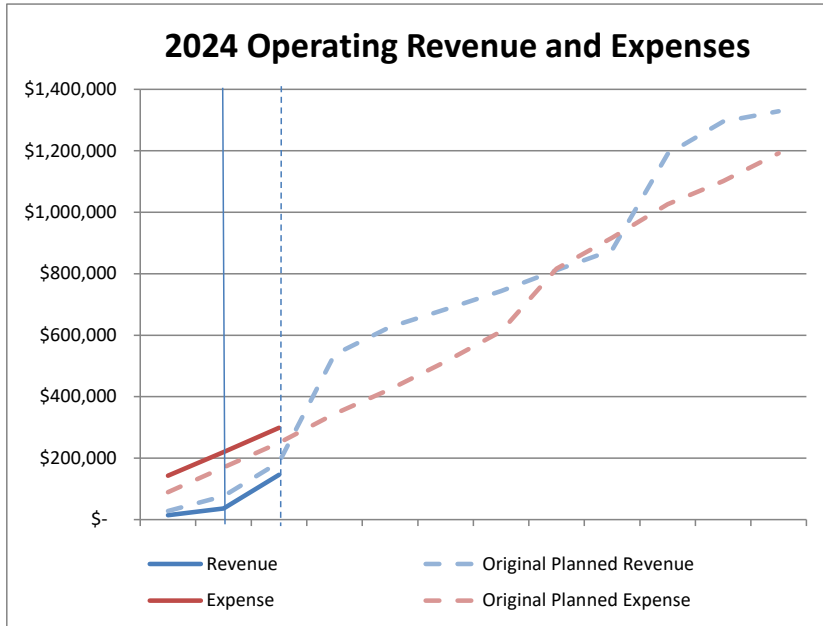
Cash Basis

**Port of South Whidbey  
Preliminary Profit & Loss  
March 2024**

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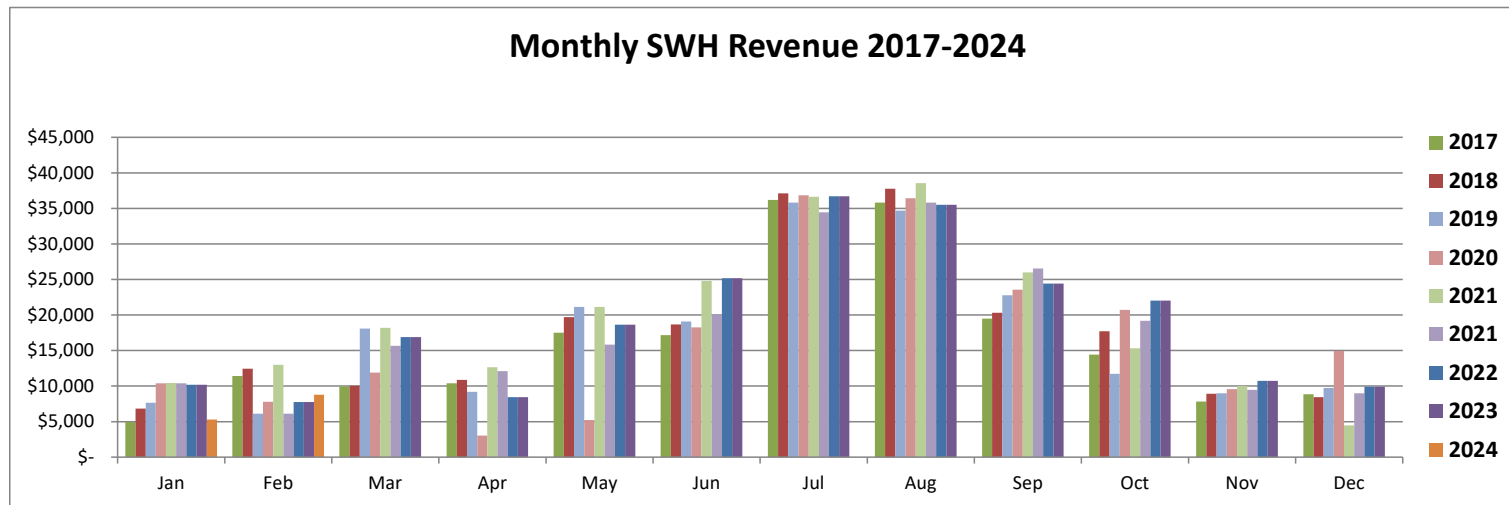
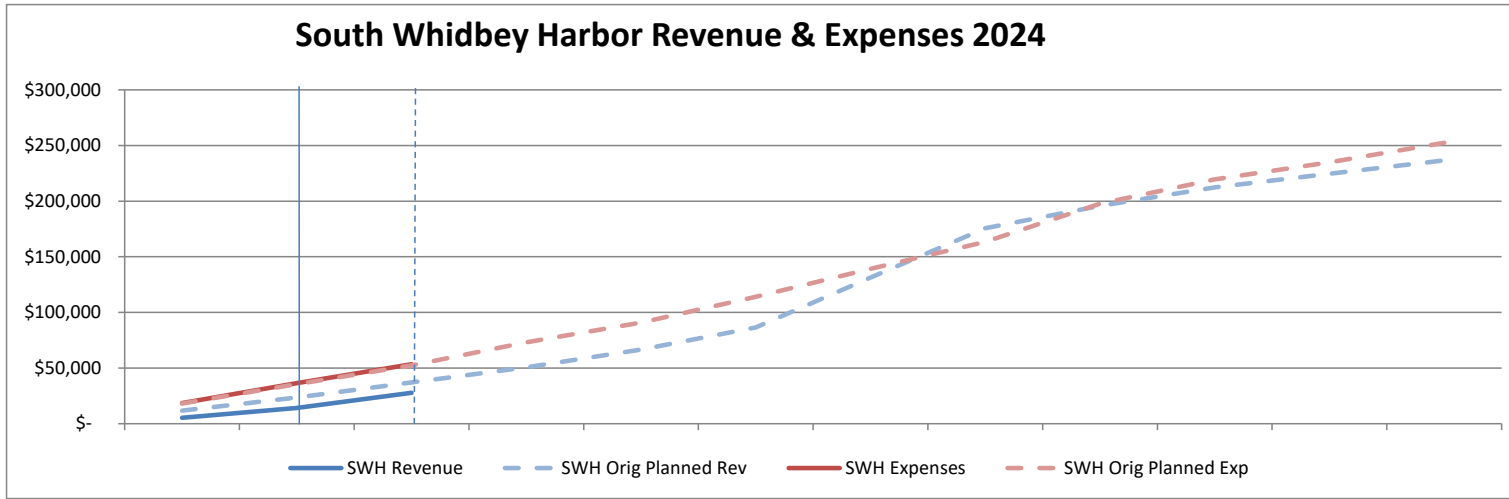
	<u>Mar 24</u>
Fairgrounds - Workforce Housing	4,317.88
Total Capital Expenditures	4,363.29
Total Other Expense	4,363.29
Net Other Income	-4,363.29
Net Income	<u><u>-111,450.44</u></u>

## Port of South Whidbey 2024 Projections



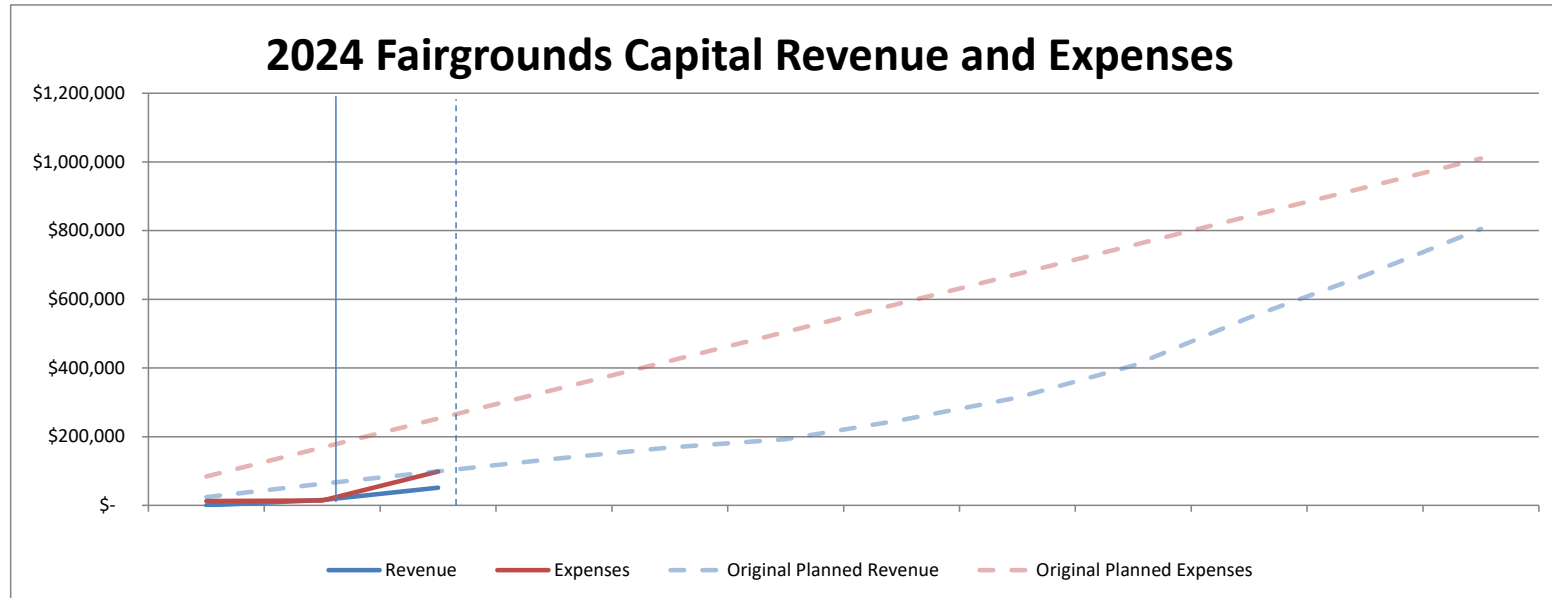
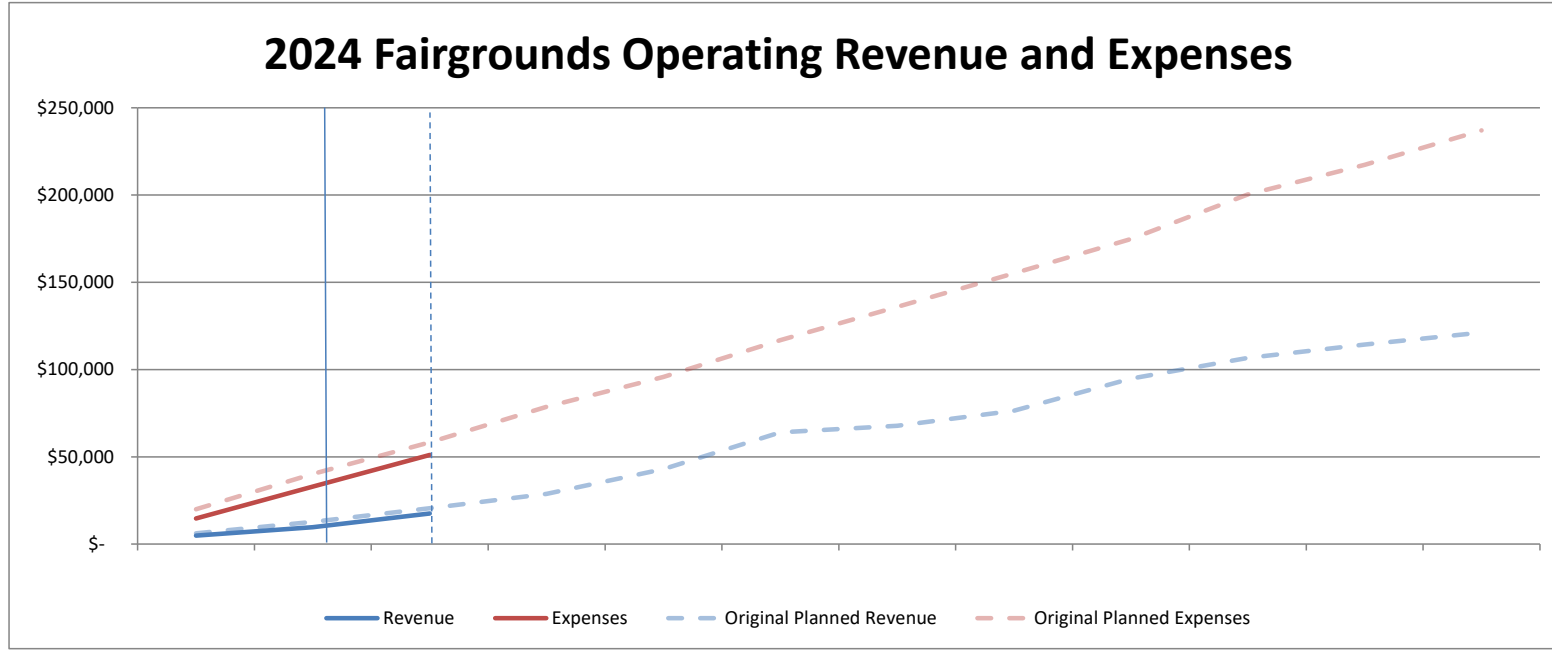


## Port of South Whidbey 2024 Projections



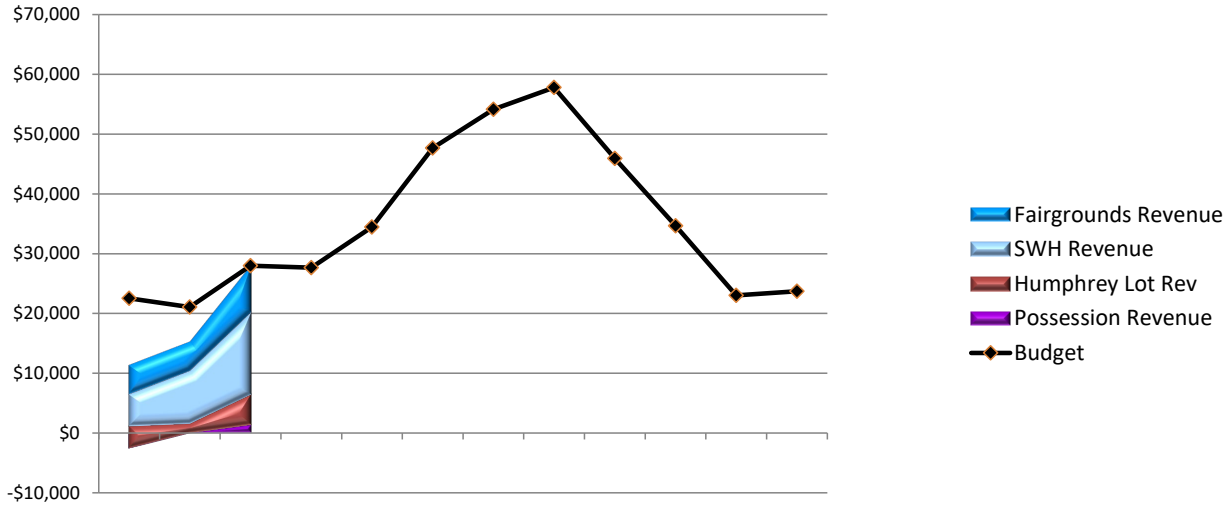
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>2024</b>	\$ 5,308	\$ 8,765	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,073
<b>2024 Budget</b>	\$ 11,728	\$ 11,728	\$ 13,698	\$ 13,526	\$ 15,984	\$ 19,932	\$ 44,596	\$ 44,416	\$ 20,145	\$ 16,713	\$ 12,159	\$ 12,015	\$ 236,640
<b>2017</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
<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	\$ 9,925	\$ 226,385

Port of South Whidbey  
2024 Projections

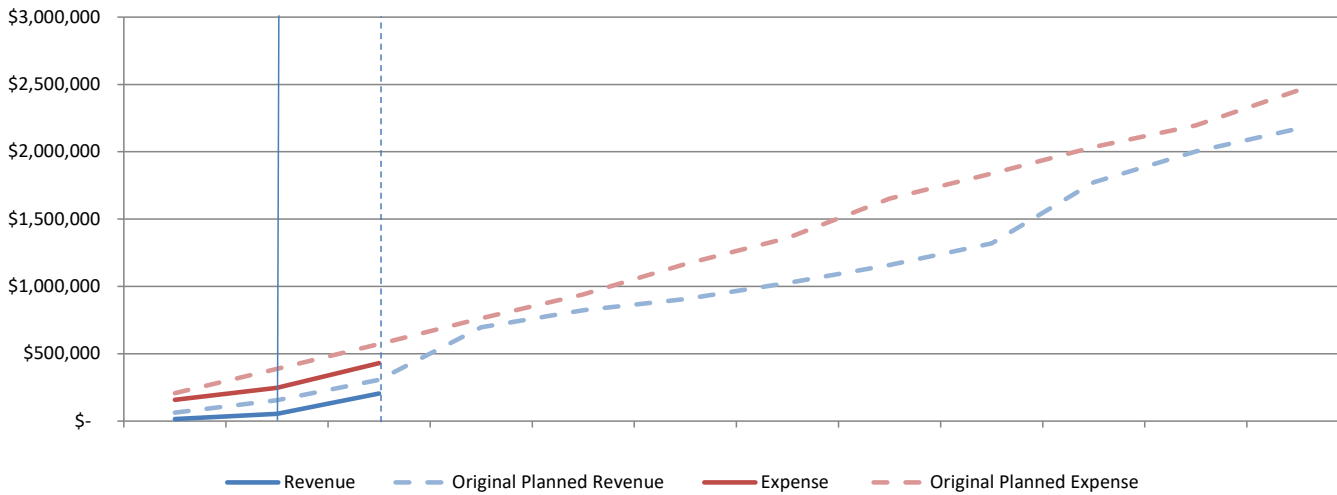


**Port of South Whidbey  
2024 Projections**

### 2024 Operating Revenues

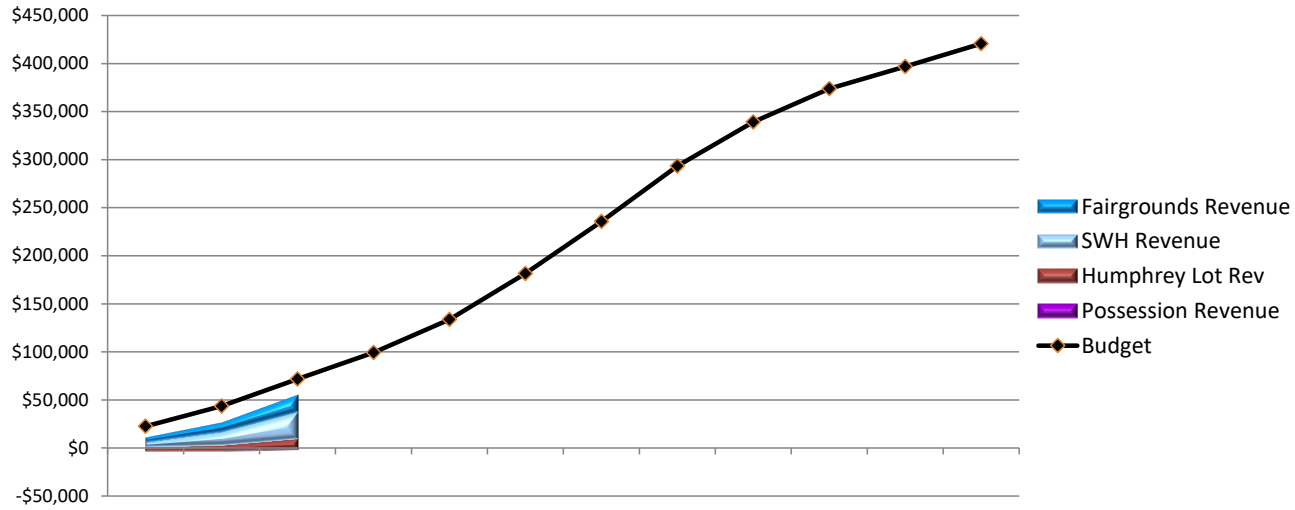


### 2024 Total Revenues vs. Total Expenses

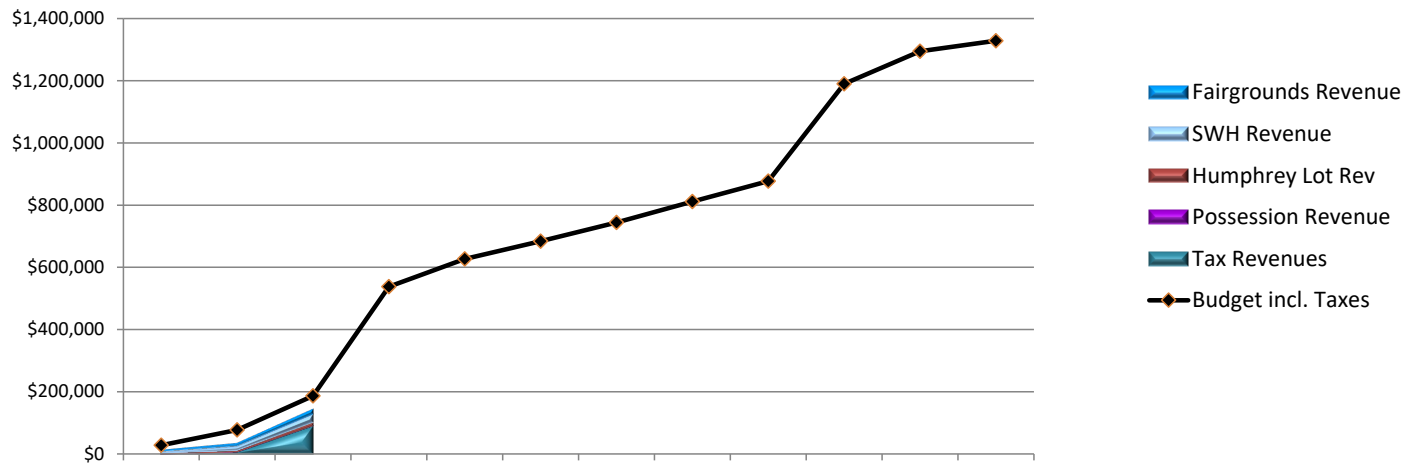


**Port of South Whidbey  
2024 Projections**

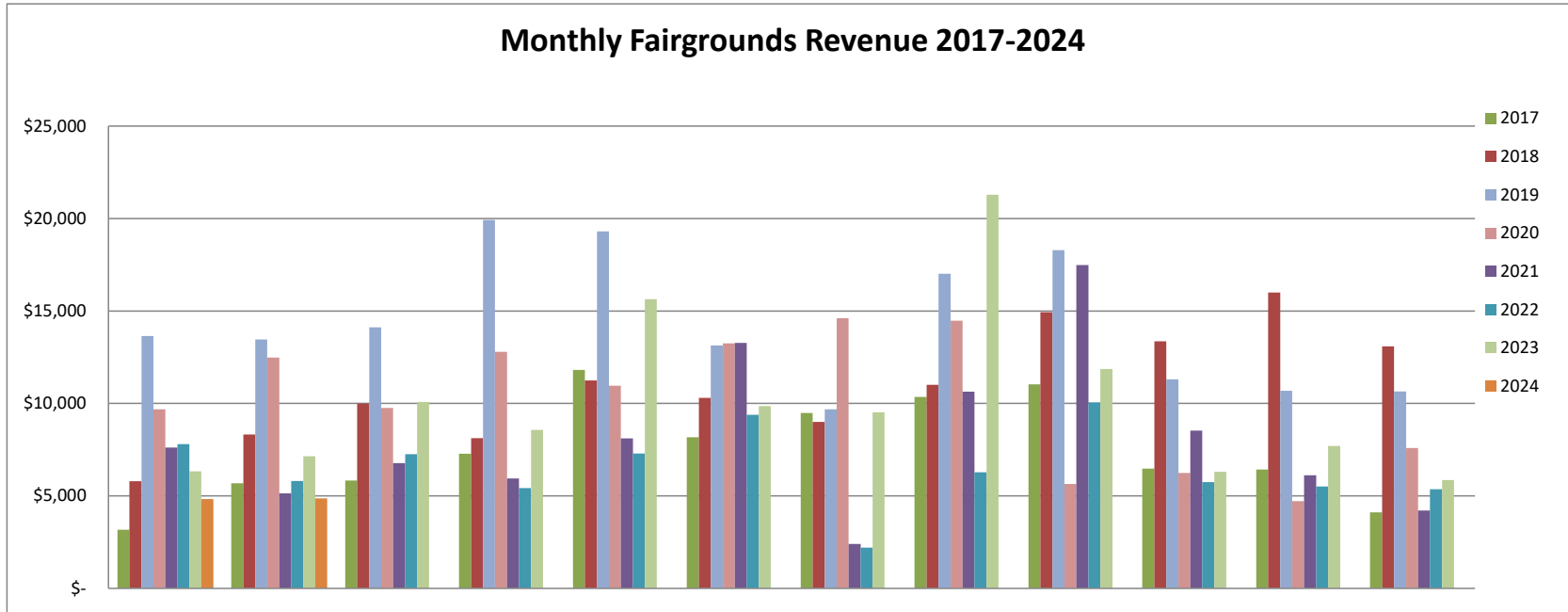
**2024 Operating Revenues (Cumulative)**



**2024 Revenues incl. Taxes (Cumulative)**



**Port of South Whidbey  
2024 Projections**



**Fairgrounds Revenue by Month**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>2024</b>	\$ 4,831	\$ 4,868	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,699
<b>2024 budget</b>	\$ 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
<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</b>	\$ 6,325	\$ 7,146	\$ 10,083	\$ 8,569	\$ 15,642	\$ 9,857	\$ 9,526	\$ 21,292	\$ 11,863	\$ 6,298	\$ 7,697	\$ 5,852	\$ 120,150

2024 PROJECTIONS

Jan-24 Feb-24 Mar-24 Apr-24 May-24 Jun-24 Jul-24 Aug-24 Sep-24 Oct-24 Nov-24 Dec-24

Capital Expenditures table with columns for Budget, Expenditures, and months Jan-24 through Dec-24. Rows include items like Clean Vessel Grant Program, Port Tractor - FG/SWH, RCO Clinton Local Parks Grant, etc.

Total Capital Expenditures \$ 1,333,521 \$ 15,134 \$ 12,862 \$ 103,750 \$ 98,250 \$ 96,250 \$ 137,107 \$ 94,250 \$ 87,250 \$ 87,250 \$ 86,150 \$ 85,250 \$ 170,015 \$ 1,073,518

Operating Expenditures table with columns for Budget, Expenditures, and months Jan-24 through Dec-24. Rows include Sub-total Administration, Sub-total Bush Point, Sub-total Clinton, etc.

Total Operating Expenditures \$ 1,192,060 \$ 142,927 \$ 76,550 \$ 79,233 \$ 94,707 \$ 79,881 \$ 89,691 \$ 98,311 \$ 204,666 \$ 99,874 \$ 109,344 \$ 75,671 \$ 79,365 \$ 1,230,220

Capital Revenue table with columns for Budget, Expenditures, and months Jan-24 through Dec-24. Rows include Clean Vessel Program Grant, IC Grant 1 - FG Workforce Housing, IC Grant 2 - FG Workforce Housing, etc.

Total Capital Revenue \$ 912,950 \$ 958 \$ 16,233 \$ 41,913 \$ 39,513 \$ 35,913 \$ 26,763 \$ 58,163 \$ 66,713 \$ 95,063 \$ 140,213 \$ 124,063 \$ 135,963 \$ 781,471

Operating Revenue table with columns for Budget, Expenditures, and months Jan-24 through Dec-24. Rows include Sub-total - Tax and Interest Revenue, Sub-total - Fairgrounds Revenue, Sub-total - Humphrey Road Revenue, etc.

Total Operating Revenue \$ 1,328,710 \$ 14,315 \$ 21,897 \$ 109,556 \$ 350,942 \$ 89,221 \$ 57,683 \$ 59,690 \$ 67,804 \$ 65,009 \$ 313,301 \$ 104,741 \$ 33,814 \$ 1,287,973

2024 Beginning

Summary table for 2024 Beginning with columns for Budget, Expenditures, and months Jan-24 through Dec-24. Rows include Bond Fund Balance, General Fund Balance, Total Cash Balance, and Planned Bond Fund Invoices.

**2025 PROJECTIONS**

		<u>Jan-25</u>	<u>Feb-25</u>	<u>Mar-25</u>	<u>Apr-25</u>	<u>May-25</u>	<u>Jun-25</u>	<u>Jul-25</u>	<u>Aug-25</u>	<u>Sep-25</u>	<u>Oct-25</u>	<u>Nov-25</u>	<u>Dec-25</u>	
<b>Capital Expenditures</b>														
	Budget													
	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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	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	\$ 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	\$ 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>\$ 1,477,521</b>	<b>\$ 58,333</b>	<b>\$ 58,333</b>	<b>\$ 58,333</b>	<b>\$ 58,333</b>	<b>\$ 58,333</b>	<b>\$ 99,190</b>	<b>\$ 58,333</b>	<b>\$ 220,833</b>	<b>\$ 220,833</b>	<b>\$ 221,733</b>	<b>\$ 220,833</b>	<b>\$ 1,477,521</b>
	<b>Total Operating Expenditures</b>	<b>\$ 1,215,260</b>	<b>\$ 145,709</b>	<b>\$ 78,040</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>\$ 1,254,163</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	\$ 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	\$ 3,600
	2018B Bond Interest Income	\$ 3,600	\$ 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>\$ 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>\$ 15,703</b>	<b>\$ 24,019</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>\$ 1,412,814</b>

	<u>2025 Beginning</u>													
Bond Fund Balance	\$ 421,070	\$ 421,670	\$ 372,270	\$ 372,870	\$ 323,470	\$ 324,070	\$ 274,670	\$ 275,270	\$ 225,870	\$ 226,470	\$ 177,070	\$ 177,670	\$ 128,270	
General Fund Balance	\$ 393,873	\$ 230,534	\$ 193,180	\$ 209,247	\$ 524,321	\$ 517,421	\$ 475,069	\$ 416,987	\$ 146,881	\$ 64,915	\$ 294,753	\$ 281,045	\$ 312,503	
<b>Total Cash Balance</b>	<b>\$ 814,943</b>	<b>\$ 652,204</b>	<b>\$ 565,450</b>	<b>\$ 582,117</b>	<b>\$ 847,791</b>	<b>\$ 841,491</b>	<b>\$ 749,739</b>	<b>\$ 692,257</b>	<b>\$ 372,751</b>	<b>\$ 291,385</b>	<b>\$ 471,823</b>	<b>\$ 458,715</b>	<b>\$ 440,773</b>	
<i>Planned Bond Fund Invoices</i>		\$ (50,000)		\$ (50,000)		\$ (50,000)		\$ (50,000)		\$ (50,000)		\$ (50,000)		\$ (50,000)

## PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

March 12, 2024

Held in Freeland, Washington  
and online via Zoom Meeting Service

**Commissioners Present:** Jack Ng (Freeland), Greg Easton (Langley) and Curt Gordon (Clinton)

**Port Staff Present:** Angi Mozer (Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant), Amanda Ellis (Fairgrounds Director), Pat Kisch (Maintenance & Operations Supervisor) & David Stern (Marketing & Events Coordinator)

**Absent:** Kathy Myers (Harbormaster)

**MEETING CALL TO ORDER:** Following a Workshop from 3:45 p.m. to 4:00 p.m. for informal Commission review and discussion of vouchers and recent correspondence, the Regular Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, March 12, 2024, in person at the meeting room of the Freeland Library at 5495 Harbor Avenue in Freeland, Washington and online via Zoom Meeting Service. Commissioner Greg Eason (President) called the Regular Meeting to order at 4:00 p.m., followed by the Pledge of Allegiance.

### CONSENT AGENDA

**Approval of Current Vouchers:** Vouchers audited and certified by the Auditing Officer as required by RCW 42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a listing which has been made available to the Board, and have been presented to the Board for review.

**Approval of Minutes:** Minutes from the Regular Meetings of January 9 and February 13, 2024

**ACTION: Motion made by Commissioner Jack Ng and seconded by Commissioner Curt Gordon to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated March 2024 as signed today in the amount of \$132,828.83. Motion passed unanimously.**

### PUBLIC COMMENT

**Mike Gallion** was sad that the Grange display at the Fair had been moved last year, and hopes it will be back in Burrier Building this year.

**Elise Gabelein (Board President of Fair Association)** The tenant in Burrier offered a corner of the building for use during the Fair. The Association plans to counter-offer with hiring movers to take the equipment out, and they hope to get use of the entire space for the Fair. They hope to do a walkthrough and conversation with members of the Fair Association, the tenant, the Executive Director and the Fairgrounds Director.

### [Agenda Reordered]

### STATUS REPORTS

#### Fairgrounds

Fairgrounds Director Amanda Ellis was presented her monthly report. She provided the current event schedule through September, including Whidbey Ren Faire May 25-26, Little BIG Fest Aug 16-18 and Oktoberfest Sep 21st. "Adopt A Bench", the first volunteer event, is scheduled for April 27<sup>th</sup>. Easton said he would participate. Tom Lindsay was hired as the Fairgrounds Maintenance & Facilities Tech. The Fairgrounds Advisory Committee plans to update their bylaws and they encourage interested parties to attend the next meeting. For the events, Easton suggested gathering information (zip codes, etc.) to help understand the impact on the local economy.



## EXECUTIVE DIRECTOR REPORT

**Financial Update and January 2024 Financial Statement:** The Commission acknowledged receipt of the January 2024 Financial Statement, the Preliminary Profit & Loss for February, 2024 and 2025 projections, and the performance graphs which were distributed to them previously. Mozer reported the Port received approximately \$15,000 in operating, tax, and capital revenue and incurred approximately \$158,000 in operating and capital expenses during January 2024. Ending cash balance at 1/31/24 was \$910,000, consisting of \$340,000 in the General Fund and \$570,000 in the Bond Fund. For the 2025 projections, Gordon would like the ending cash balance in the General Fund to be higher – around \$500,000.

### **Fairgrounds Capital Projects - Update:**

Workforce Housing Concept: The Port hosted the City of Langley's Councilmembers and Planning Advisory Board (PAB) at the Fairgrounds for a walkthrough, to explain the project conceptually and answer questions. Last week, the PAB reviewed the Port's zoning application, and voted against recommending that the Council confirm staff should continue to prepare amendments pursuant to changing the code. Next, the Council will consider allowing the zoning application to proceed at an upcoming meeting.

Easton is the chair of the PAB and recused himself from the meeting while the issue was discussed and action taken. Gordon attended the meeting to present the Port's project and answer questions but was only allowed the same 5 minutes as others who wished to address the PAB during the public comment period. He tried to convince PAB members to focus on the concept and NOT the specific drawing on the table. Ng listened to the meeting online but did not comment. There were people who wrongly claimed that Easton should not be on the PAB and the Port Commission. Ng explained that Easton is allowed to be on both, as long as he recuses himself from the PAB when the Port has a project it is presenting. There was no violation of the RCW by any Port Commissioner.

Pole Building: The electrical breaker replacement project has been awarded and work will be scheduled soon.

Campground: Plans are moving forward for design. Utilities location was done last week; survey work started yesterday.

Midway Food Booths: Options regarding short term repairs are being assessed.

Coffman Alcove: The plan is in place and will be executed soon.

Ng noted that since the Port took over the Fairgrounds, it has invested almost \$1 million in capital improvements.

Fair Association Agreements: Port Staff met with representatives on February 15<sup>th</sup>; their Board met yesterday regarding the agreements with the Port.

**Clinton Dock:** The project is still in the permitting phase. Port is seeking funding options for construction.

**Comprehensive Scheme of Harbor Improvements - Update:** The Port received the results from the survey. Mozer asked the Commissioners if they feel any changes need to be made as a result of the public feedback. All three indicated they were pleased with it and ready to take action. Easton suggested adding language referencing that potential property uses are subject to agreements, etc.

After discussion and amendment, the following Motion was adopted:

**ACTION: Motion made by Ng and seconded by Gordon to accept the Comp Scheme with additional clarification added. Motion passed unanimously as amended.**

**South Whidbey Harbor Economic Study - Update:** Paul Sorenson of BST Associates was on hand to answer any questions or changes regarding the draft. Mozer noted that the economic evaluation will be included in Comp Scheme. Gordon thanked Sorenson for the economic report and the harbor study; he did a great job. BST's recommendations included raising rates, implementing an online reservation system and adding mooring buoys.

**Island County Comprehensive Economic Development Strategy (CEDS):** The Port needs to provide a project list to include in the document; Mozer will use the Comp Scheme to develop it. Gordon noted that all new Rural County Economic Development Funds grants will be tied to the CEDS, so the Port needs to make sure any potential projects seeking RCED funds are included. Mozer said the External Review Committee seemed to push back on the Passenger Only Ferry concept. If it is not included in the document, she will use the public comment period to add it to the CEDS.

**Possession Piling Replacement:** Waterfront Construction replaced the damaged piling. The new piling is slightly smaller in diameter and is a different color than the existing pilings. Mozer is following up with the Port's engineers, the insurance company and the construction contractor. The payment will be held until it is resolved.

#### STATUS REPORTS (continued)

##### **Port Operations**

Maintenance & Operations Supervisor Pat Kisch provided his monthly report on maintenance & repairs completed/ongoing/planned at Clinton Beach, Humphrey Road Parking Lot, Bush Point, Possession Beach Waterfront Park and the Fairgrounds.

##### **South Whidbey Harbor**

Harbormaster Kathy Myers was absent, so Mozer presented the report.

#### ACTIVITIES/INVOLVEMENT REPORTS

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

**COG:** The meeting was mostly about Rural County Economic Development Funds and tying it to the CEDS.

**IRTPO:** The County lost transportation funds based on when it was obligated. The Port may be able to apply for more funds for the Clinton Dock when there is a call for projects in April.

**CCC:** The group will be cleaning up Dan Porter Park again.

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

**WPPA:** Ng plans to attend the Spring Meeting in Skamania on May 17<sup>th</sup>. All three hope to attend the Commissioner Seminar July 24-25 in Richland, the Small Ports Seminar in October in Chelan, and the Annual Meeting in Bellevue in December.

**P&M:** The group will meet next week. They posted information about the Fairgrounds on the Port website.

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

**MRC:** The MRC is refocusing its efforts on the comp plan update, resource elements and recommended changes to policies. Island County Commissioners are considering revisions to the Shoreline Management Program. One of issues is what type of regulation should there be of hard armoring. The MRC sent a comment letter detailing the science of hard armoring and the impacts it has. The MRC will also be very active in the update of County's Comp Plan, and Easton is on the MRC subcommittee looking at the Comp Plan from the terms of natural resources and shoreline.

**Langley:** The Council discussed reducing the number of committees – Langley has 15 committees; Coupeville has just 3.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None

ADJOURNMENT: Without any further action, the Meeting was adjourned at 5:57 p.m.

Approved:

Minutes prepared and submitted by:

\_\_\_\_\_  
Commissioner Jack Ng, Freeland

\_\_\_\_\_  
Molly MacLeod-Roberts, Port Clerk/Accountant

\_\_\_\_\_  
Commissioner Greg Easton, Langley

\_\_\_\_\_  
Commissioner Curt Gordon, Clinton

**Public Disclosure Statement:** The foregoing Meeting Minutes, audio recording and all supporting documents presented are available at the Port of South Whidbey, 1804 Scott Rd., Suite 303, Freeland WA 98249.

DRAFT



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**Contents**

- Financial Reporting – February 2024
- Fairgrounds Projects
- Clinton Dock
- South Whidbey Harbor Transient Rates
- Possession Piling

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**Financial Reporting – January 2024**

We received approximately \$38k in operating, tax and capital revenue; and, incurred approximately \$89k in operating & capital expenses in February 2024. End of month cash balance for January is \$287k in our General Operating Account and \$570k in our Bond Account. The financial documents (revenue and expense charts and cash flow) are attached.

**Fairgrounds Projects**

**Fairgrounds Workforce Housing Concept:** The City of Langley will consider the Port’s zoning application at an upcoming meeting.

**Pole Building electrical breaker replacement:** Has been awarded and will be scheduled.

**Campground:** Survey work was completed. The engineer is awaiting the mapping from the survey.

**Midway Food Booths:** Specifications for concrete and Controlled Density Fill (CDF) or Controlled Low-Strength Material (CLSM) has been provided by the engineer. The Port will develop a scope for filling the foundation voids in the food booths. The material has a 28 day cure time. At the end of the cure time, the walls of the food booths will be supported with added framing.

**Coffman Alcove:** We have received specifications from the Engineers on repairing the Coffman Alcove to make it safe. The repairs are relatively simple; I am coordinating with Port staff and volunteers will make the repairs according to the specifications.

**Fair Association 2024 Agreements**

The Fair Association’s legal counsel received Word versions of the Agreements on March 22. The Port is awaiting review by the Fair Association’s lawyer.

**Clinton Dock**

Permitting is ongoing. Here is the latest update:

1. Corps issued the Public Notice on 11/20/23. The Tulalip Tribes had questions and concerns. Based on the Commissioners’ previous decision regarding mitigation with the creosote pilings and our environmental consultant’s responses to the Tribes’ concerns, the Tribes have indicated that their concerns have been alleviated.
2. Island County Substantial Development Permit, including SEPA, has just been approved.
3. Ecology has acknowledged that their coordination with the Corps is underway and has requested the SSDP from the County when issued, so that will happen right away.



4. No news from WSDOT – last word was their ESA Liaison should begin working on the consultation early 2024.
5. HPA application a ready to submit, now that the SEPA determination has been received.

The construction phase of the project will cost \$4.6 million. We have secured \$1.7 million from IRTP. Senator Patty Murray has extended a call for projects to be funded by Congressionally Directed Spending. I submitted a request for \$2.9 million from that funding.

South Whidbey Harbor Transient Moorage Rates

The Port of South Whidbey last raised transient moorage rates at the South Whidbey Harbor was 2019. BST and Associates provided an analysis of our rates in their draft report dated 2/16/24. Part of their analysis was conducting a direct comparison to local market rates for transient moorage. The following is a table that summarizes their recommended current rate structure for the South Whidbey Harbor based on their analysis:

**TABLE ERROR! NO TEXT OF SPECIFIED STYLE IN DOCUMENT.-1: COMPARISON OF GUEST MOORAGE RATES**

Marina	24-foot		30-foot		50-foot	
	Peak	Off-Peak	Peak	Off-Peak	Peak	Off-Peak
South Whidbey	\$1.25	\$1.25	\$1.35	\$1.35	\$1.35	\$1.35
Average	\$1.53	\$1.39	\$1.52	\$1.38	\$1.52	\$1.35
Median	\$1.50	\$1.25	\$1.50	\$1.25	\$1.50	\$1.25
90th Percentile	\$1.93	\$1.85	\$1.93	\$1.85	\$1.93	\$1.85
<b>Recommended Rates 2024</b>	<b>\$1.50</b>	<b>\$1.35</b>	<b>\$1.50</b>	<b>\$1.35</b>	<b>\$1.50</b>	<b>\$1.35</b>

Source: Individual harbors, BST Associates

After a thorough analysis based on the revenue received in 2022 at the South Whidbey Harbor, I developed some summary slides and a recommendation for rate increases (attached). To summarize further:

- Our current transient moorage rates are \$1.25 per linear foot per night for vessels 24 feet and under, and \$1.35 per linear foot per night for vessels over 24 feet.
- My recommended rate structure moving forward is \$1.35 per linear foot per night for vessels 24 feet and under, and \$1.50 per linear foot per night for vessels over 24 feet.

In the coming months, we will re-assess our Long Term Moorage (monthly and annual) moorage rates, we will review our South Whidbey Harbor Regulations, and we will develop a program of regularly scheduled rate reviews.

Possession Piling Replacement

Waterfront Construction Inc. replaced the damaged piling on February 20. The new piling is slightly smaller in diameter (16 inches versus the original pilings at 18 inches) and is galvanized steel rather than the painted black original pilings. I am coordinating with the engineer to ensure that there are no issues with these variances to the original pilings installed, and I am in continuous communication with our insurance representative. I may have additional updates for the meeting on Tuesday.

# 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 Events 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 Criswell

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

Jerry Morrison  
Todd Morrow  
Marian Myszkowski  
Meredith Penny  
Jennifer Roll

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Grace Arsenault  
Julie Bassuk

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

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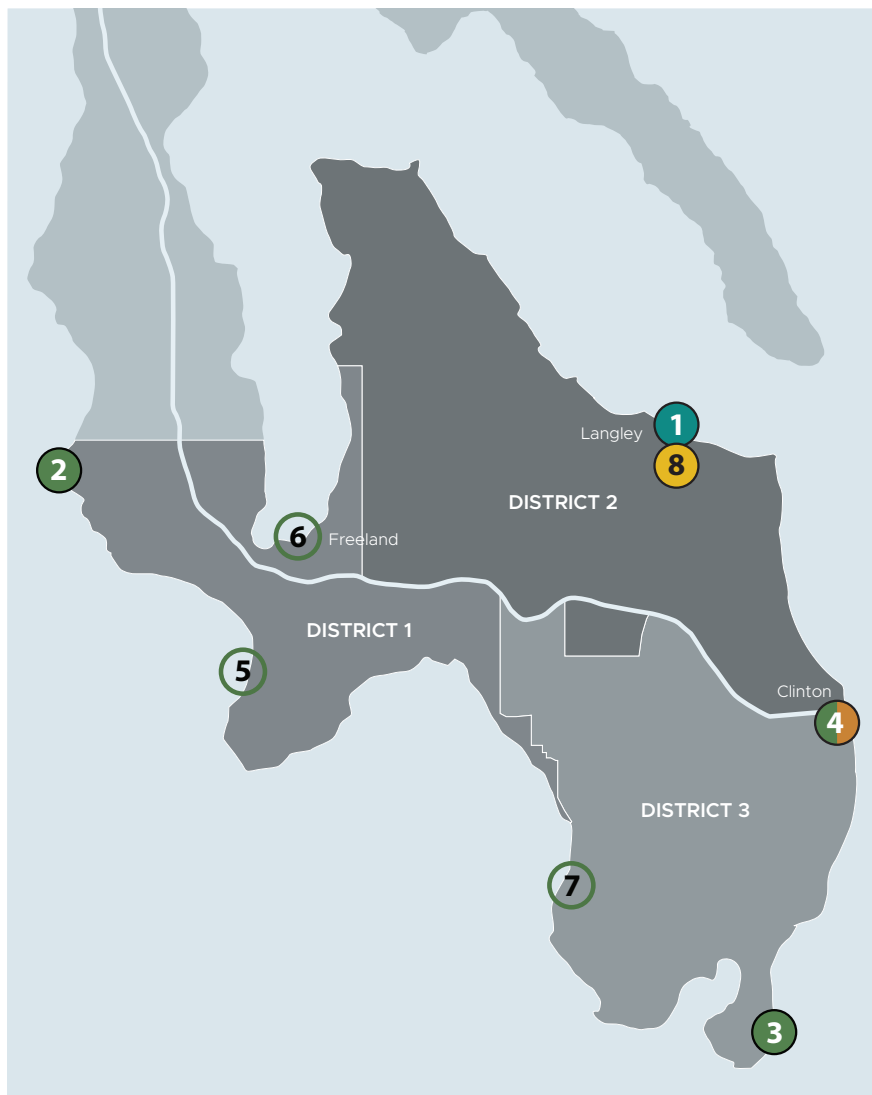
# Introduction



# 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 Events Center

8. Fairgrounds and Events 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.



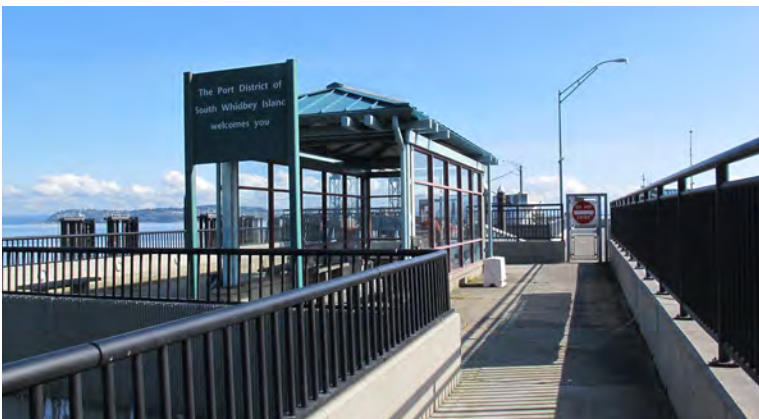
## SUPPORT A THRIVING AND DIVERSE ISLAND ECONOMY

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.



Source: Langley Chamber of Commerce

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 Events 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.

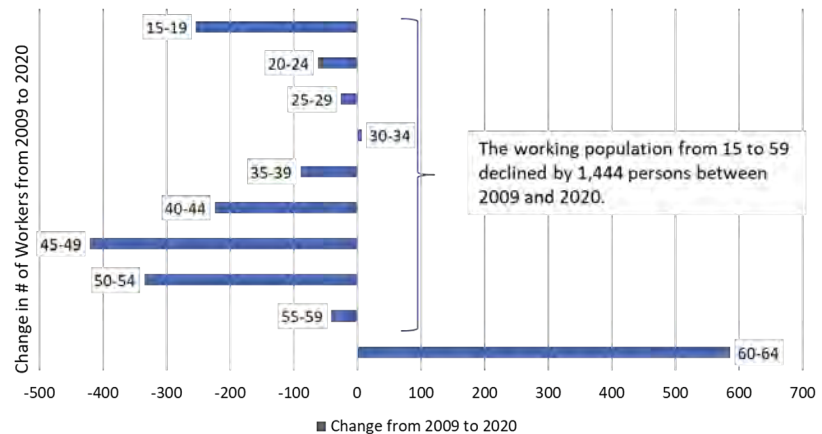
BST Associates summarized key demographic and economic trends that provide the context for this comprehensive scheme. They also reviewed the Port's financial framework and the performance of each line of business. Key findings are summarized in the following sections.

## 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.

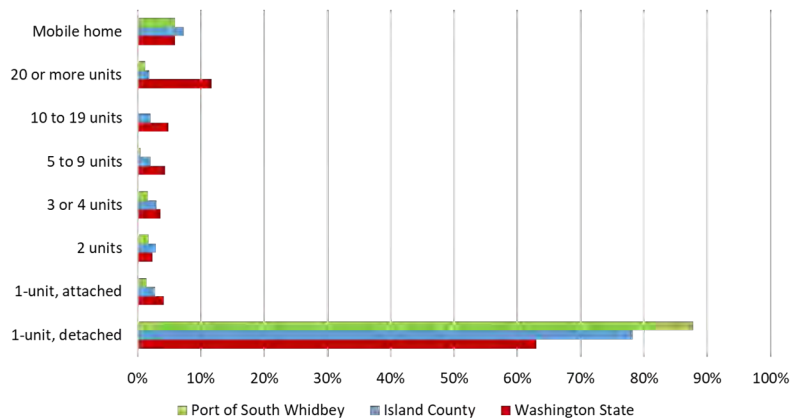
See page 22 and page 30.

## 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

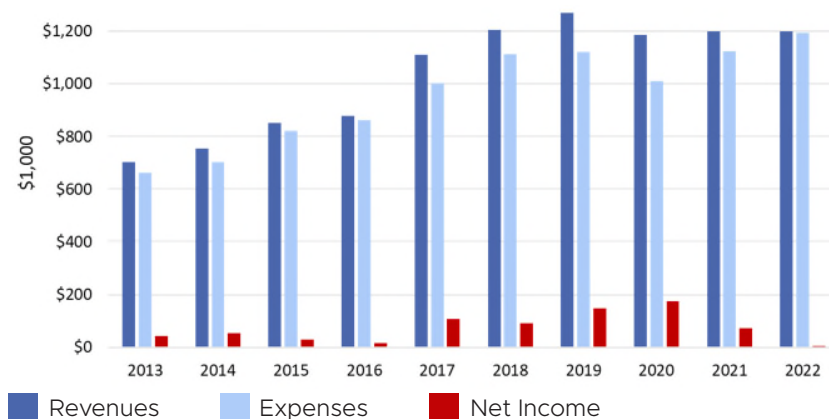
#### PORT PLANS

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.

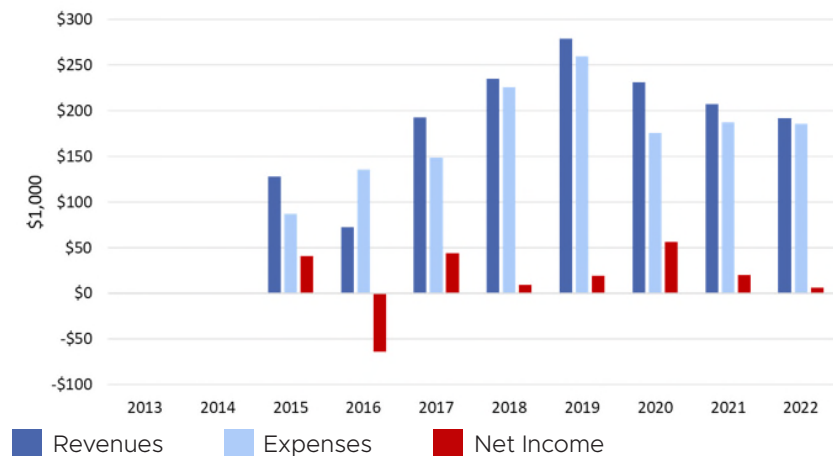
### PORT PLANS

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.

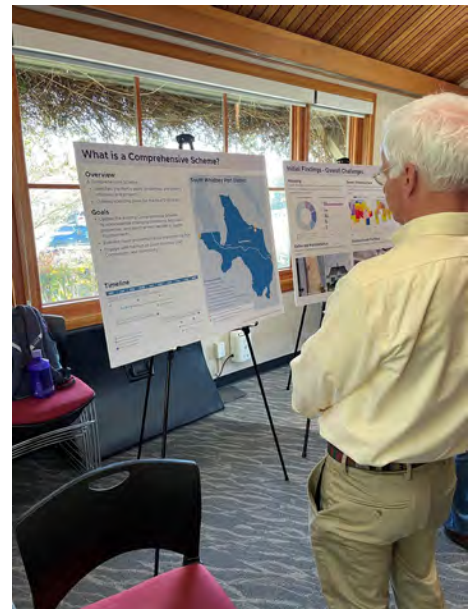
## PLANNING PROCESS

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:

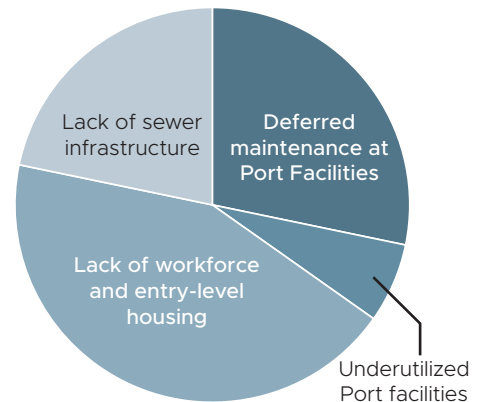
- Workforce housing
- Business incubation
- Educational opportunities
- Attracting more visitors and tourists

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

A majority of survey respondents agreed with Port priorities and strategies identified in this comprehensive scheme:

- 84-89% agreed with priorities and strategies at South Whidbey Harbor and the Transportation Assets
- 64-73% agreed with priorities and strategies at the Parks and Boat Ramps and Fairgrounds and Events Center



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:

- 93 Survey Respondents
- 45+ Open House Attendees

### Stakeholders and Community Groups

Government Partners

Economic Development Councils

Chambers of Commerce

Local Business Owners and Developers

Fairgrounds Director

# 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

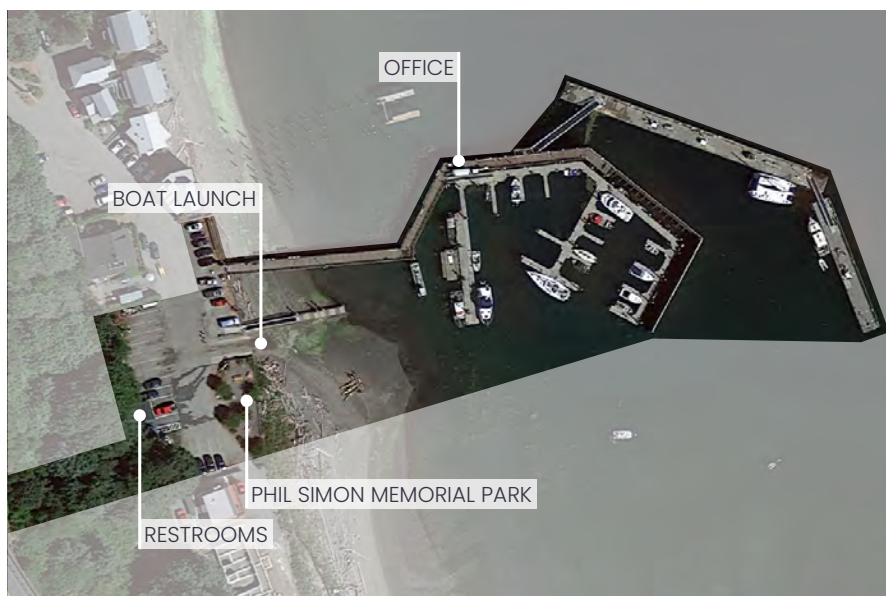
## OVERVIEW

South Whidbey Harbor at Langley (South Whidbey Harbor) includes a series of properties along Saratoga Passage accessed by Wharf Street near downtown Langley. 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 Langley (City) sponsored the Langley 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 40-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 from 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:

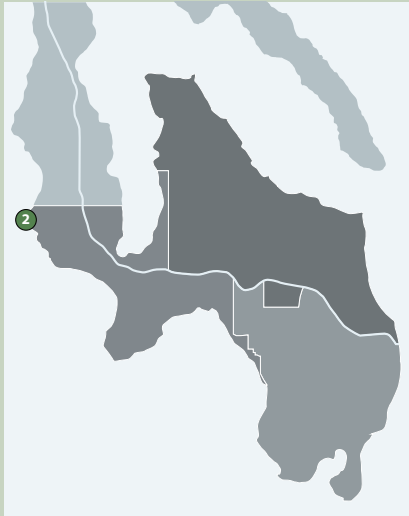
- Engages the community,
- Analyzes the rate structure and funding required to address deferred and ongoing maintenance, without expanding the harbor,
- Explores a variety of expansion and slip mix options, to include buoys as a lower cost approach to offering additional moorage and increasing revenue,
- 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.

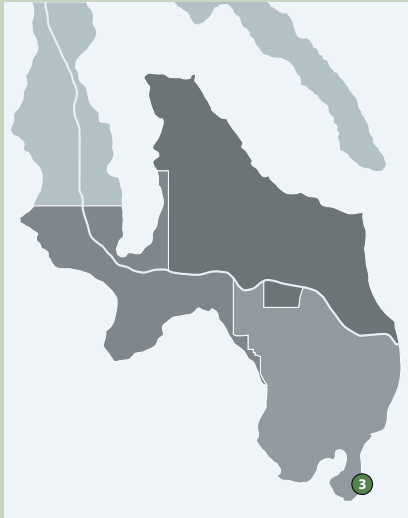
## BUSH POINT

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

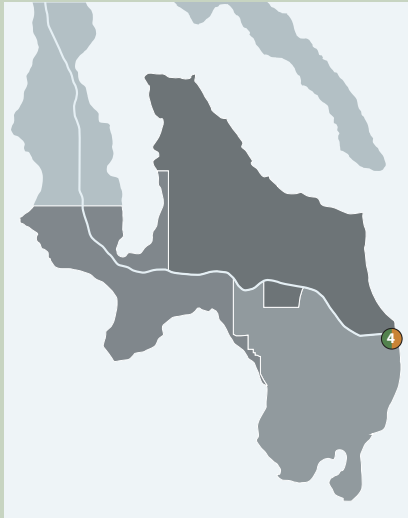
- PICNIC TABLES
- BEACH ACCESS
- BOAT RAMPS
- PARKING
- RESTROOMS
- FISHING
- TRAILS



*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.*



### 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.

## 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.



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., subject to existing agreements and permits.

## 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

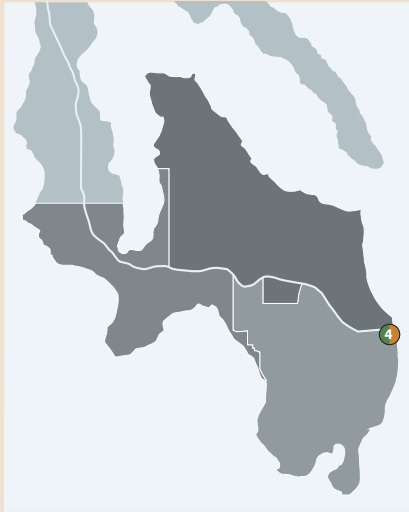
- Evaluate opportunities to leverage caretaker properties and uplands at Bush Point and Possession Beach, subject to existing agreements and permits.
- Explore partnering with the County on a regional strategy to provide reliable launching in South Whidbey.
  - » Consider use patterns, climate change, 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 quarterly 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

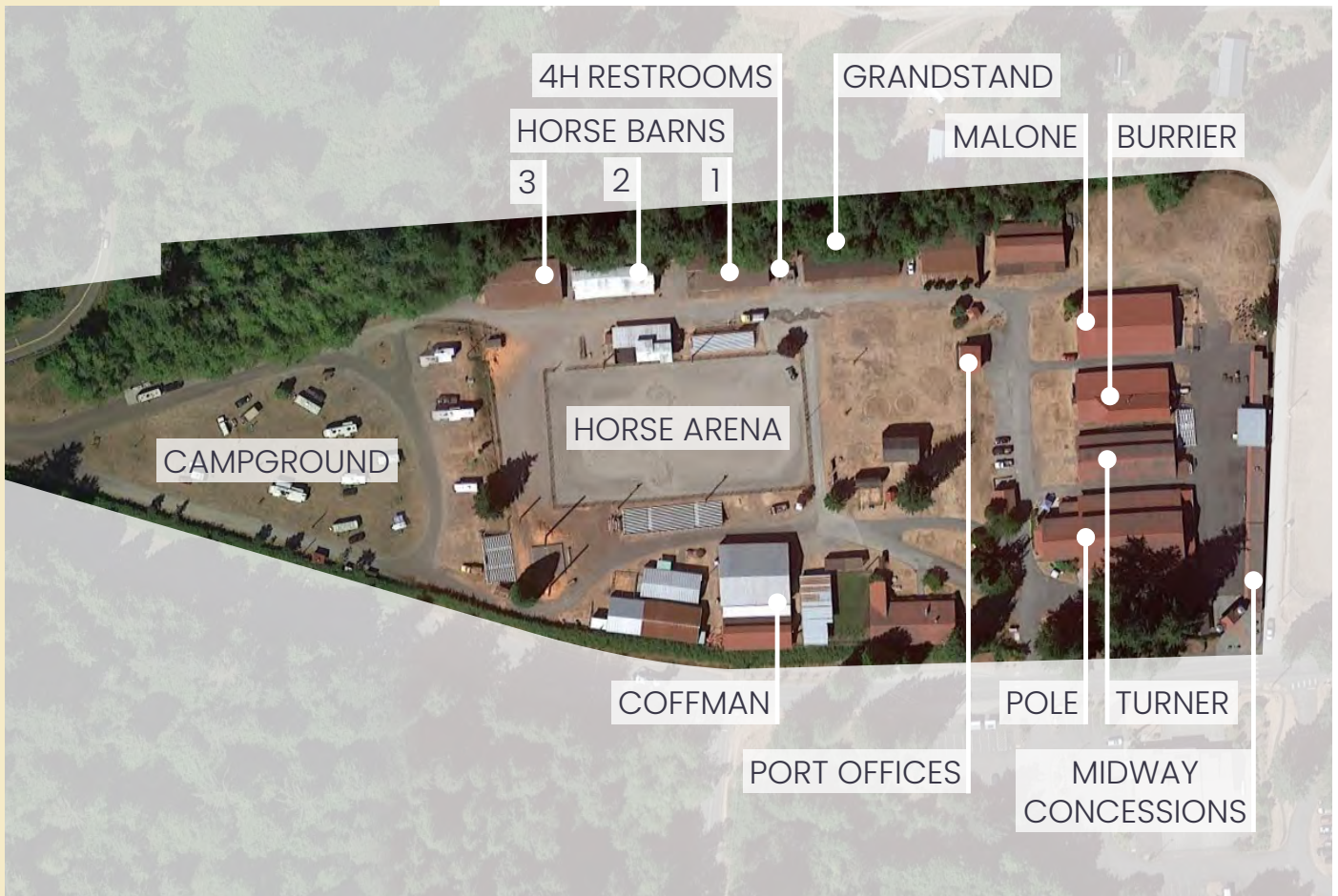


## OVERVIEW

The Whidbey Island Fairgrounds and Events 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 fully renovated the 4-H 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/director 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 EVENTS 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, subject to existing agreements and permits.

## 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.

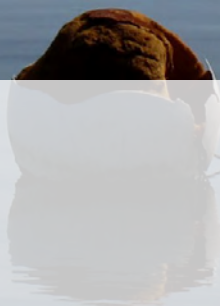
## FAIRGROUNDS AND EVENTS CENTER

- 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.

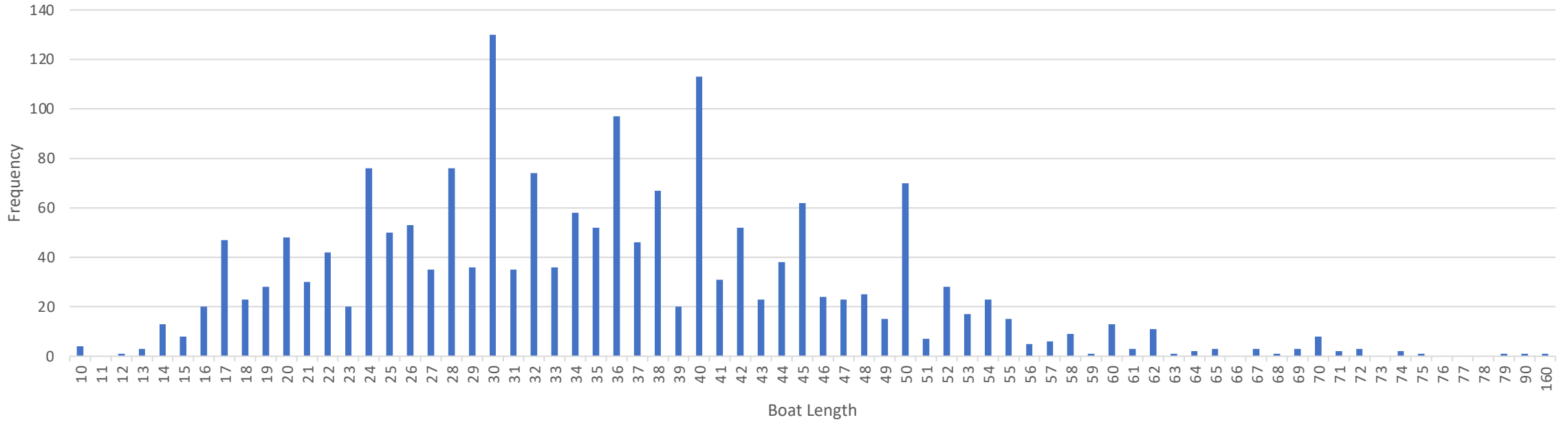


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2022 South Whidbey Harbor Boat Lengths



19.37%	24' and under
80.63%	Over 24'



	% Nights	
	Peak	Off-Peak
24' and under	27%	3%
Over 24'	54%	15%
Total	81%	19%

### Current Rate Structure

24' and under	\$1.25 per linear foot
Over 24'	\$1.35 per linear foot

### Rate Structure Option 2

24' and under	\$1.35 per linear foot
Off Season	\$1.45 per linear foot

**7.5% revenue increase Option 2**

### Rate Structure Option 1

Peak Season	\$1.50 per linear foot
Off Season	\$1.35 per linear foot

**6.6% revenue increase Option 1**

### Rate Structure Option 3

24' and under	\$1.35 per linear foot
Off Season	\$1.50 per linear foot

**10.6% revenue increase Option 3**

### Sample rate increases for Option 3

Vessel Size	Cost per night at current rate	Cost per night Option 3
24'	\$30	\$32.40
30'	\$40.50	\$45
40'	\$54	\$60
50'	\$67.50	\$75



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## March Harbormaster Report

Day Stops: 43  
Overnight: 48  
Winter moorage full term: 6  
Short term: 5

### ***Guest service***

This month we had a small uptick in day and overnight guests. On the 16<sup>th</sup> we were at capacity for vessels over 40ft.

### ***Community***

Western Washington University instructors and a team of students surveyed our sea stars. They were guided by our local Sound Water Stewards. Orca Network along with our local Stewards had a whale watching event on the 24<sup>th</sup>. April 14<sup>th</sup> they will hold another event. April 1<sup>st</sup> we will be welcoming Whidbey Island Kayaking back!

### ***Maintenance***

We had an unusual water usage spike. The City of Langley investigated and determined it to be a faulty meter. The meter was replaced. Pat helped us out with a big log jam on the boat ramp! We repaired boat slip signage. Landscaping, parking stipes and pressure washing are ongoing projects.

Kathy Myers  
Harbormaster



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## Maintenance and Operations

### Report – March 2024

March has been a challenge, for launching floats. Timing and tides have not cooperated.

Mid – mounth there were appropriate tides and winds were minimal so we gave it a try. At Bush Point we got started, but the boom truck's computer acted up and would not let the operator lift much of a load. He was barely able to reload his equipment back onto the truck when we decided we could not get the last two floats in.

With short prep time, I failed to add air to the tires on the trailer at Possession. While launching the third float, one tire deflated and the tire on the next axle was flat. This along with the terrain caused the float to slide off while transporting. We attempted the winch the float back up on to the trailer, but that ended up damaging the trailers reach. At that point the option to continue was lost. To clear the trailer out of the road, we pushed the float off where it sat and pulled the trailer frame back to the staging area.

I have since cobbled some different wheels on to the trailer, but need to replace either six tires and wheels or replace all three axles. I plan to do this this Summer.

Had the reach rewelded onto the trailer.

I thought it would be easy to find a tide that would work for getting the rest of the floats in, because the high high tide needs were covered with some floats in, but that has not worked out either. I am actively searching for that opportunity.

There has also been a large log that has been impacting the ramp at Possession. One end floats the other does not. I have had to deal with it several times. It just keeps moving around and landing in bad location. At the time of this report, I think I have pushed it up the beach and out of the surf line.

Pat Kisch  
M&O Supervisor