

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

Held at Freeland Library Meeting Room, 5495 Harbor Avenue, Freeland WA 98249
With virtual access via Zoom Meeting Service
Monday, May 13, 2024 at 3:00 p.m.

DRAFT AGENDA

Join Zoom Meeting

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WORKSHOP (2:45 PM – 3:00 PM): Commission review of vouchers and recent correspondence

SPECIAL MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE

COMMISSIONER ACTIONS

Consent Agenda: Approval of March Vouchers in the amount of \$.

May 14, 2024 Regular Meeting Adjournment

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 March 2024 Financial Statement

Comprehensive Scheme of Harbor Improvements

**Resolution No. 24-01 Adopting the Six Year Comprehensive Scheme of Harbor Improvements
2024-2030**

Fairgrounds

Capital Projects – Update

Clinton Dock

Port Contracting Procedures

Possession Piling Replacement

STATUS REPORTS

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**

March 2024

May 3, 2024



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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 March 31, 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

May 3, 2024

**Port of South Whidbey
Summary
Statement of Revenue Collected and Expenses Paid vs. Budget
For the Year to Date Period Ending March 31, 2024**

	<u>Budget</u>	<u>Mar 24</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Ordinary Income/Expense				
Income				
Fairgrounds Revenue	121,200	5,963	15,662	(105,538)
Harbor Revenue	236,640	13,009	27,080	(209,560)
Humphrey Road Revenue	46,000	4,560	9,985	(36,015)
Interest Income	9,000	399	1,512	(7,488)
Miscellaneous Income	1,000	0	14	(986)
Possession Park Revenue	16,870	23	(2,495)	(19,365)
Property Tax Income	895,000	82,255	90,549	(804,451)
Timber, L/H, Comp Tax Income	3,000	0	112	(2,888)
Total Income	<u>1,328,710</u>	<u>106,209</u>	<u>142,419</u>	<u>(1,186,291)</u>
Gross Income	1,328,710	106,209	142,419	(1,186,291)
Expense				
Administration	627,860	32,658	118,735	(509,125)
Bush Point Operations	15,400	247	1,217	(14,183)
Clinton Beach Operations	6,650	3,988	4,483	(2,167)
Fairgrounds Operations	237,040	15,174	48,131	(188,909)
Humphrey Rd Parking Lot Ops	10,900	694	2,491	(8,409)
Possession Beach Park Ops	41,750	61,480	122,128	80,378
South Whidbey Harbor Ops	252,460	14,061	50,596	(201,864)
Total Expense	<u>1,192,060</u>	<u>128,302</u>	<u>347,780</u>	<u>(844,280)</u>
Net Ordinary Income	136,650	(22,092)	(205,362)	(342,012)
Other Income/Expense				
Other Income				
Capital Revenue				
Bond Interest	7,200	978	2,848	(4,352)
Clean Vessel Program Grant	750	0	77	(673)
Fairgrounds				
IC Grant 1 - Workforce Housing	150,000	0	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
Total Fairgrounds	<u>805,000</u>	<u>0</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)
Total Capital Revenue	<u>912,950</u>	<u>978</u>	<u>18,169</u>	<u>(894,781)</u>
Total Other Income	912,950	978	18,169	(894,781)

**Port of South Whidbey
Summary
Statement of Revenue Collected and Expenses Paid vs. Budget
For the Year to Date Period Ending March 31, 2024**

	<u>Budget</u>	<u>Mar 24</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Other Expense				
Capital Expenditures				
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	45	13,783	(86,217)
Fairgrounds - Cap Improvements	510,000	0	13,894	(496,106)
Fairgrounds - Workforce Housing	500,000	4,318	4,682	(495,318)
Port Tractor - FG/SWH	0	0	0	0
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)
Total Capital Expenditures	<u>1,333,521</u>	<u>4,363</u>	<u>32,359</u>	<u>(1,301,162)</u>
Total Other Expense	<u>1,333,521</u>	<u>4,363</u>	<u>32,359</u>	<u>(1,301,162)</u>
Net Other Income	<u>(420,571)</u>	<u>(3,385)</u>	<u>(14,191)</u>	<u>406,380</u>
Net Income	<u><u>(283,921)</u></u>	<u><u>(25,477)</u></u>	<u><u>(219,552)</u></u>	<u><u>64,369</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 March 31, 2024

	<u>Budget</u>	<u>Mar 24</u>	<u>YearTo Date</u>	<u>Budget Variance</u>
Ordinary Income/Expense				
Income				
Interest Income	9,000	399	1,512	(7,488)
Miscellaneous Income	1,000	0	14	(986)
Property Tax Income	895,000	82,255	90,549	(804,451)
Timber, L/H, Comp Tax Income	3,000	0	112	(2,888)
Total Income	<u>908,000</u>	<u>82,654</u>	<u>92,187</u>	<u>(815,813)</u>
Gross Income	908,000	82,654	92,187	(815,813)
Expense				
Administration				
Admin/Accounting Wages	37,500	2,795	8,971	(28,529)
Administrative Payroll Taxes	21,000	1,765	5,475	(15,525)
Audit	10,000	0	2,050	(7,950)
Bank Fees (Returned Checks)	200	0	0	(200)
Commissioners' Salaries	10,260	1,080	3,240	(7,020)
Compensation Reserve	22,000	0	0	(22,000)
Comprehensive Scheme	0	0	1,238	1,238
Consultant Services	15,000	0	1,290	(13,711)
County Service Fees	100	0	0	(100)
Dues & Memberships	3,000	640	2,019	(981)
Economic Analysis Study	0	0	0	0
Election Costs	11,000	0	7,542	(3,458)
Employee Fringe Benefits	27,000	2,250	6,750	(20,250)
Employee IRA Matching	8,000	660	1,812	(6,188)
Executive Director Salary	88,500	7,375	22,125	(66,375)
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	5,426	16,316	(46,284)
Marketing - General	4,500	0	0	(4,500)
Meetings & Education incl WPPA	6,000	105	695	(5,305)
Misc Expenses & Taxes	3,000	11	27	(2,973)
Ofc. Equip Lease, Purch, Repair	4,000	175	683	(3,317)
Office & Facilities Supplies	3,000	293	704	(2,296)
Office Telephone & Staff Mobile	7,100	653	1,878	(5,222)
Payroll Taxes - Commissioners	2,000	157	459	(1,541)
Per Diem - Commissioners				
Per Diem - Easton	4,500	322	900	(3,600)
Per Diem - Gordon	4,500	483	1,540	(2,960)
Per Diem - Ng	4,500	161	322	(4,178)
Total Per Diem - Commissioners	<u>13,500</u>	<u>966</u>	<u>2,762</u>	<u>(10,738)</u>

Port of South Whidbey
Administrative and Capital
Statement of Revenue Collected and Expenses Paid vs. Budget
For the Year to Date Period Ending March 31, 2024

	<u>Budget</u>	<u>Mar 24</u>	<u>YearTo Date</u>	<u>Budget Variance</u>
Permitting - Ongoing	0	0	0	0
Port Clerk/Accountant Wages	65,000	5,139	17,155	(47,845)
Port Office Rental	26,400	2,200	6,600	(19,800)
Port Vehicles' Expense	6,500	662	981	(5,519)
Promotional Hosting	1,000	68	68	(932)
Publications & Subscriptions	200	0	0	(200)
Tourism Devel Grants/Subsidies	0	0	0	0
Travel Exp - Commissioners				
Travel Expense - Easton	1,500	0	35	(1,465)
Travel Expense - Gordon	1,500	34	844	(656)
Travel Expense - Ng	1,500	0	0	(1,500)
Total Travel Exp - Commissioners	4,500	34	879	(3,621)
Travel Expense - Staff	4,500	160	591	(3,909)
Website Design & Maintenance	15,000	45	135	(14,865)
Total Administration	627,860	32,658	118,735	(509,125)
Total Expense	627,860	32,658	118,735	(509,125)
Net Ordinary Income	280,140	49,996	(26,548)	(306,688)
Other Income/Expense				
Other Income				
Capital Revenue				
Clean Vessel Program Grant	750	0	77	(673)
Fairgrounds				
IC Grant 1 - Workforce Housing	150,000	0	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
Total Fairgrounds	805,000	0	15,244	(789,757)
RCO Clinton Local Parks Grant	70,000	0	0	(70,000)
STBG Clinton Dock	30,000	0	0	(30,000)
Total Capital Revenue	905,750	0	15,320	(890,430)
Total Other Income	905,750	0	15,320	(890,430)
Other Expense				
Capital Expenditures				
Clinton Dock-Passenger Ferry	100,000	45	13,783	(86,217)
Fairgrounds - Cap Improvements	510,000	0	13,894	(496,106)
Fairgrounds - Workforce Housing	500,000	4,318	4,682	(495,318)
Total Capital Expenditures	1,110,000	4,363	32,359	(1,077,641)
Total Other Expense	1,110,000	4,363	32,359	(1,077,641)
Net Other Income	(204,250)	(4,363)	(17,039)	187,211
Net Income	75,890	45,633	(43,587)	(119,477)

Port of South Whidbey
LTGO Bonds
Statement of Revenue Collected and Expenses Paid vs. Budget
For the Year to Date Period Ending March 31, 2024

	<u>Budget</u>	<u>Mar 24</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Other Income/Expense				
Other Income				
Capital Revenue				
Bond Interest				
2018A Bond Interest Income	3,600	489	1,424	(2,176)
2018B Bond Interest Income	3,600	489	1,424	(2,176)
Total Bond Interest	<u>7,200</u>	<u>978</u>	<u>2,848</u>	<u>(4,352)</u>
Total Capital Revenue	<u>7,200</u>	<u>978</u>	<u>2,848</u>	<u>(4,352)</u>
Total Other Income	7,200	978	2,848	(4,352)
Other Expense				
Capital Expenditures				
2012 LTGO Bond				
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)
Total 2012 LTGO Bond	<u>61,125</u>	<u>0</u>	<u>0</u>	<u>(61,125)</u>
2016 LTGO Bond				
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)
Total 2016 LTGO Bond	<u>15,919</u>	<u>0</u>	<u>0</u>	<u>(15,919)</u>
2018A LTGO Bond				
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)
Total 2018A LTGO Bond	<u>21,045</u>	<u>0</u>	<u>0</u>	<u>(21,045)</u>
2018B LTGO Bond (Taxable)				
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)
Total 2018B LTGO Bond (Taxable)	<u>29,432</u>	<u>0</u>	<u>0</u>	<u>(29,432)</u>
Total Capital Expenditures	<u>127,521</u>	<u>0</u>	<u>0</u>	<u>(127,521)</u>
Total Other Expense	<u>127,521</u>	<u>0</u>	<u>0</u>	<u>(127,521)</u>
Net Other Income	<u>(120,321)</u>	<u>978</u>	<u>2,848</u>	<u>123,169</u>
Net Income	<u><u>(120,321)</u></u>	<u><u>978</u></u>	<u><u>2,848</u></u>	<u><u>123,169</u></u>

**Port of South Whidbey
Bush Point
Statement of Revenue Collected and Expenses Paid vs. Budget
For the Year to Date Period Ending March 31, 2024**

	<u>Budget</u>	<u>Mar 24</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Ordinary Income/Expense				
Expense				
Bush Point Operations				
Dock & Ramp - Bush Pt	2,000	0	0	(2,000)
Electricity - Bush Pt	1,800	193	562	(1,238)
Equipment - Bush Pt	2,000	0	71	(1,929)
Maint & Repair - Bush Pt	3,000	0	245	(2,755)
Maint Payroll Taxes - Bush	50	0	0	(50)
Maint Wages - Bush Pt	550	0	0	(550)
Materials & Supplies - Bush Pt	1,000	17	229	(771)
Minor Improvements - Bush Pt	3,000	0	0	(3,000)
Refuse Removal - Bush Pt	500	37	110	(390)
Telephone - Bush Pt	500	0	0	(500)
Water System - Bush Pt	1,000	0	0	(1,000)
Total Bush Point Operations	<u>15,400</u>	<u>247</u>	<u>1,217</u>	<u>(14,183)</u>
Total Expense	<u>15,400</u>	<u>247</u>	<u>1,217</u>	<u>(14,183)</u>
Net Ordinary Income	<u>(15,400)</u>	<u>(247)</u>	<u>(1,217)</u>	<u>14,183</u>
Net Income	<u><u>(15,400)</u></u>	<u><u>(247)</u></u>	<u><u>(1,217)</u></u>	<u><u>14,183</u></u>

Port of South Whidbey
Clinton Beach
Statement of Revenue Collected and Expenses Paid vs. Budget
For the Year to Date Period Ending March 31, 2024

	<u>Budget</u>	<u>Mar 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	89	275	(425)
Maint & Repair - Clinton Beach	500	3,672	3,672	3,172
Maint Wages - Clinton Beach	500	0	0	(500)
Materials & Supplies - Clinton	1,500	96	96	(1,404)
Minor Improvements - Clinton	1,000	0	0	(1,000)
Payroll Taxes - Clinton Beach	50	0	0	(50)
Refuse Removal - Clinton Beach	1,000	131	388	(612)
Water System - Clinton Beach	400	0	51	(349)
Total Clinton Beach Operations	<u>6,650</u>	<u>3,988</u>	<u>4,483</u>	<u>(2,167)</u>
Total Expense	<u>6,650</u>	<u>3,988</u>	<u>4,483</u>	<u>(2,167)</u>
Net Ordinary Income	<u>(6,650)</u>	<u>(3,988)</u>	<u>(4,483)</u>	<u>2,167</u>
Net Income	<u><u>(6,650)</u></u>	<u><u>(3,988)</u></u>	<u><u>(4,483)</u></u>	<u><u>2,167</u></u>

Port of South Whidbey
Whidbey Island Fairgrounds
Statement of Revenue Collected vs. Budget
For the Year to Date Period Ending March 31, 2024

	<u>Budget</u>	<u>Mar 24</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Ordinary Income/Expense				
Income				
Fairgrounds Revenue				
Camping Fees - Fairgrounds	30,000	0	0	(30,000)
Dump/Water Fees - Campground	4,000	140	445	(3,555)
Fairgrounds Events				
Event Haul In Fees-Fairgrounds	700	0	0	(700)
Event Rentals - Fairgrounds	44,300	3,203	8,128	(36,173)
Total Fairgrounds Events	<u>45,000</u>	<u>3,203</u>	<u>8,128</u>	<u>(36,873)</u>
Other Fairgrounds Revenue -Misc	0	0	0	0
Taxes - Fairgrounds				
Camping Sales/Lodging Tax	3,000	0	0	(3,000)
L/H Tax Revenue - Fairgrounds	3,000	210	531	(2,469)
Total Taxes - Fairgrounds	<u>6,000</u>	<u>210</u>	<u>531</u>	<u>(5,469)</u>
Tenant Leases - Fairgrounds	35,000	2,310	6,159	(28,841)
Utilities Reimb - Fair Assoc	1,200	100	400	(800)
Total Fairgrounds Revenue	<u>121,200</u>	<u>5,963</u>	<u>15,662</u>	<u>(105,538)</u>
Total Income	<u>121,200</u>	<u>5,963</u>	<u>15,662</u>	<u>(105,538)</u>
Gross Income	<u>121,200</u>	<u>5,963</u>	<u>15,662</u>	<u>(105,538)</u>
Expense				
Fairgrounds Operations				
Admin Wages - Fair	240	0	0	(240)
Electricity - Fairgrounds	21,000	3,691	6,703	(14,297)
Employee Benefits - Fairgrounds	7,200	600	1,800	(5,400)
Equipment (Purch/Rent/Repair)	5,000	75	4,794	(206)
Fairgrounds Dir Salary/Wages	59,500	4,519	14,309	(45,191)
FG Mktg & Events Coord Wages	23,000	1,507	5,445	(17,555)
Maint & Repair - Fairgrounds	8,000	18	319	(7,681)
Maint Campground Host Wages	20,800	0	0	(20,800)
Maint Laborer Wages - Part Time	20,800	680	680	(20,120)
Maint Wages - Temp Fair	2,500	0	0	(2,500)
Marketing/Advertising-FG	6,000	243	284	(5,716)
Materials & Supplies - Fair	13,000	928	3,543	(9,457)
Minor Improvements - Fair	5,000	0	0	(5,000)
Payroll Taxes - Fairgrounds	8,000	586	1,775	(6,225)
Propane - Fairgrounds	3,000	987	1,331	(1,669)
Refuse Removal - Fairgrounds	3,000	393	1,169	(1,831)

Port of South Whidbey
Whidbey Island Fairgrounds
Statement of Revenue Collected vs. Budget
For the Year to Date Period Ending March 31, 2024

	<u>Budget</u>	<u>Mar 24</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Taxes - Fairgrounds				
B & O Tax - Fair	500	0	33	(467)
Leasehold Tax - Fair	3,500	0	652	(2,848)
Sales & Lodging Tax	2,000	0	0	(2,000)
Total Taxes - Fairgrounds	<u>6,000</u>	<u>0</u>	<u>685</u>	<u>(5,315)</u>
Telephone & DSL - Fairgrounds	5,000	645	1,920	(3,080)
Travel & Other Misc - Fair	2,000	240	446	(1,554)
Vehicle Maintenance - Fair	3,000	63	241	(2,759)
Water & Sewer - Fairgrounds	15,000	0	2,688	(12,312)
Total Fairgrounds Operations	<u>237,040</u>	<u>15,174</u>	<u>48,131</u>	<u>(188,909)</u>
Total Expense	<u>237,040</u>	<u>15,174</u>	<u>48,131</u>	<u>(188,909)</u>
Net Ordinary Income	<u>(115,840)</u>	<u>(9,211)</u>	<u>(32,469)</u>	<u>83,371</u>
Net Income	<u><u>(115,840)</u></u>	<u><u>(9,211)</u></u>	<u><u>(32,469)</u></u>	<u><u>83,371</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 March 31, 2024

	<u>Budget</u>	<u>Mar 24</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Ordinary Income/Expense				
Income				
Humphrey Road Revenue				
Daily Parking Fees-Humphrey Rd	23,000	1,601	4,863	(18,137)
Permit Fees - Humphrey Rd	19,000	2,590	4,237	(14,763)
Sales Tax - Humphrey Rd	4,000	369	885	(3,115)
Total Humphrey Road Revenue	<u>46,000</u>	<u>4,560</u>	<u>9,985</u>	<u>(36,015)</u>
Total Income	<u>46,000</u>	<u>4,560</u>	<u>9,985</u>	<u>(36,015)</u>
Gross Income	46,000	4,560	9,985	(36,015)
Expense				
Humphrey Rd Parking Lot Ops				
Attendant Payroll - Humphrey Rd	5,700	520	1,560	(4,140)
General Maint - Humphrey Rd	750	0	0	(750)
Improvements - Humphrey Lot	0	0	0	0
Materials & Supplies - Humph Rd	500	0	6	(494)
Payroll Taxes - Humphrey Rd	450	40	119	(331)
Taxes - Humphrey Rd				
B & O Taxes - Humphrey Rd	100	0	12	(88)
WSST - Parking	3,400	134	794	(2,606)
Total Taxes - Humphrey Rd	<u>3,500</u>	<u>134</u>	<u>806</u>	<u>(2,694)</u>
Total Humphrey Rd Parking Lot Ops	<u>10,900</u>	<u>694</u>	<u>2,491</u>	<u>(8,409)</u>
Total Expense	<u>10,900</u>	<u>694</u>	<u>2,491</u>	<u>(8,409)</u>
Net Ordinary Income	<u>35,100</u>	<u>3,866</u>	<u>7,493</u>	<u>(27,607)</u>
Net Income	<u><u>35,100</u></u>	<u><u>3,866</u></u>	<u><u>7,493</u></u>	<u><u>(27,607)</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 March 31, 2024

	<u>Budget</u>	<u>Mar 24</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Ordinary Income/Expense				
Income				
Possession Park Revenue				
Donations - Possession Park	1,000	23	106	(895)
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)
Total Possession Park Revenue	<u>16,870</u>	<u>23</u>	<u>(2,495)</u>	<u>(19,365)</u>
Total Income	<u>16,870</u>	<u>23</u>	<u>(2,495)</u>	<u>(19,365)</u>
Gross Income	16,870	23	(2,495)	(19,365)
Expense				
Possession Beach Park Ops				
Dock & Ramp - Possession	0	0	0	0
Electricity - Possession	3,500	285	956	(2,544)
Equip (Purchase/Rent/Repair)	2,500	53	160	(2,340)
Maint & Repair - Possession	3,000	60,683	60,953	57,953
Maint. Wages - Possession	18,000	0	90	(17,910)
Materials & Suppl - Possession	2,500	103	174	(2,326)
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	339	(1,661)
Taxes - Possession				
B & O Taxes - Poss Pk	10	0	0	(10)
WSST - Overnight Parking	40	0	0	(40)
Total Taxes - Possession	<u>50</u>	<u>0</u>	<u>0</u>	<u>(50)</u>
Telephone - Possession	1,200	108	325	(875)
Water System Maint - Poss Pk	1,500	133	417	(1,083)
Total Possession Beach Park Ops	<u>41,750</u>	<u>61,480</u>	<u>122,128</u>	<u>80,378</u>
Total Expense	<u>41,750</u>	<u>61,480</u>	<u>122,128</u>	<u>80,378</u>
Net Ordinary Income	<u>(24,880)</u>	<u>(61,457)</u>	<u>(124,623)</u>	<u>(99,743)</u>
Net Income	<u>(24,880)</u>	<u>(61,457)</u>	<u>(124,623)</u>	<u>(99,743)</u>

Port of South Whidbey
South Whidbey Harbor
Statement of Revenue Collected and Expenses Paid vs. Budget
For the Year to Date Period Ending March 31, 2024

	<u>Budget</u>	<u>Mar 24</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Ordinary Income/Expense				
Income				
Harbor Revenue				
Annual Moorage	19,800	5,692	7,276	(12,524)
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	1,078	2,239	(5,461)
Live-aboard fee	0	60	240	240
Monthly Moorage	35,200	2,963	10,242	(24,959)
Other Harbor Revenue - Misc	0	0	0	0
Showers	1,000	70	163	(838)
SWH Special Events & Donations	100	1	15	(85)
Transient Day Use Moorage	14,300	402	914	(13,386)
Transient Overnight Moorage	154,000	2,744	5,992	(148,008)
Total Harbor Revenue	<u>236,640</u>	<u>13,009</u>	<u>27,080</u>	<u>(209,560)</u>
Total Income	<u>236,640</u>	<u>13,009</u>	<u>27,080</u>	<u>(209,560)</u>
Gross Income	236,640	13,009	27,080	(209,560)
Expense				
South Whidbey Harbor Ops				
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	3,360	10,490	(31,110)
DNR Tidelands Lease	12,000	0	0	(12,000)
Dockhand - Part Time	20,800	1,300	4,150	(16,650)
Electricity - Harbor	12,000	1,263	3,812	(8,188)
Employee Benefits - Harbor	14,400	1,200	3,600	(10,800)
Equip (Purch/Rent/Repair) SWH	1,500	11	33	(1,467)
Golf Cart & Boat-Maint	500	25	57	(443)
Harbormaster Wages	54,000	4,397	13,478	(40,522)
Ice Purchases	600	0	0	(600)
Maint & Repair - Harbor	10,000	100	880	(9,120)
Maint & Repair - Phil Simon Pk	500	0	61	(439)
Maint Contracts - Harbor	8,500	409	2,361	(6,139)
Maint Wages - Harbor	240	0	0	(240)
Materials & Supplies - Harbor	9,000	344	1,938	(7,062)
Merchant Fees - Harbor	6,000	265	754	(5,246)
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 March 31, 2024

	<u>Budget</u>	<u>Mar 24</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Payroll Taxes - Harbor	10,000	794	2,454	(7,546)
Pump-Out Barge M & R	1,000	0	0	(1,000)
Refuse Removal - Harbor	4,000	255	759	(3,241)
Seasonal Wages - Harbor	20,000	0	0	(20,000)
Taxes - Harbor				
B & O Tax - Harbor	2,000	48	93	(1,907)
Leasehold Tax - Harbor	7,000	0	3,149	(3,851)
Total Taxes - Harbor	<u>9,000</u>	<u>48</u>	<u>3,242</u>	<u>(5,758)</u>
Telephone & DSL - Harbor	3,000	291	890	(2,110)
Water & Sewer - Harbor	9,000	0	1,636	(7,364)
Total South Whidbey Harbor Ops	<u>252,460</u>	<u>14,061</u>	<u>50,596</u>	<u>(201,864)</u>
Total Expense	<u>252,460</u>	<u>14,061</u>	<u>50,596</u>	<u>(201,864)</u>
Net Ordinary Income	<u>(15,820)</u>	<u>(1,052)</u>	<u>(23,516)</u>	<u>(7,696)</u>
Net Income	<u><u>(15,820)</u></u>	<u><u>(1,052)</u></u>	<u><u>(23,516)</u></u>	<u><u>(7,696)</u></u>

PORT OF SOUTH WHIDBEY

March 31, 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
Balance as of 12/31/23	<u>1,049,237.57</u>
Original Estimated Beginning Cash per 2024 Budget	1,154,140.00
Actual Beginning Cash Balance as of 1/1/24	1,049,237.57
Difference	<u>(104,902.43)</u>
Original Estimated Ending Cash per 2024 Budget	870,219.00
Ending General Fund Cash Balance as of 3/31/24	93,851.81
Ending General Fund Investment Balance as of 3/31/24	166,000.00
Ending Bond Fund Cash Balance as of 3/31/24	978.62
Ending Bond Fund Investment Balance as of 3/31/24	570,070.20
Balance as of 3/31/24	<u>830,900.63</u>
General Fund Cash & Investment Total as of 3/31/24	259,851.81
Bond Fund Cash & Investment Total as of 3/31/24	<u>571,048.82</u>
	<u>830,900.63</u>

Port of South Whidbey
Profit & Loss
 April 2024

	Apr 24
Ordinary Income/Expense	
Income	
Fairgrounds Revenue	
Dump/Water Fees - Campground	240.00
Fairgrounds Events	
Event Haul In Fees-Fairgrounds	98.00
Event Rentals - Fairgrounds	2,141.92
	2,239.92
Total Fairgrounds Events	2,239.92
Other Fairgrounds Revenue -Misc	30.51
Tenant Leases - Fairgrounds	2,733.50
	5,243.93
Total Fairgrounds Revenue	5,243.93
Harbor Revenue	
Annual Moorage	792.00
Monthly Moorage	1,690.50
Other Harbor Revenue - Misc	253.46
Showers	146.00
SWH Special Events & Donations	
Donation Box - Harbor	8.24
	8.24
Total SWH Special Events & Donations	8.24
Transient Day Use Moorage	402.00
Transient Overnight Moorage	5,312.25
	8,604.45
Total Harbor Revenue	8,604.45
Humphrey Road Revenue	
Daily Parking Fees-Humphrey Rd	1,936.36
Permit Fees - Humphrey Rd	1,773.35
	3,709.71
Total Humphrey Road Revenue	3,709.71
Miscellaneous Income	120.93
Possession Park Revenue	
Donations - Possession Park	15.00
	15.00
Total Possession Park Revenue	15.00
Total Income	17,694.02
Gross Profit	17,694.02
Expense	
Administration	
Admin/Accounting Wages	2,830.97
Commissioners' Salaries	1,080.00
Consultant Services	240.00
Economic Analysis Study	5,720.00
Employee Fringe Benefits	2,250.00
Executive Director Salary	7,375.00
FMLA & LTC Payroll Taxes	1,219.24
Labor & Industries Taxes	4,525.89
Legal Fees	624.00
Legal Notices/Classified Ads	59.81
Maint & Ops Supervisor Wages	6,333.90
Misc Expenses & Taxes	1,447.92
Ofc. Equip Lease, Purch, Repair	174.74
Office Telephone & Staff Mobile	689.57
Per Diem - Commissioners	
Per Diem - Easton	322.00
Per Diem - Gordon	322.00
Per Diem - Ng	322.00
	966.00
Total Per Diem - Commissioners	966.00
Port Clerk/Accountant Wages	5,131.57

Port of South Whidbey

05/08/24

Profit & Loss

Cash Basis

April 2024

	<u>Apr 24</u>
Port Office Rental	2,200.00
Port Vehicles' Expense	382.18
Promotional Hosting	0.00
Travel Exp - Commissioners	
Travel Expense - Easton	0.00
Travel Expense - Gordon	0.00
Travel Expense - Ng	0.00
	<hr/>
Total Travel Exp - Commissioners	0.00
Travel Expense - Staff	257.62
Website Design & Maintenance	259.12
	<hr/>
Total Administration	43,767.53
Bush Point Operations	
Electricity - Bush Pt	195.41
Equipment - Bush Pt	979.20
Maint & Repair - Bush Pt	130.56
Maint Wages - Bush Pt	220.00
Materials & Supplies - Bush Pt	22.82
Refuse Removal - Bush Pt	36.91
	<hr/>
Total Bush Point Operations	1,584.90
Clinton Beach Operations	
Electricity - Clinton Beach	89.58
Materials & Supplies - Clinton	13.05
Refuse Removal - Clinton Beach	130.57
Water System - Clinton Beach	50.30
	<hr/>
Total Clinton Beach Operations	283.50
Fairgrounds Operations	
Electricity - Fairgrounds	2,200.42
Employee Benefits - Fairgrounds	600.00
Equipment (Purch/Rent/Repair)	106.64
Fairgrounds Dir Salary/Wages	3,432.00
FG Mktg & Events Coord Wages	1,886.00
Maint & Repair - Fairgrounds	877.97
Maint Laborer Wages - Part Time	1,745.00
Marketing/Advertising-FG	64.97
Materials & Supplies - Fair	982.99
Propane - Fairgrounds	327.59
Refuse Removal - Fairgrounds	393.10
Taxes - Fairgrounds	
B & O Tax - Fair	23.11
Leasehold Tax - Fair	530.76
	<hr/>
Total Taxes - Fairgrounds	553.87
Telephone & DSL - Fairgrounds	644.87
Vehicle Maintenance - Fair	0.00
Water & Sewer - Fairgrounds	2,748.86
	<hr/>
Total Fairgrounds Operations	16,564.28
Humphrey Rd Parking Lot Ops	
Attendant Payroll - Humphrey Rd	520.00
General Maint - Humphrey Rd	19.16
Taxes - Humphrey Rd	
B & O Taxes - Humphrey Rd	8.84
WSST - Parking	368.85
	<hr/>
Total Taxes - Humphrey Rd	377.69
	<hr/>
Total Humphrey Rd Parking Lot Ops	916.85
Payroll Expenses	4,555.87
Possession Beach Park Ops	
Electricity - Possession	328.60

Port of South Whidbey
Profit & Loss
 April 2024

	Apr 24
Equip (Purchase/Rent/Repair)	53.32
Maint & Repair - Possession	-1,404.44
Maint. Wages - Possession	300.00
Materials & Suppl - Possession	102.95
Minor Improvements - Poss Pk	5,894.94
Refuse Removal - Possession	113.99
Telephone - Possession	114.38
Water System Maint - Poss Pk	132.67
Total Possession Beach Park Ops	5,636.41
South Whidbey Harbor Ops	
Asst Harbormaster Wages	3,520.00
Dockhand - Part Time	1,560.00
Electricity - Harbor	1,223.95
Employee Benefits - Harbor	1,200.00
Equip (Purch/Rent/Repair) SWH	10.88
Golf Cart & Boat-Maint	52.97
Harbor Receipts Discrepancy	0.03
Harbormaster Wages	4,355.00
Maint & Repair - Harbor	70.72
Maint Contracts - Harbor	705.02
Materials & Supplies - Harbor	156.23
Refuse Removal - Harbor	255.02
Seasonal Wages - Harbor	0.00
Taxes - Harbor	
B & O Tax - Harbor	61.05
Leasehold Tax - Harbor	2,239.06
Total Taxes - Harbor	2,300.11
Telephone & DSL - Harbor	254.40
Water & Sewer - Harbor	1,231.41
Total South Whidbey Harbor Ops	16,895.74
Total Expense	90,205.08
Net Ordinary Income	-72,511.06
Other Income/Expense	
Other Expense	
Capital Expenditures	
Clinton Dock-Passenger Ferry	12,883.61
Fairgrounds - Cap Improvements	713.75
Fairgrounds - Workforce Housing	888.25
Total Capital Expenditures	14,485.61
Total Other Expense	14,485.61
Net Other Income	-14,485.61
Net Income	-86,996.67



Contents

- Financial Reporting – March 2024
- Comprehensive Scheme – Resolution
- Fairgrounds Projects
- Clinton Dock
- Port Contracting Procedures
- Possession Piling

Financial Reporting – March 2024

We received approximately \$107k in operating, tax and capital revenue; and, incurred approximately \$132k in operating & capital expenses in March 2024. End of month cash balance for March is \$260k in our General Operating Account and \$571k in our Bond Account. The financial documents (revenue and expense charts and cash flow) are attached.

Comprehensive Scheme - Resolution

Upon last month’s Commissioner approval of the Comprehensive Scheme, I neglected to provide an actual resolution for adoption. Attached please find a Resolution for consideration and adoption for our Comprehensive Scheme.

Fairgrounds Projects

Fairgrounds Workforce Housing Concept: The Langley City Council voted on May 6th to allow the Port’s application for a zoning change for the Fairgrounds to proceed through the application process.

Pole Building electrical breaker replacement: We are working on scheduling the work. The power will need to be off to the building off for up to two days, so we are planning around events and tenants, including our kitchen tenants who will need to move their refrigerated/frozen foods.

Campground: The engineer has received the mapping from the survey, and we have walked the site again post-survey to further define the work planned. We are contracting a small scope of work to do a little bit of digging, to identify what types of water lines are feeding the campground area. Once this is confirmed, the engineering and design can be completed.

Midway Food Booths: The Port has advertised the scope for filling the foundation voids in the food booths with Controlled Density Fill (CDF). Two contractors attended the pre-bid walkthrough, and proposals are due Monday May 20. The material has a 28 day cure time. Leading up to this work and during the cure time, the Port will develop and advertise a scope of work for adding framing to the walls of the food booths so that the structure will be sound.

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’s attorney and the Fair Association’s attorney have been communicating regarding the Temporary Use (Fair Event) Agreement. We have not received comments from the Fair Association’s attorney regarding the Commercial Use (long term office lease) Agreement to date.

Clinton Dock

Permitting is ongoing. Not a significant update, but here is the latest:

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. The Department of Ecology’s Coastal Zone Management Federal Consistency Decision has indicated that the proposed work is consistent with the Washington State Coastal Zone Management Program (CZMP). [This is the only new update]
5. No news from WSDOT – last word was their ESA Liaison should begin working on the consultation early 2024.
6. 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 IRTPO. 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- I haven’t heard back from that request yet.

IRTPO opened another round of applications for funding. I applied for 1) funding to cover our shortfall for the engineering phase (we were not fully funded by the IRTPO for the entire engineering phase), and I also applied for additional funding for the construction phase. The applications will go before the IRTPO Executive Board on May 22 for final decision.

Port Contracting Procedures

Through researching the RCW and attending meetings with other ports, I realized that our public works contracting policy is more stringent than the RCW dictates. In our policy, if a work, construction, alteration, repair, or improvement project is estimated to cost between \$10,000 and \$40,000, then the Port will solicit electronic or written quotations from a minimum of three contractors from the small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010 (top of Page 3 in the attached Port Contracting policies). The RCW does not require competitive written quotes from the small works roster for projects under \$40,000. I am providing two resources:

- 1) [WPPA’s Port Governance and Management Guide](#). On Page 230 there is a table that summarizes the requirements for public works projects. There are actually no requirements for contracts under \$40,000.
- 2) The Port of Vancouver’s purchasing thresholds. Selection from a vendor list (i.e. Small Works Roster) and/or a minimum of 3 quotes is *recommended* for projects under \$40,000.

I recommend that the Port align its policies to be consistent with the requirements, rather than being more stringent.



Also note that we require the solicitation of quotes from at least five contractors from the small works roster for contracts that are estimated between \$40,000 and \$300,000 (with additional requirements for projects over \$250k). I believe it would benefit the Port to require the solicitation of written quotes from a minimum of three contractors, and recommend solicitation from five contractors, kind of along the lines of what the Port of Vancouver has established.

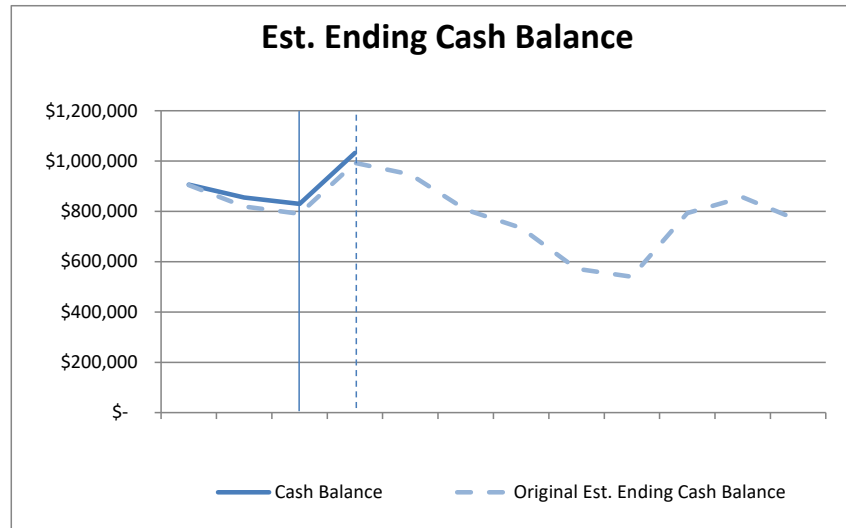
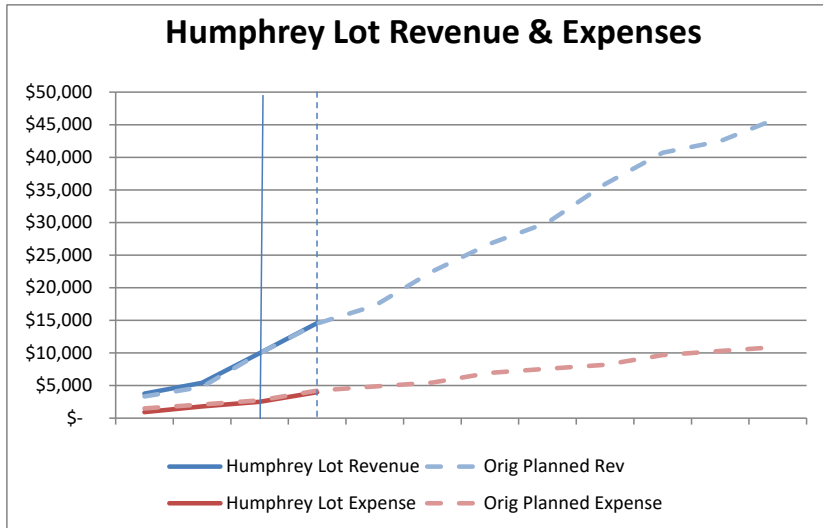
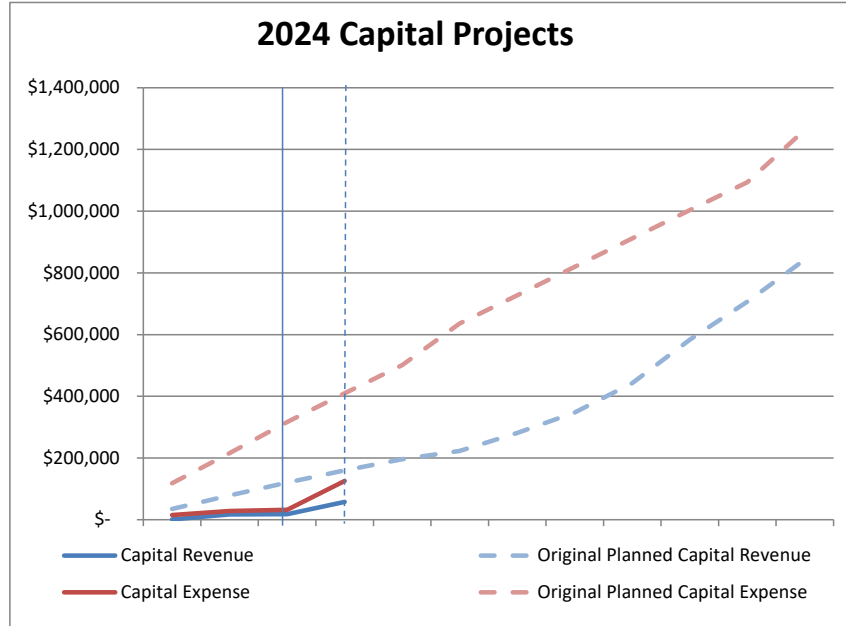
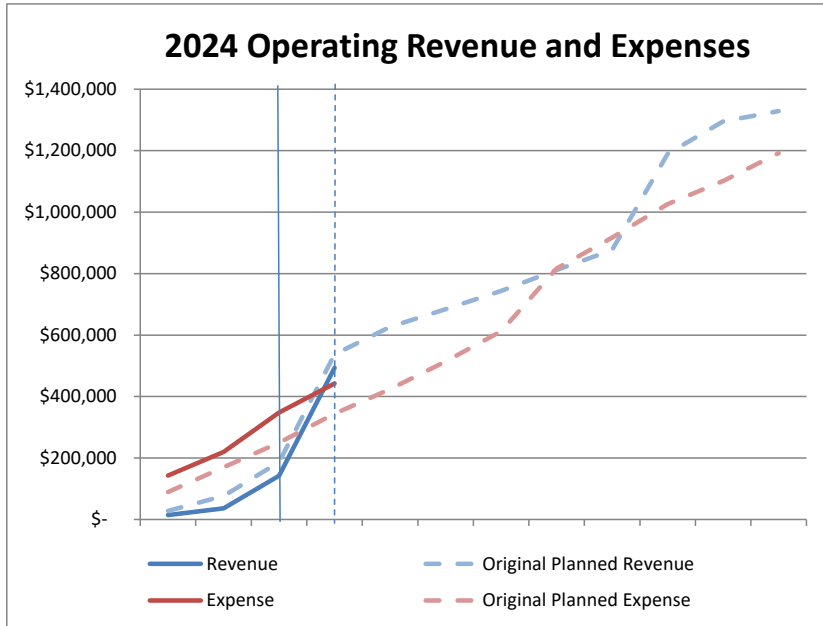
I have offered these updates in the attached draft policy for the Commissioners' consideration.

Possession Piling Replacement

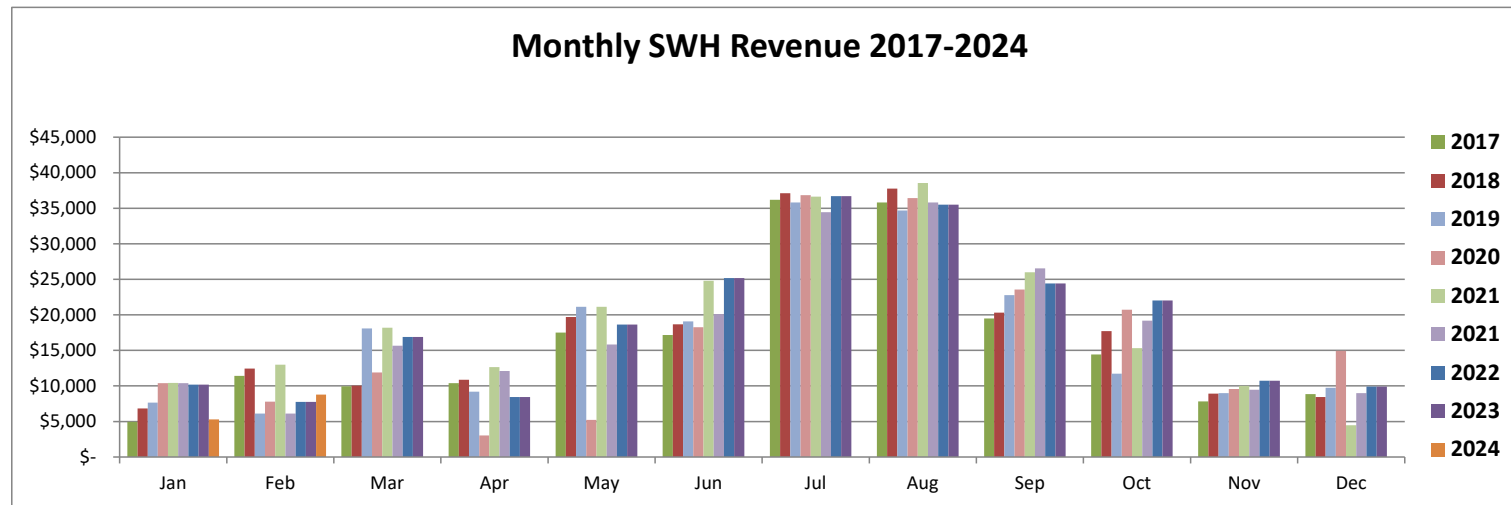
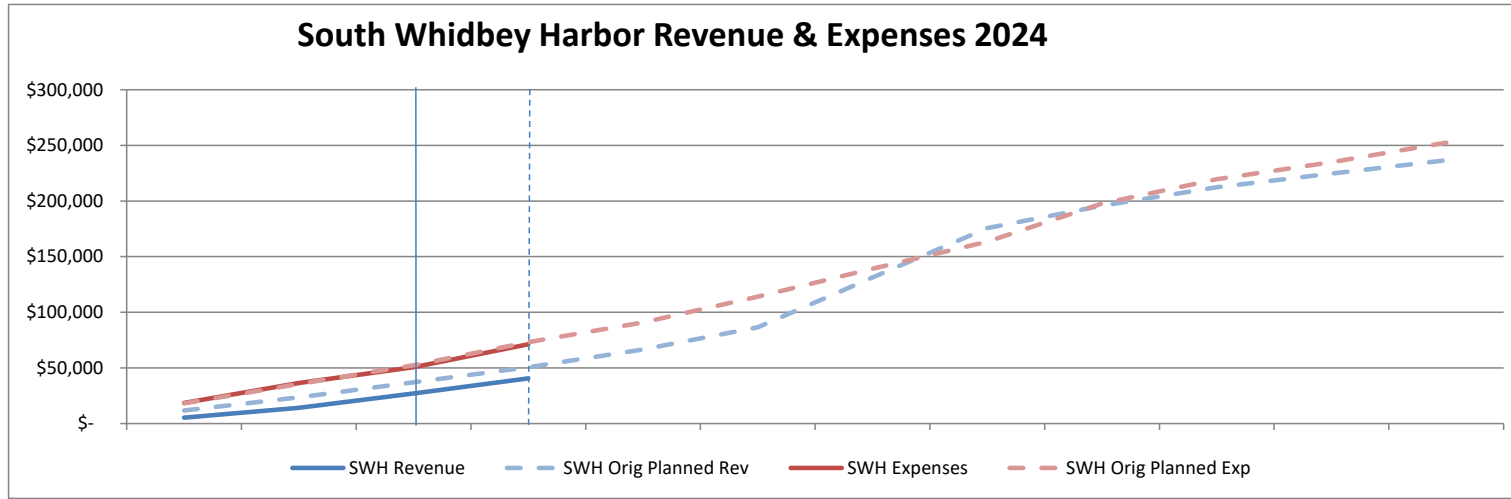
Waterfront Construction Inc. replaced the damaged piling on February 20. The new piling is slightly smaller in diameter (16 inches versus the original pilings at 18 inches) and is galvanized steel rather than the painted black original pilings. The engineer has signed off on the new piling, indicating that it meets requirements. The engineer has also recommended a black HDPE sleeve that can be installed over the galvanized steel piling so that it better matches the other pilings in appearance. Our insurance has indicated that this would also be covered under the insurance claim.

I will be putting together a package of invoices to our insurance for reimbursement for the project.

Port of South Whidbey 2024 Projections

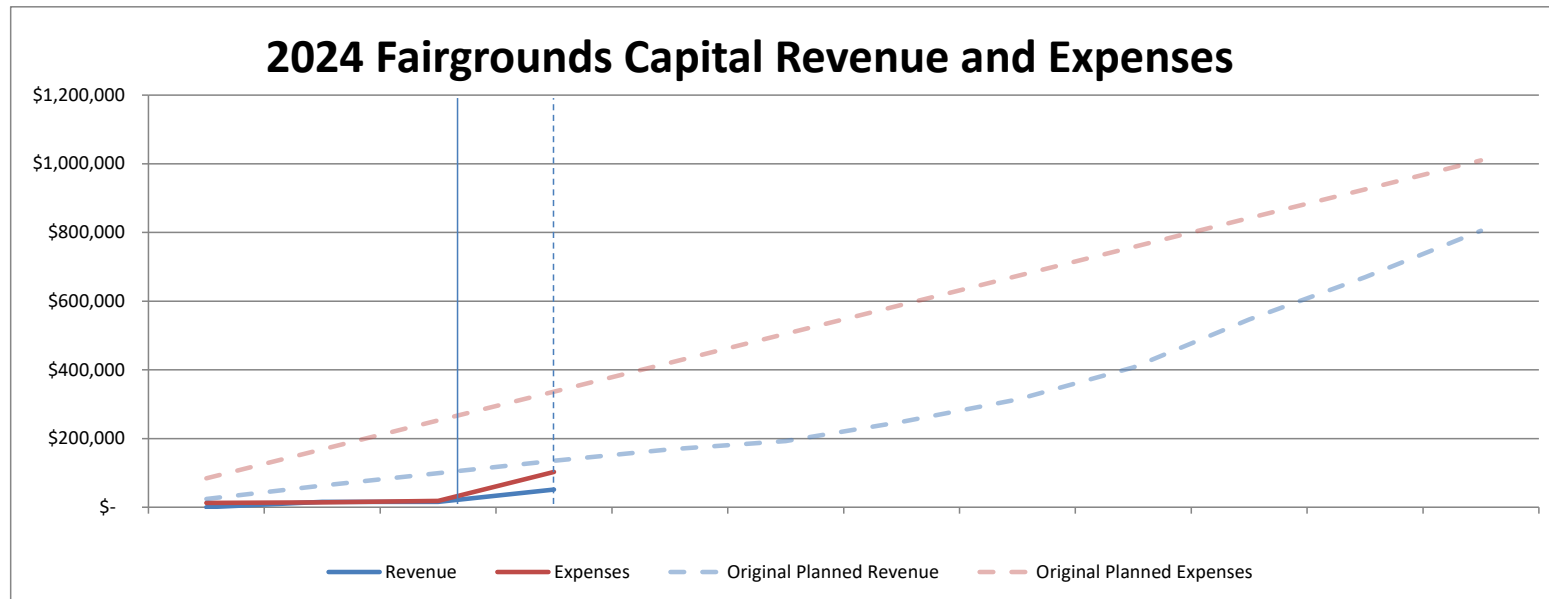
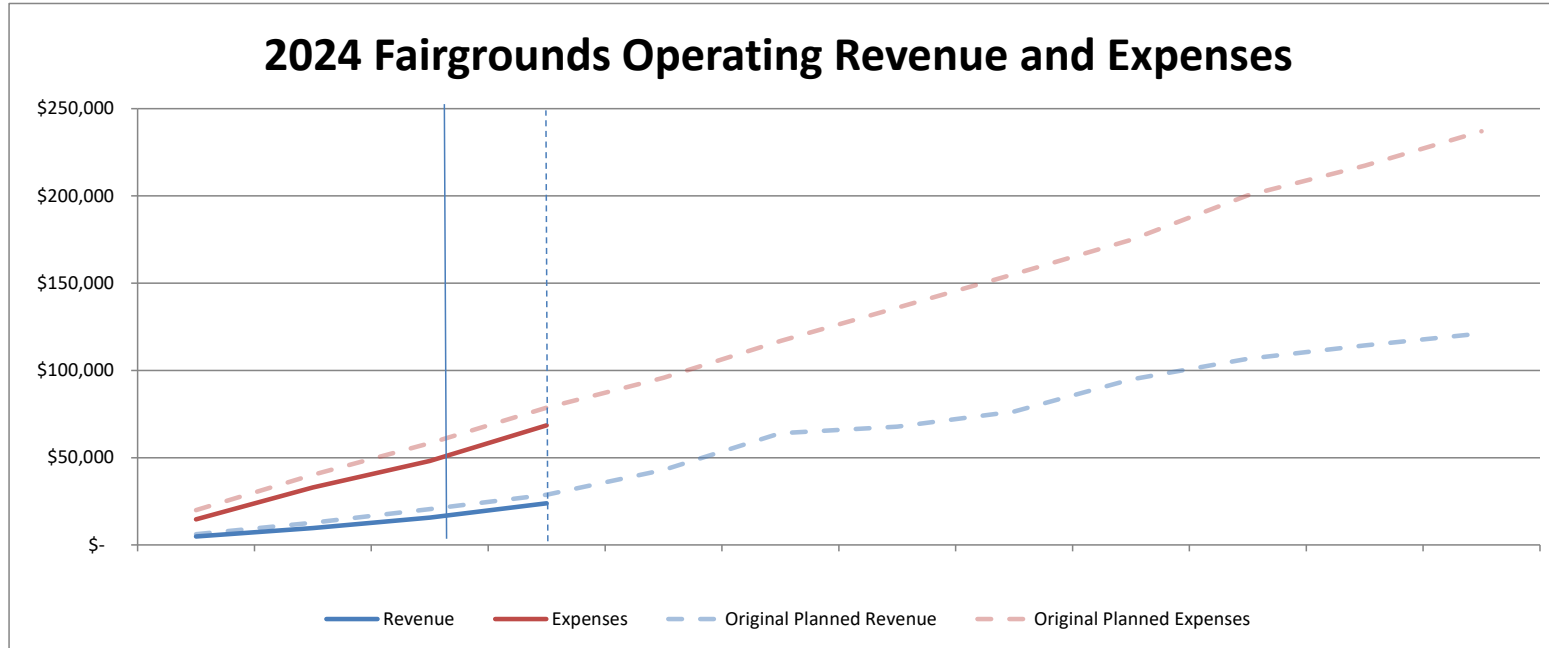


**Port of South Whidbey
2024 Projections**



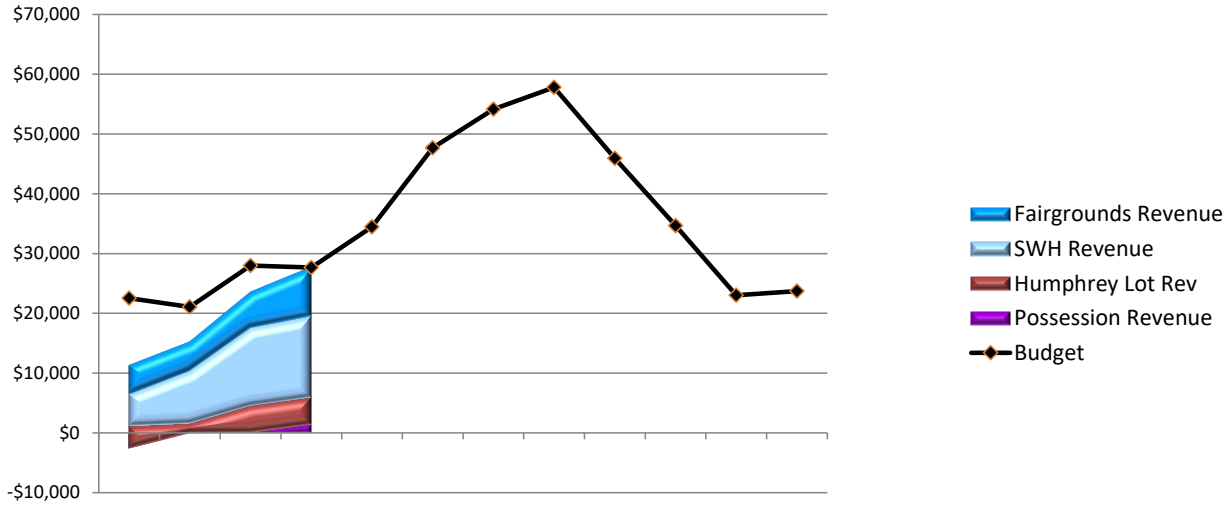
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2024	\$ 5,308	\$ 8,765	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,073
2024 Budget	\$ 11,728	\$ 11,728	\$ 13,698	\$ 13,526	\$ 15,984	\$ 19,932	\$ 44,596	\$ 44,416	\$ 20,145	\$ 16,713	\$ 12,159	\$ 12,015	\$ 236,640
2017	\$ 4,965	\$ 11,424	\$ 9,937	\$ 10,397	\$ 17,502	\$ 17,170	\$ 36,174	\$ 35,825	\$ 19,476	\$ 14,424	\$ 7,818	\$ 8,864	\$ 193,976
2018	\$ 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
2019	\$ 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
2020	\$ 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
2021	\$ 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
2022	\$ 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
2023	\$ 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

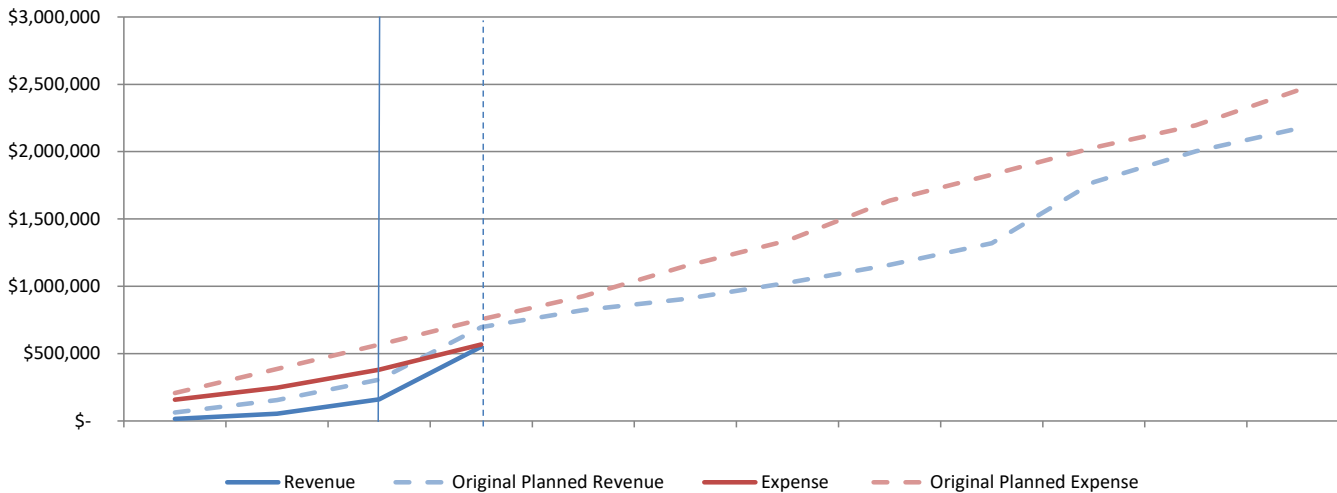


**Port of South Whidbey
2024 Projections**

2024 Operating Revenues

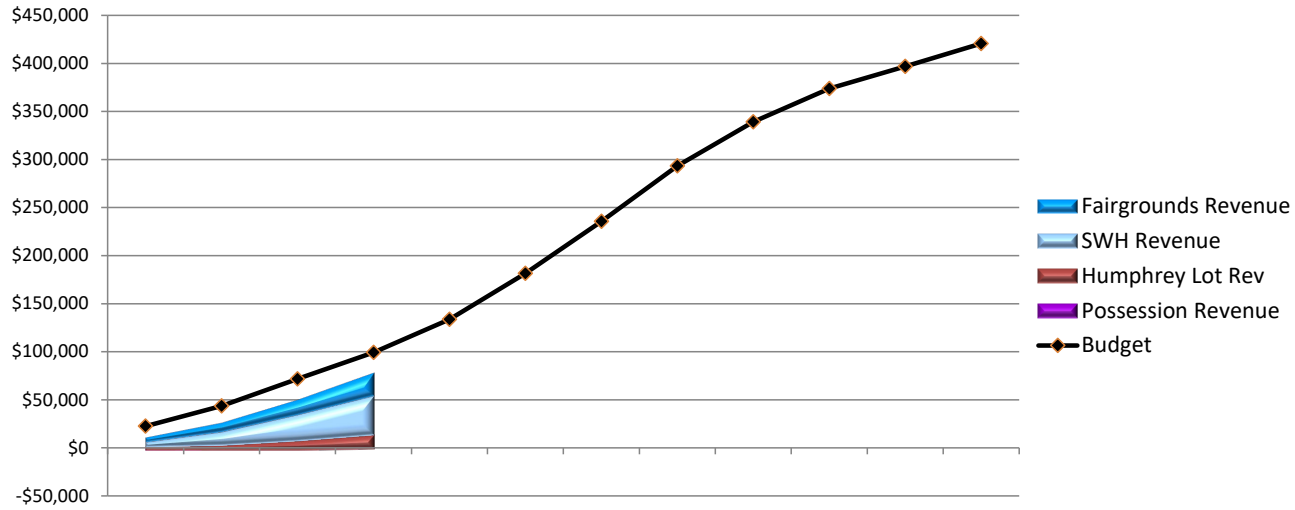


2024 Total Revenues vs. Total Expenses

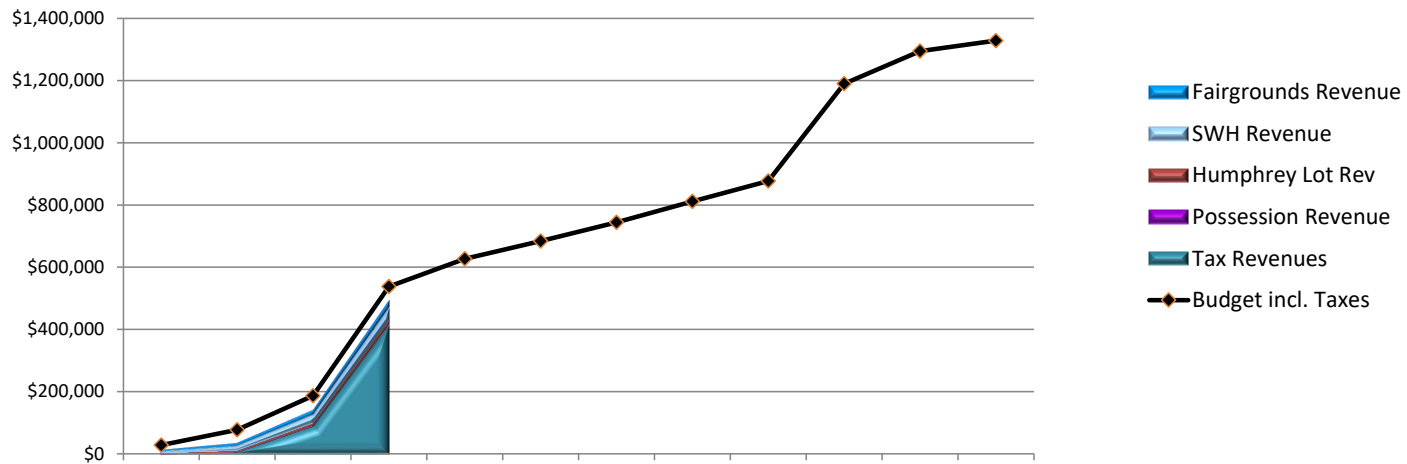


Port of South Whidbey
2024 Projections

2024 Operating Revenues (Cumulative)

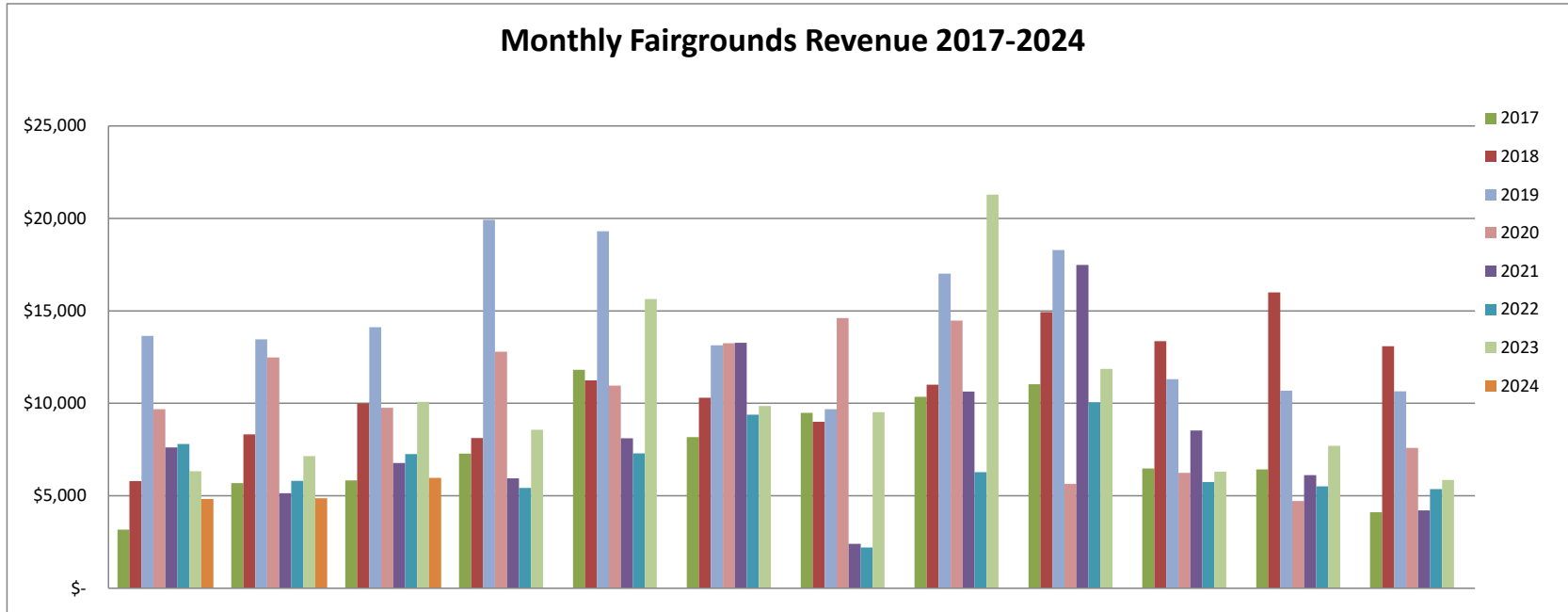


2024 Revenues incl. Taxes (Cumulative)



4

**Port of South Whidbey
2024 Projections**



Fairgrounds Revenue by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2024	\$ 4,831	\$ 4,868	\$ 5,963	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,662
2024 budget	\$ 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
2017	\$ 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
2018	\$ 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
2019	\$ 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
2020	\$ 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
2021	\$ 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
2022	\$ 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
2023	\$ 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		
		ACTUAL			PROJECTED										
		Budget	Expenditures												
Capital Expenditures	Clean Vessel Grant Program	\$ 1,000	\$ -	\$ -	\$ -	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 747
	RCO Clinton Local Parks Grant	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Clinton Dock - POF	\$ 100,000	\$ 2,575	\$ 11,163	\$ 45	\$ 9,000	\$ 7,000	\$ 7,000	\$ 5,000	\$ 3,000	\$ 3,000	\$ 1,000	\$ 1,000	\$ -	\$ 49,783
	SWH Electrical Inspection	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
	SWH Capital Improvements	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 20,000
	Fairgrounds - Workforce Housing	\$ 500,000	\$ 26	\$ 338	\$ 4,318	\$ 41,667	\$ 41,667	\$ 41,667	\$ 41,667	\$ 41,667	\$ 41,667	\$ 41,667	\$ 41,667	\$ 41,667	\$ 379,685
	Fairgrounds - Capital Improvements	\$ 510,000	\$ 12,533	\$ 1,361	\$ -	\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	\$ 42,500	\$ 396,394
	2012 LTGO Bond Fees	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ -	\$ 300
	2012 LTGO Bond Interest	\$ 15,825	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,913	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,913	\$ 15,826
	2012 LTGO Bond Principal	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000
	2016 LTGO Bond Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	2016 LTGO Bond Interest	\$ 919	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 505	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 413	\$ 918
	2016 LTGO Bond Principal	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
	2018A LTGO Bond Fees	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ 300
	2018A LTGO Bond Interest	\$ 15,745	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,873	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,873	\$ 15,746
	2018A LTGO Bond Principal	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
	2018B LTGO Bond Fees	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ 300
	2018B LTGO Bond Interest	\$ 19,133	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,566	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,566	\$ 19,132
	2018B LTGO Bond Principal	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
	Total Capital Expenditures		\$ 1,333,521	\$ 15,134	\$ 12,862	\$ 4,363	\$ 93,250	\$ 91,250	\$ 134,607	\$ 91,750	\$ 92,250	\$ 92,250	\$ 91,150	\$ 90,250	\$ 170,015
Operating Expenditures	Sub-total Administration	\$ 627,860	\$ 48,589	\$ 37,492	\$ 32,659	\$ 45,638	\$ 37,958	\$ 39,698	\$ 45,458	\$ 153,458	\$ 39,008	\$ 55,458	\$ 38,198	\$ 37,958	\$ 611,572
	Sub-total Bush Point	\$ 15,400	\$ 428	\$ 543	\$ 247	\$ 1,589	\$ 2,234	\$ 1,044	\$ 1,021	\$ 2,021	\$ 916	\$ 1,521	\$ 1,886	\$ 1,465	\$ 14,915
	Sub-total Clinton	\$ 6,650	\$ 265	\$ 231	\$ 3,988	\$ 447	\$ 1,048	\$ 514	\$ 579	\$ 507	\$ 1,021	\$ 347	\$ 432	\$ 403	\$ 9,782
	Sub-total Fairgrounds	\$ 237,040	\$ 14,651	\$ 18,306	\$ 15,175	\$ 20,392	\$ 17,054	\$ 21,104	\$ 19,082	\$ 19,304	\$ 19,574	\$ 25,457	\$ 17,054	\$ 19,754	\$ 226,907
	Sub-total Humphrey Lot	\$ 10,900	\$ 929	\$ 869	\$ 694	\$ 1,493	\$ 618	\$ 618	\$ 1,493	\$ 618	\$ 618	\$ 1,493	\$ 618	\$ 618	\$ 10,679
	Sub-total Possession Point	\$ 41,750	\$ 59,510	\$ 1,129	\$ 61,479	\$ 4,500	\$ 3,230	\$ 3,433	\$ 5,705	\$ 4,510	\$ 4,463	\$ 3,155	\$ 2,060	\$ 1,686	\$ 154,860
	Sub-total South Whidbey Harbor	\$ 252,460	\$ 18,555	\$ 17,980	\$ 14,062	\$ 20,648	\$ 17,739	\$ 23,280	\$ 24,973	\$ 24,248	\$ 34,274	\$ 21,913	\$ 15,423	\$ 17,481	\$ 250,576
Total Operating Expenditures		\$ 1,192,060	\$ 142,927	\$ 76,550	\$ 128,304	\$ 94,707	\$ 79,881	\$ 89,691	\$ 98,311	\$ 204,666	\$ 99,874	\$ 109,344	\$ 75,671	\$ 79,365	\$ 1,279,291
Capital Revenue		\$ 912,950	\$ 958	\$ 16,233	\$ 978	\$ 39,513	\$ 35,913	\$ 26,763	\$ 58,163	\$ 66,713	\$ 95,063	\$ 140,213	\$ 124,063	\$ 135,963	\$ 740,536
Operating Revenue	Sub-total - Tax and Interest Revenue	\$ 908,000	\$ 2,940	\$ 6,593	\$ 82,654	\$ 323,260	\$ 54,760	\$ 10,010	\$ 5,535	\$ 10,010	\$ 19,080	\$ 278,630	\$ 81,730	\$ 10,080	\$ 885,282
	Sub-total - Fairgrounds Revenue	\$ 121,200	\$ 4,831	\$ 4,868	\$ 5,963	\$ 8,190	\$ 14,310	\$ 21,040	\$ 3,740	\$ 8,620	\$ 18,420	\$ 11,800	\$ 7,740	\$ 6,850	\$ 116,372
	Sub-total - Humphrey Road Revenue	\$ 46,000	\$ 3,764	\$ 1,660	\$ 4,560	\$ 4,600	\$ 2,730	\$ 5,245	\$ 4,255	\$ 3,230	\$ 5,900	\$ 4,830	\$ 1,770	\$ 3,520	\$ 46,064
	Sub-total - Possession Point Revenue	\$ 16,870	\$ (2,528)	\$ 11	\$ 23	\$ 1,366	\$ 1,437	\$ 1,456	\$ 1,564	\$ 1,528	\$ 76,464	\$ 1,328	\$ 1,342	\$ 1,349	\$ 85,340
	Sub-total - South Whidbey Harbor Revenue	\$ 236,640	\$ 5,308	\$ 8,765	\$ 13,010	\$ 13,526	\$ 15,984	\$ 19,932	\$ 44,596	\$ 44,416	\$ 20,145	\$ 16,713	\$ 12,159	\$ 12,015	\$ 226,569
	Total Operating Revenue		\$ 1,328,710	\$ 14,315	\$ 21,897	\$ 106,210	\$ 350,942	\$ 89,221	\$ 57,683	\$ 59,690	\$ 67,804	\$ 140,009	\$ 313,301	\$ 104,741	\$ 33,814
2024 Beginning															
Bond Fund Balance		\$ 568,200	\$ 569,158	\$ 570,070	\$ 571,048	\$ 521,648	\$ 522,248	\$ 472,848	\$ 473,448	\$ 419,048	\$ 419,648	\$ 420,248	\$ 420,848	\$ 421,448	
General Fund Balance		\$ 481,037	\$ 337,291	\$ 285,097	\$ 258,640	\$ 510,538	\$ 463,941	\$ 373,489	\$ 300,681	\$ 192,682	\$ 235,030	\$ 487,450	\$ 549,733	\$ 469,530	
Total Cash Balance		\$ 1,049,237	\$ 906,449	\$ 855,167	\$ 829,688	\$ 1,032,186	\$ 986,189	\$ 846,337	\$ 774,129	\$ 611,730	\$ 654,678	\$ 907,698	\$ 970,581	\$ 890,978	
Planned Bond Fund Invoices		\$ -	\$ -	\$ -	\$ -	\$ (50,000)	\$ -	\$ (50,000)	\$ -	\$ (55,000)	\$ -	\$ -	\$ -	\$ -	

2025 PROJECTIONS

Jan-25 Feb-25 Mar-25 Apr-25 May-25 Jun-25 Jul-25 Aug-25 Sep-25 Oct-25 Nov-25 Dec-25

Budget

Capital Expenditures	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	\$ 33,333	\$ 33,333	\$ 33,333	\$ 400,000
	Fairgrounds - Capital Improvements	\$ 300,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 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
	Total Capital Expenditures	\$ 1,477,521	\$ 58,333	\$ 58,333	\$ 58,333	\$ 58,333	\$ 58,333	\$ 58,333	\$ 99,190	\$ 58,333	\$ 220,833	\$ 220,833	\$ 221,733	\$ 220,833	\$ 144,098	\$ 1,477,521	
	Total Operating Expenditures	\$ 1,215,260	\$ 145,709	\$ 78,040	\$ 130,801	\$ 96,550	\$ 81,436	\$ 91,437	\$ 100,224	\$ 208,649	\$ 101,818	\$ 111,472	\$ 77,144	\$ 80,910	\$ 1,304,189		

Capital Revenue	Clean Vessel Program Grant	\$ 112,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,125	\$ 28,125	\$ 28,125	\$ 28,125	\$ -	\$ 112,500
	IC Grant 1 - FG Workforce Housing	\$ 50,000	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
	IC Grant 2 - FG Workforce Housing	\$ 350,000	\$ -	\$ -	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 350,000
	STBG Clinton Dock	\$ 425,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106,250	\$ 106,250	\$ 106,250	\$ 106,250	\$ -	\$ 425,000
	2018A Bond Interest Income	\$ 3,600	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 3,600
	2018B Bond Interest Income	\$ 3,600	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 3,600
	Total Capital Revenue	\$ 944,700	\$ 25,600	\$ 25,600	\$ 35,600	\$ 35,600	\$ 35,600	\$ 35,600	\$ 35,600	\$ 35,600	\$ 35,600	\$ 169,975	\$ 169,975	\$ 169,975	\$ 169,975	\$ 944,700	
	Total Operating Revenue	\$ 1,457,500	\$ 15,703	\$ 24,019	\$ 116,505	\$ 384,958	\$ 97,869	\$ 63,274	\$ 65,476	\$ 74,376	\$ 153,580	\$ 343,669	\$ 114,893	\$ 37,092	\$ 1,491,414		

2025 Beginning

Bond Fund Balance	\$ 421,448	\$ 422,048	\$ 372,648	\$ 373,248	\$ 323,848	\$ 324,448	\$ 275,048	\$ 275,648	\$ 226,248	\$ 226,848	\$ 177,448	\$ 178,048	\$ 128,648
General Fund Balance	\$ 469,530	\$ 306,191	\$ 268,837	\$ 231,207	\$ 546,282	\$ 539,382	\$ 497,030	\$ 438,948	\$ 168,841	\$ 169,145	\$ 398,984	\$ 385,275	\$ 416,734
Total Cash Balance	\$ 890,978	\$ 728,239	\$ 641,485	\$ 604,455	\$ 870,130	\$ 863,830	\$ 772,078	\$ 714,596	\$ 395,089	\$ 395,993	\$ 576,432	\$ 563,323	\$ 545,382
<i>Planned Bond Fund Invoices</i>		\$ (50,000)		\$ (50,000)		\$ (50,000)		\$ (50,000)		\$ (50,000)		\$ (50,000)	

RESOLUTION NO. 24-01
ADOPTING THE SIX YEAR COMPREHENSIVE SCHEME
OF HARBOR IMPROVEMENTS 2024-2030

The Port District of South Whidbey Island

A RESOLUTION of the Board of Commissioners of the Port District of South Whidbey Island adopting its Six Year Comprehensive Scheme of Harbor Improvements 2024-2030 of the Port District of South Whidbey Island.

WHEREAS, the Commissioners of the Port District of South Whidbey Island desire to adopt a new and updated Six Year Comprehensive Scheme of Harbor Improvements [hereafter collectively referred to as "Comprehensive Scheme"] to represent the present and future needs of the Port District; and

WHEREAS, RCW 53.20.010 states that "It shall be the duty of the port commission of any port district, before creating any improvements hereunder, to adopt a comprehensive scheme of harbor improvement in the port district"; and

WHEREAS, the Commissioners of the Port District contracted with consultants, MAKERS Architecture and Urban Design LLP [hereafter referred to as "Makers"], to coordinate public input and to draft the Comprehensive Scheme, and with BST Associates to assemble an economic analysis of South Whidbey Island; and

WHEREAS, Makers interviewed several key Port stakeholder groups and worked with the Commissioners of the Port District for initial input to create a Comprehensive Scheme draft; and

WHEREAS, the Port's draft Comprehensive Scheme was published for review on the Port's website, and the Commissioners of the Port District, at Regular and Special Meetings and Workshops, sought widespread public input and completed a thorough review of the draft of the Comprehensive Scheme; and

WHEREAS, Port Staff coordinated two Open House to the public so that the Port could receive public input to the Comprehensive Scheme; and

WHEREAS, Makers coordinated an online survey and Port Staff coordinated an open written comment period for the public to provide input to the draft Comprehensive Scheme; and

WHEREAS, Makers considered all comments and created a final Comprehensive Scheme; and

WHEREAS, legal notices of the Public Hearing were duly published at least once each week for two consecutive weeks in the South Whidbey Record, a newspaper of general circulation serving the Port District; and

WHEREAS, the adoption of said Comprehensive Scheme has been reviewed and processed in accordance with the State open public meetings act of (RCW 42.30); and

WHEREAS, after due consideration, the Board of Commissioners of the Port District of South Whidbey Island has determined that adoption of said Comprehensive Scheme is in the best interests of the public health safety and welfare, and should be adopted;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners of the Port District of South Whidbey Island that said Comprehensive Scheme of Harbor Improvements 2024-2030 is hereby adopted. (A copy of said Comprehensive Scheme is to be attached hereto upon final completion and publication.)

ADOPTED, by the Board of Commissioners of the Port District of South Whidbey Island this 13th day of May 2024.

Commissioner Greg Easton

Commissioner Curt Gordon

Commissioner Jack Ng

Port of Vancouver Procurement Thresholds and Processes

In accordance with Resolution 10-2022 Administrative Authority of the CEO and Their Designees
Effective JULY 2023

Contract Amount*	Process/Requirements	Contract Approval	Change Order Approval
Goods, Materials, Equipment & Purchased Services			
<\$40,000	Selection from Vendor list recommended; Minimum of 3 quotes recommended for <\$40,000 Contract, PO or P-Card required	CEO	CEO; If change orders bring total contract over \$350,000, Commission must approve
\$40,000 - \$150,000	Selection from Vendor list recommended; Minimum of 3 <i>written</i> quotes required Contract, PO or P-Card required	CEO	
\$150,000 - \$350,000	Sealed solicitation/Public Bid Opening Advertise – website	CEO	
>\$350,000	Sealed solicitation/Public Bid Opening; Advertise – newspaper & website	Commission	CEO up to \$350,000, above requires Commission approval and resets
Small Works/Public Works Construction Projects & Maintenance Contracts			
<\$40,000	Selection from Small Works Roster required; Minimum of 3 quotes recommended for <\$40,000 Insurance, Prevailing Wage, Contract and/or PO required	CEO	CEO; If change orders bring total contract over \$350,000, Commission must approve
\$40,000 - \$150,000	Selection from Small Works Roster required; Invitation to all on appropriate small works roster required; Insurance, Prevailing Wage, Contract and/or PO required	CEO	
\$150,000 - \$350,000	Sealed solicitation/Public Bid Opening Selection from Small Works Roster required; Advertise – website Insurance, Bonds, Prevailing Wage & Contract required	CEO	
>\$350,000	Sealed solicitation/Public Bid Opening; Advertise – newspaper & website; Insurance, bonds & prevailing wage required	Commission	CEO up to \$350,000, above requires Commission approval and resets
Personal Services Contracts (PSC) – service not reasonably related to a Public Works project			
<\$50,000	Selection from Consultant list recommended; Minimum of 3 proposals recommended.	CEO	CEO; If change orders bring total contract over \$350,000, Commission must approve***
\$50,000 - \$350,000	Request for Proposal (RFP) or Request for Qualifications (RFQ) process; Advertise – website	CEO	
>\$350,000	Formal Request for Proposal (RFP) or Request for Qualifications (RFQ) process; Advertise – newspaper & website	Commission	CEO up to \$350,000, above requires Commission approval and resets
Professional, Architect & Engineering Agreements (A/E) – service related to a Public Works project			
<\$50,000	Selection from Consultant Roster recommended; Minimum of 3 proposals recommended.	CEO	CEO; If change orders bring total contract over \$350,000, Commission must approve
\$50,000 - \$350,000	Request for Proposal (RFP) or Request for Qualifications (RFQ) process; Advertise – website	CEO	
>\$350,000	Request for Proposal (RFP) or Request for Qualifications (RFQ) process; Advertise – newspaper & website	Commission	CEO up to \$350,000, above requires Commission approval and resets
Intergovernmental Agreements (IGA)			
≤\$350,000 (or no cost)	Requires internal meeting with contract manager Website posting required	CEO	CEO; If change orders bring total contract over \$350,000, Commission must approve
>\$350,000	Requires internal meeting with contract manager Website posting required	Commission	CEO up to \$350,000, above requires Commission approval and resets

*Where WA State Sales tax is applicable, it is excluded from the contract amount for basis of estimation and award

**Small Works Direct Contracting Requires Port of Vancouver Small Business Utilization Plan

***Substantial changes or additions to original scope of work shall be submitted to the commission for a determination as to whether the change warrants the work to be awarded as a new contract.



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www.portofsouthwhidbey.com

Port Policy for Awarding Public Works Projects and Consulting Services Contracts

All Port employees will adhere to the following policies and procedures for awarding contracts for Public Works Projects and Consulting Services

Public Works. In accordance with provisions of RCW 53.08.120(2)(a) all contracts for work meeting the definition of "public work" in RCW 39.04.010(4), the estimated cost of which exceeds three hundred thousand dollars (\$300,000), shall be awarded using a competitive bid process. The contract must be awarded at public bidding upon notice published in a newspaper of general circulation in the district at least thirteen days before the last date upon which bids will be received, calling for bids upon the work, plans and specifications for which shall then be on file in the office of the Port for public inspection. The same notice may call for bids on such work or material based upon plans and specifications submitted by the bidder. The competitive bidding requirements for public works may be waived pursuant to RCW 39.04.280 if an exemption contained within that section applies to the public work.

Small Public Works and Consulting Services – MRSC Rosters. The Port is under contract with the Municipal Research and Services Center of Washington (MRSC) to have their official rosters hosted in the online database for the Port use for small public works contracts and consulting services developed and maintained by MRSC through MRSC Rosters and authorizes Port Staff to sign that contract.

Small Public Works Roster. The following small works roster procedures are established for use by the Port pursuant to RCW 39.04.155 and RCW 53.08.120:

1. Cost.

a) For all contracts related to work meeting the definition of "public work" in RCW 39.04.010(4) that are estimated at three hundred thousand dollars (\$300,000) or less, the Port may let contracts using the small works roster process under RCW 39.04.155 in lieu of advertising for bids. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.

b) If the estimated cost of the work is from two-hundred and fifty-thousand dollars (\$250,000) to three-hundred thousand dollars (\$300,000), the Port may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The Port has the sole option of determining whether this notice to the remaining contractors is made by:

- (i) publishing notice in a legal newspaper in general circulation in the area where the work is to be done;

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- (ii) mailing a notice to these contractors; or
- (iii) sending a notice to these contractors by facsimile or email.

c) For all contracts that are estimated at greater than forty thousand dollars to three hundred thousand dollars (\$40,000 - \$300,000), the Port will solicit written quotations from at least five-three contractors (five contractors is recommended) on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster.

d) For all contracts that are estimated at forty thousand dollars (\$40,000) and less, the Port will follow procedures at section 4, Limited Public Works Process.

2. Publication. At least once a year, MRSC shall, on behalf of the Port, publish in a newspaper of general circulation within the Port's jurisdiction a notice of the existence of the small works roster and solicit the names of contractors for the small works roster. MRSC shall add responsible contractors to the small works roster at any time that a contractor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.

3. Telephone, Written, or Electronic Quotations. The Port shall obtain telephone, written, or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to a contractor who meets the mandatory bidder responsibility criteria in RCW 39.04.350(1). The Port may establish supplementary bidder criteria under RCW 39.04.350 (2) to be considered in the process of awarding a contract.

a) A contract awarded from a small works roster will not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.

b) At the time bids are solicited, the Port representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project;

c) A written record shall be made by the Port representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

4. Limited Public Works Process. In accordance with RCW 53.08.120 the Port may construct any public work, as defined in RCW 39.04.010, by contract without calling for bids whenever the estimated cost of the work or improvement, including cost of materials, supplies, and equipment, will not exceed the sum of forty thousand dollars (\$40,000). A "public works project" means a complete project. The restrictions in this subsection do not permit the division of the project into units of work or classes of work to avoid calling for bids. If a work, construction, alteration, repair, or improvement project is estimated to cost more than ten

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thousand dollars (\$10,000), it is recommended that the Port will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010. After an award is made, the quotations shall be open to public inspection and available by electronic request.

For a limited public works project below ten-thousand dollars (\$10,000) the port will obtain a quote from at least one contractor who is registered on the small works roster. Preference will be given to minority and women-owned firms, veteran-owned firms and small-business firms consistent with their general availability within the jurisdiction of the Port District of South Whidbey Island. All other limited public works contracting requirements apply to these contracts.

For limited public works projects, the Port may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, material men, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the Port shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

The Port shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.

5. Determining Lowest Responsible Bidder. The Board of Commissioners shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable or exceeds the budget for the project, all bids may be rejected and the Board of Commissioners may call for new bids. A responsible bidder shall be a registered or licensed contractor who meets the mandatory bidder responsibility criteria established by Chapter 133, Laws of 2007 (SHB 2010) and who meets any supplementary bidder responsibly criteria established by the Port.

6. Award. All of the bids or quotations shall be collected by the Executive Director or theirhis designee. The Executive Director shall have the authority to award public works contracts costing less than or equal to ten-thousand dollars (\$10,000) without Board of Commissioners approval. The Board of Commissioners shall ratify the Executive Director's approval at the next scheduled Board of Commissioners meeting by means of the consent agenda. For public works projects costing more than \$10,000, the Executive Director or theirhis designee shall then present all bids or quotations and their recommendation for award of the contract to the Board of Commissioners. The Board of Commissioners shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract.

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Consulting Services Roster. The following consulting services roster procedures are established for use by the Port pursuant to RCW 39.80.030:

1. Consulting Services. Consulting services are professional services that have a primarily intellectual output or product and include architectural and engineering services as defined in RCW 39.80.020.

2. Publication. At least once a year, MRSC shall, on behalf of the Port, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the consulting services roster and solicit the names of consultants for the consulting services roster. MRSC shall add responsible consultants to the consulting services roster at any time that a consultant completes the online application provided by MRSC, upload a Statement of Qualifications, and meets minimum State requirements for roster listing.

3. Review and Selection of the Statement of Qualifications Proposals. The Port shall use the following process to select the most highly qualified Architectural or Engineering firm off of the Consulting Services Roster to provide the required services:

a) The Board of Commissioners shall establish criteria that the Executive Director, or their designee, must consider in evaluating Architectural or Engineering firms for a given project. Such criteria shall include a plan to ensure that minority and women-owned firms, veteran-owned firms and small-business firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for architectural or engineering services. The level of participation by minority and women-owned firms, veteran-owned firms and small-business firms shall be consistent with their general availability within the jurisdiction of the Port District of South Whidbey Island

b) The Executive Director, or their designee, shall evaluate the written statements of qualifications and performance data on file with the Port District of South Whidbey Island at the time that architectural or engineering services are required;

c) Such evaluations shall be based on the criteria established by the Board of Commissioners; and

d) The Executive Director, or their designee, shall conduct discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services.

e) The firm deemed most highly qualified by the agency to do the project will be selected.

4. Award. The Executive Director shall have the authority to award contracts for consulting services costing less than or equal to ten-thousand dollars (\$10,000) without Board of Commissioners approval. The Board of Commissioners shall ratify the Executive Director's approval at the next scheduled Board of Commissioners meeting by means of the consent agenda. For consulting services costing more than ten-thousand dollars (\$10,000), the Board of Commissioners shall award all contracts for consulting services.



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Maintenance and Operations

Report – April 2024

Contacted Island Beach Access about beach erosion, and suggested that we not install ADA mats at Clinton Beach this year. I have not heard back, yet. My fear is, there is not enough space for a recovery area if someone were to lose control navigating the sloped portion of the path. They would be off a steeper edge and in the water possibly before they could correct.

Found an opportunity to get Possession boarding floats in. The sixth (replaced) pile seems to be placed appropriately. All floats are in at that location.

At Bush Point, boarding floats are not in yet. After the equipment failure in March, with the boom truck, I have not found a suitable tide that will allow us to launch the last two floats. Looking out through May, I am not seeing a daylight tide that will be high enough at the right time of day to make the connection we need.

Three-year-old 100-gallon water heater at the Harbor is leaking. Trying to work out the details of a warranty claim but it's not moving forward very fast. Not sure what next step is at this time, but persuing the fix.

Pat Kisch
M&O Supervisor



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April Harbormaster Report

Day Stops: 40
Overnight: 108
Winter moorage full term: 5
Short term: 3

Guest service

We had a great weekend with our first club of the season! We were at capacity for vessels over 40 LOA. We still have space available for the upcoming shrimp days, May 16th and May 30th.

Community

Whidbey Watershed Stewards are back! They will collect, count and release crab larva for the Pacific Northwest Crab Research Group through September. We participated in the Welcome the Whales parade.

Maintenance

PSE scheduled a power outage on 4/17. The disruption was minimal. The restroom water heat decided to spring a leak. A warrantee claim was filed. We have refreshed all parking stripes and completed cleaning up the landscaping. The self-pay box has been cleaned, refreshed and remounted with new signage. Bryan has completed forage fish survey class and is certified to complete surveys.

Kathy Myers
Harbormaster