

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

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

October 2024

December 4, 2024



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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 October 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

December 4, 2024

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

	<u>Budget</u>	<u>Oct 24</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Ordinary Income/Expense				
Income				
Fairgrounds Revenue	121,200	10,909	95,145	(26,055)
Harbor Revenue	236,640	17,707	199,074	(37,566)
Humphrey Road Revenue	46,000	6,048	44,359	(1,641)
Interest Income	9,000	397	5,507	(3,493)
Miscellaneous Income	1,000	0	526	(474)
Possession Park Revenue	16,870	605	(1,874)	(18,744)
Property Tax Income	895,000	292,667	810,333	(84,667)
Timber, L/H, Comp Tax Income	3,000	66	570	(2,430)
Total Income	<u>1,328,710</u>	<u>328,399</u>	<u>1,153,639</u>	<u>(175,071)</u>
Gross Income	1,328,710	328,399	1,153,639	(175,071)
Expense				
Administration	627,860	41,289	512,717	(115,143)
Bush Point Operations	15,400	434	6,167	(9,233)
Clinton Beach Operations	6,650	354	8,552	1,902
Fairgrounds Operations	237,040	15,420	169,778	(67,262)
Humphrey Rd Parking Lot Ops	10,900	1,108	9,417	(1,483)
Possession Beach Park Ops	41,750	2,600	58,029	16,279
South Whidbey Harbor Ops	252,460	17,737	201,720	(50,740)
Total Expense	<u>1,192,060</u>	<u>78,941</u>	<u>966,380</u>	<u>(225,680)</u>
Net Ordinary Income	136,650	249,457	187,259	50,609
Other Income/Expense				
Other Income				
Capital Revenue				
Bond Interest				
2018A Bond Interest Income	3,600	639	5,979	2,379
2018B Bond Interest Income	3,600	639	5,979	2,379
Total Bond Interest	<u>7,200</u>	<u>1,278</u>	<u>11,957</u>	<u>4,757</u>
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	28,392	(1,608)
Total Capital Revenue	<u>912,950</u>	<u>1,278</u>	<u>55,670</u>	<u>(857,280)</u>
Total Other Income	912,950	1,278	55,670	(857,280)

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

	<u>Budget</u>	<u>Oct 24</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Other Expense				
Capital Expenditures				
2012 LTGO Bond	61,125	0	7,913	(53,213)
2016 LTGO Bond	15,919	0	15,551	(368)
2018A LTGO Bond	21,045	0	7,873	(13,173)
2018B LTGO Bond (Taxable)	29,432	0	9,566	(19,866)
Clean Vessel Grant Exp	1,000	0	0	(1,000)
Clinton Dock-Passenger Ferry	100,000	0	42,454	(57,546)
Fairgrounds - Cap Improvements	510,000	0	208,458	(301,542)
Fairgrounds - Workforce Housing	500,000	0	9,396	(490,604)
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>0</u>	<u>301,210</u>	<u>(1,032,311)</u>
Total Other Expense	<u>1,333,521</u>	<u>0</u>	<u>301,210</u>	<u>(1,032,311)</u>
Net Other Income	<u>(420,571)</u>	<u>1,278</u>	<u>(245,540)</u>	<u>175,031</u>
Net Income	<u><u>(283,921)</u></u>	<u><u>250,735</u></u>	<u><u>(58,281)</u></u>	<u><u>225,640</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 October 31, 2024

	<u>Budget</u>	<u>Oct 24</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Ordinary Income/Expense				
Income				
Interest Income	9,000	397	5,507	(3,493)
Miscellaneous Income	1,000	0	526	(474)
Property Tax Income	895,000	292,667	810,333	(84,667)
Timber, L/H, Comp Tax Income	3,000	66	570	(2,430)
Total Income	<u>908,000</u>	<u>293,130</u>	<u>816,936</u>	<u>(91,064)</u>
Gross Income	908,000	293,130	816,936	(91,064)
Expense				
Administration				
Admin/Accounting Wages	37,500	3,019	31,453	(6,047)
Administrative Payroll Taxes	21,000	1,829	18,917	(2,083)
Audit	10,000	0	2,050	(7,950)
Bank Fees (Returned Checks)	200	0	40	(160)
Commissioners' Salaries	10,260	1,080	10,800	540
Compensation Reserve	22,000	0	0	(22,000)
Comprehensive Scheme	0	0	2,201	2,201
Consultant Services	15,000	0	1,530	(13,471)
County Service Fees	100	0	0	(100)
Dues & Memberships	3,000	0	2,420	(580)
Economic Analysis Study	0	0	5,720	5,720
Election Costs	11,000	0	7,542	(3,458)
Employee Fringe Benefits	27,000	2,250	22,500	(4,500)
Employee IRA Matching	8,000	686	6,862	(1,138)
Executive Director Salary	88,500	7,375	73,750	(14,750)
FMLA & LTC Payroll Taxes	2,000	1,300	5,125	3,125
Insurance (Port-wide)	115,500	0	113,631	(1,869)
Labor & Industries Taxes	22,000	5,403	19,880	(2,120)
Legal Fees	4,000	156	3,528	(472)
Legal Notices/Classified Ads	2,000	0	60	(1,940)
Maint & Ops Supervisor Wages	62,600	5,674	60,949	(1,651)
Marketing - General	4,500	0	0	(4,500)
Meetings & Education incl WPPA	6,000	0	2,994	(3,006)
Misc Expenses & Taxes	3,000	49	1,771	(1,229)
Ofc. Equip Lease, Purch, Repair	4,000	976	5,860	1,860
Office & Facilities Supplies	3,000	704	2,838	(162)
Office Telephone & Staff Mobile	7,100	650	7,050	(50)
Payroll Taxes - Commissioners	2,000	193	1,703	(297)
Per Diem - Commissioners				
Per Diem - Easton	4,500	644	4,281	(219)
Per Diem - Gordon	4,500	644	4,921	421
Per Diem - Ng	4,500	161	2,254	(2,246)
Total Per Diem - Commissioners	<u>13,500</u>	<u>1,449</u>	<u>11,456</u>	<u>(2,044)</u>

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

	<u>Budget</u>	<u>Oct 24</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Permitting - Ongoing	0	0	0	0
Port Clerk/Accountant Wages	65,000	5,507	57,799	(7,201)
Port Office Rental	26,400	2,200	22,000	(4,400)
Port Vehicles' Expense	6,500	367	3,242	(3,258)
Promotional Hosting	1,000	0	124	(876)
Publications & Subscriptions	200	80	254	54
Tourism Devel Grants/Subsidies	0	0	0	0
Travel Exp - Commissioners				
Travel Expense - Easton	1,500	0	910	(590)
Travel Expense - Gordon	1,500	67	978	(522)
Travel Expense - Ng	1,500	0	1,351	(149)
Total Travel Exp - Commissioners	4,500	67	3,239	(1,261)
Travel Expense - Staff	4,500	219	2,623	(1,877)
Website Design & Maintenance	15,000	55	809	(14,191)
Total Administration	627,860	41,289	512,717	(115,143)
Total Expense	627,860	41,289	512,717	(115,143)
Net Ordinary Income	280,140	251,841	304,219	24,079
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	28,392	(1,608)
Total Capital Revenue	905,750	0	43,713	(862,037)
Total Other Income	905,750	0	43,713	(862,037)
Other Expense				
Capital Expenditures				
Clinton Dock-Passenger Ferry	100,000	0	42,454	(57,546)
Fairgrounds - Cap Improvements	510,000	0	208,458	(301,542)
Fairgrounds - Workforce Housing	500,000	0	9,396	(490,604)
Total Capital Expenditures	1,110,000	0	260,307	(849,693)
Total Other Expense	1,110,000	0	260,307	(849,693)
Net Other Income	(204,250)	0	(216,595)	(12,345)
Net Income	75,890	251,841	87,624	11,734

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

	<u>Budget</u>	<u>Oct 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	639	5,979	2,379
2018B Bond Interest Income	3,600	639	5,979	2,379
Total Bond Interest	<u>7,200</u>	<u>1,278</u>	<u>11,957</u>	<u>4,757</u>
Total Capital Revenue	<u>7,200</u>	<u>1,278</u>	<u>11,957</u>	<u>4,757</u>
Total Other Income	7,200	1,278	11,957	4,757
Other Expense				
Capital Expenditures				
2012 LTGO Bond				
2012 LTGO Bond Fees	300	0	0	(300)
2012 LTGO Bond Interest	15,825	0	7,913	(7,913)
2012 LTGO Bond Principal	45,000	0	0	(45,000)
Total 2012 LTGO Bond	<u>61,125</u>	<u>0</u>	<u>7,913</u>	<u>(53,213)</u>
2016 LTGO Bond				
2016 LTGO Bond Fees	0	0	0	0
2016 LTGO Bond Interest	919	0	551	(368)
2016 LTGO Bond Principal	15,000	0	15,000	0
Total 2016 LTGO Bond	<u>15,919</u>	<u>0</u>	<u>15,551</u>	<u>(368)</u>
2018A LTGO Bond				
2018A LTGO Bond Fees	300	0	0	(300)
2018A LTGO Bond Interest	15,745	0	7,873	(7,873)
2018A LTGO Bond Principal	5,000	0	0	(5,000)
Total 2018A LTGO Bond	<u>21,045</u>	<u>0</u>	<u>7,873</u>	<u>(13,173)</u>
2018B LTGO Bond (Taxable)				
2018B LTGO Bond Fees	300	0	0	(300)
2018B LTGO Bond Interest	19,132	0	9,566	(9,566)
2018B LTGO Bond Principal	10,000	0	0	(10,000)
Total 2018B LTGO Bond (Taxable)	<u>29,432</u>	<u>0</u>	<u>9,566</u>	<u>(19,866)</u>
Total Capital Expenditures	<u>127,521</u>	<u>0</u>	<u>40,903</u>	<u>(86,619)</u>
Total Other Expense	<u>127,521</u>	<u>0</u>	<u>40,903</u>	<u>(86,619)</u>
Net Other Income	<u>(120,321)</u>	<u>1,278</u>	<u>(28,945)</u>	<u>91,376</u>
Net Income	<u><u>(120,321)</u></u>	<u><u>1,278</u></u>	<u><u>(28,945)</u></u>	<u><u>91,376</u></u>

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

	<u>Budget</u>	<u>Oct 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	343	(1,657)
Electricity - Bush Pt	1,800	78	1,232	(568)
Equipment - Bush Pt	2,000	0	1,376	(624)
Maint & Repair - Bush Pt	3,000	75	646	(2,354)
Maint Payroll Taxes - Bush	50	0	0	(50)
Maint Wages - Bush Pt	550	0	340	(210)
Materials & Supplies - Bush Pt	1,000	186	839	(161)
Minor Improvements - Bush Pt	3,000	0	0	(3,000)
Refuse Removal - Bush Pt	500	95	455	(45)
Telephone - Bush Pt	500	0	0	(500)
Water System - Bush Pt	1,000	0	936	(64)
Total Bush Point Operations	<u>15,400</u>	<u>434</u>	<u>6,167</u>	<u>(9,233)</u>
Total Expense	<u>15,400</u>	<u>434</u>	<u>6,167</u>	<u>(9,233)</u>
Net Ordinary Income	<u>(15,400)</u>	<u>(434)</u>	<u>(6,167)</u>	<u>9,233</u>
Net Income	<u>(15,400)</u>	<u>(434)</u>	<u>(6,167)</u>	<u>9,233</u>

**Port of South Whidbey
Clinton Beach**

Statement of Revenue Collected and Expenses Paid vs. Budget
For the Year to Date Period Ending October 31, 2024

	<u>Budget</u>	<u>Oct 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	77	815	115
Maint & Repair - Clinton Beach	500	38	5,206	4,706
Maint Wages - Clinton Beach	500	0	0	(500)
Materials & Supplies - Clinton	1,500	0	459	(1,041)
Minor Improvements - Clinton	1,000	0	0	(1,000)
Payroll Taxes - Clinton Beach	50	0	0	(50)
Refuse Removal - Clinton Beach	1,000	240	1,662	662
Water System - Clinton Beach	400	0	410	10
Total Clinton Beach Operations	<u>6,650</u>	<u>354</u>	<u>8,552</u>	<u>1,902</u>
Total Expense	<u>6,650</u>	<u>354</u>	<u>8,552</u>	<u>1,902</u>
Net Ordinary Income	<u>(6,650)</u>	<u>(354)</u>	<u>(8,552)</u>	<u>(1,902)</u>
Net Income	<u><u>(6,650)</u></u>	<u><u>(354)</u></u>	<u><u>(8,552)</u></u>	<u><u>(1,902)</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 October 31, 2024

	<u>Budget</u>	<u>Oct 24</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Ordinary Income/Expense				
Income				
Fairgrounds Revenue				
Camping Fees - Fairgrounds	30,000	587	4,282	(25,718)
Dump/Water Fees - Campground	4,000	225	2,229	(1,771)
Fairgrounds Events				
Event Haul In Fees-Fairgrounds	700	114	852	152
Event Rentals - Fairgrounds	44,300	4,733	59,293	14,993
Fairgrounds Events - Other		0	(175)	
Total Fairgrounds Events	<u>45,000</u>	<u>4,847</u>	<u>59,970</u>	<u>14,970</u>
Other Fairgrounds Revenue -Misc	0	7	80	80
Taxes - Fairgrounds				
Camping Sales/Lodging Tax	3,000	63	462	(2,538)
L/H Tax Revenue - Fairgrounds	3,000	456	2,273	(727)
Total Taxes - Fairgrounds	<u>6,000</u>	<u>519</u>	<u>2,735</u>	<u>(3,265)</u>
Tenant Leases - Fairgrounds	35,000	4,524	24,749	(10,251)
Utilities Reimb - Fair Assoc	1,200	200	1,100	(100)
Total Fairgrounds Revenue	<u>121,200</u>	<u>10,909</u>	<u>95,145</u>	<u>(26,055)</u>
Total Income	<u>121,200</u>	<u>10,909</u>	<u>95,145</u>	<u>(26,055)</u>
Gross Income	<u>121,200</u>	<u>10,909</u>	<u>95,145</u>	<u>(26,055)</u>
Expense				
Fairgrounds Operations				
Admin Wages - Fair	240	0	0	(240)
Electricity - Fairgrounds	21,000	1,455	19,823	(1,177)
Employee Benefits - Fairgrounds	7,200	600	6,000	(1,200)
Equipment (Purch/Rent/Repair)	5,000	1,137	7,659	2,659
Fairgrounds Dir Salary/Wages	59,500	1,444	20,944	(38,556)
FG Mktg & Events Coord Wages	23,000	1,547	21,103	(1,898)
Maint & Repair - Fairgrounds	8,000	3,023	9,278	1,278
Maint Campground Host Wages	20,800	0	0	(20,800)
Maint Laborer Wages - Part Time	20,800	1,175	12,505	(8,295)
Maint Wages - Temp Fair	2,500	0	0	(2,500)
Marketing/Advertising-FG	6,000	0	848	(5,152)
Materials & Supplies - Fair	13,000	1,692	13,043	43
Minor Improvements - Fair	5,000	0	0	(5,000)
Payroll Taxes - Fairgrounds	8,000	374	4,777	(3,223)
Propane - Fairgrounds	3,000	429	3,224	224
Refuse Removal - Fairgrounds	3,000	878	5,200	2,200

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

	<u>Budget</u>	<u>Oct 24</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Taxes - Fairgrounds				
B & O Tax - Fair	500	18	521	21
Leasehold Tax - Fair	3,500	651	2,469	(1,031)
Sales & Lodging Tax	2,000	209	399	(1,601)
Total Taxes - Fairgrounds	<u>6,000</u>	<u>878</u>	<u>3,389</u>	<u>(2,611)</u>
Telephone & DSL - Fairgrounds	5,000	722	7,550	2,550
Travel & Other Misc - Fair	2,000	0	446	(1,554)
Vehicle Maintenance - Fair	3,000	65	745	(2,255)
Water & Sewer - Fairgrounds	15,000	0	33,245	18,245
Total Fairgrounds Operations	<u>237,040</u>	<u>15,420</u>	<u>169,778</u>	<u>(67,262)</u>
Total Expense	<u>237,040</u>	<u>15,420</u>	<u>169,778</u>	<u>(67,262)</u>
Net Ordinary Income	<u>(115,840)</u>	<u>(4,511)</u>	<u>(74,633)</u>	<u>41,207</u>
Net Income	<u><u>(115,840)</u></u>	<u><u>(4,511)</u></u>	<u><u>(74,633)</u></u>	<u><u>41,207</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 October 31, 2024

	<u>Budget</u>	<u>Oct 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	2,801	23,482	482
Permit Fees - Humphrey Rd	19,000	2,757	17,206	(1,794)
Sales Tax - Humphrey Rd	4,000	489	3,670	(330)
Total Humphrey Road Revenue	<u>46,000</u>	<u>6,048</u>	<u>44,359</u>	<u>(1,641)</u>
Total Income	<u>46,000</u>	<u>6,048</u>	<u>44,359</u>	<u>(1,641)</u>
Gross Income	46,000	6,048	44,359	(1,641)
Expense				
Humphrey Rd Parking Lot Ops				
Attendant Payroll - Humphrey Rd	5,700	520	5,200	(500)
General Maint - Humphrey Rd	750	0	90	(660)
Improvements - Humphrey Lot	0	0	0	0
Materials & Supplies - Humph Rd	500	0	199	(301)
Payroll Taxes - Humphrey Rd	450	40	398	(52)
Taxes - Humphrey Rd				
B & O Taxes - Humphrey Rd	100	13	87	(13)
WSST - Parking	3,400	536	3,443	43
Total Taxes - Humphrey Rd	<u>3,500</u>	<u>548</u>	<u>3,531</u>	<u>31</u>
Total Humphrey Rd Parking Lot Ops	<u>10,900</u>	<u>1,108</u>	<u>9,417</u>	<u>(1,483)</u>
Total Expense	<u>10,900</u>	<u>1,108</u>	<u>9,417</u>	<u>(1,483)</u>
Net Ordinary Income	<u>35,100</u>	<u>4,939</u>	<u>34,942</u>	<u>(158)</u>
Net Income	<u><u>35,100</u></u>	<u><u>4,939</u></u>	<u><u>34,942</u></u>	<u><u>(158)</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 October 31, 2024

	<u>Budget</u>	<u>Oct 24</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Ordinary Income/Expense				
Income				
Possession Park Revenue				
Donations - Possession Park	1,000	605	726	(274)
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>605</u>	<u>(1,874)</u>	<u>(18,744)</u>
Total Income	<u>16,870</u>	<u>605</u>	<u>(1,874)</u>	<u>(18,744)</u>
Gross Profit	16,870	605	(1,874)	(18,744)
Expense				
Possession Beach Park Ops				
Dock & Ramp - Possession	0	0	0	0
Electricity - Possession	3,500	144	2,239	(1,261)
Equip (Purchase/Rent/Repair)	2,500	1,215	2,348	(152)
Maint & Repair - Possession	3,000	824	(16,257)	(19,257)
Maint. Wages - Possession	18,000	0	710	(17,290)
Materials & Suppl - Possession	2,500	56	775	(1,725)
Minor Improvements - Poss Pk	6,000	0	64,602	58,602
Payroll Taxes - Possession	1,500	0	7	(1,493)
Refuse Removal - Possession	2,000	112	1,125	(875)
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	116	1,133	(67)
Water System Maint - Poss Pk	1,500	133	1,346	(154)
Total Possession Beach Park Ops	<u>41,750</u>	<u>2,600</u>	<u>58,029</u>	<u>16,279</u>
Total Expense	<u>41,750</u>	<u>2,600</u>	<u>58,029</u>	<u>16,279</u>
Net Ordinary Income	<u>(24,880)</u>	<u>(1,995)</u>	<u>(59,903)</u>	<u>(35,023)</u>
Net Income	<u><u>(24,880)</u></u>	<u><u>(1,995)</u></u>	<u><u>(59,903)</u></u>	<u><u>(35,023)</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 October 31, 2024

	<u>Budget</u>	<u>Oct 24</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Ordinary Income/Expense				
Income				
Harbor Revenue				
Annual Moorage	19,800	462	12,820	(6,980)
Commercial Moorage	2,640	0	2,100	(540)
Dinghy	900	0	770	(130)
Ice Sales	1,000	0	717	(283)
Leasehold Tax Revenue - SWH	7,700	1,301	5,493	(2,207)
Live-aboard fee	0	420	780	780
Monthly Moorage	35,200	9,252	25,220	(9,980)
Other Harbor Revenue - Misc	0	25	1,741	1,741
Showers	1,000	236	1,479	479
SWH Special Events & Donations	100	2	210	110
Transient Day Use Moorage	14,300	682	10,084	(4,216)
Transient Overnight Moorage	154,000	5,327	137,662	(16,338)
Total Harbor Revenue	<u>236,640</u>	<u>17,707</u>	<u>199,074</u>	<u>(37,566)</u>
Total Income	<u>236,640</u>	<u>17,707</u>	<u>199,074</u>	<u>(37,566)</u>
Gross Income	236,640	17,707	199,074	(37,566)
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	364	(2,636)
Asst Harbormaster Wages	41,600	3,528	36,536	(5,064)
DNR Tidelands Lease	12,000	0	11,056	(944)
Dockhand - Part Time	20,800	0	15,480	(5,320)
Electricity - Harbor	12,000	723	9,640	(2,360)
Employee Benefits - Harbor	14,400	1,200	12,000	(2,400)
Equip (Purch/Rent/Repair) SWH	1,500	189	2,881	1,381
Golf Cart & Boat-Maint	500	32	177	(323)
Harbormaster Wages	54,000	4,923	47,394	(6,606)
Ice Purchases	600	30	448	(153)
Maint & Repair - Harbor	10,000	588	3,471	(6,529)
Maint & Repair - Phil Simon Pk	500	0	61	(439)
Maint Contracts - Harbor	8,500	620	8,738	238
Maint Wages - Harbor	240	0	0	(240)
Materials & Supplies - Harbor	9,000	626	5,667	(3,333)
Merchant Fees - Harbor	6,000	1,005	6,732	732
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 October 31, 2024

	<u>Budget</u>	<u>Oct 24</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Payroll Taxes - Harbor	10,000	850	9,234	(766)
Pump-Out Barge M & R	1,000	0	0	(1,000)
Refuse Removal - Harbor	4,000	364	3,145	(855)
Seasonal Wages - Harbor	20,000	1,384	8,017	(11,983)
Taxes - Harbor				
B & O Tax - Harbor	2,000	440	2,780	780
Leasehold Tax - Harbor	7,000	938	7,216	216
Total Taxes - Harbor	<u>9,000</u>	<u>1,378</u>	<u>9,996</u>	<u>996</u>
Telephone & DSL - Harbor	3,000	288	2,812	(188)
Water & Sewer - Harbor	9,000	9	7,871	(1,129)
Total South Whidbey Harbor Ops	<u>252,460</u>	<u>17,737</u>	<u>201,720</u>	<u>(50,740)</u>
Total Expense	<u>252,460</u>	<u>17,737</u>	<u>201,720</u>	<u>(50,740)</u>
Net Ordinary Income	<u>(15,820)</u>	<u>(30)</u>	<u>(2,646)</u>	<u>13,174</u>
Net Income	<u><u>(15,820)</u></u>	<u><u>(30)</u></u>	<u><u>(2,646)</u></u>	<u><u>13,174</u></u>

PORT OF SOUTH WHIDBEY

October 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 10/31/24	310,851.73
Ending General Fund Investment Balance as of 10/31/24	210,000.00
Ending Bond Fund Cash Balance as of 10/31/24	1,278.41
Ending Bond Fund Investment Balance as of 10/31/24	470,121.20
Balance as of 10/31/24	<u>992,251.34</u>
General Fund Cash & Investment Total as of 10/31/24	520,851.73
Bond Fund Cash & Investment Total as of 10/31/24	<u>471,399.61</u>
	<u>992,251.34</u>

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

	Nov 24
Ordinary Income/Expense	
Income	
Fairgrounds Revenue	
Camping Fees - Fairgrounds	230.13
Dump/Water Fees - Campground	135.00
Fairgrounds Events	
Event Rentals - Fairgrounds	2,590.00
Total Fairgrounds Events	2,590.00
Tenant Leases - Fairgrounds	2,652.49
Total Fairgrounds Revenue	5,607.62
Harbor Revenue	
Annual Moorage	792.00
Live-aboard fee	180.00
Monthly Moorage	4,986.50
Showers	135.00
Transient Day Use Moorage	217.00
Transient Overnight Moorage	5,603.55
Total Harbor Revenue	11,914.05
Humphrey Road Revenue	
Daily Parking Fees-Humphrey Rd	1,887.93
Permit Fees - Humphrey Rd	70.27
Total Humphrey Road Revenue	1,958.20
Miscellaneous Income	7.43
Total Income	19,487.30
Gross Profit	19,487.30
Expense	
Administration	
Admin/Accounting Wages	3,614.43
Commissioners' Salaries	1,080.00
Dues & Memberships	135.00
Employee Fringe Benefits	2,250.00
Executive Director Salary	7,375.00
Legal Fees	584.00
Maint & Ops Supervisor Wages	6,045.56
Marketing - General	686.94
Ofc. Equip Lease, Purch, Repair	38.09
Office & Facilities Supplies	407.54
Office Telephone & Staff Mobile	609.67

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

	Nov 24
Per Diem - Commissioners	
Per Diem - Easton	161.00
Per Diem - Gordon	966.00
Per Diem - Ng	0.00
Total Per Diem - Commissioners	1,127.00
Port Clerk/Accountant Wages	6,876.79
Port Office Rental	2,200.00
Port Vehicles' Expense	1,836.01
Promotional Hosting	0.00
Travel Exp - Commissioners	
Travel Expense - Easton	0.00
Travel Expense - Gordon	567.75
Travel Expense - Ng	0.00
Total Travel Exp - Commissioners	567.75
Travel Expense - Staff	395.15
Website Design & Maintenance	55.00
Total Administration	35,883.93
Bush Point Operations	
Electricity - Bush Pt	93.27
Equipment - Bush Pt	897.60
Maint & Repair - Bush Pt	184.96
Maint Wages - Bush Pt	270.00
Materials & Supplies - Bush Pt	153.23
Refuse Removal - Bush Pt	46.79
Total Bush Point Operations	1,645.85
Clinton Beach Operations	
Electricity - Clinton Beach	92.37
Materials & Supplies - Clinton	89.69
Minor Improvements - Clinton	5,444.32
Refuse Removal - Clinton Beach	155.87
Water System - Clinton Beach	52.75
Total Clinton Beach Operations	5,835.00

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

	Nov 24
Fairgrounds Operations	
Electricity - Fairgrounds	1,741.97
Employee Benefits - Fairgrounds	600.00
Fairgrounds Dir Salary/Wages	3,846.70
FG Mktg & Events Coord Wages	2,131.50
Maint & Repair - Fairgrounds	-101.52
Maint Wages - Temp Fair	99.00
Marketing/Advertising-FG	902.80
Materials & Supplies - Fair	1,180.19
Minor Improvements - Fair	3,477.25
Propane - Fairgrounds	253.11
Refuse Removal - Fairgrounds	956.08
Taxes - Fairgrounds	
B & O Tax - Fair	74.83
Sales & Lodging Tax	63.35
	138.18
Total Taxes - Fairgrounds	138.18
Telephone & DSL - Fairgrounds	725.51
Travel & Other Misc - Fair	375.00
Vehicle Maintenance - Fair	53.20
Water & Sewer - Fairgrounds	11,146.66
	27,525.63
Total Fairgrounds Operations	27,525.63
Humphrey Rd Parking Lot Ops	
Attendant Payroll - Humphrey Rd	520.00
General Maint - Humphrey Rd	0.00
Materials & Supplies - Humph Rd	70.92
Taxes - Humphrey Rd	
B & O Taxes - Humphrey Rd	24.97
WSST - Parking	489.14
	514.11
Total Taxes - Humphrey Rd	514.11
Total Humphrey Rd Parking Lot Ops	1,105.03
Payroll Expenses	4,732.17
Possession Beach Park Ops	
Electricity - Possession	250.90
Equip (Purchase/Rent/Repair)	53.32
Maint & Repair - Possession	261.67
Maint. Wages - Possession	330.00
Materials & Suppl - Possession	261.70
Refuse Removal - Possession	111.70

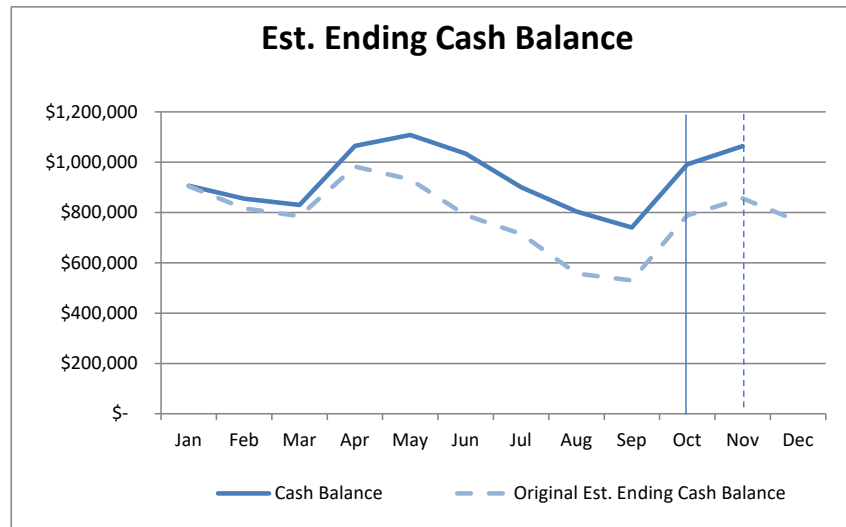
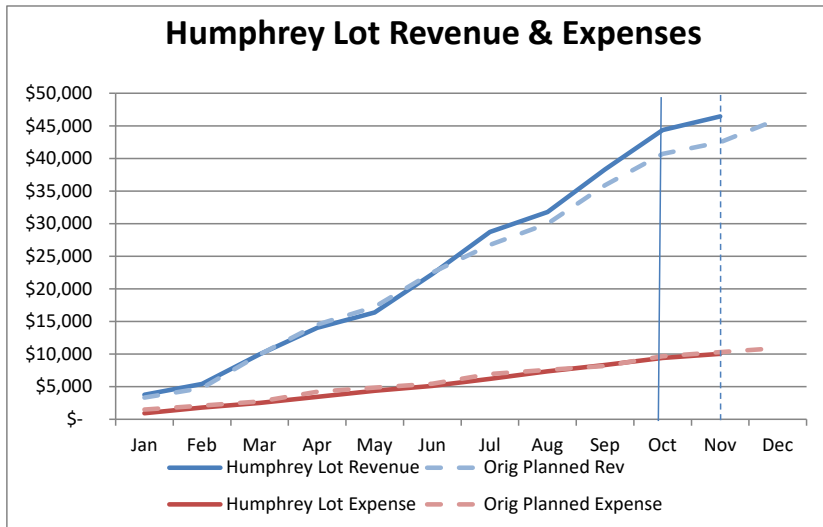
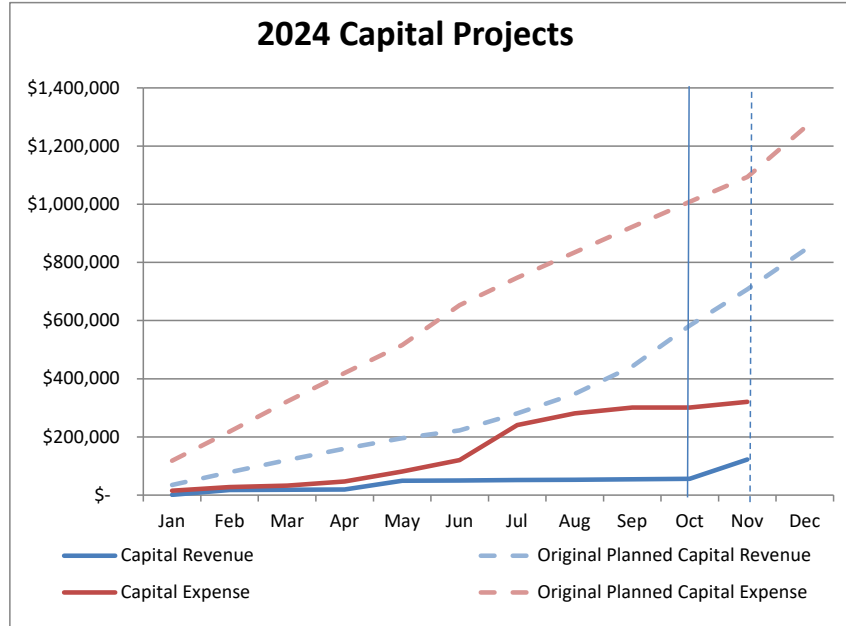
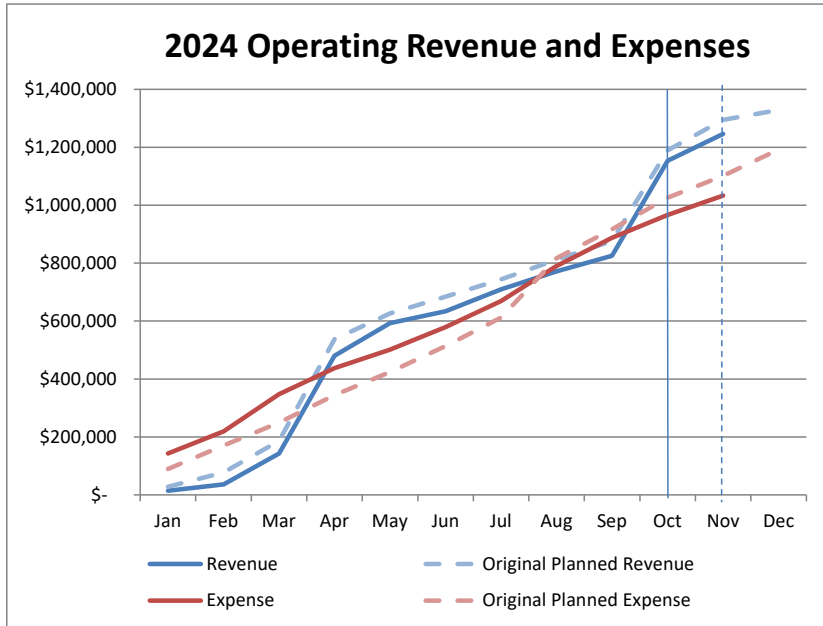
**Port of South Whidbey
Preliminary Profit & Loss
November 2024**

	Nov 24
Telephone - Possession	116.39
Water System Maint - Poss Pk	156.67
Total Possession Beach Park Ops	1,542.35
South Whidbey Harbor Ops	
Asst Harbormaster Wages	3,696.00
Electricity - Harbor	781.38
Employee Benefits - Harbor	1,200.00
Equip (Purch/Rent/Repair) SWH	16.33
Harbor Receipts Discrepancy	0.05
Harbormaster Wages	4,633.53
Maint & Repair - Harbor	100.00
Maint Contracts - Harbor	620.16
Materials & Supplies - Harbor	475.87
Refuse Removal - Harbor	249.86
Seasonal Wages - Harbor	1,093.75
Taxes - Harbor	
B & O Tax - Harbor	119.11
Total Taxes - Harbor	119.11
Telephone & DSL - Harbor	270.79
Water & Sewer - Harbor	1,536.01
Total South Whidbey Harbor Ops	14,792.84
Total Expense	93,062.80
Net Ordinary Income	-73,575.50
Other Income/Expense	
Other Income	
Capital Revenue	
Fairgrounds	
RCEDF Grant - Fairgrounds	60,224.18
Total Fairgrounds	60,224.18
Total Capital Revenue	60,224.18
Total Other Income	60,224.18

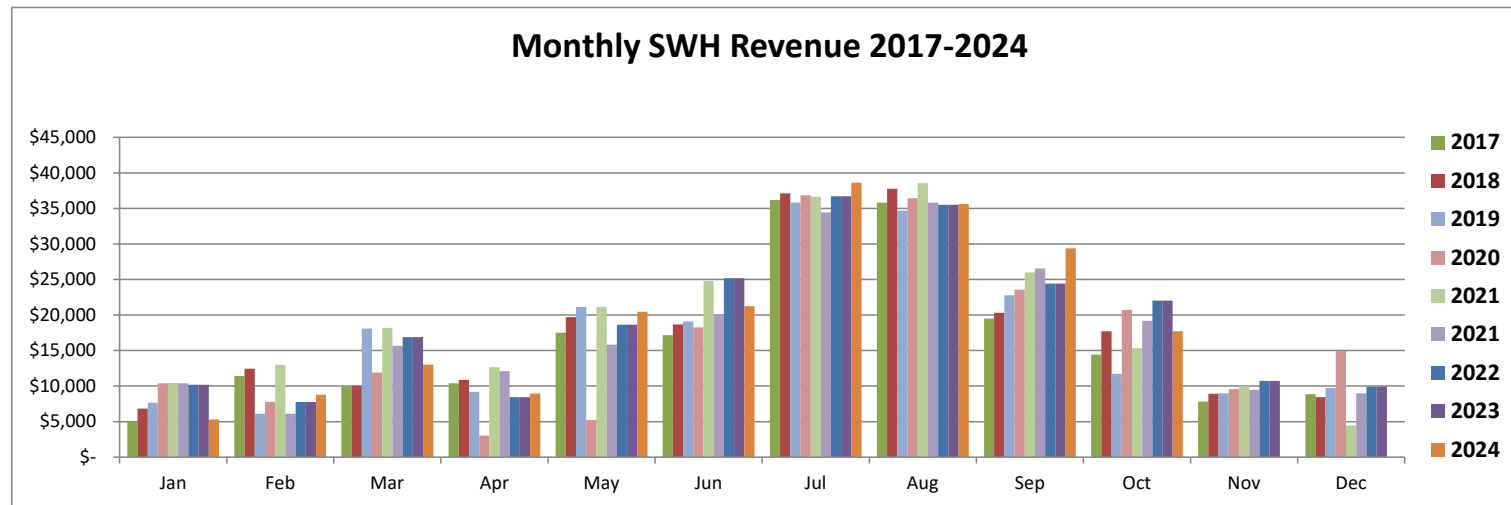
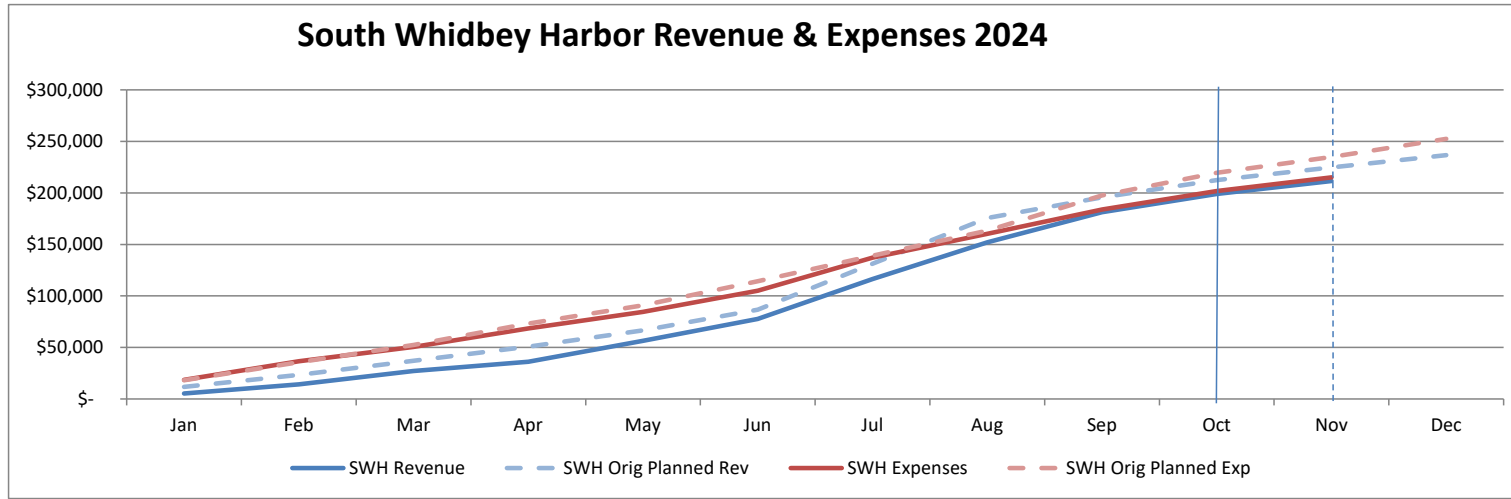
Port of South Whidbey
Preliminary Profit & Loss
November 2024

	<u>Nov 24</u>
Other Expense	
Capital Expenditures	
Fairgrounds - Cap Improvements	12,520.88
Total Capital Expenditures	<u>12,520.88</u>
Total Other Expense	<u>12,520.88</u>
Net Other Income	<u>47,703.30</u>
Net Income	<u><u>-25,872.20</u></u>

Port of South Whidbey 2024 Projections

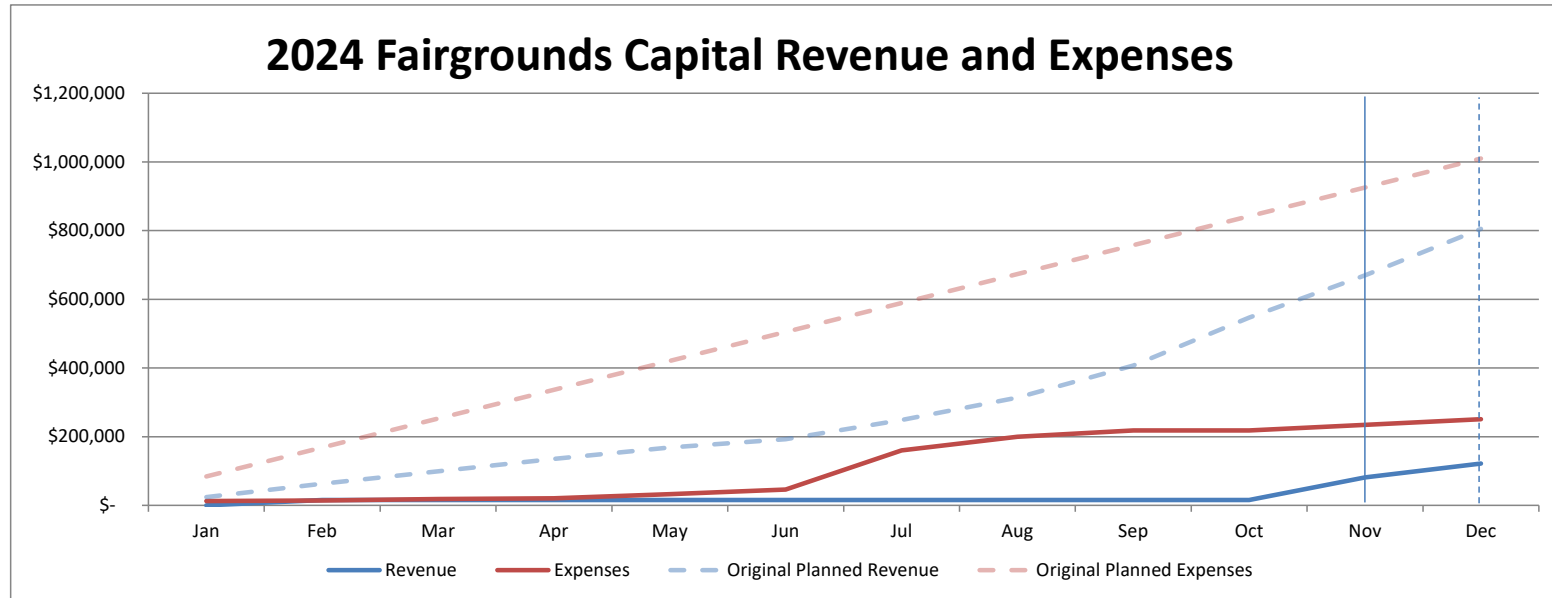
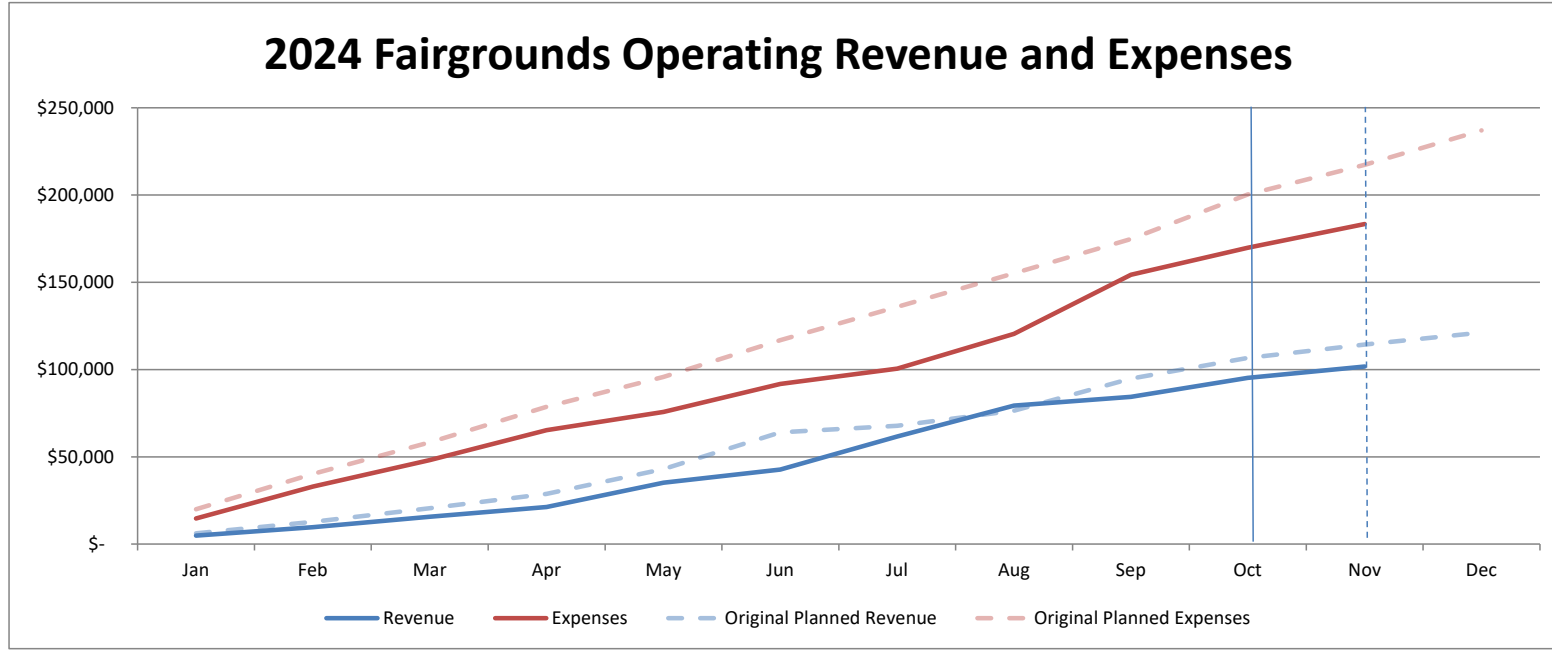


Port of South Whidbey 2024 Projections



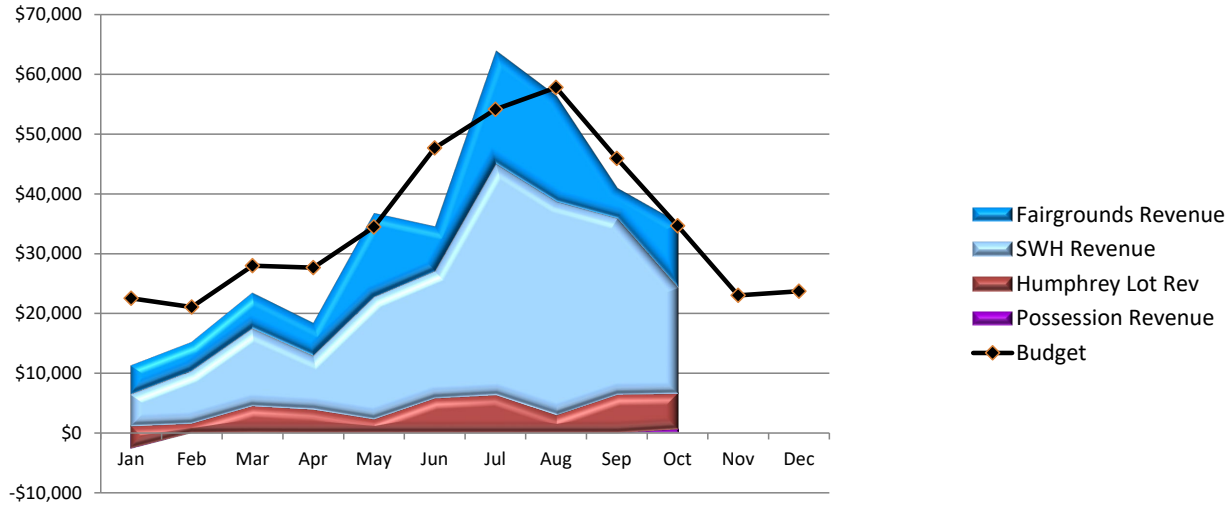
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2024	\$ 5,308	\$ 8,765	\$ 13,010	\$ 8,959	\$ 20,452	\$ 21,247	\$ 38,612	\$ 35,623	\$ 29,395	\$ 17,707	\$ -	\$ -	\$ 199,078
2024 Budget	\$ 11,728	\$ 11,728	\$ 13,698	\$ 13,526	\$ 15,984	\$ 19,932	\$ 44,596	\$ 44,416	\$ 20,145	\$ 16,713	\$ 12,159	\$ 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**

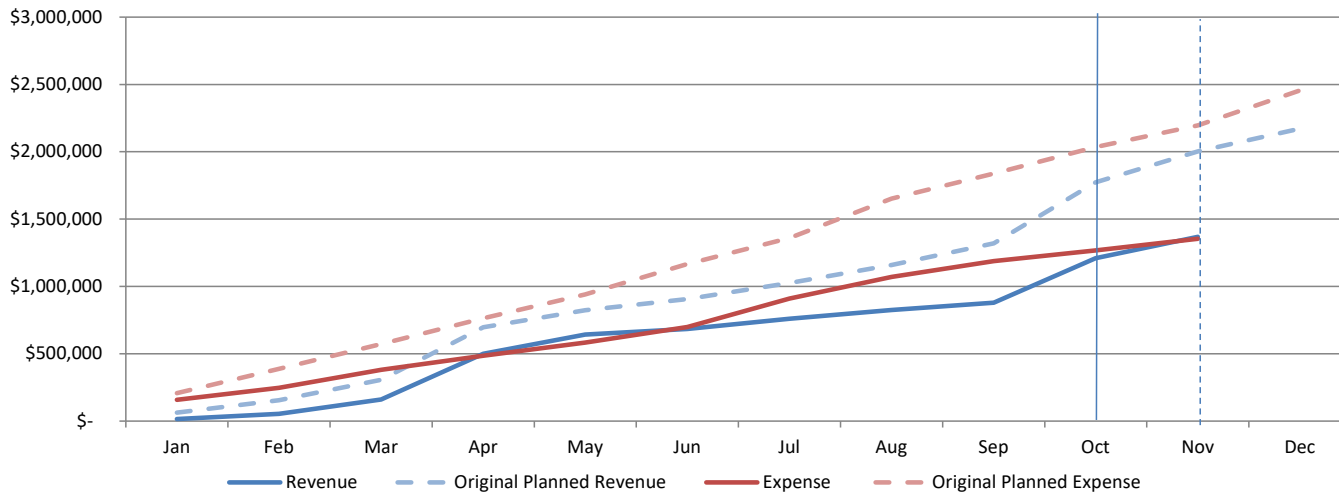


**Port of South Whidbey
2024 Projections**

2024 Operating Revenues

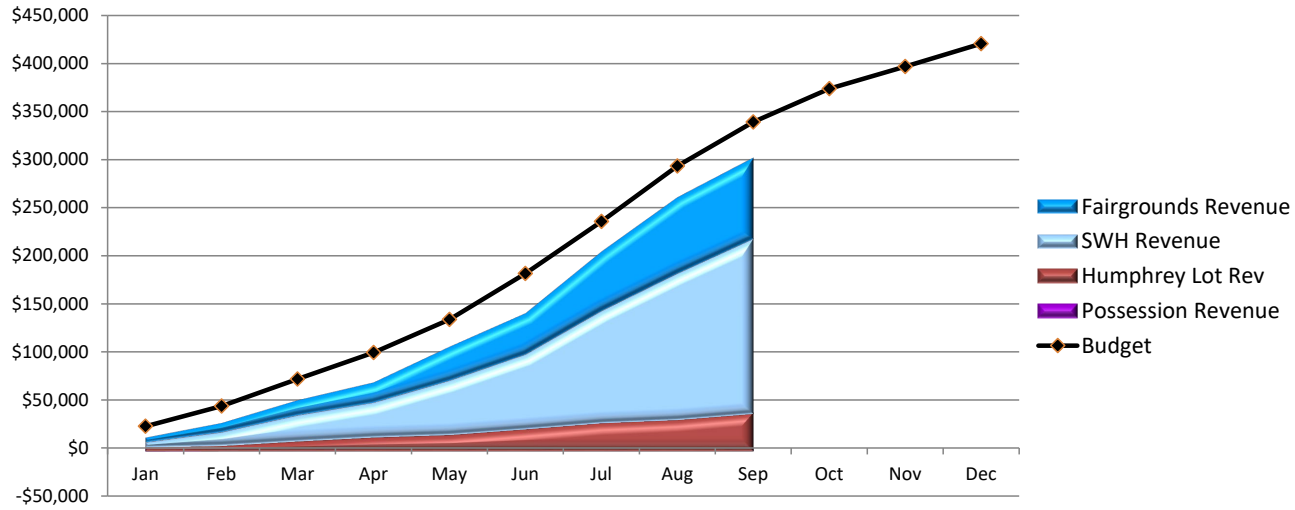


2024 Total Revenues vs. Total Expenses

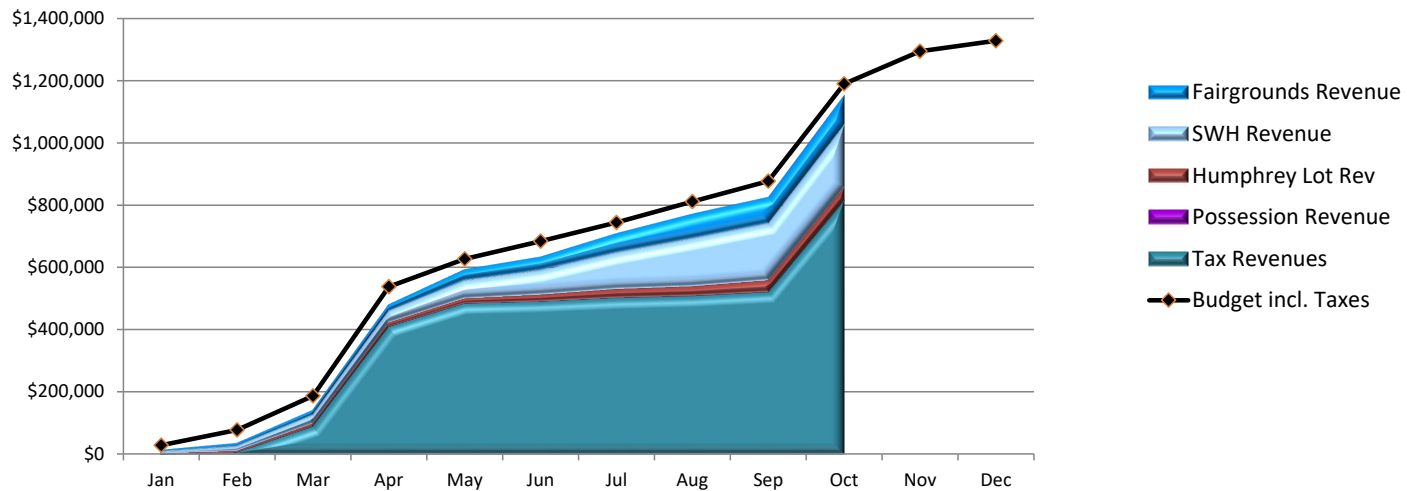


**Port of South Whidbey
2024 Projections**

2024 Operating Revenues (Cumulative)

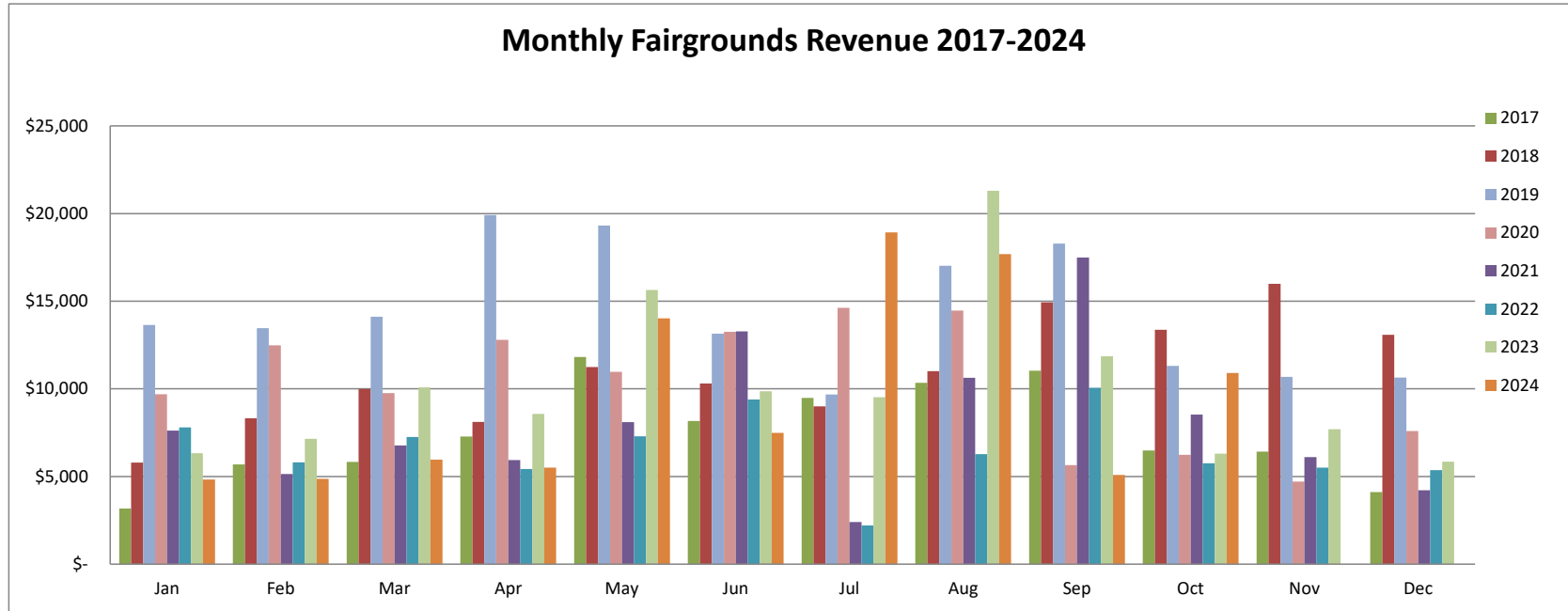


2024 Revenues incl. Taxes (Cumulative)



1

**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	\$ 5,509	\$ 14,028	\$ 7,487	\$ 18,921	\$ 17,682	\$ 5,090	\$ 10,909	\$ -	\$ -	\$ 95,288
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	\$ 166
	RCO Clinton Local Parks Grant	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Clinton Dock - POF	\$ 100,000	\$ 2,575	\$ 11,163	\$ 45	\$ 12,884	\$ 6,529	\$ -	\$ 6,517	\$ -	\$ 2,742	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 44,455	
	SWH Electrical Inspection	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	SWH Capital Improvements	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Fairgrounds - Workforce Housing	\$ 500,000	\$ 26	\$ 338	\$ 4,318	\$ 888	\$ 1,996	\$ 836	\$ 444	\$ 549	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ 10,395	
	Fairgrounds - Capital Improvements	\$ 510,000	\$ 12,533	\$ 1,361	\$ -	\$ 714	\$ 10,362	\$ 12,665	\$ 113,408	\$ 39,585	\$ 17,831	\$ -	\$ -	\$ -	\$ 16,000	\$ 16,000	\$ 240,459	
	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	\$ -	\$ -	\$ -	\$ -	\$ 551	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 413	\$ 964	
	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	\$ 14,486	\$ 34,438	\$ 38,853	\$ 120,369	\$ 40,134	\$ 20,573	\$ -	\$ 19,483	\$ 102,348	\$ 423,043			
Operating Expenditures	Sub-total Administration	\$ 627,860	\$ 48,589	\$ 37,492	\$ 32,659	\$ 46,451	\$ 33,983	\$ 38,953	\$ 46,351	\$ 153,007	\$ 33,954	\$ 41,288	\$ 35,395	\$ 35,155	\$ 583,277			
	Sub-total Bush Point	\$ 15,400	\$ 428	\$ 543	\$ 247	\$ 1,585	\$ 270	\$ 119	\$ 167	\$ 679	\$ 1,698	\$ 434	\$ 1,386	\$ 765	\$ 8,321			
	Sub-total Clinton	\$ 6,650	\$ 265	\$ 231	\$ 3,988	\$ 284	\$ 418	\$ 265	\$ 405	\$ 326	\$ 2,017	\$ 355	\$ 432	\$ 403	\$ 9,389			
	Sub-total Fairgrounds	\$ 237,040	\$ 14,651	\$ 18,306	\$ 15,175	\$ 17,160	\$ 10,446	\$ 16,008	\$ 8,781	\$ 19,942	\$ 33,902	\$ 15,419	\$ 13,588	\$ 16,288	\$ 199,666			
	Sub-total Humphrey Lot	\$ 10,900	\$ 929	\$ 869	\$ 694	\$ 957	\$ 909	\$ 767	\$ 1,071	\$ 1,173	\$ 940	\$ 1,108	\$ 618	\$ 618	\$ 10,653			
	Sub-total Possession Point	\$ 41,750	\$ 59,510	\$ 1,129	\$ 61,479	\$ 5,637	\$ 1,765	\$ 1,135	\$ 1,130	\$ (77,589)	\$ 1,223	\$ 2,580	\$ 2,060	\$ 1,686	\$ 61,745			
	Sub-total South Whidbey Harbor	\$ 252,460	\$ 18,555	\$ 17,980	\$ 14,062	\$ 17,969	\$ 16,041	\$ 20,499	\$ 32,071	\$ 23,060	\$ 23,748	\$ 17,737	\$ 13,357	\$ 15,415	\$ 230,494			
	Total Operating Expenditures	\$ 1,192,060	\$ 142,927	\$ 76,550	\$ 128,304	\$ 90,043	\$ 63,832	\$ 77,746	\$ 89,976	\$ 120,598	\$ 97,482	\$ 78,921	\$ 66,836	\$ 70,330	\$ 1,103,545			
Capital Revenue	Clean Vessel Program Grant	\$ 750	\$ -	\$ 77	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63	\$ 63	\$ 203			
	IC Grant 1 - FG Workforce Housing	\$ 150,000	\$ -	\$ 15,244	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,715	\$ 38,959			
	IC Grant 2 - FG Workforce Housing	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
	RCO Clinton Local Parks Grant	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
	STBG Clinton Dock	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 28,392	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,392			
	2018A Bond Interest Income	\$ 3,600	\$ 479	\$ 456	\$ 489	\$ 560	\$ 668	\$ 601	\$ 667	\$ 717	\$ 702	\$ 639	\$ 300	\$ 300	\$ 6,578			
	2018B Bond Interest Income	\$ 3,600	\$ 479	\$ 456	\$ 489	\$ 560	\$ 668	\$ 601	\$ 667	\$ 717	\$ 702	\$ 639	\$ 300	\$ 300	\$ 6,578			
	WSDA Fairgrounds Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
	RCEDF Fairgrounds Grant	\$ 305,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66,000	\$ 16,760	\$ 82,760			
	USDA Fairgrounds Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
	Total Capital Revenue	\$ 912,950	\$ 958	\$ 16,233	\$ 978	\$ 1,120	\$ 29,728	\$ 1,202	\$ 1,334	\$ 1,434	\$ 1,404	\$ 1,278	\$ 66,663	\$ 41,138	\$ 163,470			
Operating Revenue	Sub-total - Tax and Interest Revenue	\$ 908,000	\$ 2,940	\$ 6,593	\$ 82,654	\$ 319,728	\$ 75,426	\$ 6,325	\$ 11,350	\$ 6,148	\$ 12,642	\$ 293,130	\$ 71,180	\$ 10,080	\$ 898,196			
	Sub-total - Fairgrounds Revenue	\$ 121,200	\$ 4,831	\$ 4,868	\$ 5,963	\$ 5,509	\$ 14,028	\$ 7,487	\$ 18,921	\$ 17,682	\$ 5,090	\$ 10,909	\$ 6,440	\$ 5,850	\$ 107,578			
	Sub-total - Humphrey Road Revenue	\$ 46,000	\$ 3,764	\$ 1,660	\$ 4,560	\$ 4,031	\$ 2,385	\$ 5,881	\$ 6,428	\$ 3,094	\$ 6,507	\$ 6,047	\$ 2,090	\$ 4,980	\$ 51,427			
	Sub-total - Possession Point Revenue	\$ 16,870	\$ (2,528)	\$ 11	\$ 23	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 605	\$ 142	\$ 149	\$ (1,583)			
	Sub-total - South Whidbey Harbor Revenue	\$ 236,640	\$ 5,308	\$ 8,765	\$ 13,010	\$ 8,959	\$ 20,452	\$ 21,247	\$ 38,612	\$ 35,623	\$ 29,395	\$ 17,707	\$ 12,447	\$ 11,383	\$ 222,908			
	Total Operating Revenue	\$ 1,328,710	\$ 14,315	\$ 21,897	\$ 106,210	\$ 338,242	\$ 112,291	\$ 40,940	\$ 75,311	\$ 62,547	\$ 53,634	\$ 328,398	\$ 92,299	\$ 32,442	\$ 1,278,526			
	<u>2024 Beginning</u>																	
	Bond Fund Balance	\$ 568,200	\$ 569,158	\$ 570,070	\$ 571,048	\$ 572,168	\$ 573,504	\$ 574,706	\$ 576,040	\$ 577,474	\$ 578,878	\$ 471,398	\$ 471,998	\$ 389,598				
	General Fund Balance	\$ 481,037	\$ 337,291	\$ 285,097	\$ 258,640	\$ 492,353	\$ 534,766	\$ 459,107	\$ 324,073	\$ 225,888	\$ 161,467	\$ 519,702	\$ 591,745	\$ 575,047				
	Total Cash Balance	\$ 1,049,237	\$ 906,449	\$ 855,167	\$ 829,688	\$ 1,064,521	\$ 1,108,270	\$ 1,033,813	\$ 900,113	\$ 803,362	\$ 740,345	\$ 991,100	\$ 1,063,743	\$ 964,645				
	Planned Bond Fund Invoices	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (108,758)	\$ -	\$ (83,000)				

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	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 250	\$ 250	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000
	Port Tractor - FG/SWH	\$ 8,000	\$ -	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000
	RCO Possession Boarding Floats	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
	Capital Facilities Plan	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
	Clinton Dock - POF	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
	SWH Capital Improvements	\$ 20,000	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 20,000
	Fairgrounds - Workforce Housing	\$ 130,000	\$ 10,833	\$ 10,833	\$ 10,833	\$ 10,833	\$ 10,833	\$ 10,833	\$ 10,833	\$ 10,833	\$ 10,833	\$ 10,833	\$ 10,833	\$ 10,833	\$ 10,833	\$ 10,833	\$ 10,833	\$ 10,833	\$ 10,833	\$ 130,000
	Fairgrounds - Capital Improvements	\$ 200,000	\$ -	\$ 205,000	\$ 255,000	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 510,000
	2012 LTGO Bond Fees	\$ 350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350	\$ -	\$ -	\$ -	\$ -	\$ 350
	2012 LTGO Bond Interest	\$ 14,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,125	\$ 14,250
	2012 LTGO Bond Principal	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	
	2016 LTGO Bond Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	2016 LTGO Bond Interest	\$ 550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 303	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 248	\$ 550	
	2016 LTGO Bond Principal	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	
	2018A LTGO Bond Fees	\$ 350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350	\$ -	\$ -	\$ -	\$ -	\$ 350	
	2018A LTGO Bond Interest	\$ 15,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,800	\$ 15,600	
	2018A LTGO Bond Principal	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	
	2018B LTGO Bond Fees	\$ 350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350	
	2018B LTGO Bond Interest	\$ 18,770	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,385	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,385	\$ 18,770	
	2018B LTGO Bond Principal	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	
	Total Capital Expenditures	\$ 1,554,220	\$ 12,500	\$ 217,500	\$ 275,500	\$ 37,500	\$ 52,500	\$ 77,113	\$ 22,500	\$ 272,750	\$ 272,750	\$ 263,800	\$ 262,750	\$ 97,058	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,864,220
	Total Operating Expenditures	\$ 1,233,470	\$ 159,754	\$ 85,563	\$ 143,410	\$ 100,644	\$ 71,347	\$ 86,899	\$ 100,569	\$ 134,797	\$ 108,959	\$ 88,213	\$ 74,705	\$ 78,610	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,233,470

Capital Revenue	Clean Vessel Program Grant	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 188	\$ 188	\$ 188	\$ 188	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750
	IC Grant 1 - FG Workforce Housing	\$ 130,000	\$ 10,833	\$ 10,833	\$ 10,833	\$ 10,833	\$ 10,833	\$ 10,833	\$ 10,833	\$ 10,833	\$ 10,833	\$ 10,833	\$ 10,833	\$ 10,833	\$ 10,833	\$ 10,833	\$ 10,833	\$ 10,833	\$ 10,833	\$ 130,000
	IC Grant 2 - FG Workforce Housing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	RCO Possession Boarding Floats	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
	RCEDF Fairgrounds Grant	\$ 150,000	\$ -	\$ -	\$ 77,000	\$ 102,000	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 229,000
	STBG Clinton Dock	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
	2018A Bond Interest Income	\$ 6,000	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 6,000
	2018B Bond Interest Income	\$ 6,000	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 6,000
	Total Capital Revenue	\$ 1,322,750	\$ 11,833	\$ 11,833	\$ 88,833	\$ 113,833	\$ 36,833	\$ 36,833	\$ 269,333	\$ 269,333	\$ 269,521	\$ 269,521	\$ 12,021	\$ 12,021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,401,750
	Total Operating Revenue	\$ 1,422,980	\$ 15,932	\$ 24,371	\$ 118,210	\$ 376,458	\$ 124,978	\$ 45,566	\$ 83,820	\$ 69,614	\$ 59,694	\$ 365,502	\$ 102,727	\$ 36,107	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,422,980

2025 Beginning

Bond Fund Balance	\$ 389,598	\$ 390,598	\$ 263,598	\$ 136,598	\$ 112,598	\$ 113,598	\$ 114,598	\$ 115,598	\$ 116,598	\$ 117,598	\$ 118,598	\$ 119,598	\$ 120,598
General Fund Balance	\$ 575,047	\$ 429,558	\$ 289,700	\$ 204,834	\$ 580,981	\$ 617,945	\$ 535,333	\$ 764,417	\$ 694,817	\$ 641,323	\$ 923,333	\$ 699,626	\$ 571,087
Total Cash Balance	\$ 964,645	\$ 820,156	\$ 553,298	\$ 341,432	\$ 693,579	\$ 731,543	\$ 649,931	\$ 880,015	\$ 811,415	\$ 758,921	\$ 1,041,931	\$ 819,224	\$ 691,685
<i>Planned Bond Fund Invoices</i>		\$ (128,000)	\$ (128,000)	\$ (25,000)									

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Special Meeting

November 1, 2024

Held in Freeland, Washington
and online via Zoom Meeting Service

Commissioners Present: Greg Easton (Langley) and Curt Gordon (Clinton)

Absent: Jack Ng (Freeland)

Port Staff Present: Angi Mozer (Executive Director)

Absent: Molly MacLeod-Roberts (Port Clerk/Accountant)

MEETING CALL TO ORDER: The Special Meeting of the Port District of South Whidbey Island’s Board of Commissioners was convened on Friday, Nov 1, 2024, in person at the China City Conference Room at 1804 Scott Road in Freeland, Washington and online via Zoom Meeting Service. As announced, the primary purpose of the Special Meeting was for the Commission to address the item on the Agenda. Although the Meeting was of course open to the public, it was scheduled primarily for Commission consideration, discussion and action on that specific issue and public participation was not on the Agenda.

Commissioner Greg Easton (President) called the Special Meeting to order at 2:00 p.m., followed by the Pledge of Allegiance.

COMMISSIONER DISCUSSION/ACTION

2025 Preliminary Budget: Executive Director Angi Mozer explained that the previous version of the budget mistakenly included the entire cost and grant reimbursement for the Possession Beach boarding floats. That project will likely take three years to complete so the amount has been adjusted to reflect only the first year’s estimated cost and reimbursement. As a result, the total budget deficit has been reduced from \$119K to \$49K.

The Port must publish the Preliminary Budget for two weeks prior to the Public Hearing, which is currently scheduled to occur immediately prior to the regular meeting on November 12th.

ACTION: Motion made by Gordon and seconded by Easton to approve the 2025 Preliminary Budget as presented for publication. Motion passed unanimously.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 2:30 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.

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Public Hearing for the 2025 Budget

November 12, 2024

Held in Freeland, Washington
and online via Zoom Meeting Service

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

Port Staff Present: Angi Mozer (Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant), Pat Kisch (Maintenance & Operations Supervisor) and Kathy Myers (Harbormaster)

Absent: Amanda Ellis (Fairgrounds Director)

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 Public Hearing for the 2025 Budget of the Port District of South Whidbey Island was convened by the Board of Commissioners on Tuesday, November 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 Easton (President) opened the Public Hearing at 4:00 p.m.

The previously published 2025 Preliminary Budget was available for the public. Executive Director Angi Mozer noted two small updates to the Budget since publication:

- Line 3: Property Tax Income was increased from \$903,000 to \$910,000 per recommendation from the Island County Assessor’s Office.
- The totals on the bottom of page 5 in the published version could be confusing, so a footnote of explanation was added to page 6.

PUBLIC HEARING: No members of the public spoke in support of or against the 2024 budget.

ADJOURNMENT: The Public Hearing was closed at 4:08 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.

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

November 12, 2024

Held in Freeland, Washington
and online via Zoom Meeting Service

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

Port Staff Present: Angi Mozer (Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant), Pat Kisch (Maintenance & Operations Supervisor) and Kathy Myers (Harbormaster)

Absent: Amanda Ellis (Fairgrounds Director)

MEETING CALL TO ORDER: Immediately following a Public Hearing for the 2025 Budget from 4:00 p.m. to 4:08 p.m. the Regular Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, November 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 Easton (President) called the Regular Meeting to order at 4:09 p.m., followed by the Pledge of Allegiance.

COMMISSIONER ACTIONS

Approval of 2025 Final Budget

ACTION: Motion made by Commissioner Curt Gordon and seconded by Commissioner Jack Ng to approve the 2025 final budget as presented. Motion passed unanimously.

Levy Certification and Ordinance/Resolution No. 24-03 to Establish 2025 Levy: The resolution authorizes an increase of 1% from the previous year's actual levy amount. The dollar amount of the increase over the actual levy amount shall be \$8,679.63.

ACTION: Motion made by Gordon and seconded by Ng to approve Ordinance/Resolution No. 24-03 as presented, providing authorization for the levy to be collected in the 2025 tax year. Motion passed unanimously.

Executive Director Angi Mozer provided her signature as Auditing Officer on the Levy Certification and will deliver all the final signed documents to Island County prior to November 30th.

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 October 9, 2024

ACTION: Motion made by Gordon and seconded by Ng to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated November 2024 as signed today in the amount of \$105,988.59. Motion passed unanimously.

PUBLIC COMMENT

Pete Grimlund asked if there was another way for kayakers, etc. to access the beach at South Whidbey Harbor instead of using the boat ramp. Harbormaster Kathy Myers said there are steps to the beach near the Boatyard Inn. He also asked if the electrical upgrades for the Pole Building would be completed by May. Mozer didn't know, the topic would be included in her report.

Phil Simon noted that the Fairgrounds Campground sign says it is open. He asked if it was used much and if there is a time limit how long they can stay. Mozer believes the maximum stay is 12 days.

EXECUTIVE DIRECTOR REPORT

Financial Update and September 2024 Financial Statement: The Commission acknowledged receipt of the September 2024 Financial Statement, the Preliminary Profit & Loss for October 2024, and the performance graphs which were distributed to them previously. Executive Director Angi Mozer reported the Port received approximately \$55,000 in operating, tax, and capital revenue and incurred approximately \$118,000 in operating and capital expenses during September 2024. Ending cash balance at 9/30/24 was \$740,000, consisting of \$161,000 in the General Fund and \$579,000 in the Bond Fund.

South Whidbey Harbor

Steel Batter Pile Cathodic System Design Study: Phil Simon voluntarily supplied an engineering report on a method to extend the life of the steel batter piles that support the inside of the inner harbor wood pile breakwater. At the Commission's request, Simon presented his resume and background and elaborated on the details and recommendations in the study. The Commission thanked him for volunteering his time and expertise. Mozer will get the project started.

Fairgrounds Capital Projects Update

Workforce Housing Feasibility Study: Mozer submitted a Memo to the South Whidbey School Board requesting their participation in the Feasibility Study. The issue is on the School Board's November 13th Agenda and the Port Commissioners and Mozer will attend the meeting and discuss the request. At another time, the School District & the Port will also need to work on the boundary line as the food booths are located on school property, and Mozer provided some surveys showing the area. The School District has indicated they are not prepared to discuss the boundary line at this time.

Rural County Economic Development Funds (RCEDF): Mozer worked with Island County Administrator Michael Jones to develop a plan to request an extension for the RCEDF grant due to expire at yearend. The Port will request a six-month extension at the County Commissioners' workshop on December 11th.

Heat in Pole Building: The current electrical structure of the building will not support enough power for the required heating. Additionally, for gas heaters to be used the space needs to be insulated and in better condition to be heated. The work would not be permitted. Bringing 3-phase power to the building could allow a future heat project and future kitchen upgrades. Fairgrounds Director Amanda Ellis is asking a local contractor about options for bringing that 3-phase power to the Pole Building. Gordon wants the Port's engineering firm to do that work and Mozer agreed to contact them.

Campground: Working on finalizing the design and the bid package. A sanitary frost-free water hook-up option for the individual campground spaces will be quite expensive; \$1,500 per unit. The original estimate of \$200K for the project is now \$300K or more, so it will take longer to recoup the costs. The County will cover 33% of the cost as a match.

Drainage: Engineer's work on developing solutions is ongoing. Gutters will be installed and/or replaced around the property per recommendations on how to manage the stormwater, especially around the Malone Building.

Coffman Flooring: Valdez Construction will be installing the rubber base flooring and commercial grade carpet soon.

Clinton Dock: No major updates to report. Gordon suggested reaching out to Senator Patty Murray's office regarding potential impact of the recent election on the funding.

STATUS REPORTS

Fairgrounds

Fairgrounds Director Amanda Ellis was on vacation, so Mozer presented her report. Upcoming events include the Fair's Country Christmas market Nov 29-30 and Dec 6-8. There are 3 new kitchen tenants. New security lighting project will be installed in December. A new water heater has been ordered for the Pole kitchen, and a new 3-door refrigerator has been ordered for the Coffman kitchen. Fairgrounds Staff will participate in the Langley Holiday Parade and host the community event "Holiday Whobilee", a Dr Seuss themed, family friendly event immediately after.

Port Operations

Maintenance & Operations Supervisor Pat Kisch presented his October report. Electronic locks were installed on the Clinton Beach Park restrooms. The boarding floats were removed for the season at Bush Pt and Possession Beach Waterfront Park.

South Whidbey Harbor

Harbormaster Kathy Myers presented her report. October had 66 day stops, 87 overnight stays, and 2 club visits. Seasonal moorage began October 1st and the Harbor has the highest number on record.

ACTIVITIES/INVOLVEMENT REPORTS

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

COG: The group is working on legislative priorities. Gordon is pushing general ferries, boat inventory and capital funding for ferries, workforce housing, and funding for multimodal transportation.

IRTPO: They are working on redoing the by-laws.

CCC: The CCC has been really active, with an open public meeting next Monday to engage the community. They are working on Comp Plan amendments and potential gateway zoning overlay.

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

WPPA: All three commissions plan to attend the Annual Meeting.

P&M: Mozer met with marketing consultants.

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

WPPA Legislative Committee: He's been attending the monthly meetings, and there has been a lot of discussion regarding the climate action initiative and the impacts it would have if it passed. The state initiative did not pass which is good news for the state ferries and ferry communities.

Langley: The City is working on its operating budget and focusing on the reserve fund. The City's one-tenth of a percent increase in sales tax for public safety passed.

MRC: The MRC is involved in the Comp Plan process with the County with a lot of attention to the climate element.

UNFINISHED BUSINESS: None

NEW BUSINESS: Gordon suggested the Port Commission begins a discussion about resetting the levy rate. Easton agreed.

EXECUTIVE SESSION: At 5:45 p.m. Ng announced the Commission would meet in executive session until 5:55 p.m. to review the performance of a public employee pursuant to RCW 42.30.110(1)(g). The Commission was not expected to take further action following the executive session.

At 5:55 p.m. Ng announced the Commission was extending the executive session for a period of 10 minutes, until 6:05 pm.

At 6:05 p.m. Ng called the meeting back to order.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 6:05 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



Contents

- Financial Reporting – Oct 2024
- Fairgrounds Bond Invoice
- Fairgrounds Projects
- South Whidbey Harbor
- Clinton Dock
- Possession Beach Boarding Floats – RCO Grant Application
- Port Office Lease Agreement

Financial Reporting – Oct 2024

We received approximately \$330k in operating, tax and capital revenue, and incurred approximately \$80k in operating expenses in October 2024. End of month cash balance for October was \$521k in our General Operating Account and \$471k in our Bond Account. The financial statement and associated analyses (revenue and expense charts, and cash flow projections) are attached.

Fairgrounds Bond Invoice

Attached is a memorandum to transfer \$83,126 from our Bond Account designed for Fairgrounds capital improvements. In general, this is to reimburse our General Account for the matching funds associated with our RCEDF-related projects. The last time the Port invoiced the bond fund for RCEDF matching funds was November 2023. This funds transfer will reimburse the General Account for the following grant matching expenditures:

- Campgrounds - \$53,074 for electrical and water system upgrades
- Coffman Building - \$11,251 for LED lighting upgrades, alcove wall restoration, commercial kitchen cold storage, and meeting room renovation
- Pole Building Renovation - \$6,865 for window treatments
- Pole Building Electricity Upgrades - \$11,935 for LED lighting upgrades, and to replace and update two large electrical panels.

Fairgrounds Projects

Fairgrounds Workforce Housing Feasibility Study: The South Whidbey School District Board agreed to participate in the Workforce Housing Feasibility Study on November 13. I communicated with Michael Jones, Island County Administrator, regarding the process for requesting permission for this expanded scope. He recommended requesting an amendment to the Grant Agreement for a revised scope of work. I will write a letter to the County Commissioners including that request, and provide an attachment with the new scope of work.

I have continued to investigate the property line issue regarding the northern property line, and I have met with the City of Langley regarding my investigation.

RCEDF Funding: I plan to approach the County Commissioners at their December 11 workshop and ask for a 6 month extension on our Fairgrounds capital improvements grant.

Campground: The electrical and water upgrades project is out to bid. This is a widely advertised project: advertised in the Everett Herald, South Whidbey Record, Daily Journal of Commerce and Builders Exchange Washington. I have also contacted many local contractors to alert them to this advertisement. A pre-bid site visit is scheduled for Monday December 9. Bids are due Wednesday December 18.



Drainage: Engineer’s work on developing drainage solutions is ongoing, with near-final information regarding drainage options around the Malone building. We plan to have gutters installed and/or replaced around the property, which will tie in to the Engineer’s recommendations for how to manage the water coming from the roofs of buildings.

Coffman Flooring: Valdez Construction will install the rubber base flooring with 24” x 24” commercial grade carpet tiles for the meeting space in Coffman soon – carpet has been chosen, ordered and received. We are working with the contractor to schedule the installation.

Coffman Meeting Room and Kitchen Wall and Door Finishing/Improvements: The walls between the commercial kitchen in the Coffman building and the meeting room stop about 12 inches below the ceiling. Therefore when there are tenants using both spaces, there is noise conflict with pots and pans and fume hood sounds infiltrating the meeting space. In addition, we recently purchased a large cold storage unit for the commercial kitchen, and realized upon receipt that it will not fit through the commercial kitchen doors. Therefore are pursuing finishing the walls to the ceiling and getting larger doors installed to accommodate large kitchen equipment. Through this exercise we have realized that the walls and doors must have been built around much of the original commercial kitchen appliances and equipment.

South Whidbey Harbor

Shortly after the new year Harbor staff, Pat and I will meet with Phil Simon to develop a project plan for planned cathodic system project.

The Harbor staff, Pat and I developed a scope to get 3 new power pedestals at the Harbor. The goal is to have a pedestal that provides 50-Amp power to two of the moorage slips in the inner harbor that can accommodate larger vessels (up to 50 feet in length). Included in the scope is the replacement of one additional power pedestal nearby that would provide 30-Amp service. We had estimated (and budgeted) \$20,000 for this work, and included a couple of optional pedestals in a bid alternate in case it would fit within our budget. I contacted three contractors on our small works roster, and through the process of soliciting for bids we realized that the power feeders to the pedestals would need to be replaced and brought up to code. Of the three contractors I contacted, only one responded with a bid of \$60,062.60 for the base bid (three power pedestals) and \$14,681.00 for the bid alternate. We are exploring how to move forward with an affordable upgrade.

In line with BST Associates’ recommendations, we would like to increase the long term moorage rates at the South Whidbey Harbor. We raised the transient rates in April. Based on the information in the BST Report, staff recommends the following rate increases for long term customers:

	Current Rate	New Rate
Annual Moorage	\$11.00 per foot LOA	\$12.00
Seasonal Lease Moorage	\$11.00 per foot LOA	\$12.00
Month-to-Month Moorage	\$11.50 per ft LOA	\$12.50
Live-Aboard Fee	\$60.00 per month per person	\$80.00 per month per person
Annual Dinghy Moorage	\$110 per year	\$140 per year



Clinton Dock

We have received information from the Army Corps of Engineers that the Suquamish Tribe has expressed concern regarding the project. Our environmental consultant has engaged their tribal expert and we are developing a path forward.

Possession Beach Boarding Floats – RCO Grant Application

Pat and I provided a technical review presentation to RCO. This was basically a “trial run” presentation, where we received feedback from RCO on the project and the presentation. It went very well with good feedback from the review committee. We will incorporate their feedback into the presentation and the application, and then we will provide our final and official presentation to RCO in February.

Port Office Lease Agreement

The lease for the main Port office in Freeland expires on 12/31/2024. The monthly rent for our office has been \$2,200 since January 2021. The new lease is for 5 years; the base year’s monthly rent will be \$2,500 and the lease includes a 3% annual increase in monthly rent for 2026 - 2029.



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

Phone: 360-331-5494 Fax: 360-331-5414
 www.portofsouthwhidbey.com

MEMORANDUM 2024-02

December 10, 2024

To: Angi Mozer, Executive Director & Auditing Officer, Port of South Whidbey

From: Port of South Whidbey Commissioners

Re: Transfer of funds from the General Obligation Bond Account to the General Operating Account

This Memo hereby provides direction to Angi Mozer, Auditing Officer, to transfer funds from the General Obligation Bond Accounts in the amount of **\$83,125.86**, to the General Operating Account as follows. Specifically, these funds will reimburse the General Operating Account for the following capital expenses:

Dates of Payment	Description	Vendor	Amount of Payment	From Bond Account 2018(A):	From Bond Account 2018(B):
6/4/23 through 11/19/24	Campground - Electrical System Assessment, Major Repairs, Campground Electrical and Water System Upgrade Design	DCG/Watershed (now Facet), Jerry Beck & Company	\$53,074.36	\$53,074.36	\$0.00
06/2023 through 11/2024	Coffman Building – LED lighting upgrade, Alcove Wall Restoration, Commercial Kitchen Cold Storage, Meeting Room Renovation	Jerry Beck & Company, DCG/Watershed (now Facet), Hanson’s Building Supply, Magnuson Concrete, Restaurant Supply, Valdez Construction, Inc.	\$11,251.31	\$0.00	\$11,251.31
8/1/24 through 12/3/24	Pole Building Renovations	Baview Blinds, Inc., Sebo’s Do-It Center	\$6,864.74	\$6,864.74	\$0.00
01/2023 through 7/25/2024	Electricity Upgrade – Pole Building	Jerry Beck & Company	\$11,935.47	\$11,935.47	\$0.00
Total			\$83,125.86	\$71,874.57	\$11,251.31



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 Freeland, WA 98249

Phone: 360-331-5494 Fax: 360-331-5414
 www.portofsouthwhidbey.com

 Signed

 Date

 President, Board of Commissioners

2018A (Tax Exempt) Bond Funds Summary to Date

Original Amount	Underwriting Fees	Transaction Fees (2018)	Interest Earned	Previous Transfers	Current Transfer	Balance
\$475,000	\$9,589	\$225	\$36,674	\$327,521	\$71,875	\$102,465

2018B (Taxable) Bond Funds Summary to Date

Original Amount	Underwriting Fees/Costs	Transaction Fees (2018)	Interest Earned	Previous Transfers	Current Transfer	Balance
\$475,000	\$7,931	\$225	\$36,674	\$206,456	\$11,251	\$285,820

12/2024 Bond Fund Invoice Details

Coffman Kitchen and Meeting Room Renovations and Improvements

<u>Date</u>	<u>Vendor and Invoice Number</u>	Invoice Amount	RCED Invoice \$	POSW \$ Match	POSW % Match
10/31/2023	Jerry Beck & Company invoice #10552	\$4,723.23	\$2,125.45	\$2,597.78	55%
1/11/2024	Davido Consulting Invoice #0051912	\$476.25	\$214.31	\$261.94	
5/30/2024	Hanson's invoice #2405-018970	\$199.08	\$89.59	\$109.49	
5/30/2024	Hanson's invoice #2405-019036	\$156.87	\$70.59	\$86.28	
5/31/2024	Hanson's invoice #2405-019280	\$381.79	\$171.81	\$209.98	
5/31/2024	Hanson's invoice #2405-019444	\$51.43	\$23.14	\$28.29	
6/5/2024	Hanson's invoice #2406-020643	\$655.52	\$294.98	\$360.54	
6/5/2024	Hanson's invoice #2406-020642	\$100.48	\$45.22	\$55.26	
6/5/2024	Hanson's invoice #2406-020772	\$302.22	\$136.00	\$166.22	
6/5/2024	Hanson's invoice #2406-020858	\$43.70	\$19.67	\$24.04	
6/9/2024	Hanson's invoice #2406-022063	\$306.53	\$137.94	\$168.59	
6/10/2024	Hanson's invoice #2406-022412	\$165.05	\$74.27	\$90.78	
6/11/2024	Hanson's invoice #2406-022812	\$105.18	\$47.33	\$57.85	
7/15/2024	Magnuson Concrete invoice #10012	\$1,849.60	\$832.32	\$1,017.28	
11/4/2024	Restaurant Supply - Cold Storage	\$7,139.99	\$3,213.00	\$3,926.99	
11/30/2024	Valdez Invoice #1519	\$3,800.00	\$1,710.00	\$2,090.00	
Total:		\$20,456.92	\$9,205.61	\$11,251.31	55%

Campgrounds Upgrade

<u>Date</u>	<u>Vendor and Invoice Number</u>	Invoice Amount	RCED Invoice \$	POSW \$ Match	POSW % Match
6/21/2023	Davido invoice # 0047912	\$9,687.07	\$3,196.73	\$6,490.34	67%
9/25/2023	Davido invoice # 0049500	\$9,857.29	\$3,252.91	\$6,604.38	
12/14/2023	Davido invoice # 0051286	\$266.00	\$87.78	\$178.22	
1/11/2024	Davido invoice # 0051912	\$532.00	\$175.56	\$356.44	
3/19/2024	Davido invoice # 0053564	\$364.50	\$120.29	\$244.22	
4/15/2024	Facet invoice # 0054232*	\$8,436.00	\$2,783.88	\$5,652.12	
6/7/2024	Facet invoice # 0055481	\$15,821.25	\$5,221.01	\$10,600.24	
7/15/2024	Facet invoice # 0056587	\$3,810.00	\$1,257.30	\$2,552.70	
7/19/2024	Jerry Beck & Company invoice #10998	\$1,991.85	\$657.31	\$1,334.54	
5/15/2024	Facet invoice # 0054996	\$17,352.50	\$5,726.33	\$11,626.18	
10/24/2024	Facet Invoice #0058907	\$9,493.00	\$3,132.69	\$6,360.31	
11/19/2024	Facet invoice # 0059564	\$1,604.00	\$529.32	\$1,074.68	
Total:		\$79,215.46	\$26,141.10	\$53,074.36	67%

Renovations - Pole Building

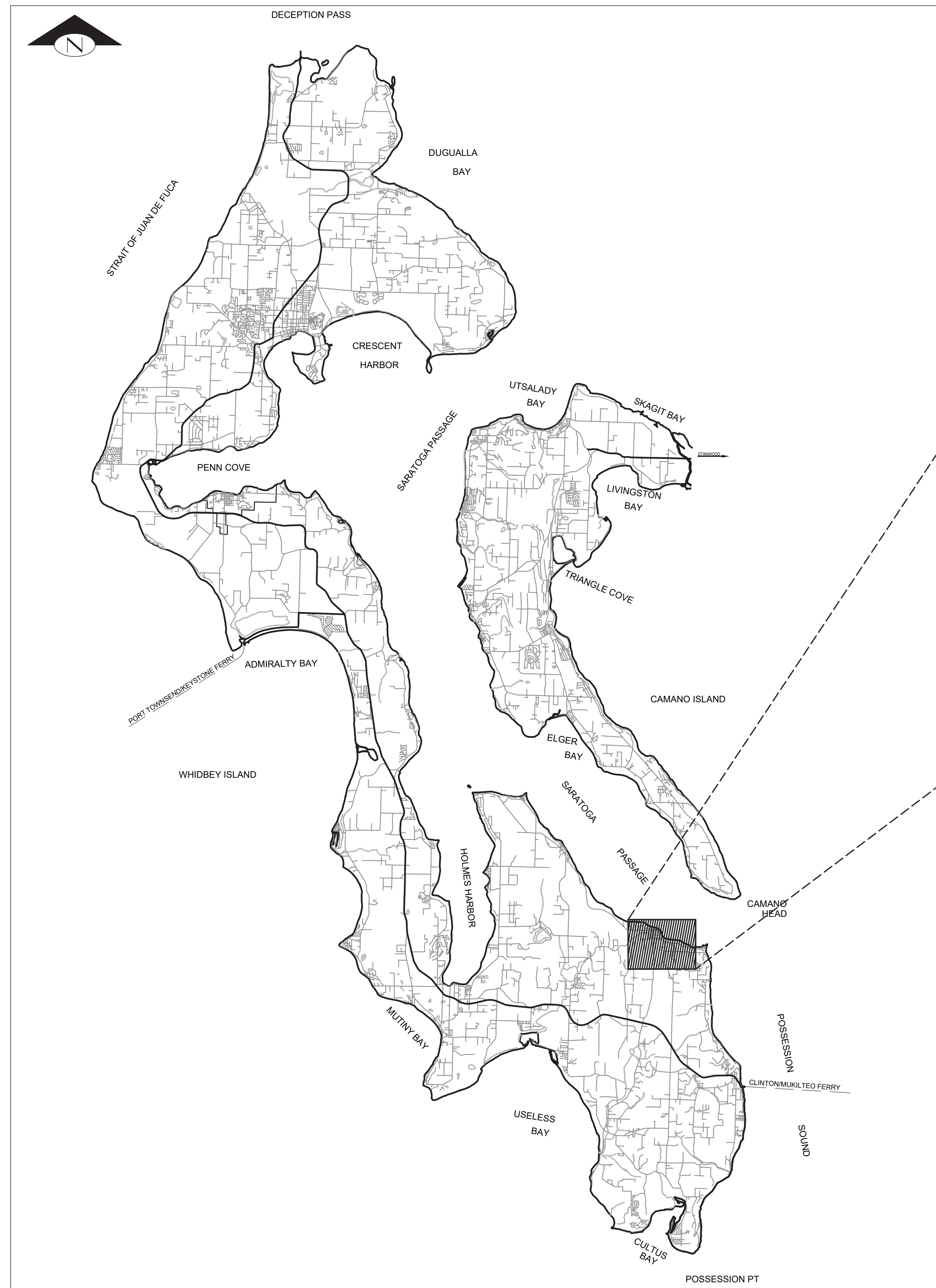
<u>Date</u>	<u>Vendor and Invoice Number</u>	Invoice Amount	RCED Invoice \$	POSW \$ Match	POSW % Match
8/1/2024	Bayview Blinds, Inc. invoice #14104-1	\$9,174.00	\$4,587.00	\$4,587.00	50%
8/1/2024	Bayview Blinds, Inc. invoice #14104-2	\$2,455.63	\$1,227.82	\$1,227.82	
12/3/2024	Sebo's G1950	\$2,099.84	\$1,049.92	\$1,049.92	
Total:		\$13,729.47	\$6,864.74	\$6,864.74	50%

Electricity Upgrade - Pole Building

<u>Date</u>	<u>Vendor and Invoice Number</u>	Invoice Amount	RCED Invoice \$	POSW \$ Match	POSW % Match
10/31/2023	Jerry Beck & Company Invoice #10551	\$4,644.52	\$2,322.26	\$2,322.26	50%
7/25/2024	Jerry Beck & Company Invoice #11010	\$19,226.41	\$9,613.21	\$9,613.21	50%
Total:		\$23,870.93	\$11,935.47	\$11,935.47	50%

Grand Total Bond Invoice: \$83,125.86

PORT OF SOUTH WHIDBEY FAIRGROUNDS CAMPGROUND IMPROVEMENTS



ISLAND COUNTY MAP
NTS



VICINITY MAP
NTS

PROJECT INFORMATION:

PROJECT LOCATION:
LANGLEY FAIRGROUNDS

PARCEL NUMBERS:
R32903-362-4170

OWNER:
PORT OF SOUTH WHIDBEY
PO BOX 872
FREELAND, WA 98249

CIVIL ENGINEER:
FACET
C/O QUIN CLEMENTS, PE
PO BOX 1132
FREELAND, WA 98249
EM: QCLEMENTS@FACETNW.COM
PH: 360.331.4131 EXT 201

SURVEYOR:
HARMSEN, LLC
840 SE 8TH AVENUE, SUITE 102
OAK HARBOR, WA 98277
PH: 360.675.5973

ELECTRICAL ENGINEER:
WINDSOR ENGINEERS
27300 NE 10TH AVE
RIDGEFIELD, WA 98642
PH: 360.610.4931

SHEET INDEX		
SHEET	PLAN	TITLE
1	C01	COVER SHEET
2	C02	GENERAL NOTES
3	C03	EXISTING CONDITIONS & TESC PLAN
4	C04	SITE PLAN AND PROFILE
5	C05	SITE PLAN AND PROFILE
6	C06	DETAILS
7	C07	DETAILS
8	E001	COVER SHEET
9	E002	SPECIFICATIONS
10	E100D	SITE PLAN DEMOLITION
11	E100	SITE PLAN
12	E601	ONE-LINE DIAGRAM

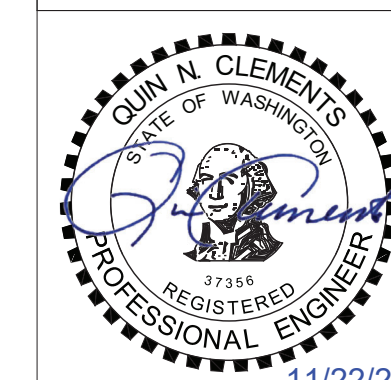
ABBREVIATIONS:

- CB = CATCH BASIN
- CONC = CONCRETE
- CPEP = CORRUGATED POLYETHYLENE PIPE
- D = DEPTH
- EG = EXISTING GRADE
- EM = EMAIL
- EX = EXISTING
- FG = FINISH GRADE
- FFE = FINISHED FLOOR ELEVATION
- HDPE = HIGH DENSITY POLYETHYLENE
- IE = INVERT ELEVATION
- L = LENGTH
- LF = LINEAL FEET
- NTS = NOT TO SCALE
- OHWM = ORDINARY HIGH WATER MARK
- PH = PHONE
- REC = RECOMMENDED
- SD = STORM DRAIN
- SDCO = STORN DRAIN CLEANOUT
- SS = SANITARY SEWER
- TESC = TEMPORARY EROSION & SEDIMENTATION CONTROL
- TYP = TYPICAL
- W = WIDTH

FILE LOCATION: Z:\SHARE\PROJECTS\ACTIVE\2024\2402.0412 - PORT OF SW - IC FAIRGROUND CAMPING IMPROVEMENTS.DWG - ORIGINAL SHEET SIZE: ARCH FULL BLEED D (36.00 X 24.00 INCHES) - LAST MODIFIED BY: NATHAN DAVIS
PRINCIPAL: QC PROJECT MANAGER: QC DESIGNED BY: QC DRAWN BY: NMD CHECKED BY: QC

NO.	DATE	BY	REVISION

FACET
9706 4th Ave NE
Suite 300
Seattle, WA 98115
www.facebook.com/facetnw.com
P: 206.523.0024



11/22/24
**CALL 811
2 BUSINESS DAYS
BEFORE YOU DIG**
(UNDERGROUND UTILITY LOCATIONS ARE APPROX.)

FAIRGROUNDS CAMPING IMPROVEMENTS
PORT OF SOUTH WHIDBEY
FREELAND, WA
PROJECT NUMBER: 2402.0412

DRAFT
COVER SHEET

DATE: 11/22/2024
PLAN NUMBER:
C01
SHEET 1 OF 12

BASE MAP TOPOGRAPHY PROVIDED BY OTHERS. FACET CANNOT BE HELD LIABLE FOR ACCURACY. CONTRACTOR SHALL FIELD VERIFY GRADES, UTILITIES, AND ALL OTHER EXISTING FEATURES AND CONDITIONS. IF CONDITIONS ARE NOT AS SHOWN AND/OR PLANS CANNOT BE CONSTRUCTED AS SHOWN, CONTACT FACET PRIOR TO CONSTRUCTION.

FILE LOCATION: Z:\SHARE\PROJECTS\ACTIVE\2024\2402.0412 - PORT OF SW - IC FAIRGROUND CAMPING IMPROVEMENTS.DWG - ORIGINAL SHEET SIZE: ARCH FULL BLEED (36.00 X 24.00 INCHES) - LAST MODIFIED BY: NATHAN DAVIS
 PRINCIPAL: QC PROJECT MANAGER: QC DESIGNED BY: QC DRAWN BY: NMD CHECKED BY: QC

GENERAL NOTES:

1. THE CONTRACTOR SHALL LOCATE EXISTING UTILITIES THEMSELVES, OR THROUGH THE USE OF A PRIVATE LOCATE SERVICE, AND PROTECT IN PLACE, ALL UTILITIES, STRUCTURES AND FEATURES, WHETHER OR NOT SHOWN ON THESE PLANS. ANY DAMAGE TO EXISTING UTILITIES OR FEATURES SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
2. LOCATIONS OF EXISTING FEATURES AND UTILITIES AS SHOWN ON THESE PLANS ARE APPROXIMATE AND BASED ON THE BEST AVAILABLE INFORMATION. ACTUAL LOCATIONS SHALL BE DETERMINED BY THE CONTRACTOR.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE MEANS, METHODS AND SEQUENCE OF CONSTRUCTION.
4. THE CONTRACTOR SHALL BE REQUIRED TO KEEP ACCURATE AS-BUILT DRAWINGS AND DELIVER THIS INFORMATION TO THE OWNER FOR PREPARATION OF AS-BUILT DRAWINGS.
5. ACCESS TO PRIVATE PROPERTY SHALL BE RESTORED DAILY.
6. STREETS SHALL BE SWEEPED DAILY OR AS NEEDED.

EROSION AND SEDIMENTATION CONTROL (ESC) NOTES:

1. THE CONTRACTOR SHALL MEET CITY OF LANGLEY STANDARDS AND REQUIREMENTS BY USING APPROPRIATE BEST MANAGEMENT PRACTICES (BMPs) FOR EROSION AND SEDIMENTATION CONTROL AS APPROVED BY THE ENGINEER.
2. EROSION ON- AND OFF-SITE. DURING AND AFTER CONSTRUCTION, THE CONTRACTOR SHALL MINIMIZE EROSION AND SEDIMENTATION ON-SITE AND SHALL PROTECT PROPERTIES AND WATER COURSES DOWNSTREAM FROM THE SITE FROM EROSION DUE TO INCREASES IN THE VELOCITY AND PEAK FLOW RATE OF STORM WATER RUNOFF FROM THE SITE.
3. TRANSPORT OF SEDIMENT. THE CONTRACTOR SHALL PREVENT THE TRANSPORT OF SEDIMENT FROM THE SITE THROUGH MEASURES SUCH AS MULCHING, MATTING, COVERING, SILT FENCES, SEDIMENT TRAPS, SETTLING PONDS AND PROTECTIVE BERMS USING THE FOLLOWING BMPs: FILTER FENCE, STRAW BALE BARRIER, BRUSH BARRIER, GRAVEL FILTER BERM, SEDIMENT TRAP, TEMPORARY SEDIMENT POND, PRESERVING NATURAL VEGETATION, AND/OR BUFFER ZONES. TRANSPORT OF SEDIMENT ONTO PAVED SURFACES SHALL BE MINIMIZED, AND IF SEDIMENT IS TRANSPORTED ONTO A PAVED SURFACE, THE PAVED SURFACE SHALL BE CLEANED AT THE END OF EACH DAY IN ACCORDANCE WITH BMPs IN THE DRAINAGE MANUAL, OR APPROVED BY THE COUNTY. IN ADDITION, ACCESS ROADS MUST BE SPRAYED DOWN WITH WATER PERIODICALLY FOR DUST CONTROL PURPOSES.
4. STABILIZING EXPOSED SOIL. THE CONTRACTOR SHALL PREVENT ON-SITE EROSION BY STABILIZING ALL SOILS THAT ARE TEMPORARILY EXPOSED AND NOT BEING ACTIVELY WORKED, THROUGH SUCH METHODS AS THE INSTALLATION OF SEEDING, MULCHING, MATTING AND COVERING. CONTRACTOR SHALL APPLY ONE OR MORE OF THE FOLLOWING TEMPORARY ESC BMPs: TEMP SEEDING, MULCHING AND MATTING, CLEAR PLASTIC COVERING, AND/OR DUST CONTROL.
5. NO MORE THAN THREE HUNDRED (300) FEET OF TRENCH MAY REMAIN OPEN AT ONE TIME. EXCAVATED MATERIAL SHALL BE PLACED ON THE UPHILL SIDE OF TRENCHES, UNLESS INCONSISTENT WITH SAFETY OR SITE CONSTRAINTS.
6. MAINTENANCE AND REPAIR OF EROSION AND SEDIMENTATION CONTROL MEASURES. THE CONTRACTOR SHALL MAINTAIN AND REPAIR AS NECESSARY ALL TEMPORARY AND PERMANENT EROSION AND SEDIMENTATION CONTROL BMPs TO ASSURE THEIR CONTINUED PERFORMANCE.
7. TEMPORARY EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE MAINTAINED UNTIL FINAL SITE STABILIZATION.

RESTORATION NOTES:

1. LANDSCAPING/GROUND-SURFACE RESTORATION SHALL BE IN KIND RESTORATION.
2. THE CONTRACTOR SHALL RESTORE ALL SURFACES, AND ITEMS DISTURBED. ANY ITEMS DISTURBED OR DAMAGED SHALL BE REPLACED IN KIND.
3. ALL DAMAGED SURFACING SHALL BE REPLACED IN KIND. DISTURBED GRASSED AREAS SHALL BE HYDRO-SEEDED.
4. ANY SITE ELEMENTS REMOVED DURING CONSTRUCTION, SHALL BE REPLACED IN SAME LOCATION, UNLESS OTHERWISE NOTED. ANY ITEMS DAMAGED SHALL BE REPLACED IN KIND.

WATER NOTES:

1. THE CONTRACTOR SHALL NOTIFY FAIRGROUNDS STAFF OF WATER SERVICE INTERRUPTION 24 HOURS IN ADVANCE OF THE INTERRUPTION. THE CONTRACTOR SHALL MAKE EVERY EFFORT TO SCHEDULE WATER MAIN CONSTRUCTION WITH A MINIMUM OF INTERRUPTION TO WATER SERVICE.
2. IN CERTAIN SITUATIONS, THE OWNER MAY DICTATE THE SCHEDULING OF WATER MAIN SHUTDOWNS SO AS NOT TO IMPOSE UNNECESSARY SHUTDOWNS DURING SPECIFIC PERIODS.
3. ALL WATER MAINS 4 INCHES AND LARGER SHALL BE POLYVINYL CHLORIDE (PVC). PVC PIPE SHALL MEET THE REQUIREMENTS OF ANSI/AWWA C900 OR ANSI/ AWWA C905. PVC PIPE SHALL HAVE THE SAME OUTSIDE DIMENSIONS AS DUCTILE IRON PIPE. PVC PIPE FOR DISTRIBUTION PIPELINES SHALL BE A MINIMUM OF SDR 18. PIPE SHALL BE LISTED BY UNDERWRITERS' LABORATORIES, INC.

PVC PIPE SHALL BE CONSIDERED FLEXIBLE CONDUIT. JOINTS SHALL MEET THE REQUIREMENTS OF ASTM D3139 USING A RESTRAINED RUBBER GASKET CONFORMING TO ASTM F477. SOLVENT WELDED PIPE JOINTS ARE NOT PERMITTED.

4. ALL WATERMANS 2 INCHES AND SMALLER SHALL BE POLYETHYLENE (PE) IN ACCORDANCE WITH WSDOT STANDARD SPECIFICATION 9-30.6(3)B.
5. THE MINIMUM COVER FOR ALL WATER MAINS FROM TOP OF PIPE TO FINISH GRADE SHALL BE 36 INCHES UNLESS OTHERWISE APPROVED BY THE ENGINEER.
6. WATER MAINS, VALVES, FITTINGS, HYDRANTS, SERVICES, AND ALL OTHER COMPONENTS SHALL BE INSTALLED AND PRESSURE TESTED IN ACCORDANCE WITH WSDOT STANDARD SPECIFICATION 7-09.3(23). SATISFACTORY PRESSURE TEST RESULTS SHALL BE PROVIDED TO THE ENGINEER PRIOR TO BRINGING THE WATER MAIN INTO SERVICE.
7. WATER MAINS TO SHALL BE PROPERLY DISINFECTED, FLUSHED, AND HAVE A SATISFACTORY BACTERIOLOGICAL TEST RESULT FOR A WATER SAMPLE COLLECTED FROM THE PIPE. THE WATER MAINS SHALL BE DISINFECTED IN ACCORDANCE WITH WSDOT STANDARD SPECIFICATION 7-09.3(24). A SATISFACTORY BACTERIOLOGICAL TEST RESULTS FOR A WATER SAMPLE COLLECTED FROM THE PIPE SHALL BE PROVIDED TO THE ENGINEER PRIOR TO PLACING THE WATER MAIN INTO SERVICE.
8. WATER MAIN FITTINGS SHALL BE DUCTILE IRON. DUCTILE IRON FITTINGS SHALL MEET THE REQUIREMENTS OF AWWA C153 AND JOINTS SHALL MEET THE REQUIREMENTS OF AWWA C111. DUCTILE IRON FITTINGS SHALL BE CEMENT MORTAR LINED, MEETING THE REQUIREMENTS OF AWWA C104. GASKETS FOR FLAT FACED OR RAISED FACED FLANGES SHALL BE 1/8-INCH THICK NEOPRENE HAVING A DUROMETER OF 60 PLUS OR MINUS 5 OR 1/16-CLOTH INSERTED. THE TYPE, MATERIAL, AND IDENTIFICATION MARK FOR BOLTS AND NUTS SHALL BE PROVIDED. BOLTS, NUTS, AND WASHERS USED FOR SECURING FITTINGS SHALL BE OF SIMILAR MATERIALS. STEEL BOLTS SHALL MEET THE REQUIREMENTS OF ASTM A 307 OR ASTM F 568 FOR CARBON STEEL OR ASTM F 593 OR ASTM F 738 FOR STAINLESS STEEL. NUTS SHALL MEET THE REQUIREMENTS OF ASTM A 563 OR ASTM A 563 FOR CARBON STEEL OR ASTM F 594 OR ASTM F 836 FOR STAINLESS STEEL. IRON BOLTS AND NUTS SHALL MEET THE REQUIREMENTS OF ASTM A 536, GRADE 65-45-12.
9. ALL WATER PIPE AND SERVICES SHALL BE INSTALLED WITH CONTINUOUS UTILITY MARKER TAPE INSTALLED 12 TO 18 INCHES UNDER THE FINAL GROUND SURFACE. THE MARKER TAPE SHALL BE PLASTIC NON-BIODEGRADABLE, METAL CORE OR BACKING WHICH CAN BE DETECTED BY A STANDARD METAL DETECTOR. TAPE SHALL BE TERRA TAPE "D" OR APPROVED EQUAL. IN ADDITION TO MARKER TAPE, INSTALL 14 GAUGE COATED COPPER WIRE (LOCATOR WIRE), TAPED TO THE TOP OF PIPE, BROUGHT UP AND TIED OFF AT VALVE BODY. NO BREAKS OR SPLICES WILL BE ALLOWED. A CONTINUOUS LOOP SHALL BE PLACED FROM THE MAIN LINE TO THE METER BOX AND BACK TO THE MAIN LINE.
10. ALL VALVES AND FITTINGS SHALL BE DUCTILE IRON WITH ANSI FLANGES OR MECHANICAL JOINT ENDS AS SPECIFIED ON THE PLANS.
11. GATE VALVES. THE DESIGN, MATERIALS AND WORKMANSHIP OF ALL GATE VALVES SHALL CONFORM TO, OR EXCEED THE REQUIREMENTS OF AWWA C509-80 LATEST REVISION. GATES VALVES SHALL BE RESILIENT WEDGE NON-RISING STEM (NRS) WITH TWO INTERNAL O-RING STEM SEALS. GATE VALVES SHALL BE MUELLER A-2361. GATE VALVES SHALL BE USED ON ALL 6 TO 12 INCH LINES. ALL EXISTING VALVES SHALL BE OPERATED BY WATER SYSTEM PERSONNEL.
12. ALL BURIED VALVES SHALL HAVE A STANDARD CAST IRON WATER VALVE BOX SET TO GRADE. THE BOX SHALL BE OF CAST IRON, TWO-PIECE WITH A BASE CORRESPONDING TO THE SIZE OF THE VALVE. VALVE BOX AND LID SHALL BE OLYMPIC FOUNDRY #045. VALVE BOX BASE SHALL BE OLYMPIC FOUNDRY #940-42. THE COVER SHALL HAVE THE LETTER "W" CAST IN IT. IF VALVES ARE NOT SET IN PAVED AREA, A 3' X 3' BY 6 INCH CONCRETE PAD SHALL BE SET AROUND EACH VALVE BOX AT FINISHED GRADE. IN AREAS WHERE VALVE BOX FALLS IN ROAD SHOULDER, THE DITCH AND SHOULDER SHALL BE GRADED BEFORE PLACING CONCRETE PAD.
13. VALVE MARKER POST. VALVE MARKER POSTS SHALL BE 4 INCH X 4 INCH REINFORCED CONCRETE POSTS 5 FEET LONG, WITH 1.5 FOOT MINIMUM BURY, STAMPED WITH "W" AND DISTANCE TO VALVE IN FEET AND INCHES. POST SHALL BE PAINTED WITH 1 PRIMER COAT (FORMULA H-1-83) AND 2 COATS OIL AND ACID RESISTANT WHITE ENAMEL.
14. WATER MAINS SHALL BE INSTALLED WITH A SMOOTH CONTINUOUS GRADE TO THE GREATEST EXTENT FEASIBLE TO MINIMIZE THE CREATION OF HIGH AND LOW POINTS IN THE VERTICAL ALIGNMENT. CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING COMBINATION AIR AND VACUUM RELEASE VALVE ASSEMBLIES AT WATER MAIN HIGH POINTS AND INSTALLING BLOW OFF ASSEMBLIES AT WATER MAIN LOW POINTS REGARDLESS OF WHETHER THOSE APPURTENANCES ARE SHOWN ON THE PLANS. CONTRACTOR WILL NOT BE RE-IMBURSED FOR INSTALLATION OF ADDITIONAL COMBINATION AIR AND VACUUM RELEASE VALVE ASSEMBLIES OR BLOW OFF ASSEMBLIES WHEN A PROPERLY INSTALLED WATER MAIN WOULD HAVE OTHERWISE ELIMINATED THE NEED FOR THESE ITEMS, AS DETERMINED BY THE ENGINEER.
15. ALL WATER SYSTEM COMPONENTS COMING INTO CONTACT WITH DRINKING WATER SHALL BE NSF 61 CERTIFIED.
16. ALL EXISTING WATERMANS SHOWN ON THE PLANS HAVE BEEN LABELED WITH THE EXISTING PIPE MATERIAL BASED ON THE BEST AVAILABLE INFORMATION, TO GREATEST EXTENT FEASIBLE, BUT EXISTING PIPE LOCATION AND SPECIFICATIONS HAVE NOT BEEN CONFIRMED. CONTRACTOR TO POT HOLE TO CONFIRM PIPE LOCATION, DEPTH, MATERIAL, AND SIZE.
17. ALL EX WATERMANS THAT ARE BEING REPLACED AND ABANDONED AS PART OF THIS PROJECT ARE TO BE PLUGGED AND ABANDONED IN PLACE, UNLESS NOTED OTHERWISE.
18. ALL VALVES, VALVE CANS, AND GROUND-LEVEL/SURFACE APPURTENANCES THAT ARE ON WATERMANS THAT ARE BEING ABANDONED AS PART OF THE PROJECT SHALL BE REMOVED. THE WATERMAIN SHALL BE PLUGGED AND ABANDONED IN PLACE, IN ACCORDANCE WITH THE APPLICABLE DETAIL ON BOTH SIDES OF THE MAIN WHERE A VALVE IS REMOVED.
19. CONTRACTOR TO PROVIDE AND INSTALL COUPLERS, ADAPTERS, AND FITTINGS AS NEEDED TO RE-CONNECT TO EX WATERMANS.

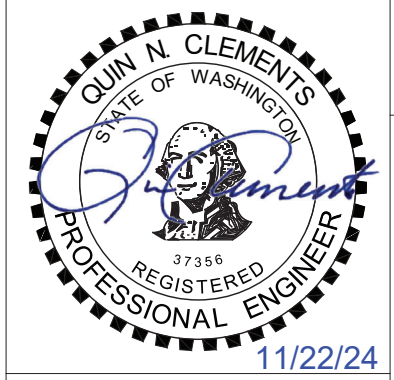
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 PORT OF SOUTH WHIDBEY
 FREELAND, WA
 PROJECT NUMBER: 2402.0412

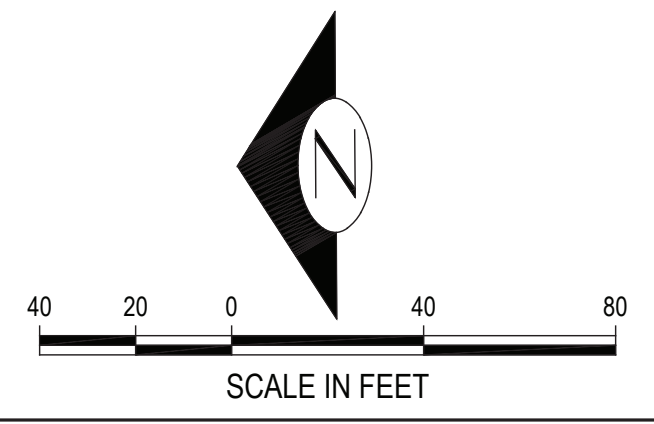
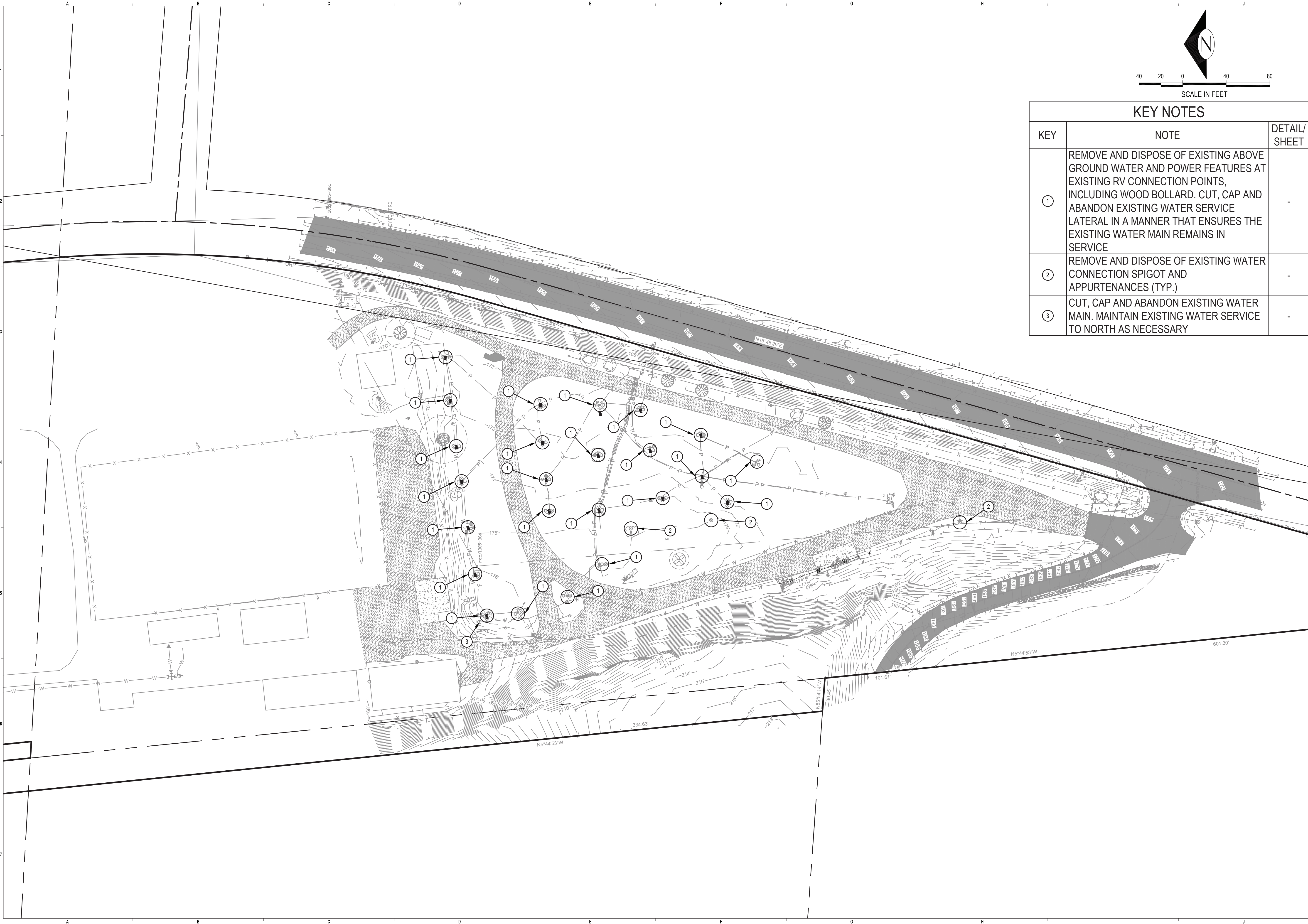
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GENERAL NOTES

DATE: 11/22/2024
 PLAN NUMBER:
C02
 SHEET 2 OF 12

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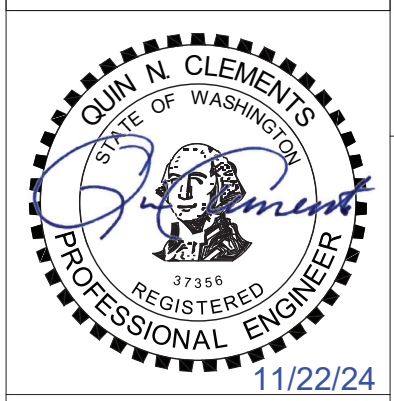
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KEY NOTES		
KEY	NOTE	DETAIL/SHEET
①	REMOVE AND DISPOSE OF EXISTING ABOVE GROUND WATER AND POWER FEATURES AT EXISTING RV CONNECTION POINTS, INCLUDING WOOD BOLLARD. CUT, CAP AND ABANDON EXISTING WATER SERVICE LATERAL IN A MANNER THAT ENSURES THE EXISTING WATER MAIN REMAINS IN SERVICE	-
②	REMOVE AND DISPOSE OF EXISTING WATER CONNECTION SPIGOT AND APPURTENANCES (TYP.)	-
③	CUT, CAP AND ABANDON EXISTING WATER MAIN. MAINTAIN EXISTING WATER SERVICE TO NORTH AS NECESSARY	-

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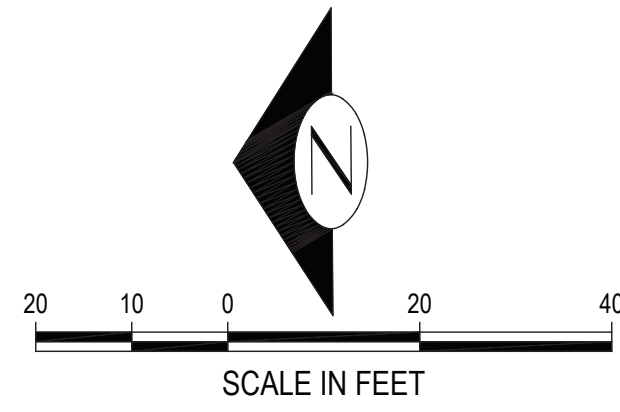
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 FREELAND, WA
 PROJECT NUMBER: 2402.0412

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 EXISTING
 CONDITIONS & TESC
 PLAN
 DATE: 11/22/2024
 PLAN NUMBER:
C03
 SHEET 3 OF 12

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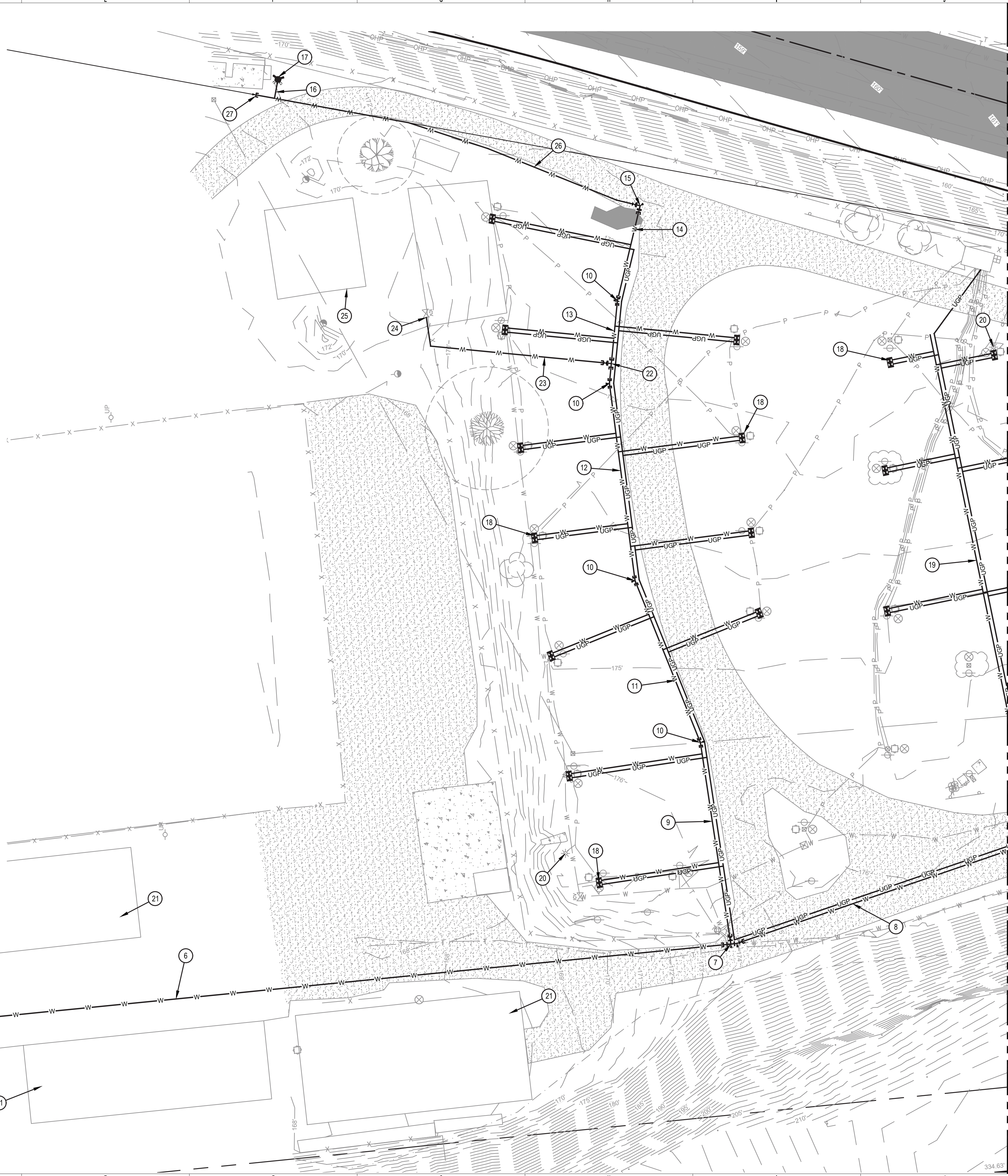
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KEY NOTES

KEY	NOTE	DETAIL/SHEET
1	EX 8" WATER MAIN	-
2	EX FIRE HYDRANT	-
3	DISCONNECT EXISTING 2" PE WATER SERVICE AND REMOVE EXISTING 8" PIPE STUB. CONNECT TO EXISTING 8" TEE EA - 8" GATE VALVE (PE X MJ)	I/C07
4	PROTECT EXISTING THRUST BLOCK IN PLACE. IF DISTURBED, RE-POUR TO ENSURE OPERATIONAL INTEGRITY	J/C07
5	2" SERVICE CONNECTION. INSTALL 2" PE PIPE AS NEEDED TO RECONNECT EXISTING 2" SERVICE PIPE	F/C06
6	336 LF 8" PVC C900 WM	B/C06
7	(1) 8" X 4" TEE (FL) (1) 8" GV (FL X MJ) (1) 8" ADAPTOR (FL X MJ) (1) 4" 11.25° BEND (FL) (1) 4" GATE VALVES (FL X MJ) CONCRETE THRUST BLOCKING	J/C07
8	117 LF 4" PVC C900 WM (104 LF THIS SHEET) REFER TO ELECTRICAL SHEETS FOR ELECTRICAL CONDUIT INSTALLATION REQUIREMENTS	B/C06
9	73 LF 8" PVC C900 WM	B/C06
10	(1) 8" 11.25° BEND (FL) CONCRETE THRUST BLOCKING	J/C07
11	64 LF 8" PVC C900 WM, REFER TO ELECTRICAL SHEETS FOR ELECTRICAL CONDUIT INSTALLATION REQUIREMENTS	B/C06
12	71 LF 8" PVC C900 WM, REFER TO ELECTRICAL SHEETS FOR ELECTRICAL CONDUIT INSTALLATION REQUIREMENTS	B/C06
13	30 LF 8" PVC C900 WM, REFER TO ELECTRICAL SHEETS FOR ELECTRICAL CONDUIT INSTALLATION REQUIREMENTS	B/C06
14	37 LF 8" PVC C900 WM, REFER TO ELECTRICAL SHEETS FOR ELECTRICAL CONDUIT INSTALLATION REQUIREMENTS	B/C06
15	(1) 8" 90 BEND (FL) (1) 8" GV (FL X MJ) (1) 8" ADAPTER (FL X MJ) CONCRETE THRUST BLOCKING	J/C07
16	7 LF 6" DI WM	B/C06
17	INSTALL NEW FIRE HYDRANT ASSEMBLY	G/C07

18	1" SINGLE WATER SERVICE CONNECTION TO NEW WATER/ELECTRICAL PEDESTAL. SEE ELECTRICAL SHEETS FOR ELECTRICAL SYSTEM INSTALLATION REQUIREMENTS	E/C06 & K/C07
19	193 LF 2" HDPE WM (141 LF THIS SHEET) REFER TO ELECTRICAL SHEETS FOR ELECTRICAL CONDUIT INSTALLATION REQUIREMENTS	B/C06
20	MAINTAIN EXISTING ELECTRICAL SERVICE TO EXISTING LIGHT	-
21	CONTRACTOR TO WORK WITH FAIRGROUNDS STAFF TO IDENTIFY LOCATION OF EXISTING BUILDING WATER SERVICE CONNECTIONS (IF ONE EXISTS). CONTRACTOR TO RECONNECT EXISTING SERVICE TO NEW MAIN	E/C06
22	(1) 8" TEE (FL X MJ) (1) 8" BLIND FLANGE WITH 2" THREADED PORT (1) 2" GATE VALVE (THREADED) USE 2" THREADED COPPER PIPE STUB TO CONNECT BLIND FLANGE PORT TO VALVE AND VALVE TO PE PIPE (USE PIPE STIFFNER WHERE NECESSARY) CONCRETE THRUST BLOCKING	-
23	72 LF 2" HDPE WM INSTALL FROM NEW 8" MAIN TO EXISTING WATER MAIN AT VALVE	-
24	REMOVE EXISTING VALVE AND CONNECT NEW 2" WM TO EXISTING MAIN SERVING BUILDINGS TO THE NORTH. CAP AND ABANDON EXISTING WATER SPIGOT	-
25	MAINTAIN WATER SERVICE TO EXISTING SPIGOT	-
26	141 LF 8" PVC C900 WM	B/C06
27	CAP END OF PROPOSED 8" MAIN FOR FUTURE EXTENTION (1) 8" CAP CONCRETE THRUST BLOCKING	-



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JOHN W. CLEMENTS
 STATE OF WASHINGTON
 REGISTERED PROFESSIONAL ENGINEER
 37356
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 PORT OF SOUTH WHIDBEY
 FREELAND, WA
 PROJECT NUMBER: 2402.0412

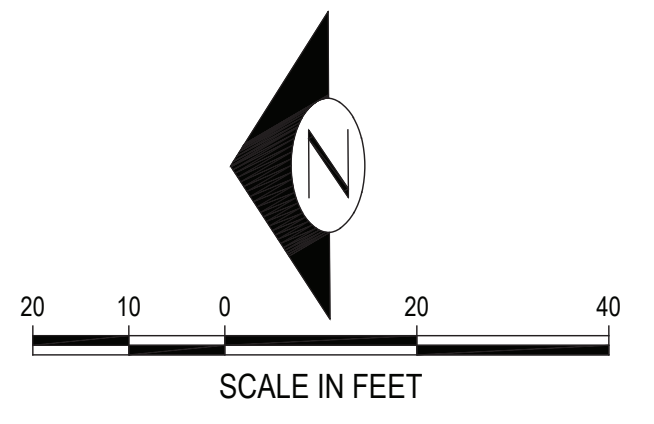
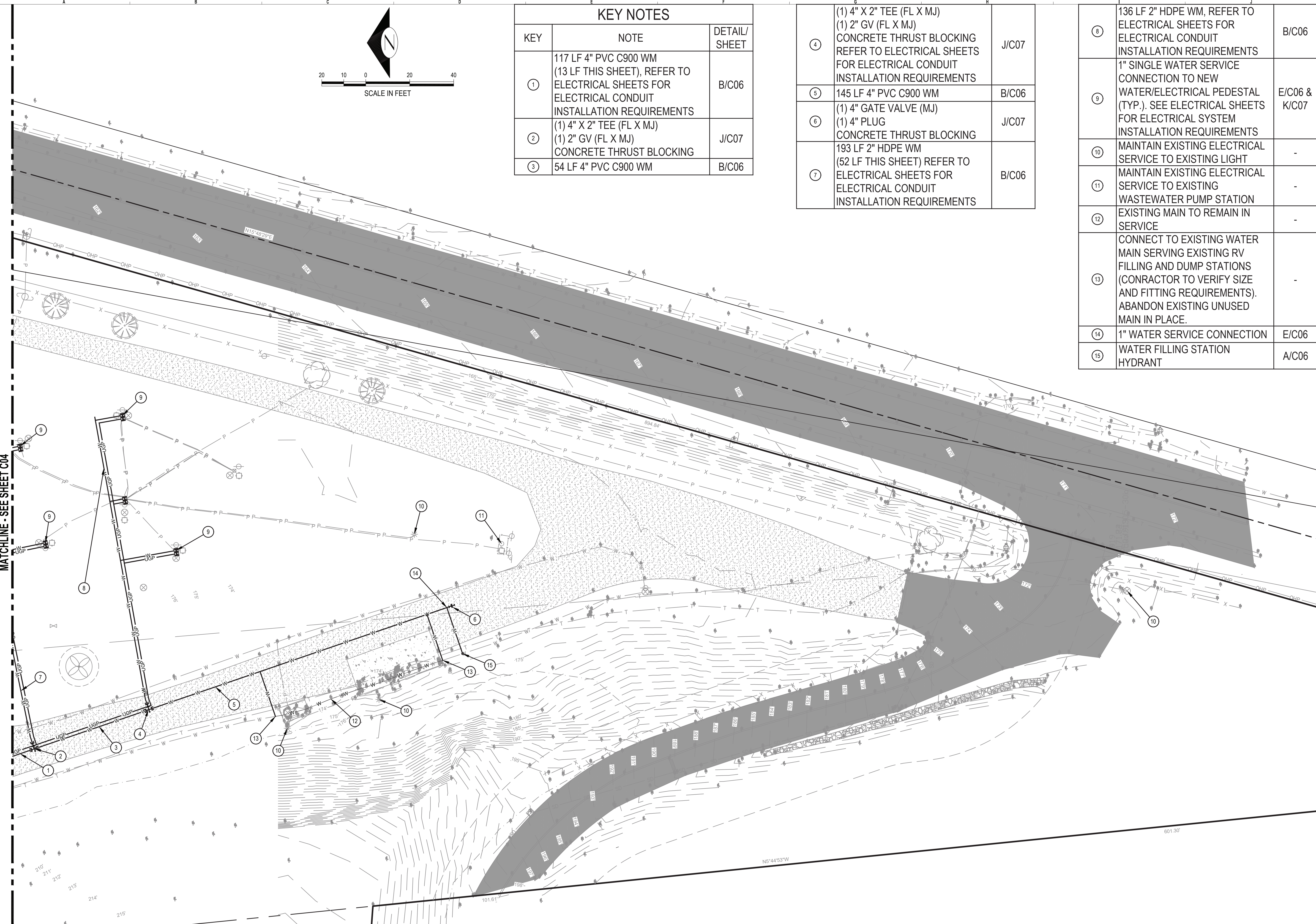
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SITE PLAN AND PROFILE

DATE: 11/22/2024
 PLAN NUMBER:
C04
 SHEET 4 OF 12

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KEY NOTES		
KEY	NOTE	DETAIL/SHEET
①	117 LF 4" PVC C900 WM (13 LF THIS SHEET), REFER TO ELECTRICAL SHEETS FOR ELECTRICAL CONDUIT INSTALLATION REQUIREMENTS	B/C06
②	(1) 4" X 2" TEE (FL X MJ) (1) 2" GV (FL X MJ) CONCRETE THRUST BLOCKING	J/C07
③	54 LF 4" PVC C900 WM	B/C06

④	(1) 4" X 2" TEE (FL X MJ) (1) 2" GV (FL X MJ) CONCRETE THRUST BLOCKING REFER TO ELECTRICAL SHEETS FOR ELECTRICAL CONDUIT INSTALLATION REQUIREMENTS	J/C07
⑤	145 LF 4" PVC C900 WM	B/C06
⑥	(1) 4" GATE VALVE (MJ) (1) 4" PLUG CONCRETE THRUST BLOCKING	J/C07
⑦	193 LF 2" HDPE WM (52 LF THIS SHEET) REFER TO ELECTRICAL SHEETS FOR ELECTRICAL CONDUIT INSTALLATION REQUIREMENTS	B/C06

⑧	136 LF 2" HDPE WM, REFER TO ELECTRICAL SHEETS FOR ELECTRICAL CONDUIT INSTALLATION REQUIREMENTS	B/C06
⑨	1" SINGLE WATER SERVICE CONNECTION TO NEW WATER/ELECTRICAL PEDESTAL (TYP.). SEE ELECTRICAL SHEETS FOR ELECTRICAL SYSTEM INSTALLATION REQUIREMENTS	E/C06 & K/C07
⑩	MAINTAIN EXISTING ELECTRICAL SERVICE TO EXISTING LIGHT	-
⑪	MAINTAIN EXISTING ELECTRICAL SERVICE TO EXISTING WASTEWATER PUMP STATION	-
⑫	EXISTING MAIN TO REMAIN IN SERVICE	-
⑬	CONNECT TO EXISTING WATER MAIN SERVING EXISTING RV FILLING AND DUMP STATIONS (CONTRACTOR TO VERIFY SIZE AND FITTING REQUIREMENTS). ABANDON EXISTING UNUSED MAIN IN PLACE.	-
⑭	1" WATER SERVICE CONNECTION	E/C06
⑮	WATER FILLING STATION HYDRANT	A/C06

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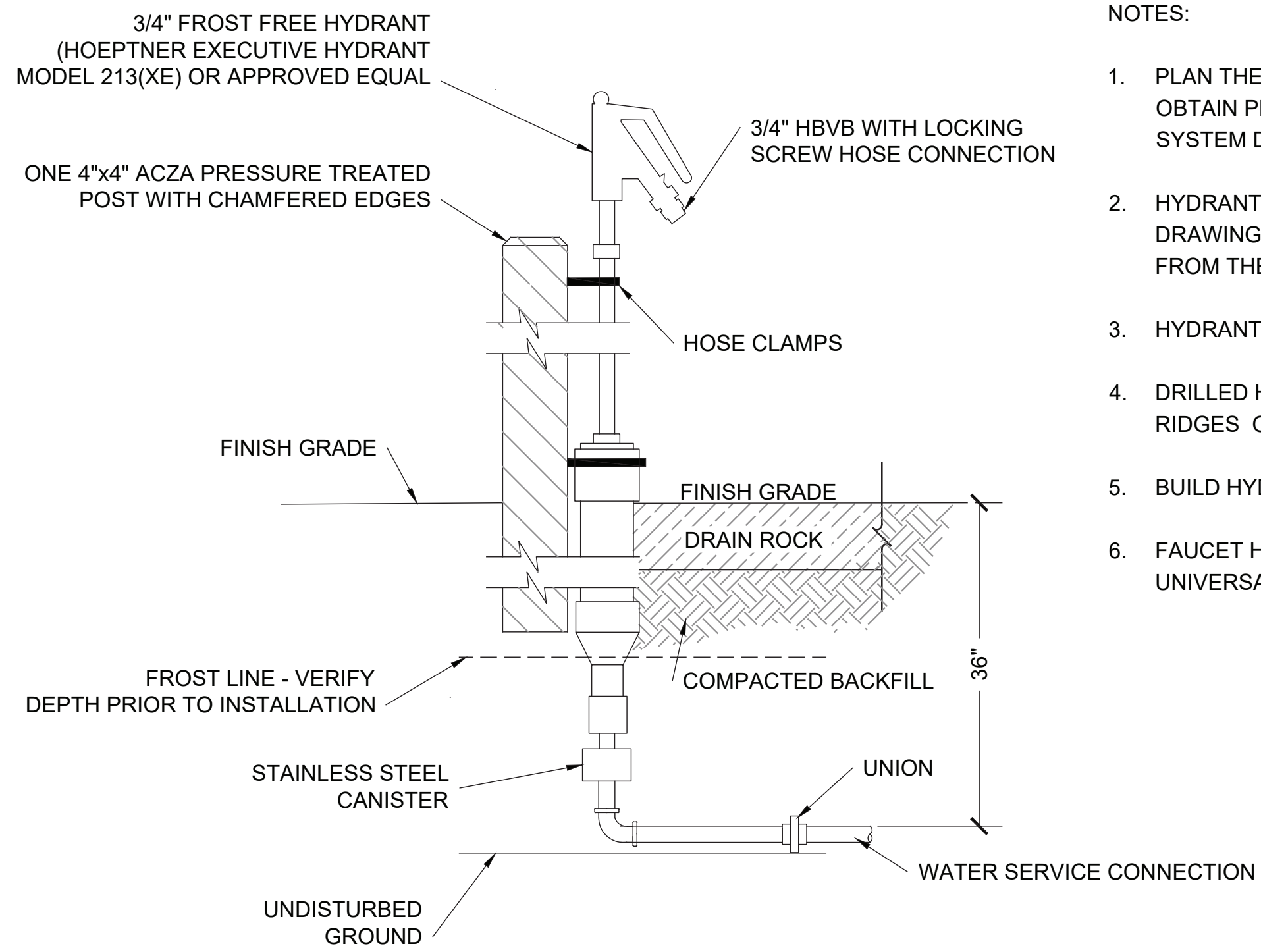
FAIRGROUNDS CAMPING IMPROVEMENTS
 PORT OF SOUTH WHIDBEY
 FREELAND, WA
 PROJECT NUMBER: 2402.0412

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 SITE PLAN AND
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DATE: 11/22/2024
 PLAN NUMBER:
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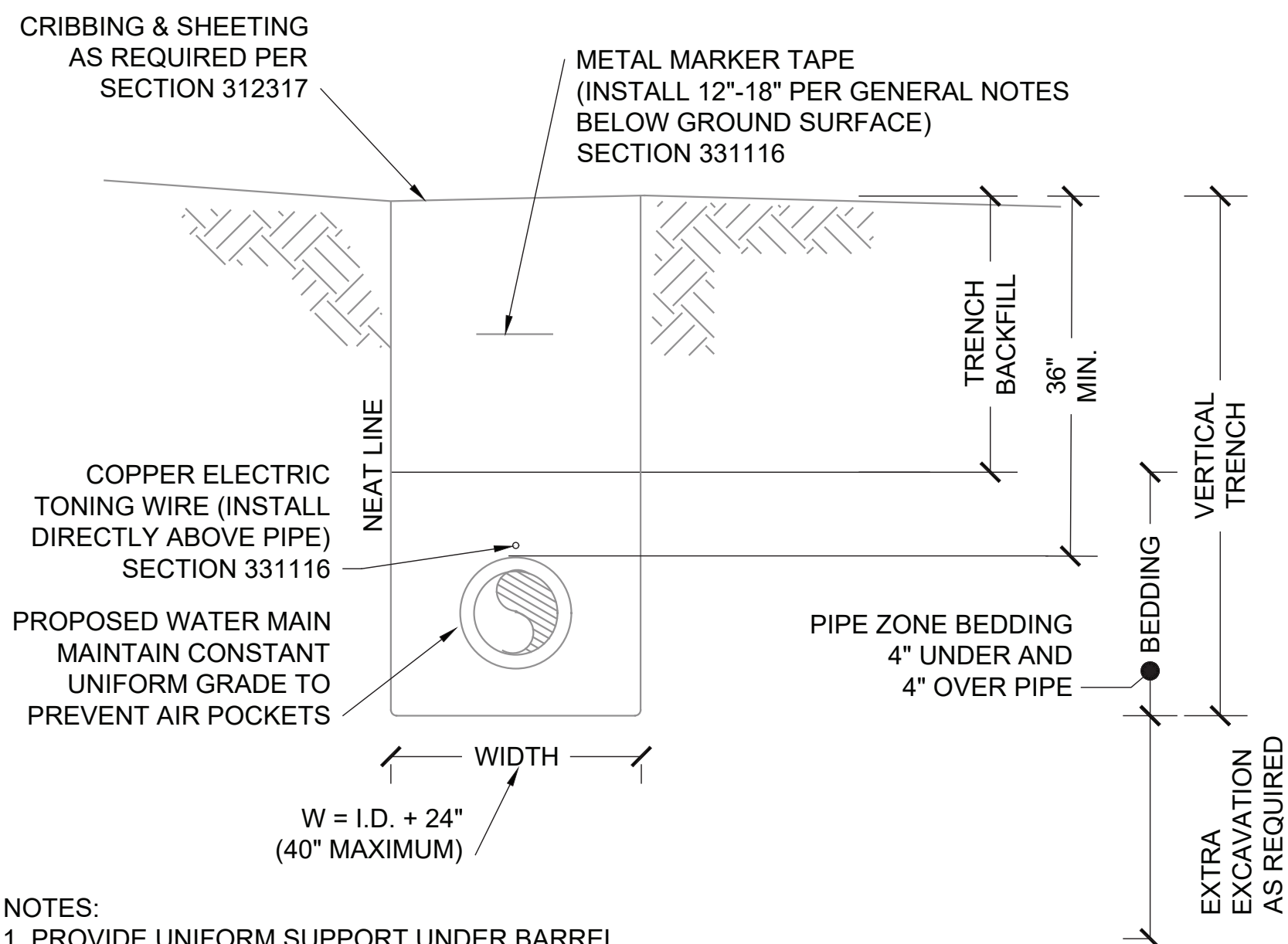
WATER FILLING STATION HYDRANT DETAIL A
NTS C04 & C05

NOTES:

1. PLAN THE PIPING AT THE BOTTOM OF THE HYDRANT AS NECESSARY TO OBTAIN PROPER ORIENTATION OF HYDRANT AS SHOWN ON THE WATER SYSTEM DRAWINGS
2. HYDRANT LOCATION SHALL BE AS STAKED IN THE FIELD OR AS SHOWN ON THE DRAWINGS. ALTER HYDRANT LOCATION ONLY AFTER APPROVAL IS OBTAINED FROM THE OWNER
3. HYDRANT POSTS SHALL BE ACZA PRESSURE TREATED
4. DRILLED HOLES THROUGH POSTS SHALL BE CHISELED OUT TO ACCOMODATE RIDGES ON FITTINGS
5. BUILD HYDRANTS AS SHOWN OR AS REQUIRED BY THE MANUFACTURER
6. FAUCET HEIGHTS ABOVE FINISH GRADE MUST BE 28" MIN. TO 36" MAX FOR UNIVERSAL ACCESS

NOTES:

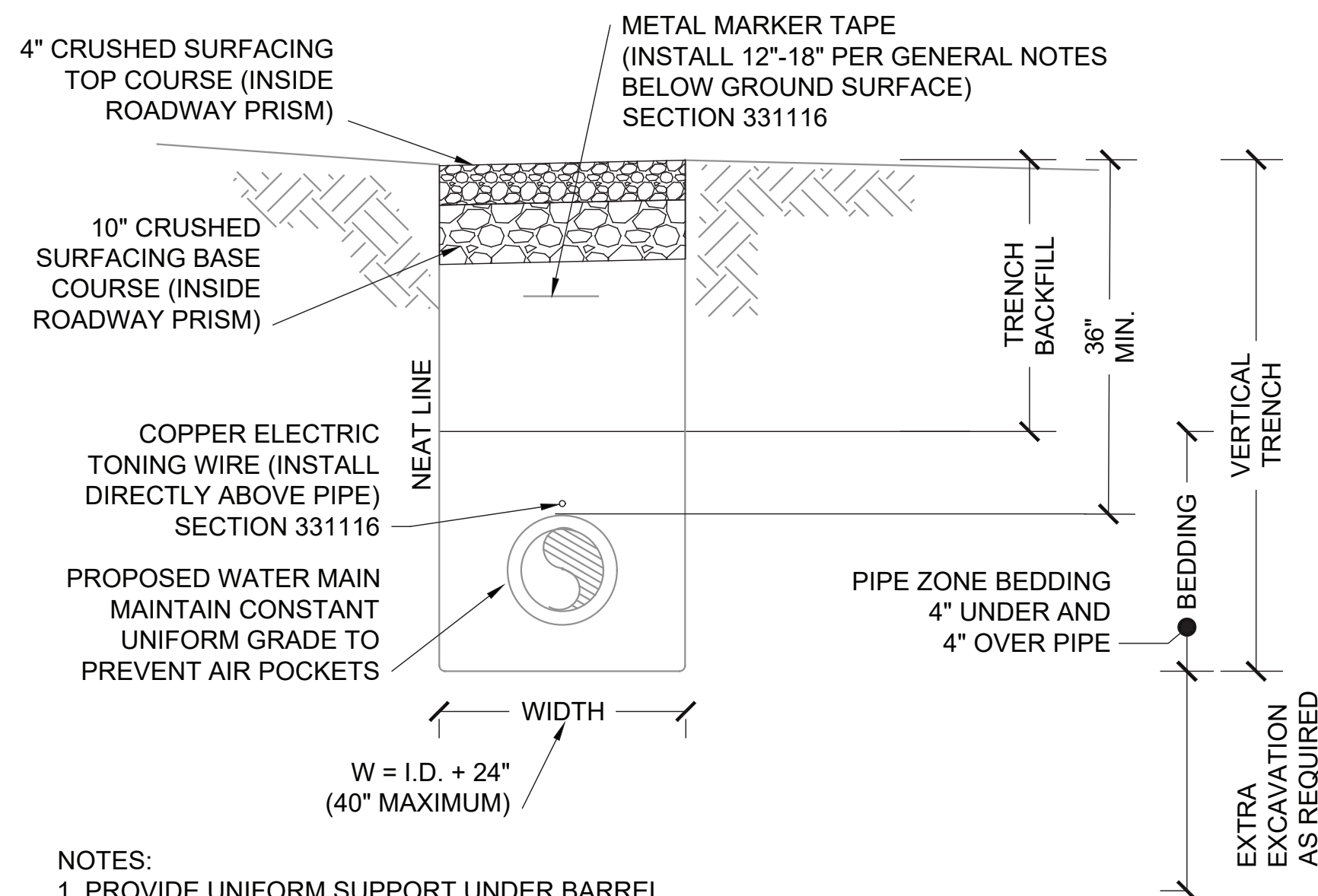
1. PROVIDE UNIFORM SUPPORT UNDER BARREL.
2. COMPACT BEDDING MATERIAL TO 95% MAX DENSITY EXCEPT DIRECTLY OVER THE PIPE, HAND TAMP ONLY.
3. BEDDING PER 2.01C IN SPECIFICATION SECTION 310516
4. CONTRACTOR TO HAVE PUD LOCATE EXISTING UNDERGROUND PRIMARY POWER AT ALL WATER MAIN CROSSINGS PRIOR TO EXCAVATION.



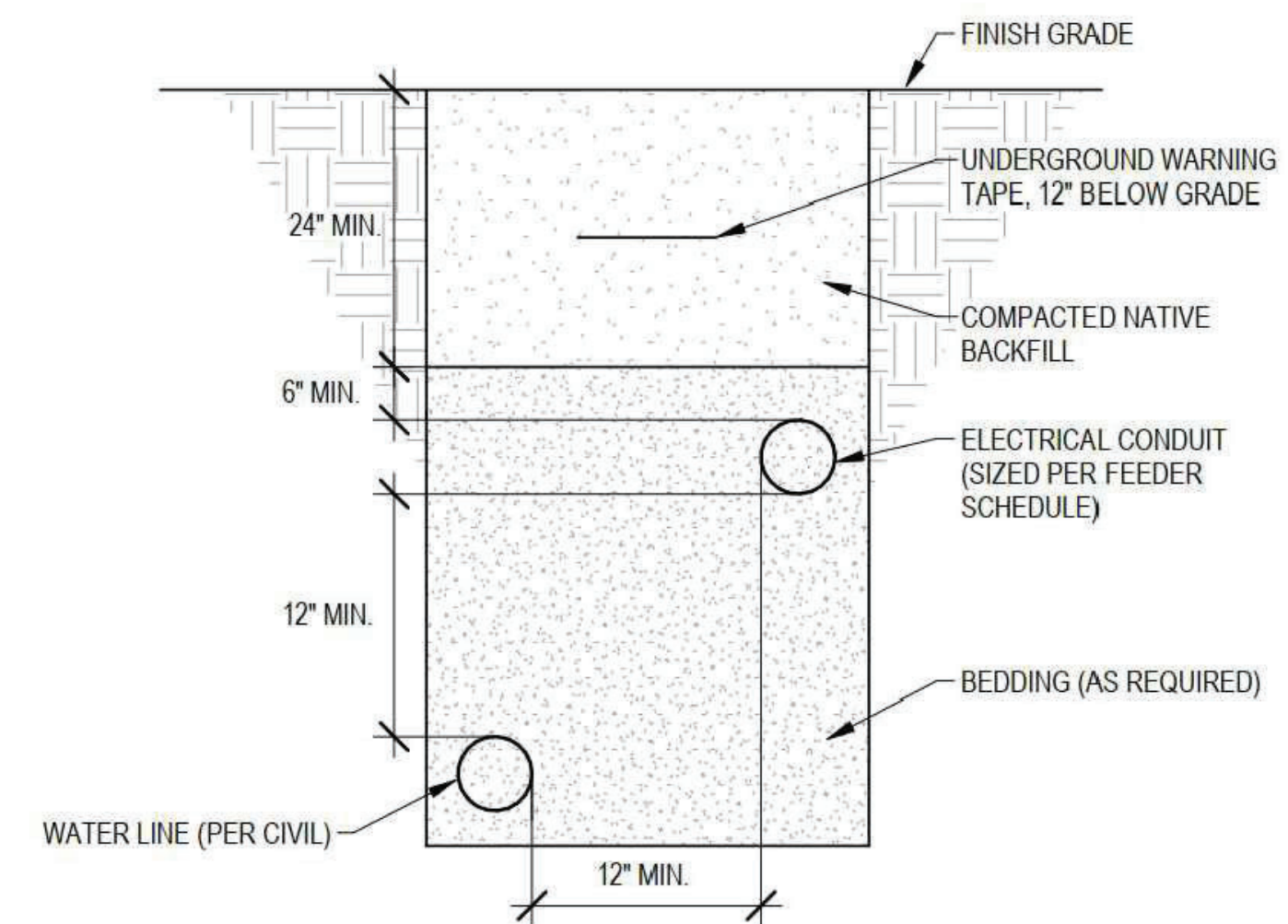
TYPICAL WATER TRENCH SECTION (OUTSIDE OF ROADWAY)
NTS C04 & C05

NOTES:

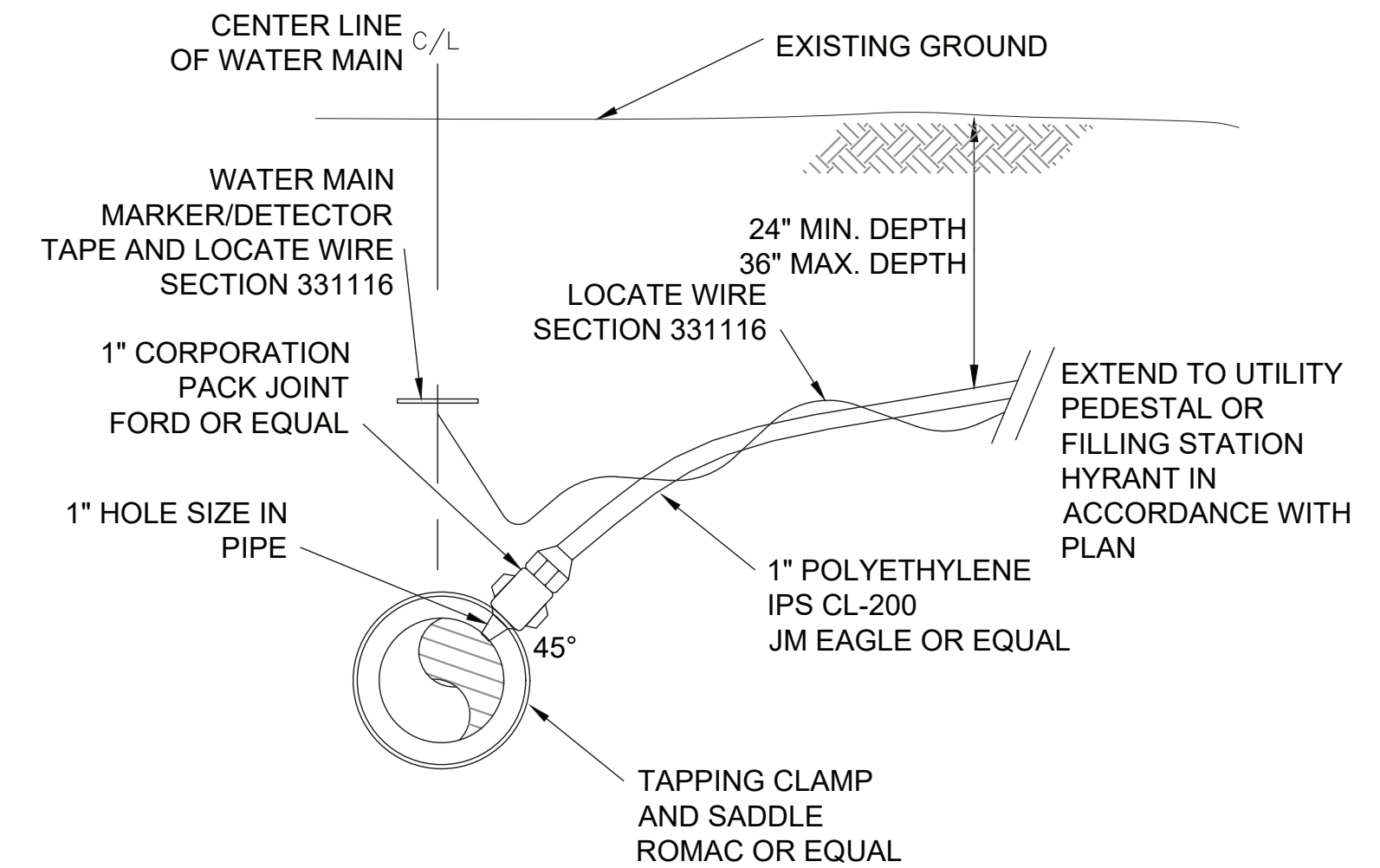
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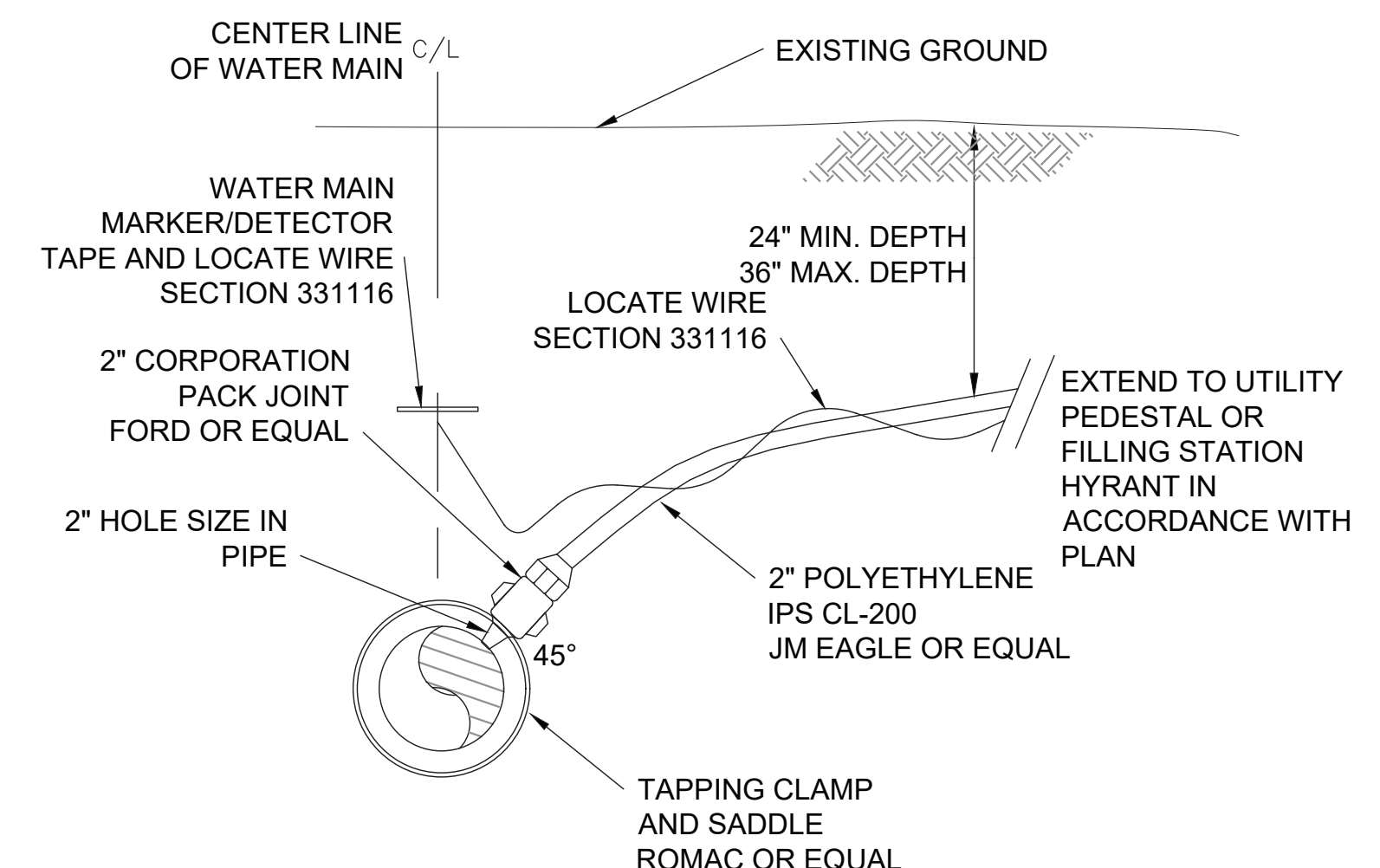
TYPICAL WATER TRENCH SECTION (INSIDE OF GRAVEL ROADWAY)
NTS C04 & C05



TYPICAL TRENCH SECTION (PIPE BEDDING)
NTS B C04 & C05



1" WATER SERVICE CONNECTION
NTS C04 & C05



2" WATER SERVICE CONNECTION
NTS C04 & C05

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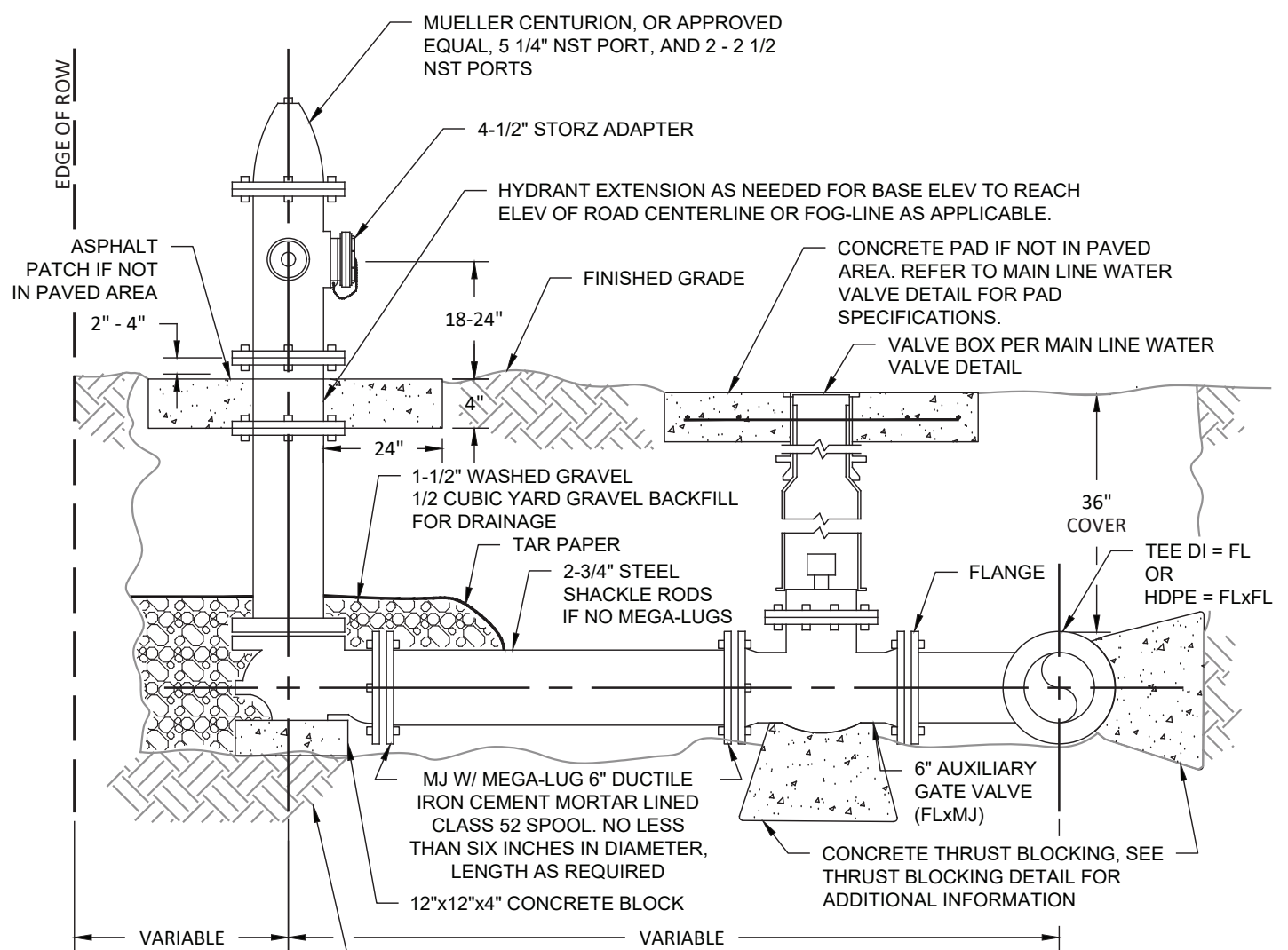


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 DETAILS
 DATE: 11/22/2024
 PLAN NUMBER:
C06
 SHEET 6 OF 12

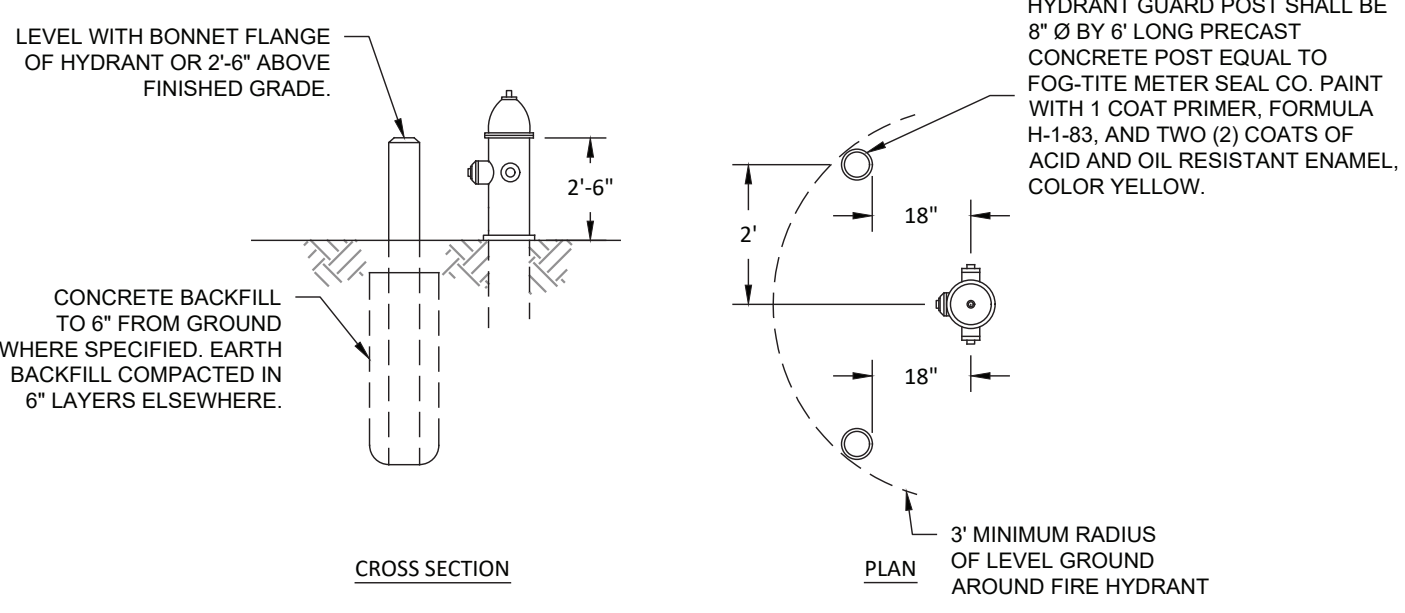
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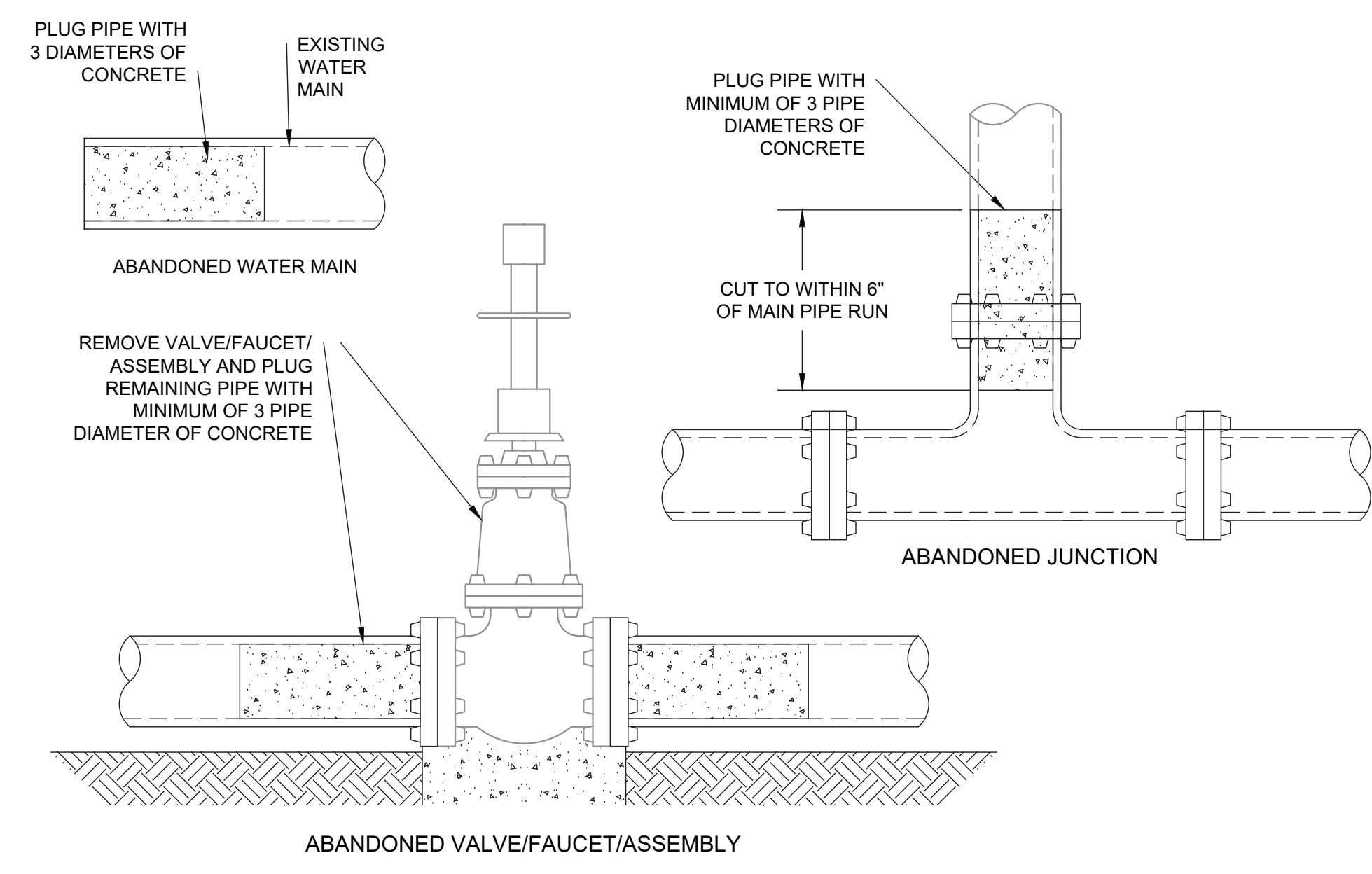
SPECIAL FILL NOTE:
 1. AREAS OF WET OR HIGHLY ORGANIC NATIVE SOILS WILL REQUIRE 2 FEET DEEP OF COMPACTED FOUNDATION BED 3 FEET AROUND TOTAL ASSEMBLY. CONSULT DESIGN ENGINEER IF WET OR HIGHLY ORGANIC SOILS ARE FOUND.

- NOTES:**
- USE RESTRAINED JOINTS (MEGALUG RETAINER GLANDS) AT ALL LATERAL PIPE FITTINGS. PIPE-TO-PIPE JOINTS SHALL BE "THRUST-LOCK" BOLTS RESTRAINTS BY PACIFIC STATES CO. OR FIELD-LOK GASKETS IF HYDRANT LATERAL RUN EXCEEDS (1) STANDARD PIPE LENGTH.
 - AN OPERATING NUT EXTENSION SHALL BE INSTALLED WHEN THE GROUND SURFACE IS MORE THAN 36" ABOVE THE VALVE OPERATING NUT.
 - HYDRANT SHALL BE PRIME-COATED WITH STEELCOTE SR-53 HEAVY DUTY BRUSH TYPE OR APPROVED EQUAL. TOP COATS SHALL BE STEELCOTE ACID AND OIL RESISTANT ENAMEL NO 44-68 COLOR: RED, BRUSH TYPE OR APPROVED EQUAL.
 - STENCIL ON FACE OF HYDRANT BARREL WITH 2" CONTRASTING LETTERS. THE DISTANCE FROM THE HYDRANT TO THE GATE VALVE IN FEET AND INCHES.

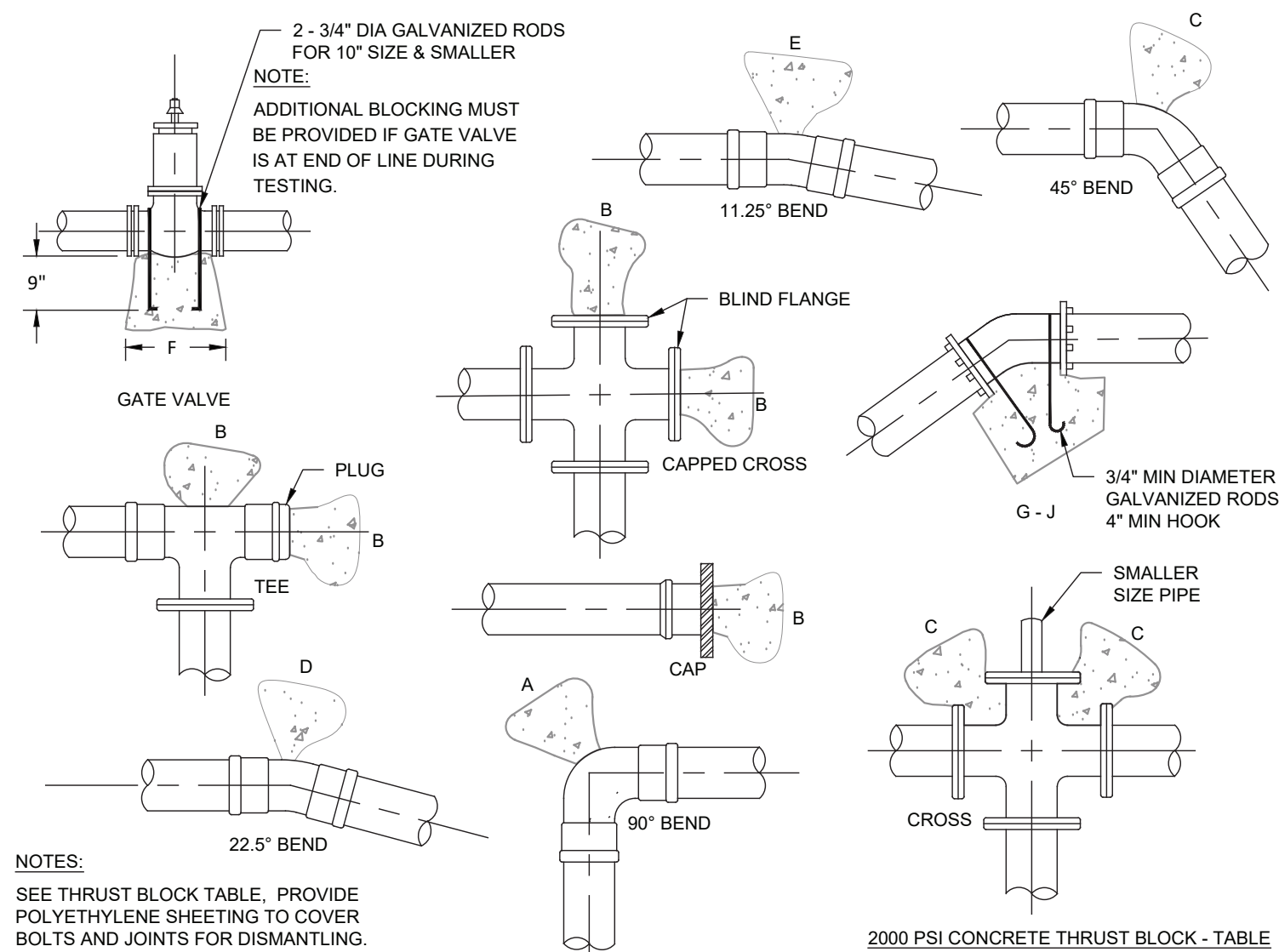
FIRE HYDRANT ASSEMBLY
 NTS
 G
 C04 & C05



HYDRANT PROTECTION
 NTS
 H
 C04 & C05



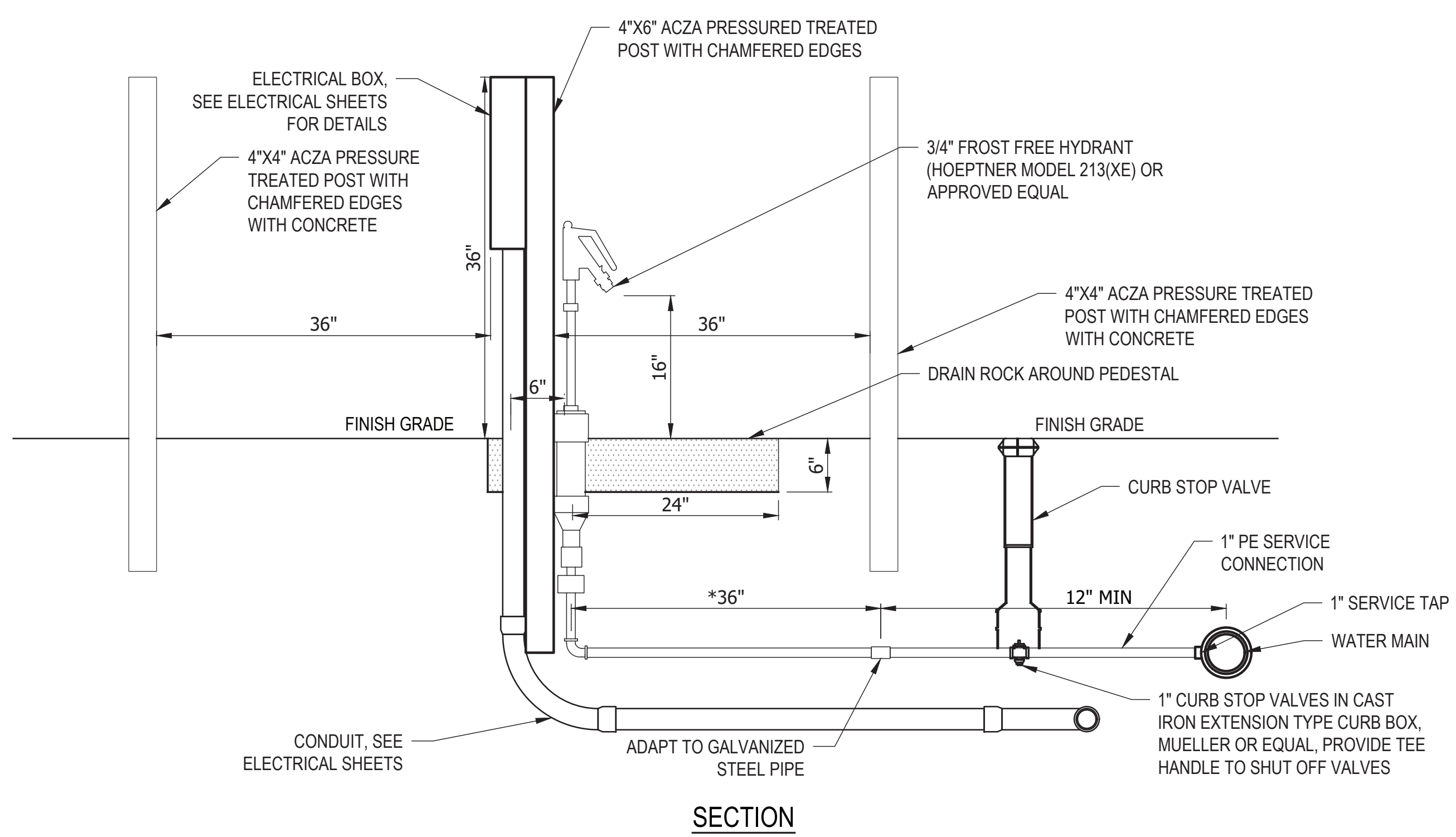
WATER MAIN ABANDONMENT DETAIL
 NTS
 I
 C04 & C05



PIPE SIZE	MIN. BEARING AGAINST UNDISTURBED SOIL							VERTICAL THRUST BLOCKING			
	A - 90° (SF)	B - TEE° (SF)	C - 45° (SF)	D - 22.5° (SF)	E - 11.25° (SF)	F - GV° (SF)	A - 90° (CY)	A - 90° (CY)	A - 90° (CY)	A - 90° (CY)	
4"	4	4	4	4	4	-	-	-	-	-	
6"	10	7	6	3	2	-	2	-	-	-	
8"	18	12	10	5	3	3	4	2	-	-	
10"	24	22	14	8	5	4	8	3	-	-	

- NOTES:**
- THRUST BLOCK CONCRETE SHALL BE CLASS B POURED AGAINST UNDISTURBED EARTH. A PLASTIC BARRIER SHALL BE PLACED BETWEEN ALL THRUST BLOCKS AND FITTINGS.
 - BEARING AREA OF CONCRETE THRUST-BLOCK BASED ON 250 PSI PRESSURE AND SAFE SOIL BEARING LOAD OF 2,000 POUNDS PER SQUARE FOOT.
 - AREAS MUST BE ADJUSTED FOR OTHER PIPE SIZES, PRESSURES, AND SOIL CONDITIONS.
 - CONCRETE BLOCKING SHALL BE CAST IN PLACE AND HAVE A MINIMUM OF 36 SQUARE INCHES BEARING AGAINST THE FITTING.
 - BLOCK SHALL BEAR AGAINST FITTINGS ONLY AND SHALL BE CLEAR OF JOINTS TO PERMIT TAKING UP OR DISMANTLING OF JOINT.
 - CONTRACTORS SHALL INSTALL BLOCKING ADEQUATE TO WITHSTAND FULL TEST PRESSURE AS WELL AS TO CONTINUOUSLY WITHSTAND OPERATION PRESSURE UNDER ALL CONDITIONS OF SERVICE. TEST NOT TO EXCEED 250 PSI AT LOWEST POINT.

WATER MAIN THRUST BLOCKING
 NTS
 J
 C04 & C05



UTILITY PEDESTAL (WATER & POWER)
 NTS
 K
 C04 & C05

NO.	DATE	BY	REVISION

FACET
 9706 4th Ave NE
 Suite 300
 Seattle, WA 98115
 P: 206.523.0024
 www.facetnw.com



11/22/24
 CALL 811
 2 BUSINESS DAYS
 BEFORE YOU DIG
 (UNDERGROUND UTILITY LOCATIONS ARE APPROX.)

FAIRGROUNDS CAMPING IMPROVEMENTS
 PORT OF SOUTH WHIDBEY
 FREELAND, WA
 PROJECT NUMBER: 2402.0412

DRAFT

DETAILS
 DATE: 11/22/2024
 PLAN NUMBER:

C07
 SHEET 7 OF 12

POWER DEVICE SYMBOLS LEGEND	
COMMON DEVICES	
	SIMPLEX RECEPTACLE
	DUPLEX RECEPTACLE
	QUADPLEX RECEPTACLE
	SPECIAL PURPOSE RECEPTACLE, VERIFY NEMA CONFIGURATION
	* INDICATES ABOVE COUNTER OR NON-STANDARD HEIGHT FOR ALL WALL DEVICES. REFER TO ARCHITECTURAL / INTERIOR ELEVATIONS FOR EXACT LOCATION, UNO.
	REMOTE GFCI DEVICE
	EQUIPMENT CONNECTION, RV CONNECTION AS INDICATED
	MOTOR CONNECTION
	POWER DEVICE SWITCH, SEE PLANS FOR ADDITIONAL INFORMATION.
	DISCONNECT SWITCH
	DISCONNECT: F = FUSED, B = BREAKER
	JUNCTION BOX
	JUNCTION BOX WITH POWER OR DATA WHIP, SEE PLANS
	LINE VOLTAGE THERMOSTAT
IN-CEILING DEVICES	
	DUPLEX RECEPTACLE ON CEILING
	DOUBLE DUPLEX RECEPTACLE ON CEILING
	SPECIAL PURPOSE RECEPTACLE ON CEILING, VERIFY NEMA CONFIGURATION
IN-FLOOR DEVICES	
	DUPLEX FLOOR RECEPTACLE FB = FLOORBOX PT = POKE-THROUGH FF = FURNITURE FEED
	DUPLEX FLOOR RECEPTACLE
	COMBINATION FLOORBOX, REFER TO SCHEDULE FOR POWER, DATA, AND AV SCOPE
FB1	NUMBER INDICATES SCHEDULED ENCLOSURE TYPE.
	REFER TO SCHEDULE FOR ADDITIONAL INFO.
DEVICE TYPE / WIRING KEY	
	CIRCUIT NUMBER
	DEVICE TYPE INDICATOR
	ABOVE COUNTER / NON-STANDARD HEIGHT
	SHADING INDICATES SWITCHING OR CONTROL, SEE PLANS
	CIRCUITING INDICATOR, MAY BE REPLACED WITH CIRCUIT NUMBER CALLOUT IN FINAL CONSTRUCTION DOCUMENTS.
LETTER INDICATOR KEY	
CIRCUITING:	DEVICE TYPE:
E = EMERGENCY	B = INTEGRAL USB
U = UPS	G = GFCI
S = STANDBY	W = WEATHER PROOF GFCI
C = CRITICAL	T = ISOLATED GND
D = DEO. CKT	

ONE-LINE SYMBOLS LEGEND	
	CIRCUIT BREAKER
	BUS DUCT PLUG-IN CIRCUIT BREAKER
	FUSED SWITCH
	CURRENT TRANSFORMERS
	GROUND CONNECTION
	CONDUIT CONTINUATION
	CONDUIT CAP
	FEEDER CALLOUT
	SURGE PROTECTIVE DEVICE
	AUTOMATIC TRANSFER SWITCH
	TRANSFORMER
	ELECTRICITY METER
	GENERATOR

TYPICAL DEVICE MOUNTING HEIGHTS	
RECEPTACLES	+18" AFF
RECEPTACLES, ABOVE COUNTER	+6" ABOVE COUNTER, +46" AFF MAX, COORDINATE WITH CASEWORK
PHONE/DATA/CATV OUTLET	+18" AFF
SWITCHES	+46" AFF
THERMOSTATS	+46" AFF
CARD READERS	+46" AFF
PANELBOARDS	+72" TO TOP OR PER NEC 404.8
RESIDENTIAL PANEL	+48" TO HIGHEST OPERABLE CONTROL
CONTROL PANELS	+72" TO TOP
NOTES:	
1.	MEASUREMENTS ARE TYPICAL UNO ON PLANS
2.	MEASUREMENTS ARE TO CENTER OF BOX UNO
3.	COMPLY WITH ALL ADA ACCESSIBILITY GUIDELINES

EQUIPMENT SYMBOLS LEGEND	
	UTILITY METER
	EQUIPMENT CABINET AS NOTED
	ELECTRIC WALL HEATER
	BRANCH PANEL RECESSED
	BRANCH PANEL SURFACE
	TRANSFORMER
	EQUIPMENT ENCLOSURE, SEE PLAN NOTES AND NAMING CONVENTIONS FOR DESCRIPTION

GENERAL SYMBOLS	
	KEYNOTE
	REVISION TAG
	REVISION CLOUD
	DETAIL/PLAN CALLOUT
	NORTH ARROW
	MATCHLINE
	CONTINUATION SYMBOL

ELECTRICAL TAGS	
	MECHANICAL EQUIPMENT TAG, EQUIP. SPECIFIED BY DIV 21, 22, OR 23.
	BUILDING EQUIPMENT TAG, EQUIP. NOT SPECIFIED BY DIV 21, 22, OR 23.
	DWELLING UNIT CALLOUT TAG W/ UNIT TYPE AND CIRCUIT NUMBER
	DWELLING UNIT CIRCUIT TAG

ABBREVIATIONS	
A	AMPERES
AFCI	ARC FAULT CIRCUIT INTERRUPTER
AFF	ABOVE FINISHED FLOOR
AIC	AMPERE INTERRUPTING CAPACITY
AL	ALUMINUM
ATS	AUTOMATIC TRANSFER SWITCH
AWG	AMERICAN WIRE GAUGE
AV	AUDIO VISUAL
BKR	BREAKER
C	CONDUIT
CKT	CIRCUIT
CO	CONDUIT ONLY
CU	COPPER
CLG	CEILING
CT	CURRENT TRANSFORMER
DAS	DISTRIBUTED ANTENNA SYSTEM
DIA	DIAMETER
(E)	EXISTING
EGC	EQUIPMENT GROUNDING CONDUCTOR
ERRCS	EMERGENCY RESPONDER RADIO COVERAGE
F	FUSE
FACFP	FIRE ALARM CONTROL PANEL
FC	FOOT CANDLE
FLA	FULL LOAD AMPERES
FSD	FIRE SMOKE DAMPER
FTL	FEED-THRU LUGS
GEC	GROUNDING ELECTRODE CONDUCTOR
GFCI	GROUND FAULT CIRCUIT INTERRUPTER
GFPE	GROUND FAULT PROTECTION OF EQUIPMENT
HP	HORSEPOWER
IDF	INTERMEDIATE DISTRIBUTION FRAME
IG	ISOLATED GROUND
KCMIL	THOUSAND CIRCULAR MIL
KVA	KILOVOLT-AMP
KW	KILOWATT
LTG	LIGHTING
MCA	MINIMUM CIRCUIT AMPERES
MCB	MAIN CIRCUIT BREAKER
MCC	MOTOR CONTROL CENTER
MDF	MAIN DISTRIBUTION FRAME
MDP	MAIN DISTRIBUTION PANEL
MDU	MEDIA DISTRIBUTION UNIT
MIN	MINIMUM
MLO	MAIN LUG ONLY
MOCPP	MAXIMUM OVERCURRENT PROTECTION
MTS	MANUAL TRANSFER SWITCH
(N)	NEW
NAC	NOTIFICATION APPLIANCE CIRCUIT ON CENTER
OC	POLE
P	PHASE
PH	PANEL
PWR	POWER
(R)	RELOCATE
ROW	RIGHT-OF-WAY
S	SWITCH
SDP	SUB-DISTRIBUTION PANEL
SIM	SIMILAR
SPD	SURGE PROTECTIVE DEVICE
TR	TAMPER RESISTANT
TYP	TYPICAL
UNO	UNLESS NOTED OTHERWISE
UPS	UNINTERRUPTIBLE POWER SUPPLY
V	VOLTS
VA	VOLT-AMPERES
VFD	VARIABLE FREQUENCY DRIVE
W	WIRE
WP	WEATHERPROOF
(X)	DEMOLISH
XFMR	TRANSFORMER

EQUIPMENT NAMING LEGEND	
TYPICAL PANELBOARD CONVENTION	
LINE-LINE VOLTAGE*	EXAMPLE: 4NM-1A-2 4 = 480V 2 = 208V
POWER BRANCH	N = NORMAL S = STANDBY - LEGALLY REQ. SB E = LIFE SAFETY
BUILDING SYSTEM	R = RECEPTACLE LOADS L = LIGHTING SYSTEMS M = MECHANICAL SYSTEMS W = WATER SYSTEMS T = TELECOM SYSTEMS
LEVEL	P1, 1, 2, ...
SECTOR INDICATOR	A = SECTOR A B = SECTOR B ...
# IN SERIES**	
MAIN DIST. EQUIPMENT MAY OMIT BUILDING SYSTEM, LEVEL, SECTOR, ETC. FOR NAMING SIMPLIFICATION.	
LINE-LINE VOLTAGE*	EXAMPLE: 4MDP-R MDP = MAIN DIST. PANEL SDP = SUB DIST. PANEL X = XFMR SE = SERVICE ENTRANCE ...
SERVICE***	R = RESIDENTIAL SERVICE H = HOUSE SERVICE EV = EV SERVICE
POWER BRANCH**	
NOTES: * USED WHEN MULTIPLE L-L VOLTAGES ARE PRESENT. ** OMITTED AS NEEDED FOR SIMPLIFICATION. *** USED ONLY ON MULTI-SERVICE PROJECTS	

GENERAL PROJECT NOTES	
1.	COMPLETED INSTALLATION SHALL COMPLY WITH NEC AND ALL LOCAL LAWS, ORDINANCES, AND REGULATIONS.
2.	PLANS ARE DIAGRAMMATIC IN NATURE TO COMMUNICATE SCOPE OF WORK AND GENERAL INTENT. CONTRACTOR SHALL PROVIDE ALL FITTINGS, BOXES, AND APPURTENANCES NECESSARY FOR A COMPLETE AND OPERABLE ELECTRICAL SYSTEM.
3.	DEVICE LOCATIONS ON PLANS MAY NOT BE EXACT. REFER TO CIVIL PLANS FOR MORE DETAILED INFORMATION REGARDING DIMENSIONS AND LAYOUTS. COORDINATE ALL DEVICE AND EQUIPMENT LOCATIONS WITH CIVIL AND OTHER TRADES.
4.	EQUIPMENT FOR OTHER DISCIPLINES MAY BE SHOWN FOR REFERENCE ONLY. REFER TO OTHER DISCIPLINES' DRAWINGS FOR MORE DETAIL REGARDING EQUIPMENT SPECIFICATIONS AND INFORMATION.
5.	PLANS SHALL GOVERN IN MATTERS OF QUANTITY, SPECIFICATIONS SHALL GOVERN IN MATTERS OF QUALITY. IN CASE OF DISCREPANCY BETWEEN DRAWINGS AND SPECIFICATIONS, THE SPECIFICATIONS SHALL GOVERN. PLANS ARE TO BE TIED TO SPECIFICATIONS FOR A COMPLETE DESIGN PACKAGE.
6.	ANYTHING MENTIONED IN THE SPECIFICATIONS AND NOT SHOWN ON THE DRAWINGS, OR SHOWN ON THE DRAWINGS AND NOT MENTIONED IN THE SPECIFICATIONS, SHALL BE OF LIKE EFFECT AS IF SHOWN OR MENTIONED IN BOTH.
7.	WIRE SIZE AND QUANTITIES ARE NOT GENERALLY INDICATED ON PLANS. FOR A TYPICAL 20A/1P CIRCUIT BREAKER, PROVIDE (3) #12 CU CONDUCTORS (PHASE, NEUTRAL, GROUND), FOR A TYPICAL 20A/2P CIRCUIT BREAKER, PROVIDE (3) #12 CU CONDUCTORS (PHASE, PHASE, GROUND), FOR A TYPICAL 20A/3P CIRCUIT BREAKER, PROVIDE (4) #12 CU CONDUCTORS (THREE PHASES PLUS GROUND).
8.	TO COMPENSATE FOR VOLTAGE DROP, ON 20A, 120V CIRCUITS: OVER 100 FEET, PROVIDE #10 AWG. OVER 150 FEET, PROVIDE #8 AWG. ON 20A, 277V CIRCUITS: OVER 250 FEET, PROVIDE #10 AWG.
9.	CIRCUIT NUMBERS ARE GENERALLY INDICATED AS XX##. WHERE (XX) INDICATES PANEL NAME AND (##) INDICATES THE CIRCUIT NUMBER. IN SOME CASES THE PANEL MAY BE COMMON TO A LARGE AREA, AND THE CIRCUIT NUMBER ONLY MAY BE CALLED OUT ON THE PLANS.
10.	MAINTAIN AT LEAST 12" SEPARATION BETWEEN POWER AND COMMUNICATIONS WIRING ROUTED PARALLEL. SMALLER SEPARATION MAY BE ALLOWED WHEN CROSSING.
11.	ELECTRICAL EQUIPMENT IS DESIGNED BASED ON A SPECIFIC MANUFACTURER. VERIFY FINAL CLEARANCES AND SPACE REQUIREMENTS WITH EQUIPMENT SUBMITTALS. THE CONTRACTOR IS RESPONSIBLE FOR ANY REDESIGN OR RELOCATION OF EQUIPMENT IF APPROVED EQUIPMENT DOES NOT MATCH BASIS OF DESIGN.
12.	PROVIDE 4" HIGH CONCRETE "HOUSEKEEPING PADS" FOR FREE STANDING AND FLOOR MOUNTED ELECTRICAL EQUIPMENT.
13.	ALL CONDUIT ROUTING SHALL FOLLOW BUILDING LINES WHERE POSSIBLE. COORDINATE ROUTING WITH ARCHITECTURAL ELEMENTS. ALL ROUTING OF EXPOSED CONDUITS SHALL BE APPROVED BY THE ARCHITECT.
14.	COORDINATE UNDERGROUND CONDUIT ROUTING WITH CIVIL.
*NOTE: ALL OF GENERAL NOTES ON THIS SHEET ARE TO BE APPLIED TO ALL OTHER DRAWINGS IN THIS SET. THE SYMBOLS AND ABBREVIATIONS SHOWN ON THIS SHEET MAY OR MAY NOT BE USED IN THIS SET OF DRAWINGS.	

WIRING METHODS	
1.	WHERE USED, THE WORD "PROVIDE" MEANS TO FURNISH AND INSTALL, COMPLETE AND READY FOR ITS INTENDED USE.
2.	PROVIDE COPPER WIRING IN CONDUIT UNO. ALUMINUM WIRING IS ALLOWED FOR FEEDERS OVER 100A RATING, REFER TO FEEDER SCHEDULE. CONDUCTOR MINIMUM SIZE IS 12 AWG UNO.
3.	PROVIDE EMT CONDUIT ABOVEGROUND. PROVIDE RIGID PVC CONDUIT BELOW GRADE OR WHERE ENCASED IN CONCRETE.
4.	PROVIDE WEATHERPROOF RACEWAY AND FITTINGS IN EXTERIOR LOCATIONS.
5.	PROVIDE FLEXIBLE CONDUIT WHIPS FOR CONNECTIONS TO MOTORIZED EQUIPMENT.
6.	PROVIDE METALLIC BOXES.
7.	PROVIDE SEISMIC RESTRAINT COMPONENT DESIGN AND INSTALLATION FOR THE ELECTRICAL SYSTEM, AS REQUIRED BY THE AHJ.
8.	PROVIDE PERMANENT IDENTIFICATION NAMEPLATE LABELS FOR ALL ELECTRICAL SWITCHBOARDS, PANELBOARDS, AND ENCLOSED SWITCHES TO IDENTIFY ITS DESIGNATION OR THE EQUIPMENT SERVED. PROVIDE ALL LABELS AND PLACARDS AS REQUIRED BY NEC AND THE SERVING UTILITY.
9.	WIRING DEVICE COLOR: PROVIDE WHITE DEVICES UNO.
10.	DEVICE WALL PLATES: FOR BACK OF HOUSE MECHANICAL, ELECTRICAL, AND TRASH ROOMS, PROVIDE GALVANIZED STEEL. FOR ALL OTHER AREAS, PROVIDE WHITE THERMOPLASTIC.

ELECTRICAL SHEET LIST	
E001	COVER SHEET - ELECTRICAL
E002	SPECIFICATIONS - ELECTRICAL
E100	SITE PLAN - ELECTRICAL
E1000	SITE PLAN DEMOLITION - ELECTRICAL
E601	ONE-LINE DIAGRAM - ELECTRICAL

No.	DATE	BY	REVISION

WINDSOR ENGINEERS
 Ridgefield, WA
 Duluth + Minneapolis, MN
 WindsorEngineers.com
 Project No: 23266



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2 BUSINESS DAYS
BEFORE YOU DIG
(UNDERGROUND UTILITY LOCATIONS ARE APPROX.)

IC FAIRGROUND CAMPING
 PORT OF SOUTH WHIDBEY
 FREELAND, WA.
 Project No: 23266

CONSTRUCTION DOCUMENTS

COVER SHEET

DATE: 8/14/2023
 PLAN NUMBER:
E001
 SHEET 8 OF 12

BASE MAP TOPOGRAPHY PROVIDED BY OTHERS. FACET CANNOT BE HELD LIABLE FOR ACCURACY. CONTRACTOR SHALL FIELD VERIFY GRADES, UTILITIES, AND ALL OTHER EXISTING FEATURES AND CONDITIONS. IF CONDITIONS ARE NOT AS SHOWN AND/OR PLANS CANNOT BE CONSTRUCTED AS SHOWN, CONTACT FACET PRIOR TO CONSTRUCTION.

26 05 33.13 CONDUIT FOR ELECTRICAL SYSTEMS

- A. CONDUIT APPLICATIONS: DO NOT USE CONDUIT AND ASSOCIATED FITTINGS FOR APPLICATIONS OTHER THAN AS PERMITTED BY NFPA 70 AND PRODUCT LISTING.
- B. EXTERIOR, DIRECT-BURIED: USE GALVANIZED STEEL RIGID METAL CONDUIT OR RIGID PVC CONDUIT. WHERE RIGID POLYVINYL (PVC) CONDUIT IS PROVIDED, TRANSITION TO GALVANIZED STEEL RIGID METAL CONDUIT WHERE EMERGING FROM UNDERGROUND.
- C. WHERE RIGID POLYVINYL (PVC) CONDUIT LARGER THAN 2 INCH (53 MM) TRADE SIZE IS PROVIDED, USE GALVANIZED STEEL RIGID METAL CONDUIT ELBOWS FOR BENDS GREATER THAN 45 DEGREES.
- D. CONDUIT REQUIREMENTS: PROVIDE ALL CONDUIT, FITTINGS, SUPPORTS, AND ACCESSORIES REQUIRED FOR A COMPLETE RACEWAY SYSTEM. PROVIDE PRODUCTS LISTED, CLASSIFIED, AND LABELED AS SUITABLE FOR THE PURPOSE INTENDED.
- E. MINIMUM CONDUIT SIZE, UNLESS OTHERWISE INDICATED: BRANCH CIRCUITS: 1/2 INCH (16 MM) TRADE SIZE. BRANCH CIRCUIT HOMERUNS: 3/4 INCH (21 MM) TRADE SIZE. UNDERGROUND, INTERIOR: 3/4 INCH (21 MM) TRADE SIZE. UNDERGROUND, EXTERIOR: 1 INCH (27 MM) TRADE SIZE.
- F. WHERE CONDUIT SIZE IS NOT INDICATED, SIZE TO COMPLY WITH NFPA 70 BUT NOT LESS THAN APPLICABLE MINIMUM SIZE REQUIREMENTS SPECIFIED.
- G. PROVIDE FLEXIBLE CONNECTIONS TO MOTORIZED EQUIPMENT.

26 05 33.16 BOXES FOR ELECTRICAL SYSTEMS

- A. PROVIDE ALL BOXES, FITTINGS, SUPPORTS, AND ACCESSORIES REQUIRED FOR A COMPLETE RACEWAY SYSTEM AND TO ACCOMMODATE DEVICES AND EQUIPMENT TO BE INSTALLED. PROVIDE PRODUCTS LISTED, CLASSIFIED, AND LABELED AS SUITABLE FOR THE PURPOSE INTENDED.
- B. WHERE BOX SIZE IS NOT INDICATED, SIZE TO COMPLY WITH NFPA 70 BUT NOT LESS THAN APPLICABLE MINIMUM SIZE REQUIREMENTS SPECIFIED.
- C. OUTLET AND DEVICE BOXES UP TO 100 CUBIC INCHES (1,650 CU CM), INCLUDING THOSE USED AS JUNCTION AND PULL BOXES: USE SHEET-STEEL BOXES FOR DRY LOCATIONS UNLESS OTHERWISE INDICATED OR REQUIRED. USE CAST IRON BOXES OR CAST ALUMINUM BOXES FOR DAMP OR WET LOCATIONS UNLESS OTHERWISE INDICATED OR REQUIRED; FURNISH WITH COMPATIBLE WEATHERPROOF GASKETED COVERS.
- D. CABINETS AND ENCLOSURES, INCLUDING JUNCTION AND PULL BOXES LARGER THAN 100 CUBIC INCHES (1,650 CU CM); COMPLY WITH NEMA 250, AND LIST AND LABEL AS COMPLYING WITH UL 50 AND UL 50E, OR UL 508A.
- E. JUNCTION AND PULL BOXES LARGER THAN 100 CUBIC INCHES (1,650 CU CM); PROVIDE SCREW-COVER OR HINGED-COVER ENCLOSURES UNLESS OTHERWISE INDICATED.
- F. UNDERGROUND BOXES/ENCLOSURES: IN-GROUND, OPEN BOTTOM BOXES FURNISHED WITH FLUSH, NON-SKID COVERS WITH LEGEND INDICATING TYPE OF SERVICE AND STAINLESS STEEL TAMPER RESISTANT COVER BOLTS. SIZE: AS INDICATED ON DRAWINGS. DEPTH: AS REQUIRED TO EXTEND BELOW FROST LINE TO PREVENT FROST UPHEAVAL, BUT NOT LESS THAN 12 INCHES (300 MM).

26 05 53 IDENTIFICATION FOR ELECTRICAL SYSTEMS

- A. IDENTIFICATION FOR EQUIPMENT: USE IDENTIFICATION NAMEPLATE TO IDENTIFY EACH PIECE OF ELECTRICAL DISTRIBUTION AND CONTROL EQUIPMENT AND ASSOCIATED SECTIONS, COMPARTMENTS, AND COMPONENTS.
- B. USE TYPEWRITTEN CIRCUIT DIRECTORY TO IDENTIFY LOAD(S) SERVED FOR PANELBOARDS WITH A DOOR.
- C. USE IDENTIFICATION NAMEPLATE OR IDENTIFICATION LABEL TO IDENTIFY COLOR CODE FOR UNGROUNDED AND GROUNDED POWER CONDUCTORS INSIDE DOOR OR ENCLOSURE AT EACH PIECE OF FEEDER OR BRANCH-CIRCUIT DISTRIBUTION EQUIPMENT WHEN PREMISES HAS FEEDERS OR BRANCH CIRCUITS SERVED BY MORE THAN ONE NOMINAL VOLTAGE SYSTEM.
- D. IDENTIFICATION NAMEPLATES: OUTDOOR LOCATIONS: USE PLASTIC, STAINLESS STEEL OR ALUMINUM NAMEPLATES SUITABLE FOR EXTERIOR USE.
- E. PLASTIC NAMEPLATES: TWO-LAYER OR THREE-LAYER LAMINATED ACRYLIC OR ELECTRICALLY NON-CONDUCTIVE PHENOLIC WITH BEVELED EDGES; MINIMUM THICKNESS OF 1/16 INCH (1.6 MM); ENGRAVED TEXT.
- F. IDENTIFICATION LABELS: MATERIALS: USE SELF-ADHESIVE LAMINATED PLASTIC LABELS, UV, CHEMICAL, WATER, HEAT, AND ABRASION RESISTANT. TEXT: USE FACTORY PRE-PRINTED OR MACHINE-PRINTED TEXT. DO NOT USE HANDWRITTEN TEXT UNLESS OTHERWISE INDICATED.
- G. UNDERGROUND WARNING TAPES: USE NON-DETECTABLE TYPE POLYETHYLENE TAPE SUITABLE FOR DIRECT BURIAL, UNLESS OTHERWISE INDICATED. EXCEPTION: USE FOIL-BACKED DETECTABLE TYPE TAPE WHERE REQUIRED BY SERVING UTILITY OR WHERE DIRECTED BY OWNER.

26 24 16 PANELBOARDS

- A. ENCLOSURES: COMPLY WITH NEMA 250, AND LIST AND LABEL AS COMPLYING WITH UL 50 AND UL 50E. GALVANIZED STEEL UNLESS OTHERWISE INDICATED.
- B. CONDUCTOR TERMINATIONS: SUITABLE FOR TERMINATING ALUMINUM OR COPPER CONDUCTORS.
- C. CIRCUIT BREAKERS: THERMAL MAGNETIC BOLT-ON TYPE.
- D. ENCLOSURES: PROVIDE SURFACE-MOUNTED OR FLUSH-MOUNTED ENCLOSURES AS INDICATED.
- E. LOAD CENTERS: CIRCUIT BREAKERS: THERMAL MAGNETIC PLUG-IN TYPE.
- F. THERMAL MAGNETIC CIRCUIT BREAKERS: FOR EACH POLE, FURNISH THERMAL INVERSE TIME TRIPPING ELEMENT FOR OVERLOAD PROTECTION AND MAGNETIC INSTANTANEOUS TRIPPING ELEMENT FOR SHORT CIRCUIT PROTECTION.

26 27 26 WIRING DEVICES

- A. WIRING DEVICES SHALL BE WHITE IN COLOR OR AS SPECIFIED BY THE ARCHITECT.
- B. WEATHER RESISTANT CONVENIENCE RECEPTACLES: LISTED AND LABELED AS WEATHER RESISTANT TYPE COMPLYING WITH UL 498 SUPPLEMENT SE SUITABLE FOR INSTALLATION IN DAMP OR WET LOCATIONS; SINGLE OR DUPLEX AS INDICATED ON THE DRAWINGS.
- C. GFCI RECEPTACLES: GFCI RECEPTACLES - GENERAL REQUIREMENTS: SELF-TESTING, WITH FEED-THROUGH PROTECTION AND LIGHT TO INDICATE GROUND FAULT TRIPPED CONDITION AND LOSS OF PROTECTION; LISTED AS COMPLYING WITH UL 943, CLASS A.
- D. IN-USE WEATHERPROOF ENCLOSURES: IN-USE WEATHERPROOF ENCLOSURES - GENERAL REQUIREMENTS: MEETS EXTRA DUTY RATING, NEMA 3R RATED, NEC COMPLIANT, MOUNTED VERTICALLY OR HORIZONTALLY, NON-METALLIC.

26 05 05 SELECTIVE DEMOLITION FOR ELECTRICAL

- A. COORDINATE UTILITY OUTAGES WITH UTILITY COMPANIES.
- B. DISCONNECT ELECTRICAL SYSTEMS TO BE REMOVED.
- C. MAINTAIN EXISTING SYSTEMS IN SERVICE UNTIL NEW SYSTEMS ARE COMPLETE. MINIMIZE OUTAGE DURATIONS.
- D. REMOVE ABANDONED WIRING TO SOURCE OF SUPPLY.
- E. REMOVE ACCESSIBLE ABANDONED CONDUITS.
- F. DISCONNECT ABANDONED OUTLETS AND REMOVE DEVICES. REMOVE ABANDONED OUTLETS OR PROVIDE BLANK COVER.
- G. DISCONNECT AND REMOVE ABANDONED PANELBOARDS.
- H. DISCONNECT AND REMOVE ABANDONED LUMINAIRES, REMOVE MOUNTING AND ACCESSORY EQUIPMENT.
- I. MAINTAIN ACCESS TO EXISTING INSTALLATIONS THAT ARE TO REMAIN ACTIVE.
- J. EXTEND EXISTING INSTALLATIONS USING COMPATIBLE MATERIALS AND METHODS.

26 05 19 LOW VOLTAGE ELECTRICAL CONDUCTORS AND CABLES

- A. PROVIDE SINGLE CONDUCTOR BUILDING WIRE INSTALLED IN SUITABLE RACEWAY UNLESS OTHERWISE INDICATED, PERMITTED, OR REQUIRED.
- B. PROVIDE SINGLE CONDUCTOR BUILDING WIRE IN RACEWAY FOR CIRCUIT HOMERUN FROM FIRST OUTLET TO PANELBOARD.
- C. CONDUCTOR MATERIAL: PROVIDE COPPER CONDUCTORS EXCEPT WHERE ALUMINUM CONDUCTORS ARE SPECIFICALLY INDICATED OR PERMITTED FOR SUBSTITUTION. CONDUCTOR SIZES INDICATED ARE BASED ON COPPER UNLESS SPECIFICALLY INDICATED AS ALUMINUM. CONDUCTORS DESIGNATED WITH THE ABBREVIATION "AL" INDICATE ALUMINUM.
- D. COPPER CONDUCTORS: SOFT DRAWN ANNEALED, 98 PERCENT CONDUCTIVITY, UNCOATED COPPER CONDUCTORS COMPLYING WITH ASTM B3, ASTM B8, OR ASTM B787/B787M UNLESS OTHERWISE INDICATED.
- E. ALUMINUM CONDUCTORS (ONLY WHERE SPECIFICALLY INDICATED OR PERMITTED FOR SUBSTITUTION): AA-8000 SERIES ALUMINUM ALLOY CONDUCTORS RECOGNIZED BY ASTM B800 AND COMPACT STRANDED IN ACCORDANCE WITH ASTM B801 UNLESS OTHERWISE INDICATED.
- F. SINGLE CONDUCTOR BUILDING WIRE INSULATION VOLTAGE RATING: 600 V.
- G. INSULATION COPPER BUILDING WIRE: TYPE THHN/THWN OR THHN/THWN-2, EXCEPT SIZE 4 AWG AND LARGER: TYPE XHHW-2, INSTALLED UNDERGROUND: TYPE XHHW-2.
- H. ALUMINUM BUILDING WIRE (ONLY WHERE SPECIFICALLY INDICATED OR PERMITTED FOR SUBSTITUTION): TYPE XHHW-2.

26 05 26 GROUNDING AND BONDING

- A. EXISTING WORK: WHERE EXISTING GROUNDING AND BONDING SYSTEM COMPONENTS ARE INDICATED TO BE REUSED, THEY MAY BE REUSED ONLY WHERE THEY ARE FREE FROM CORROSION, INTEGRITY AND CONTINUITY ARE VERIFIED, AND WHERE ACCEPTABLE TO THE AUTHORITY HAVING JURISDICTION.
- B. WHERE CONDUCTOR SIZE IS NOT INDICATED, SIZE TO COMPLY WITH NFPA 70 BUT NOT LESS THAN APPLICABLE MINIMUM SIZE REQUIREMENTS SPECIFIED.
- C. GROUNDING ELECTRODE SYSTEM: PROVIDE CONNECTION TO REQUIRED AND SUPPLEMENTAL GROUNDING ELECTRODES INDICATED TO FORM GROUNDING ELECTRODE SYSTEM. PROVIDE CONTINUOUS GROUNDING ELECTRODE CONDUCTORS WITHOUT SPLICE OR JOINT.
- D. BONDING AND EQUIPMENT GROUNDING: PROVIDE BONDING FOR EQUIPMENT GROUNDING CONDUCTORS, EQUIPMENT GROUND BUSES, METALLIC EQUIPMENT ENCLOSURES, METALLIC RACEWAYS AND BOXES, DEVICE GROUNDING TERMINALS, AND OTHER NORMALLY NON-CURRENT-CARRYING CONDUCTIVE MATERIALS ENCLOSING ELECTRICAL CONDUCTORS/EQUIPMENT OR LIKELY TO BECOME ENERGIZED AS INDICATED AND IN ACCORDANCE WITH NFPA 70.
- E. PROVIDE INSULATED EQUIPMENT GROUNDING CONDUCTOR IN EACH FEEDER AND BRANCH CIRCUIT RACEWAY. DO NOT USE RACEWAYS AS SOLE EQUIPMENT GROUNDING CONDUCTOR, WHERE CIRCUIT CONDUCTOR SIZES ARE INCREASED FOR VOLTAGE DROP. INCREASE SIZE OF EQUIPMENT GROUNDING CONDUCTOR PROPORTIONALLY IN ACCORDANCE WITH NFPA 70.
- F. UNLESS OTHERWISE INDICATED, CONNECT WIRING DEVICE GROUNDING TERMINAL TO BRANCH CIRCUIT EQUIPMENT GROUNDING CONDUCTOR AND TO OUTLET BOX WITH BONDING JUMPER.
- G. PROVIDE BONDING JUMPER ACROSS EXPANSION OR EXPANSION/DEFLECTION FITTINGS PROVIDED TO ACCOMMODATE CONDUIT MOVEMENT.
- H. CONDUCTORS FOR GROUNDING AND BONDING, IN ADDITION TO REQUIREMENTS OF SECTION 260526: USE INSULATED COPPER CONDUCTORS UNLESS OTHERWISE INDICATED. EXCEPTIONS: USE BARE COPPER CONDUCTORS WHERE INSTALLED UNDERGROUND IN DIRECT CONTACT WITH EARTH. USE BARE COPPER CONDUCTORS WHERE DIRECTLY ENCASED IN CONCRETE (NOT IN RACEWAY).
- I. CONNECTORS FOR GROUNDING AND BONDING: CONNECTORS APPROPRIATE FOR THE APPLICATION AND SUITABLE FOR THE CONDUCTORS AND ITEMS TO BE CONNECTED. LISTED AND LABELED AS COMPLYING WITH UL 467. UNLESS OTHERWISE INDICATED, USE EXOTHERMIC WELDED CONNECTIONS FOR UNDERGROUND, CONCEALED AND OTHER INACCESSIBLE CONNECTIONS.

26 05 29 HANGERS AND SUPPORTS

- A. GENERAL REQUIREMENTS: PROVIDE ALL REQUIRED HANGERS, SUPPORTS, ANCHORS, FASTENERS, FITTINGS, ACCESSORIES, AND HARDWARE AS NECESSARY FOR THE COMPLETE INSTALLATION OF ELECTRICAL WORK.
- B. STEEL COMPONENTS: USE CORROSION RESISTANT MATERIALS SUITABLE FOR THE ENVIRONMENT WHERE INSTALLED. ZINC-PLATED STEEL: ELECTROPLATED IN ACCORDANCE WITH ASTM B633. GALVANIZED STEEL: HOT-DIP GALVANIZED AFTER FABRICATION IN ACCORDANCE WITH ASTM A123/A123M OR ASTM A153/A153M.
- C. CONDUIT AND CABLE SUPPORTS: STRAPS, CLAMPS, ETC. SUITABLE FOR THE CONDUIT OR CABLE TO BE SUPPORTED. CONDUIT STRAPS: ONE-HOLE OR TWO-HOLE TYPE: STEEL OR MALLEABLE IRON. CONDUIT CLAMPS: BOLTED TYPE UNLESS OTHERWISE INDICATED.
- D. OUTLET BOX SUPPORTS: HANGERS, BRACKETS, ETC. SUITABLE FOR THE BOXES TO BE SUPPORTED.
- E. ANCHORS AND FASTENERS: UNLESS OTHERWISE INDICATED AND WHERE NOT OTHERWISE RESTRICTED, USE THE ANCHOR AND FASTENER TYPES INDICATED FOR THE SPECIFIED APPLICATIONS. CONCRETE: USE PRESET CONCRETE INSERTS, EXPANSION ANCHORS OR SCREW ANCHORS. SOLID OR GROUT-FILLED MASONRY: USE EXPANSION ANCHORS OR SCREW ANCHORS. HOLLOW MASONRY: USE TOGGLE BOLTS. HOLLOW STUD WALLS: USE TOGGLE BOLTS. STEEL: USE BEAM CLAMPS, MACHINE BOLTS OR WELDED THREADED STUDS. SHEET METAL: USE SHEET METAL SCREWS. WOOD: USE WOOD SCREWS. PRESET CONCRETE INSERTS: CONTINUOUS METAL CHANNEL (STRUT) AND SPOT INSERTS SPECIFICALLY DESIGNED TO BE CAST IN CONCRETE CEILINGS, WALLS, AND FLOORS.

No.	DATE	BY	REVISION



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IC FAIRGROUND CAMPING
PORT OF SOUTH WHIDBEY
FREELAND, WA.
Project No: 23266

CONSTRUCTION DOCUMENTS

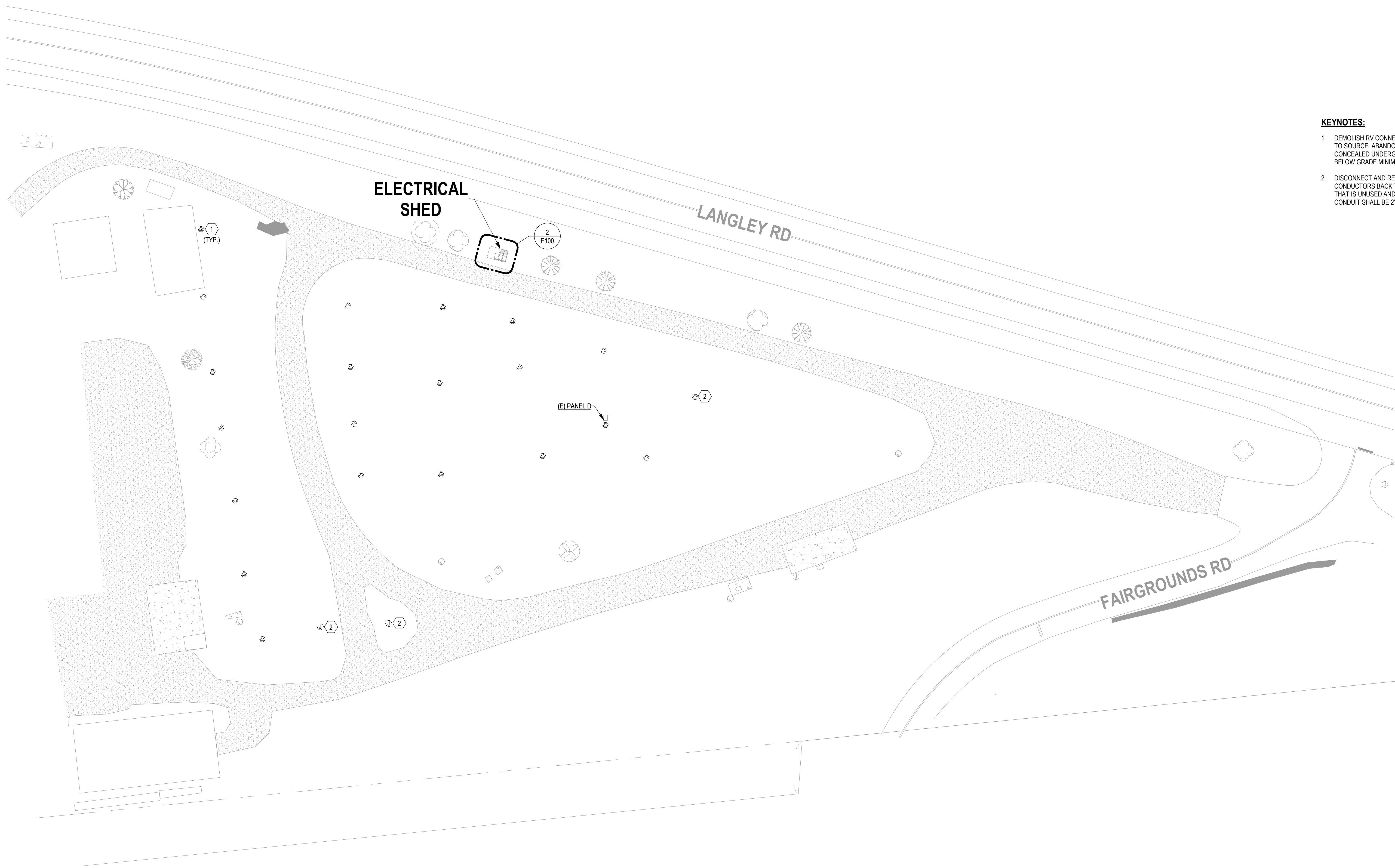
SPECIFICATIONS

DATE: 8/14/2023

PLAN NUMBER:

E002

SHEET 9 OF 12



GENERAL SHEET NOTES:

- A. COORDINATE REMOVAL OF EXISTING UNDERGROUND ELECTRIC WITH OTHER TRADES PRIOR TO REMOVAL.
- B. EXISTING TO REMAIN SHOWN SCALED BACK.

KEYNOTES:

- 1. DEMOLISH RV CONNECTION EQUIPMENT AND CONDUCTORS BACK TO SOURCE. ABANDON IN PLACE CONDUIT THAT IS UNUSED AND CONCEALED UNDERGROUND. DEMOLISHED CONDUIT SHALL BE 2' BELOW GRADE MINIMUM.
- 2. DISCONNECT AND REMOVE ELECTRICAL DEVICES/EQUIPMENT AND CONDUCTORS BACK TO SOURCE. ABANDON IN PLACE CONDUIT THAT IS UNUSED AND CONCEALED UNDERGROUND. DEMOLISHED CONDUIT SHALL BE 2' BELOW GRADE MINIMUM.



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 FREELAND, WA.
 Project No: 23266

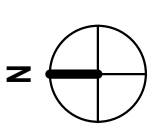
CONSTRUCTION DOCUMENTS

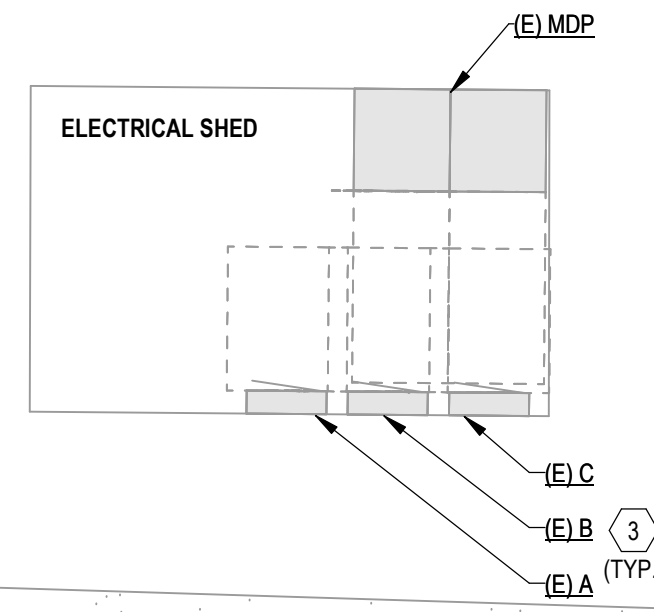
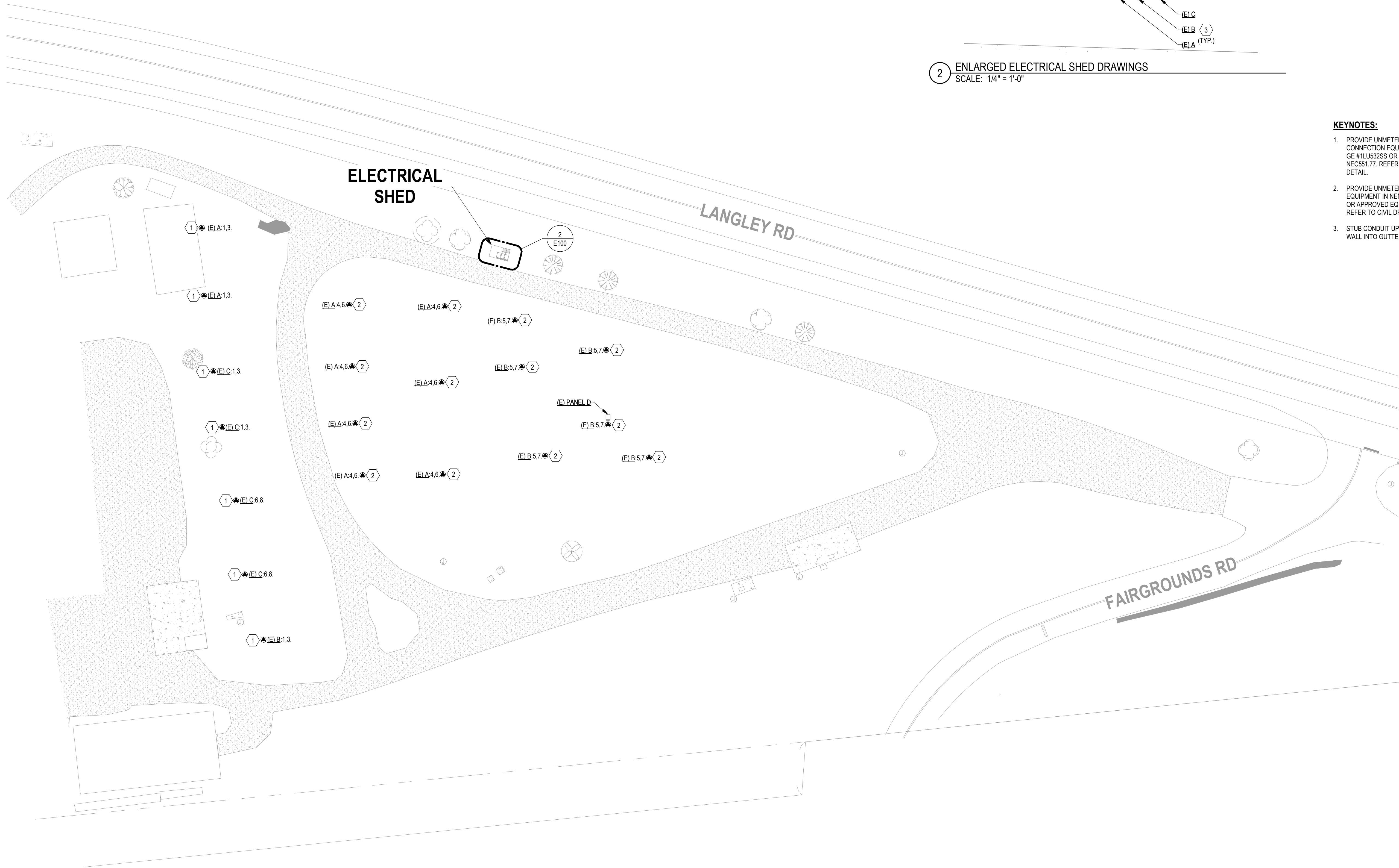
SITE PLAN
 DEMOLITION

DATE: 8/14/2023
 PLAN NUMBER:

E100D
 SHEET 10 OF 12

1 SITE ELECTRICAL DEMOLITION PLAN
 SCALE: 1" = 30'-0"





2 ENLARGED ELECTRICAL SHED DRAWINGS
SCALE: 1/4" = 1'-0"

1 ELECTRICAL SITE PLAN
SCALE: 1" = 30'-0"

GENERAL SITE PLAN NOTES:

- A. COORDINATE COMMUNICATIONS INFRASTRUCTURE WITH COMMUNICATIONS PROVIDERS.
- B. ALL 20A CIRCUITS ON SITE TO BE #10 CU MINIMUM UNLESS NOTED OTHERWISE.
- C. ALL UNDERGROUND CONDUITS TO BE 1" MINIMUM UNLESS NOTED OTHERWISE.
- D. COORDINATE CONDUIT ROUTING WITH CIVIL. MAINTAIN 12" SEPARATION FROM ALL OTHER UTILITIES.
- E. EXISTING TO REMAIN SHOWN SCALED BACK. NEW SHOWN AS BOLD.

KEYNOTES:

- 1. PROVIDE UNMETERED SURFACE MOUNT 50/30/20GFCI RV CONNECTION EQUIPMENT IN NEMA 3R ENCLOSURE. BASIS OF DESIGN GE #1LU32SS OR APPROVED EQUAL. INSTALL IN COMPLIANCE WITH NEC551.77. REFER TO CIVIL DRAWINGS FOR PEDESTAL MOUNTING DETAIL.
- 2. PROVIDE UNMETERED SURFACE MOUNT 30/20GFCI RV CONNECTION EQUIPMENT IN NEMA 3R ENCLOSURE. BASIS OF DESIGN GE #1U032SS OR APPROVED EQUAL. INSTALL IN COMPLIANCE WITH NEC551.77. REFER TO CIVIL DRAWINGS FOR PEDESTAL MOUNTING DETAIL.
- 3. STUB CONDUIT UP AT EXTERIOR OF BUILDING. PENETRATE EXTERIOR WALL INTO GUTTER ABOVE OR BELOW PANELBOARDS.

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Project No: 23266

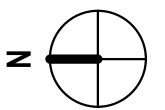
CONSTRUCTION DOCUMENTS

SITE PLAN

DATE: 8/14/2023
PLAN NUMBER:

E100

SHEET 11 OF 12



PANEL (E) A

VOLTAGE: 240/120V, 1PH, 3W
 BUS RATING: 200 A
 MAINS: 200A MCB
 AIC RATING: SEE ONE-LINE
 INTEGRAL SPD: NO
 FEED-THRU LUGS: YES
 NEMA RATING: NEMA-1
 MOUNTING: SURFACE
 LOCATION: ELECTRICAL SHED
 SUPPLY FROM: (E) MDP

CKT	TRIP	POLE	DESCRIPTION	TYPE	A (VA)	B (VA)	TYPE	DESCRIPTION	POLE	TRIP	CKT
1	125 A	2	NORTH-EAST 50A RV SITES	G	5400	460	R, L	LIGHTS AND PLUGS THIS BUILDING	1	20 A	2
3						5400					4
5						5670		G	2	100 A	6
7											8
9											10
11											12
13											14
15											16
17											18
19											20

CONNECTED LOAD	DEMAND FACTOR	ESTIMATED DEMAND	PANEL TOTALS
11530 VA 96 A	11070 VA 92 A		
(A) = AFCI (A/G) = AFCI/GFCI (G) = GFCI (L) = LOCKABLE (N) = SWITCHED NEUTRAL (S) = SHUNT TRIP (GFP) = GROUND FAULT PROTECTED	C = CONTINUOUS GENERAL LOAD D = DWELLING UNIT E = ELECTRIC HEAT G = GENERAL NON-CONTINUOUS LOAD H = HVAC EQUIPMENT HM = HOTEL/MOTEL K = KITCHEN EQUIPMENT L = LIGHTING LM = LARGEST MOTOR M = MOTOR R = RECEPTACLE	0 VA 0 VA 0 VA 22140 VA 0 VA 0 VA 0 VA 0 VA 100 VA 0 VA 0 VA	0.00% 0.00% 0.00% 100.00% 0.00% 0.00% 0.00% 0.00% 125.00% 0.00% 0.00%

PANEL SCHEDULE NOTES:
 A. EXISTING PANEL - EXISTING CIRCUITS AND BREAKERS SHOW IN ITALICS, NEW SHOWN IN BOLD.
 B. REUSE EXISTING BREAKERS WHERE APPLICABLE.

PANEL (E) B

VOLTAGE: 240/120V, 1PH, 3W
 BUS RATING: 200 A
 MAINS: 200A MCB
 AIC RATING: SEE ONE-LINE
 INTEGRAL SPD: NO
 FEED-THRU LUGS: YES
 NEMA RATING: NEMA-1
 MOUNTING: SURFACE
 LOCATION: ELECTRICAL SHED
 SUPPLY FROM: (E) MDP

CKT	TRIP	POLE	DESCRIPTION	TYPE	A (VA)	B (VA)	TYPE	DESCRIPTION	POLE	TRIP	CKT
1	50 A	2	WEST 50A RV SITE	G	2700	0	--	SPARE	2	100 A	2
3						2700					4
5	100 A	2	SOUTH 30A RV SITES	G	4860						6
7						4860					8
9											10
11											12
13											14
15											16
17											18
19											20

CONNECTED LOAD	DEMAND FACTOR	ESTIMATED DEMAND	PANEL TOTALS
7560 VA 63 A	7560 VA 63 A		
(A) = AFCI (A/G) = AFCI/GFCI (G) = GFCI (L) = LOCKABLE (N) = SWITCHED NEUTRAL (S) = SHUNT TRIP (GFP) = GROUND FAULT PROTECTED	C = CONTINUOUS GENERAL LOAD D = DWELLING UNIT E = ELECTRIC HEAT G = GENERAL NON-CONTINUOUS LOAD H = HVAC EQUIPMENT HM = HOTEL/MOTEL K = KITCHEN EQUIPMENT L = LIGHTING LM = LARGEST MOTOR M = MOTOR R = RECEPTACLE	0 VA 0 VA 0 VA 15120 VA 0 VA 0 VA 0 VA 0 VA 0 VA 0 VA 0 VA	0.00% 0.00% 0.00% 100.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%

PANEL SCHEDULE NOTES:
 A. EXISTING PANEL - EXISTING CIRCUITS AND BREAKERS SHOW IN ITALICS, NEW SHOWN IN BOLD.
 B. REUSE EXISTING BREAKERS WHERE APPLICABLE.

PANEL (E) C

VOLTAGE: 240/120V, 1PH, 3W
 BUS RATING: 200 A
 MAINS: 200A MCB
 AIC RATING: SEE ONE-LINE
 INTEGRAL SPD: NO
 FEED-THRU LUGS: YES
 NEMA RATING: NEMA-1
 MOUNTING: SURFACE
 LOCATION: ELECTRICAL SHED
 SUPPLY FROM: (E) MDP

CKT	TRIP	POLE	DESCRIPTION	TYPE	A (VA)	B (VA)	TYPE	DESCRIPTION	POLE	TRIP	CKT
1	125 A	2	NORTH 50A RV SITES	G	5400	0	--	SPARE	2	100 A	2
3						5400					4
5	100 A	2	SPARE		0	5400	G	NORTH WEST 50A RV SITES	2	125 A	6
7						0	5400				8
9											10
11											12
13											14
15											16
17											18
19											20

CONNECTED LOAD	DEMAND FACTOR	ESTIMATED DEMAND	PANEL TOTALS
10800 VA 90 A	10800 VA 90 A		
(A) = AFCI (A/G) = AFCI/GFCI (G) = GFCI (L) = LOCKABLE (N) = SWITCHED NEUTRAL (S) = SHUNT TRIP (GFP) = GROUND FAULT PROTECTED	C = CONTINUOUS GENERAL LOAD D = DWELLING UNIT E = ELECTRIC HEAT G = GENERAL NON-CONTINUOUS LOAD H = HVAC EQUIPMENT HM = HOTEL/MOTEL K = KITCHEN EQUIPMENT L = LIGHTING LM = LARGEST MOTOR M = MOTOR R = RECEPTACLE	0 VA 0 VA 0 VA 21600 VA 0 VA 0 VA 0 VA 0 VA 0 VA 0 VA 0 VA	0.00% 0.00% 0.00% 100.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%

PANEL SCHEDULE NOTES:
 A. EXISTING PANEL - EXISTING CIRCUITS AND BREAKERS SHOW IN ITALICS, NEW SHOWN IN BOLD.
 B. REUSE EXISTING BREAKERS WHERE APPLICABLE.

LOAD SUMMARY: (E) MDP

Location: ELECTRICAL SHED
 Supply From: UTILITY
 Mounting: PAD
 Enclosure: NEMA 1

Volts: 240/120V, 1PH, 3W
 Phases: 1
 Wires: 3

A.I.C. Rating: 50KA
 Mains Type: MLO
 Bus Rating: 1000 A
 Mains Rating: 1000 A

Notes:

CKT	Circuit Description	Load	FN/Note
1	(E) A	22600 VA	
2	(E) B	15120 VA	
3	(E) C	21600 VA	
4	(E) PANEL D	8020 VA	
5			
6			
7			
8			
9			
10			
		67340 VA	
		280.6 A	

Legend:

Load Classification	Connected Load	Demand Factor	Estimated Demand	Panel Totals
R	1800 VA	100.00%	1800 VA	
L	2600 VA	125.00%	3250 VA	Total Conn. Load: 67340 VA
G	58860 VA	100.00%	58860 VA	Total Est. Demand: 69010 VA
LM	4080 VA	125.00%	5100 VA	Total Conn.: 280.6 A
				Total Est. Demand: 287.5 A

Notes:

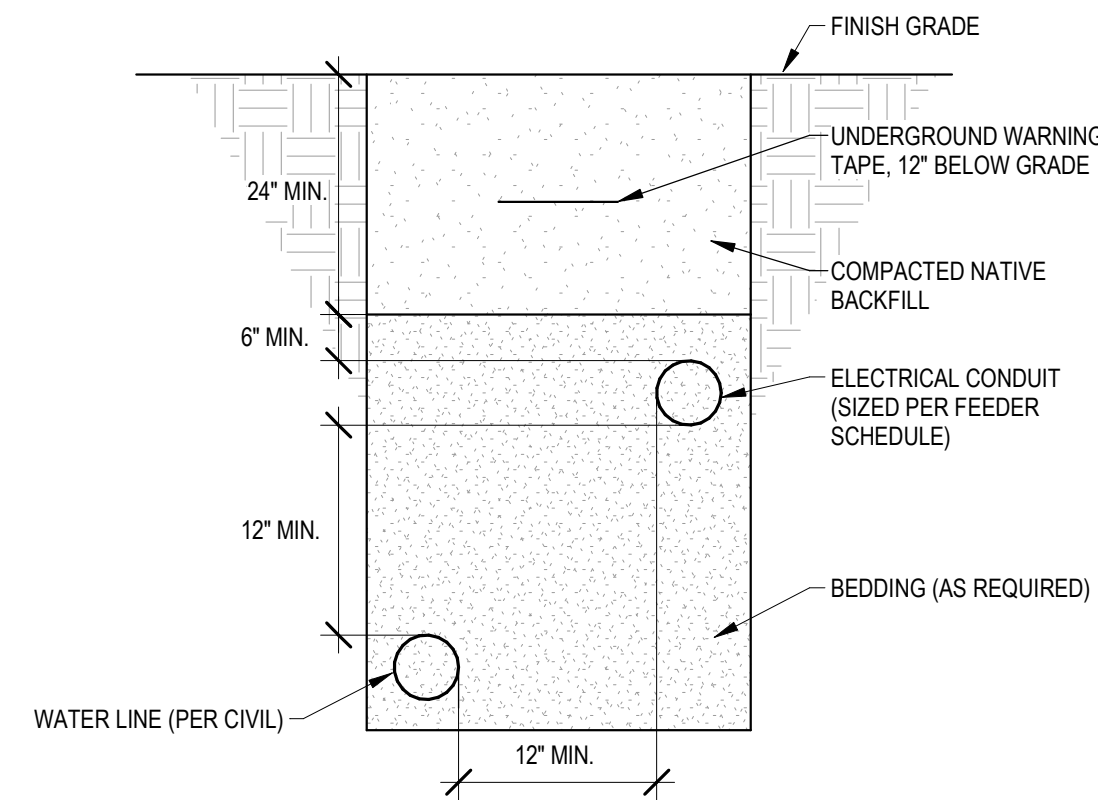
GENERAL SHEET NOTES

- A. ELECTRICAL ONE-LINE DIAGRAM IS SHOWN FOR REFERENCE ONLY. NO WORK TO BE DONE ON ONE-LINE.
- B. NEW BREAKERS INSTALLED IN EXISTING PANELBOARDS SHALL MATCH MANUFACTURER AND AIC RATING.

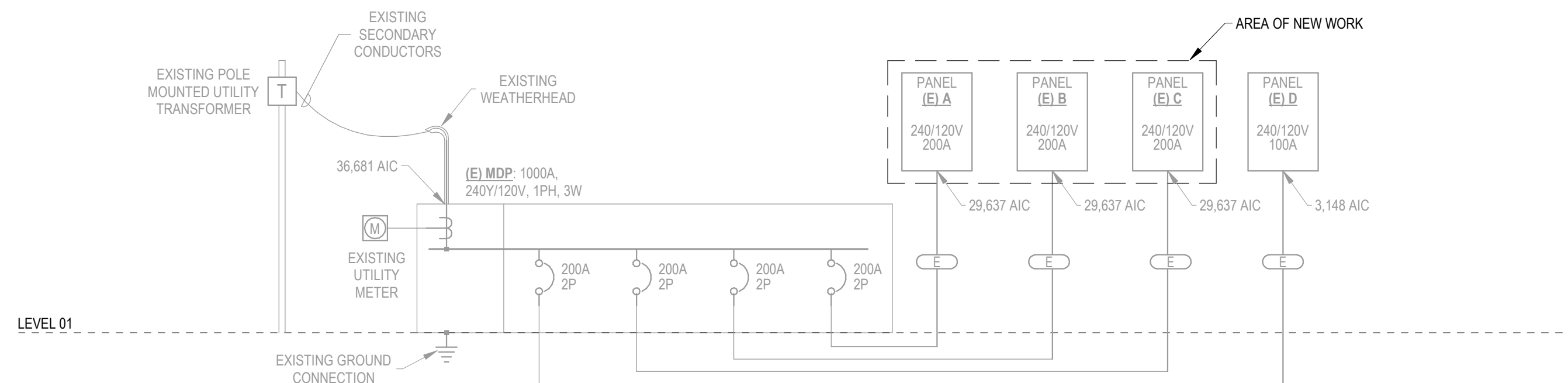
FEEDER SCHEDULE (CU & AL)

FEEDER AMPACITY	# OF SETS	PHASE AND NEUTRAL CONDUCTORS		GROUND		RACEWAY
		CONDUCTORS	MAT.	CONDUCTOR	MAT.	
20	1	#12	CU	#12	CU	3/4"
30	1	#10	CU	#10	CU	3/4"
40	1	#8	CU	#10	CU	3/4"
50	1	#6	CU	#10	CU	1"
60	1	#4	CU	#10	CU	1-1/4"
70	1	#4	CU	#8	CU	1-1/4"
80	1	#3	CU	#8	CU	1-1/4"
90	1	#2	CU	#8	CU	1-1/2"
100	1	#1	CU	#8	CU	1-1/2"
110	1	#1/0	AL	#6	CU	2"
125	1	#2/0	AL	#6	CU	2"
150	1	#3/0	AL	#6	CU	2"
175	1	#4/0	AL	#6	CU	3"
200	1	250 KCM	AL	#6	CU	3"
225	1	300 KCM	AL	#4	CU	3"
250	1	350 KCM	AL	#4	CU	3"
300	1	500 KCM	AL	#4	CU	4"
350	2	#4/0	AL	#3	CU	3"
400	2	250 KCM	AL	#3	CU	3"
450	2	300 KCM	AL	#2	CU	3"
500	2	350 KCM	AL	#2	CU	3"
600	2	500 KCM	AL	#1	CU	4"
800	3	400 KCM	AL	#1/0	CU	3"
1000	4	350 KCM	AL	#2/0	CU	3"
1200	4	500 KCM	AL	#3/0	CU	4"
1600	6	400 KCM	AL	#4/0	CU	4"
2000	8	350 KCM	AL	250 KCM	CU	4"
2500	10	350 KCM	AL	350 KCM	CU	4"
3000	10	500 KCM	AL	400 KCM	CU	4"
4000	12	600 KCM	AL	500 KCM	CU	4"

NOTE: PROVIDE GROUND CONDUCTOR WITH ALL FEEDERS EXCEPT SERVICE ENTRANCE CONDUCTORS.
 FEEDER SCHEDULE KEY:
 (YYY#X) YYY = FEEDER AMPACITY
 # = PROVIDE QUANTITY OF CURRENT CARRYING CONDUCTORS
 'X' = REFER TO TRANSFORMER SCHEDULE FOR GEC AND BONDING.



2 SHARED TRENCH DETAIL
 NOT TO SCALE



1 ONE-LINE DIAGRAM - ELECTRICAL (REFERENCE ONLY)
 NOT TO SCALE

BASE MAP TOPOGRAPHY PROVIDED BY OTHERS. FACET CANNOT BE HELD LIABLE FOR ACCURACY. CONTRACTOR SHALL FIELD VERIFY GRADES, UTILITIES, AND ALL OTHER EXISTING FEATURES AND CONDITIONS. IF CONDITIONS ARE NOT AS SHOWN AND/OR PLANS CANNOT BE CONSTRUCTED AS SHOWN, CONTACT FACET PRIOR TO CONSTRUCTION.



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IC FAIRGROUND CAMPING
 PORT OF SOUTH WHIDBEY
 FREELAND, WA.
 Project No: 23266

CONSTRUCTION DOCUMENTS

ONE-LINE DIAGRAM

DATE: 8/14/2023
 PLAN NUMBER:

E601
 SHEET 12 OF 12

*Project Manual
For*

Fairgrounds Campground Improvements (Electrical & Water)

**BID PROCEDURES AND CONDITIONS
BID PROPOSAL
CONTRACT FORMS
SPECIAL PROVISIONS**

November 2024



P.O. Box 872
Freeland, WA 98249
Phone: (360) 331-5494

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PART I

BID PROCEDURES AND CONDITIONS

INVITATION TO BID

PORT OF SOUTH WHIDBEY

Sealed bid proposals will be received by the Port of South Whidbey at 1804 Scott Road, Suite 303 (PO Box 872), Freeland, WA 98249 for the following:

Fairgrounds Campground Improvements (Electrical & Water)

UNTIL 3:00 p.m., Wednesday December 18, 2024

Bids will be publicly opened and read aloud at 3:15 p.m. in the Port of South Whidbey Conference Room, ground floor, at 1804 Scott Road, Freeland, WA 98249. Bidders and any other interested persons are invited to be present. The project consist of replacement of portions of the fairgrounds water and electrical systems currently serving the existing campground as depicted in the project plan set.

A non-mandatory pre-bid site walk will be held at 10:00 am on Monday December 9th at the project site. Interested bidders are encouraged to attend.

Award will be made to the lowest responsive and responsible bidder. The Port of South Whidbey reserves the right to reject any or all bids, and to waive any irregularities. All contractors and subcontractors must be licensed in the State of Washington to conduct business.

Bids will be received for a single prime Contract. Bids shall be on a lump sum and unit price basis as indicated in the Bid Form(s). The Port of South Whidbey is an equal opportunity employer. All work performed on this project will be subject to prevailing state wage rates.

Free-of-charge access to project bid documents (plans, specifications, addenda, and Bidders List) is provided to Prime Bidders, Subcontractors, and Vendors by going to www.bxwa.com and clicking on "Posted Projects", "Public Works", "Port of South Whidbey", and "Projects Bidding". This online plan room provides Bidders with fully usable online documents with the ability to: download, view, print, order full/partial plan sets from numerous reprographic sources, and a free online digitizer/take-off tool. It is recommended that Bidders "Register" to receive automatic e-mail notification of future addenda and to place themselves on the "Self-Registered Bidders List". Bidders that do not register will not be automatically notified of addenda and will need to periodically check the on-line plan room for addenda issued on this project. Contact Builders Exchange of Washington at (425) 258-1303 should you require assistance with access or registration. The content available through bxwa.com is our property or the property of our licensors and is protected by copyright and other intellectual property laws. Access to project documents is intended for use by bidders (general contractors/prime bidders, subcontractors and suppliers), agency personnel and agency's consultants, as well as for personal, noncommercial, use by the public. You may display or print the content available for these uses only. "Harvesting" (downloading, copying, and transmitting) of any project information and/or project documents for purposes of reselling and/or redistributing information by any other party is not allowed by BXWA.

For questions and/or additional information please contact the project Engineer, Quin Clements, P.E. of Facet, Inc. by phone at (360) 331-4131 or by email at qclements@facetnw.com
All work for the proposed project must be completed by March 15, 2025.

Port of South Whidbey
Fairgrounds Campground Imp.

NOTICE TO BIDDERS

Port of South Whidbey, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-4 and Title 49, Code of Federal Regulation, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Copies of the Project Manual are on file for inspection in the office of Facet, Inc at, 1796 E Main Street, Freeland, WA 98249. All bid and project-related questions must be via email and directed to Quin Clements, P.E. of Facet, Inc. at qclements@facetnw.com.

All bid proposals shall be accompanied by a deposit in cash, certified check, cashier's check or surety bond in an amount equal to five (5) percent of the amount of such bid proposal. Should the successful bidder fail to enter into such contract and furnish satisfactory performance (contract) bond within the time stated in the specifications, the bid proposal deposit shall be forfeited to the Port of South Whidbey.

Award will be made to the lowest responsible and/or best bidder. The Port of South Whidbey reserves the right to reject any or all bids, and to waive any irregularities. The Port of South Whidbey also reserves the right to postpone the bid award for a period of thirty (30) calendar days after bid opening, except that upon mutual consent of the lowest responsible bidder and the Port of South Whidbey, the 30-calendar day limit may be extended to allow legislative approval of the bid award.

SUPPLEMENTAL INSTRUCTIONS TO BIDDERS

PREPARATION OF PROPOSAL

Each bid proposal shall be submitted on the forms included in the "Bid Proposal Forms" section following. All blank spaces on the forms shall be completed in ink or be typewritten. Any omission of prices for items included on the Bid form, or any addition in writing to the form of the bid proposal or any condition, limitation or provision not officially invited in these contract documents may render the proposal as being incomplete or modified and may become cause for rejection of the bid.

The unit or lump sum price for each item and the total bid price shall be shown in figures. The extended unit price for each bid item shall be shown in figures. All bid prices shall be shown in the designated locations under the corresponding headings on the "Bid" form. The unit, extended unit, or lump sum price for each bid item shall include, as shown on the "Bid" form complete under each heading, all costs for labor, materials, tools, equipment, overhead, profit, and all taxes. No additional compensation for these items shall be allowed except through an approved change order as provided for in these contract documents.

The sum shown for the Bid "Total" (total bid price) shall be the amount for which the Bidder offers to perform and which the bidder agrees to accept for the work described in these documents. At the option and direction of the Port of South Whidbey, work may be added or deleted in accordance with the contract provisions hereunder.

Bidders shall fill in and complete the information requested on the "Bidder Identification" form, including address and telephone number. Include in the form the legal name under which the firm or bidder is registered.

Bid proposals shall be signed in full by the person or persons legally authorized to bind the bidder to a contract. A bid by a corporation shall further give the state of incorporation and have the corporate seal affixed. A bid submitted by an agent shall have attached a current power of attorney certifying the agent's authority to bind the Bidder. The name of each person signing shall be typed or printed below the signature.

SUBMITTAL OF PROPOSAL

The contract documents in their entirety, including the completed Bid Proposal Forms and any other documents required in accordance with the Special Provisions, shall be submitted to the office of the Port of South Whidbey, 1804 Scott Road, Suite 303 (PO Box 872), Freeland WA 98249 in an opaque envelope marked:

Proposal for Contract
(Name of Bidder)

Project:

**Fairgrounds Campground Improvements (Electrical & Water)
Langley, Washington**

Port of South Whidbey
Fairgrounds Campground Imp.

Bid proposals shall be deposited at the designated location prior to the date and time for receipt of bid proposals as indicated in the "Invitation to Bid," or such revised date as may be specified by an addendum.

INTERPRETATIONS AND CORRECTIONS

If the Bidder finds any discrepancy in, or omission from the specifications or plans, or if there is any doubt as to their meaning, the Bidder shall promptly notify the Port of South Whidbey and the Project Engineer. Written addenda to clarify questions that arise may then be issued. All interpretation or explanations of the Contract Documents shall be in the form of an addendum and no oral statements by the Port of South Whidbey, Project Engineer, or other project representative shall, in any way, modify the Contract Documents, whether made before or after letting the Contract. Questions received prior to two (2) working days prior to the date of bid opening may not be answered.

Any addenda issued during the time of bidding will be numbered consecutively and will be incorporated into these contract documents. The Bidder shall be responsible to ascertain, prior to submittal of a bid proposal that all addenda issued have been received and are acknowledged on the "Bid Proposal Signature and Addendum Acknowledgment" form.

CONSIDERATION OF BIDS

Following receipt of the proposals, bids will be reviewed for completeness and correctness. In the event of any discrepancies, the amount shown in words shall have precedence, an item's unit price shall have precedence over the items extended unit price, and the arithmetic sum of the extended unit and lump sum prices shall have precedence over the total amount of bid. Any interlineations, alteration or erasure shall be initialed by the Bidder for the proposal to be considered.

It is the intent of the Port of South Whidbey to award a Contract to the responsible Bidder providing the lowest bid and demonstrated successful prior experience in similar projects provided the bid proposal has been submitted in accordance with the requirements of these contract documents and does not exceed the funds available.

IRREGULAR PROPOSALS

Section 1-02.13.2.b of the WSDOT Standard Specifications Book for Road, Bridge, and Municipal Construction is revised to read:

A proposal may be considered irregular and may be rejected if:

b. If the Port of South Whidbey determines that any of the unit bid prices are excessively unbalanced (either above or below the amount of a reasonable bid).

EVIDENCE OF QUALIFICATIONS

Upon request of the Port of South Whidbey, a Bidder whose proposal is under consideration for contract award shall promptly submit satisfactory evidence of financial resources and experience, and the organization and equipment the Bidder has available for the performance of the contract by the Bidder and each proposed subcontractor.

Port of South Whidbey
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Additional Bidder qualification criteria outlined in Section 1-02.1 Qualifications of Bidders.

BID PROTEST PROCEDURES

The Port of South Whidbey will utilize the Washington State RCW 39.04 to resolve bid protests.

AWARD OF CONTRACT

The award of the Contract, if it be awarded, shall be made within 30-calendar days after the date of opening of bids to the lowest Bidder deemed responsible by the Port of South Whidbey, as provided for herein, except that upon mutual consent of the lowest responsible Bidder and the Port of South Whidbey, the 30-calendar days may be extended.

EXECUTION OF CONTRACT

The successful Bidder shall execute and return the contract, and furnish a performance bond on the forms set forth in these contract documents, and satisfactory to the Port of South Whidbey, within 7-calendar days after bid award. A certificate of insurance satisfying the contract specifications shall be also submitted with the signed contract.

Execution by the Port of South Whidbey may take additional 10-business days after the signed Contract is received.

PRECONSTRUCTION CONFERENCE

The successful Bidder, prior to commencement of work, shall attend a preconstruction conference with the Consultant Engineer and Port of South Whidbey staff. Upon award of the contract, the conference will be scheduled for a date within 14-calendar days of award of the contract. The contractor shall bring completed schedule and list of material sources to the conference.

SUBCONTRACTORS

The Bidder is not required to list any subcontractors unless they will be performing electrical, HVAC or plumbing work as defined by RCW 39.30.060. Bidder shall name itself if no subcontractor will be used for electrical, HVAC or plumbing work on the project.

STATE SALES TAX

The bidder shall take note of the paragraph titled "State Sales Tax" in the Specifications.

RELEASE OF BID BONDS

If it is anticipated that the award of the contract will be delayed beyond 30 days from bid opening, all bid bonds except for the lowest two will be returned.

PART II
BID PROPOSAL FORMS

BID PROPOSAL

Fairgrounds Campground Improvements (Electrical & Water)

Date November 27, 2024

TO: Port of South Whidbey
1804 Scott Road
(PO Box 872)
Freeland, Washington 98249

Gentlepersons:

This certifies that the Undersigned: has examined the location of the project site and the conditions of work; and has carefully read and thoroughly understands the Project Manual entitled: "Fairgrounds Campground Improvements (Electrical & Water)" including the "Bid Procedures and Conditions," "Bid Proposal Forms," "Contract Forms", "Standard Specifications," "Special Provisions", and "Plans" governing the work embraced in this project, and the method by which payment will be made for said work. The Undersigned hereby proposes to undertake and complete the work embraced in this project in accordance with said contract documents, and agrees to accept as payment for said work, the schedule of lump sum and unit prices as set forth in the "Bid" below.

The Undersigned acknowledges that payment will be based on the actual work performed and material used as measured or provided for in accordance with the said contract documents, and that no additional compensation will be allowed, other than applicable taxes, and that the basis for payment will be the actual work performed and measured or provided for in accordance with the said Project Manual.

Port of South Whidbey
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Fairgrounds Campground Improvements

BID SCHEDULE

() Specification Section Reference

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
1	SPILL PREVENTION, CONTROL, AND COUNTERMEASURE PLAN (1-07.15(1))	1 LS	\$ _____	\$ _____
				Dollars
<hr/>				
(Unit Price in Words)				
<hr/>				
2	MOBILIZATION (1-09.7)	1 LS	\$ _____	\$ _____
				Dollars
<hr/>				
(Unit Price in Words)				
<hr/>				
3	REMOVAL OF STRUCTURES AND OBSTRUCTIONS (2-02.5)	1 LS	\$ _____	\$ _____
				Dollars
<hr/>				
(Unit Price in Words)				
<hr/>				
4	SHORING OR EXTRA EXCAVATION CLASS B (2-09.5)	3,008 SF	\$ _____	\$ _____
				Dollars
<hr/>				
(Unit Price in Words)				
<hr/>				
5	TRIMMING AND CLEANUP (2-11.5)	1 LS	\$ _____	\$ _____
				Dollars
<hr/>				
(Unit Price in Words)				
<hr/>				

Port of South Whidbey
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ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
6	CRUSHED SURFACING BASE COURSE (4-04.5)	215 TN	\$ _____	\$ _____
				Dollars
<hr/>				
(Unit Price in Words)				
7	CRUSHED SURFACING TOP COURSE (4-04.5)	175 TN	\$ _____	\$ _____
				Dollars
<hr/>				
(Unit Price in Words)				
8	PVC PIPE FOR WATER MAIN 8 IN. DIAM. (7-09.5)	752 LF	\$ _____	\$ _____
				Dollars
<hr/>				
(Unit Price in Words)				
9	CLASS 52 DUCTILE IRON PIPE FOR WATER MAIN 6 IN. DIAM. (7-09.5)	7 LF	\$ _____	\$ _____
				Dollars
<hr/>				
(Unit Price in Words)				
10	PVC PIPE FOR WATER MAIN 4 IN. DIAM. (7-09.5)	316 LF	\$ _____	\$ _____
				Dollars
<hr/>				
(Unit Price in Words)				
11	PE PIPE FOR WATER MAIN 2 IN. DIAM. (7-09.5)	401 LF	\$ _____	\$ _____
				Dollars
<hr/>				
(Unit Price in Words)				

Port of South Whidbey
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ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
12	UTILITY PEDESTAL WATER SERVICE (7-09.5)	20 EA	\$ _____	\$ _____
				Dollars
<hr/>				
(Unit Price in Words)				
13	WATER FILLING STATION HYDRANT (7-09.5)	1 EA	\$ _____	\$ _____
				Dollars
<hr/>				
(Unit Price in Words)				
14	BANKRUN GRAVEL FOR TRENCH BACKFILL (7-09.5)	275 CY	\$ _____	\$ _____
				Dollars
<hr/>				
(Unit Price in Words)				
15	CUT, CAP, AND ABANDON EXISTING WATER MAIN (7-09.5)	1 LS	\$ _____	\$ _____
				Dollars
<hr/>				
(Unit Price in Words)				
16	GATE VALVE 8 IN. (7-12.5)	3 EA	\$ _____	\$ _____
				Dollars
<hr/>				
(Unit Price in Words)				
17	GATE VALVE 4 IN. (7-12.5)	2 EA	\$ _____	\$ _____
				Dollars
<hr/>				
(Unit Price in Words)				

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ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
18	GATE VALVE 2 IN. (7-12.5)	3 EA	\$ _____	\$ _____
				Dollars
<hr/>				
(Unit Price in Words)				
19	HYDRANT ASSEMBLY (7-14.5)	1 EA	\$ _____	\$ _____
				Dollars
<hr/>				
(Unit Price in Words)				
20	SERVICE CONNECTION 1 IN. DIAM. (7-15.5)	3 EA	\$ _____	\$ _____
				Dollars
<hr/>				
(Unit Price in Words)				
21	SERVICE CONNECTION 2 IN. DIAM. (7-15.5)	1 EA	\$ _____	\$ _____
				Dollars
<hr/>				
(Unit Price in Words)				
22	SITE ELECTRICAL IMPROVEMENTS (8-20)	1 LS	\$ _____	\$ _____
				Dollars
<hr/>				
(Unit Price in Words)				
23	Force Account (1-09.6)	1 Est.	\$ 1.00	\$ 1.00
				Dollars
<hr/>				
(Unit Price in Words)				

Subtotal – Bid Schedule = \$ _____
 Sales Tax (8.8%) = \$ _____
Bid Schedule Total = \$ _____

Port of South Whidbey
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NON-COLLUSION DECLARATION

Fairgrounds Campground Improvement (Electrical & Water) Project

I, by signing the proposal, hereby declare, under penalty of perjury under the laws of the United States that the following statements are true and correct:

That the undersigned person(s) firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.

That by signing the signature page of this proposal, I am deemed to have signed and have agreed to the provisions of this declaration.

NOTICE TO ALL BIDDERS

To report bid rigging activities call:

1-800-424-9071

The U.S. Department of Transportation (USDOT) operates the above toll free "hotline" Monday through Friday, 8:00 a.m. to 5:00 p.m. Eastern Time. Anyone with knowledge of possible bid rigging, bidder collusion, or other fraudulent activities should use the "hotline" to report such activities.

The "hotline" is part of USDOT's continuing effort to identify and investigate highway construction contract fraud and abuse, and is operated under the direction of the USDOT Inspector General. All information will be treated confidentially and caller anonymity will be respected.

BIDDER IDENTIFICATION

The name of the Bidder submitting this proposal, the address and phone number to which all communications concerned with this proposal shall be made and the number which has been assigned indicating the Bidder is licensed to do business in the State of Washington are as follows:

Firm Name: _____;

Address: _____;

_____;

Telephone: _____

Contractor's WA Registration Number: _____

Contractor's WA UBI Number: _____

Contractor's WA Employment Security Department Number: _____

Contractor's WA Excise Tax Registration Number: _____

The Firm submitting this proposal is a: Sole Proprietorship
 Partnership
 Corporation

The names and titles of the principal officers of the corporation submitting this proposal, or of the partnership, or of all persons interested in this proposal as principals are as follows

NOTE: Signatures of this proposal must be identified above. Failure to identify the Signatories will be cause for considering the proposal irregular and for subsequent rejection of the bid.

Port of South Whidbey
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BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, _____ of _____, as principal, and the _____ a corporation duly organized under the laws of the State of _____ and having its principal place of business at _____ in the State of Washington, as Surety, are held and firmly bound unto the Port of South Whidbey, a Special Purpose Taxing District, in the full and penal sum of five percent (5%) of the total bid amount appearing on the bid proposal of said principal for the work hereinafter described, for the payment of which, well and truly to be made, we bind our heirs, executors, administrators and assigns, and successors and assigns, jointly and severally, firmly by these presents.

The condition of this bond is such that, whereas, the principal herein is herewith submitting his or its bid proposal for **Fairgrounds Campground Improvements (Electrical & Water) Project** bid proposal, by reference thereto, being hereby made a part hereof.

NOW, THEREFORE, if the said bid proposal submitted by the said PRINCIPAL be accepted, and the contract be awarded to said PRINCIPAL, and if said PRINCIPAL shall duly make and enter into and execute said contract and shall furnish the performance bond as required by the bidding and contract documents within a period of seven (7) calendar days from and after said award, exclusive of the day of such award, then its obligation to pay the above-mentioned penal sum as liquidated damages shall be null and void, otherwise it shall remain and be in full force and effect.

SIGNED AND SEALED this _____ day of, _____ 2024.

Principal
By _____

(Seal)

Surety
By _____
Attorney-In-Fact

The Attorney-in-Fact who executes this bond on behalf of the surety company, must attach a copy of his power-of attorney as evidence of his authority.

SIMILAR PROJECT'S REFERENCE FORM

The name of the Agency or Client for which the project was performed, including the address, phone number the name of the project manager:

Project Name: _____

Agency or Client: _____

Project Manager's Name: _____

Address: _____

Phone Number: _____

Project Name: _____

Agency or Client: _____

Project Manager's Name: _____

Address: _____

Phone Number: _____

Project Name: _____

Agency or Client: _____

Project Manager's Name: _____

Address: _____

Phone Number: _____

PART III
CONTRACT FORMS

PUBLIC WORKS CONTRACT

This Contract is made and entered into in duplicate this ____ day of _____, _____ by and between the Port of South Whidbey, a Special Purpose Taxing District, hereinafter referred to as "the Port", and _____, a _____, and _____, a Washington _____ ("Contractor") **[LEGAL STATUS OF ENTITY SHOULD BE INSERTED i.e., LLC; Sole Proprietor; LLP; Inc., P.S.; Partnership, Foreign Corporation licensed to do business in Washington State]** .

WITNESSETH:

Whereas, the Port desires to have certain public work performed as hereinafter set forth, requiring specialized skills and other supportive capabilities; and

Whereas, the Contractor represents that it is qualified and possesses sufficient skills and the necessary capabilities to perform the services set forth in this Contract.

NOW, THEREFORE, in consideration of the terms, conditions, and agreements contained herein, the parties hereto agree as follows:

1. Scope of Work.

The Contractor shall do all work and furnish all tools, materials, and equipment in order to accomplish the following project:

Fairgrounds Campground Improvements (Electrical & Water)

in accordance with and as described in

- A. this Contract, and
- B. the Project Manual, which include the attached plans, Specifications, Special Provisions, submittal requirements, attachments, addenda (if any), Bid Form, Performance and Payment Bond, and
- C. the Standard Specifications for Road, Bridge, and Municipal Construction prepared by the Washington State Department of Transportation, as may be specifically modified in the attached Specifications and/or Special Provisions, hereinafter referred to as "the standard specifications",
- D. Other _____
- E. Addenda (If any)

and shall perform any alterations in or additions to the work provided under this Contract and every part thereof.

Port of South Whidbey
Fairgrounds Campground Imp.

The Contractor shall provide and bear the expense of all equipment, work, and labor of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the work provided for in this Contract, except as may otherwise be provided in the Project Manual.

2. Time for Performance and Liquidated Damages / Termination of Contract.

- A. Time is of the essence in the performance of this Contract and in adhering to the time frames specified herein. The Contractor shall commence work within ten (10) calendar days after notice to proceed from the Port, and said work shall be physically completed within **30** working days after said notice to proceed, unless a different time frame is expressly provided in writing by the Port.
- B. If said work is not completed within the time for physical completion, the Contractor may be required at the Port's sole discretion to pay to the Port liquidated damages as set forth in the Standard Specifications, for each and every day said work remains uncompleted after the expiration of the specified time.
- C. Termination of Contract.
 - 1. Except as otherwise provided under this Contract, either party may terminate this Contract upon ten (10) working days' written notice to the other party in the event that said other party is in default and fails to cure such default within that ten-day period, or such longer period as provided by the non-defaulting party. The notice of termination shall state the reasons therefore and the effective date of the termination.
 - 2. The Port may also terminate this Contract in accordance with the provisions of Section 1-08.10 of the Standard Specifications.

3. Compensation and Method of Payment.

- A. The Port shall pay the Contractor for work performed under this Contract as detailed in the bid, as incorporated in the Project Manual.
- B. Payments for work provided hereunder shall be made following the performance of such work, unless otherwise permitted by law and approved in writing by the Port. No payment shall be made for any work rendered by the Contractor except as identified and set forth in this Contract.
- C. Progress payments shall be based on the timely submittal by the Contractor.
- D. Payments for any alterations in or additions to the work provided under this Contract shall be in accordance with the Request For Information (RFI), Construction Change Order (CCO), or Force Account (FA) process as set forth in the Standard Specifications. Following approval of the RFI, CCO, or FA the Contractor shall submit the payment request form(s).
- E. The Contractor shall submit payment requests with a completed Application for Payment, filled out and signed by the Contractor, covering the work completed

Port of South Whidbey
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prior to the progress estimate cutoff date. The Application for Payment shall be accompanied by the documentation supporting the Contractor's Application for Payment. The Port shall initiate authorization for payment after receipt of a satisfactorily completed payment request form and shall make payment to the Contractor within approximately thirty (30) days thereafter.

4. Independent Contractor Relationship.

The relationship created by this Contract is that of independent contracting entities. No agent, employee, servant, or representative of the Contractor shall be deemed to be an employee, agent, servant, or representative of the Port, and the employees of the Contractor are not entitled to any of the benefits the Port provides for its employees. The Contractor shall be solely and entirely responsible for its acts and the acts of its agents, employees, servants, subcontractors, or representatives during the performance of this Contract. The Contractor shall assume full responsibility for payment of all wages and salaries and all federal, state, and local taxes or contributions imposed or required, including, but not limited to, unemployment insurance, workers compensation insurance, social security, and income tax withholding.

5. Prevailing Wage Requirements.

The Contractor shall comply with applicable prevailing wage requirements of the Washington State Department of Labor & Industries, as set forth in Chapter 39.12 RCW and Chapter 296-127 WAC. The Contractor shall document compliance with said requirements and shall file with the Port appropriate affidavits, certificates, and/or statements of compliance with the State prevailing wage requirements. The Washington State Prevailing Wage Rates For Public Works Contracts, Island County, incorporated in this Contract have been established by the Department of Labor & Industries and are included as an Attachment to this Contract. The Contractor shall also ensure that any subcontractors or agents of the Contractor shall comply with the prevailing wage and documentation requirements as set forth herein.

6. Indemnification and Hold Harmless.

- A. The Contractor shall defend, indemnify, and hold harmless the Port, its officers, officials, employees, and volunteers against and from any and all claims, injuries, damages, losses, or suits, including attorney fees, arising out of or in connection with the performance of this Contract, except for injuries and damages caused by the sole negligence of the Port.
- B. The Contractor's duty to indemnify the Port shall not apply to liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Port or its elected officials, agents, officers and/or employees.
- C. The Contractor's duty to indemnify the Port for liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the concurrent negligence of (a) the Port and/or its elected officials, agents, officers and/or employees, and (b) the Contractor and/or its directors, officers, agents, employees, consultants, and/or subcontractors, shall apply only to the extent of negligence of Contractor and/or its directors, officers, agents, employees, consultants, and/or subcontractors

- D. Should a court of competent jurisdiction determine that this Contract is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the Port, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence.

It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

- E. Nothing contained in this section or Contract shall be construed to create a liability or a right of indemnification by any third party.
- F. The provisions of this section shall survive the expiration or termination of this Contract.

7. Insurance.

A. Insurance Term.

The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise, as required in this Section, without interruption from or in connection with the performance commencement of the Contractor's work through the term of the work hereunder by the Contractor, their agents, representatives, employees or subcontractors contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein.

B. No Limitation

Contractor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the Port's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance.

Contractors required insurance shall be of the types and coverage as stated below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on at least as broad as Insurance Services Office (ISO) form CA Automobile 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

2. Commercial General Liability insurance shall be written on at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop gap liability, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide the per project general aggregate limit using ISO

form CG 25 03 05 09 or an equivalent endorsement There shall be no e exclusion for liability arising from explosion, collapse or underground property damage. The Port shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the Port using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured- Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad of coverage.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington

4. Required. Builders Risk insurance covering interests of the Port, the Contractor, Subcontractors, and Sub-contractors in the work. Builders Risk insurance shall be on a special perils policy form and shall insure against the perils of fire and extended coverage and physical loss or damage including flood, earthquake, theft, vandalism, malicious mischief, and collapse. The Builders Risk insurance shall include coverage for temporary buildings, debris removal and damage to materials in transit or stored off-site. This Builders Risk insurance covering the work will have a deductible of \$5,000 for each occurrence, which will be the responsibility of the Contractor. Higher deductibles for flood and earthquake perils may be accepted by the Port upon written request by the Contractor and written acceptance by the Port. Any increased deductibles accepted by the Port will remain the responsibility of the Contractor. The Builders Risk insurance shall be maintained until final acceptance of the work by the Port.

5. Required. Contractors Pollution Liability insurance covering losses caused by pollution conditions that arise from the operations of the Contractor. Contractors Pollution Liability insurance shall be written in an amount of at least \$1,000,000 per loss, with an annual aggregate of at least \$1,000,000. Contractors Pollution Liability shall cover bodily injury, property damage, cleanup costs and defense including costs and expenses incurred in the investigation, defense, or settlement of claims.

If the Contractors Pollution Liability insurance is written on a claims-made basis, the Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning from the time that work under the contract is completed.

The Port shall be named by endorsement as an additional insured on the Contractors Pollution Liability insurance policy.

If the scope of services as defined in this contract includes the disposal of any hazardous materials from the job site, the Contractor must furnish to the Port evidence of Pollution Liability insurance maintained by the disposal site operator for losses arising from the insured facility accepting waste under this contract. Coverage certified to the Port under this paragraph must be maintained in minimum amounts of \$1,000,000 per loss, with an annual aggregate of at least \$1,000,000.

Pollution Liability coverage at least as broad as that provided under ISO Pollution Liability-Broadened Coverage for Covered Autos Endorsement CA 99 48 shall be provided, and the Motor Carrier Act Endorsement (MCS 90) shall be attached.

D. Minimum Amounts of Insurance.

The Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$3,000,000 each occurrence, \$3,000,000 general aggregate and a \$2,000,000 products-completed operations aggregate limit.
3. Required. Builders Risk insurance shall be written in the amount of the completed value of the project with no coinsurance provisions.
4. Required. Contractors Pollution Liability shall be written in the amounts set forth above.

E. Port Full Availability of Contractor Limits

If the Contractor maintains higher insurance limits than the minimums shown above, the Port shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this contract or whether any certificate of insurance furnished to the Port evidences limits of liability lower than those maintained by the Contractor.

F. Other Insurance Provisions.

The Contractor's insurance coverage shall be primary insurance with respect to the Port. Any insurance, self-insurance, or insurance pool coverage maintained by the Port shall be in excess of the Contractor's insurance and shall not contribute with it.

G. Acceptability of Insurers.

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

H. Verification of Coverage.

The Contractor shall furnish the Port with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the Automobile Liability and Commercial General Liability insurance of the Contractor before commencement of the work. Throughout the term of this Contract, upon request by the Port, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractors' coverage.

Required. Before any exposure to loss may occur, the Contractor shall file with the Port a copy of the Builders Risk insurance policy that includes all applicable conditions, exclusions, definitions, terms and endorsements related to this Project.

Required. Before any exposure to loss may occur, the Contractor shall file with the Port a copy of the Pollution Liability insurance that includes all applicable conditions, exclusions, definitions, terms and endorsements related to this Project.

I. Contractor's Insurance for Other Losses.

The Contractor shall assume full responsibility for all loss or damage from any cause whatsoever to any tools, Contractor's employee owned tools, machinery, equipment, or motor vehicles owned or rented by the Contractor, or the Contractor's agents, suppliers or subcontractors as well as to any temporary structures, scaffolding and protective fences.

J. Subcontractors.

The Contractor shall include all subcontractors as insured under its policies or shall furnish separate certifications and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the same insurance requirements as stated herein for the Contractor.

The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein. The Contractor shall ensure that the Port is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement at least as broad as ISO Additional Insured endorsement CG 20 38 04 13.

K. Waiver of Subrogation.

The Contractor and the Port waive all rights against each other, any of their subcontractors, lower tier subcontractors, agents and employees, each of the other, for damages caused by fire or other perils to the extent covered by Builders Risk insurance or other property insurance obtained pursuant to the Insurance Requirements Section of this Contract or other property insurance applicable to the work. The policies shall provide such waivers by endorsement or otherwise.

L. Notice of Cancellation of Insurance.

The Contractor shall provide the Port and all Additional Insureds for this work with written notice of any policy cancellation within two business days of their receipt of such notice.

M. Failure to Maintain Insurance

Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the Port may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Port on demand, or at the sole discretion of the Port, offset against funds due the Contractor from the Port.

8. Compliance with Laws.

- A. The Contractor shall comply with all applicable federal, state, and local laws, including regulations for licensing, certification, and operation of facilities and programs, and accreditation and licensing of individuals, and any other standards or criteria as set forth in the Project Manual.
- B. The Contractor shall pay any applicable business and permit fees and taxes which may be required for the performance of the work.
- C. The Contractor shall comply with all legal and permitting requirements as set forth in the Project Manual.

9. Non-discrimination.

During the performance of this Contract, the Contractor shall comply with all applicable equal opportunity laws and/or regulations and shall not discriminate on the basis of race, age, color, sex, sexual orientation, religion, national origin, creed, veteran status, marital status, political affiliation, or the presence of any sensory, mental or physical handicap. This provision shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, selection for training, and the provision of work and services under this Contract. The Contractor further agrees to maintain notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Contractor understands that violation of this provision shall be cause for immediate termination of this Contract and the Contractor may be barred from performing any services or work for the Port in the future unless the Contractor demonstrates to the satisfaction of the Port that discriminatory practices have been eliminated and that recurrence of such discriminatory practices is unlikely.

- A. The parties will maintain open hiring and employment practices and will welcome applications for employment in all positions from qualified individuals who are members of the above-stated minorities.
- B. The parties will comply strictly with all requirements of applicable federal, state or local laws or regulations issued pursuant thereto, relating to the establishment of nondiscriminatory requirements in hiring and employment practices and assuring the service of all patrons and customers without discrimination with respect to the above-stated minority status.

10. Assignment and Subcontractors.

- A. The Contractor shall not assign this Contract or any interest herein, nor any money due to or to become due hereunder, without first obtaining the written consent of the Port.
- B. The Contractor shall not subcontract any part of the services to be performed hereunder without first obtaining the consent of the Port and complying with the provisions of this section.
- C. In the event the Contractor does assign this contract or employ any subcontractor, the Contractor agrees to bind in writing every assignee and subcontractor to the applicable terms and conditions of the contract documents.
- D. The Contractor shall, before commencing any work, notify the Owner in writing of the names of any proposed subcontractors. The Contractor shall not employ any subcontractor or other person or organization (including those who are to furnish the principal items or materials or equipment), whether initially or as a substitute, against whom the Owner may have reasonable objection. Each subcontractor or other person or organization shall be identified in writing to the Owner by the Contractor prior to the date this Contract is signed by the Contractor. Acceptance of any subcontractor or assignee by the Owner shall not constitute a waiver of any right of the Owner to reject defective work or work not in conformance with the contract documents. If the Owner, at any time, has reasonable objection to a subcontractor or assignee, the Contractor shall submit an acceptable substitute.
- E. The Contractor shall be fully responsible for all acts and omissions of its assignees, subcontractors and of persons and organization directly or indirectly employed by it and of persons and organizations for whose acts any of them may be liable to the same extent that it is responsible for the acts and omissions of person directly employed by it.
- F. The divisions and sections of the specifications and the identifications of any drawings shall not control the Contractor in dividing the work among subcontractors or delineating the work to be performed by any specific trade.
- G. Nothing contained in the contract documents shall create or be construed to create any relationship, contractual or otherwise, between the Owner and any subcontractor or assignee. Nothing in the contract documents shall create any obligation on the part of the Owner to pay or to assure payment of any monies due any subcontractor or assignee.
- H. The Contractor hereby assigns to the Port any and all claims for overcharges resulting from antitrust violations as to goods and materials purchased in connection with this Contract, except as to overcharges resulting from antitrust violations commencing after the date of the bid or other event establishing the price of this Contract. In addition, the Contractor warrants and represents that each of its suppliers and subcontractors shall assign any and all such claims for overcharges to the Port in accordance with the terms of this provision. The Contractor further agrees to give the Port immediate notice of the existence of any such claim.

- I. In addition to all other obligations of the contractor, if the contractor does employ any approved subcontractor, the contractor shall supply to every approved subcontractor a copy of the form, provided in the project manual, to establish written proof that each subcontract and lower-tier subcontract is a written document and contains, as a part, the current prevailing wage rates. The contractor, each approved subcontractor and each approved lower-tier subcontractor shall complete and deliver the form directly to the Port.

11. Contract Administration and Notices.

This Contract shall be administered by the Port of South Whidbey and shall be administered for the Contractor by the Contractor's Contract Representative, _____ . Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-delivered to the parties at their addresses as follows:

Port:

Port of South Whidbey
 Fairgrounds Campground Improvements
 c/o Angi Mozer, Executive Director
 1804 Scott Road, Suite 303
 (PO Box 872)
 Freeland, WA 98249
 Tel: (360) 331-5494

Contractor:

Name: _____
 Title: _____
 Business Name: _____
 Address: _____

 Tel: _____

or to such addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand-delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

12. Interpretation and Venue.

This Contract shall be interpreted and construed in accordance with the laws of the State of Washington. The venue of any litigation between the parties regarding this Contract shall be Island County, Washington.

13. Severability

- A. If a court of competent jurisdiction holds any part, term or provision of this Contract to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Contract did not contain the particular provision held to be invalid.
- B. If any provision of this Contract is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

14. Non-Waiver.

Port of South Whidbey
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A waiver by either party hereto of a breach of the other party hereto of any covenant or condition of this Contract shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any Contract, covenant or condition of this Contract, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such Contract, covenant, condition or right.

15. Survival.

Any provision of this Contract which imposes an obligation after termination or expiration of this Contract shall survive the term or expiration of this Contract and shall be binding on the parties to this Contract.

16. Authority.

The person executing this Agreement on behalf of Contractor represents and warrants that he or she has been fully authorized by Contractor to execute this Agreement on its behalf and to legally bind Contractor to all the terms, performances and provisions of this Agreement. The person executing this Contractor on behalf of the Port represents and warrants that he or she has been fully authorized by the Port to execute this Contractor on its behalf and to legally bind the Port to all the terms, performances and provisions of this Contractor.

17. **Debarment and Uniform Guidance.** If this contract involves the use, in whole or in part, of federal award(s), the Contractor must certify that it, and its subcontractors, have not been and are not currently on the Federal or the Washington State Debarment List and if the Contractor or its subcontractors become listed on the Federal or State Debarment List, the Port will be notified immediately. Additionally, if this contract involves the use, in whole or in part, of federal award(s), provisions (A)-(K) in Appendix II to Part 200 of the Uniform Guidance (2 CFR Ch. 11 (1-1-14 edition) are hereby incorporated, as applicable, as if fully set forth herein. See attached form in Appendix D if applicable.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed the day and year first hereinabove written.

Port of South Whidbey

By _____
Angi Mozer, Executive Director

By: _____

Attest:

Port of South Whidbey
Fairgrounds Campground Imp.

PERFORMANCE AND PAYMENT BOND

Bond to the Port of South Whidbey Bond # _____

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned, _____ as Principal, and _____ a corporation, organized and existing under the laws of the State of Washington, as a surety corporation, and qualified under the laws of the State of Washington to become surety upon bonds of contractors with municipal corporations as surety, are jointly and severally held and firmly bound to the **Port of South Whidbey** in the penal sum of \$ _____ for the payment of which sum on demand we bind ourselves and our successors, heirs, administrators or personal representatives, as the case may be.

This obligation is entered into pursuant to the statutes of the State of Washington and the laws governing the Port of South Whidbey

Dated at _____, Washington, this ____ day of _____, 20__.

The conditions of the above obligation are such that:

WHEREAS, the Port of South Whidbey has let or is about to let to the said _____ the above bounded Principal, a certain contract, the said contract being numbered _____, and providing for **Fairground Campground Improvements (Electrical & Water)** (which contract is referred to herein and is made a part hereof as though attached hereto), and

WHEREAS, the said Principal has accepted, or is about to accept, the said contract, and undertake to perform the work therein provided for in the manner and within the time set forth; now, therefore,

If the said Principal, _____, shall faithfully perform all of the provisions of said contract in the manner and within the time therein set forth, or within such extensions of time as may be granted under said contract, and shall pay all laborers, mechanics, subcontractors and materialmen, and all persons who shall supply said Principal or subcontractors with provisions and supplies for the carrying on of said work, and shall indemnify and hold the Port of South Whidbey harmless from any damage or expense by reason of failure of performance as specified in said contract or from defects appearing or developing in the material or workmanship provided or performed under said contract within a period of one year after its acceptance thereof by the Port of South Whidbey, then and in that event, this obligation shall be void; but otherwise, it shall be and remain in full force and effect.

Signed this ____ day of _____, 20__.

Surety

Principal

By _____

By _____

Title

Title

Surety Address

Agent Address

Surety Contact and Phone Number

Agent Contact and Phone Number

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PART IV
SPECIAL PROVISIONS

CERTIFICATION:

I hereby certify that these contract documents were prepared by me or under my direct supervision, and that I am a duly registered Professional Engineer under the laws of the State of Washington.

The portions of the Contract Documents pertinent to the bid schedule items and as shown on the Plans Stamped by Quin Clements are being certified by the following registered Professional Engineer:



11/27/24

SPECIAL PROVISIONS

The following Special Provisions are made a part of this contract and supersede any conflicting provisions of the 2023 Standard Specifications for Road, Bridge and Municipal Construction.

Several types of Special Provisions are included in this contract; General, Region, Bridges and Structures, and Project Specific. Special Provisions types are differentiated as follows:

(date)	General Special Provision
(*****)	Notes a revision to a General Special Provision and also notes a Project Specific Special Provision.
(Regions ¹ date)	Region Special Provision

General Special Provisions are similar to Standard Specifications in that they typically apply to many projects, usually in more than one Region. Usually, the only difference from one project to another is the inclusion of variable project data, inserted as a “fill-in”.

Region Special Provisions are commonly applicable within the designated Region. Region designations are as follows:

<u>Regions¹</u>	
ER	Eastern Region
NCR	North Central Region
NWR	Northwest Region
OR	Olympic Region
SCR	South Central Region
SWR	Southwest Region
WSF	Washington State Ferries Division

Project Specific Special Provisions normally appear only in the contract for which they were developed.

INTRODUCTION

The following Amendments and Special Provisions shall be used in conjunction with the currently adopted edition of the Standard Specifications for Road, Bridge, and Municipal Construction.

AMENDMENTS TO THE STANDARD SPECIFICATIONS

The following Amendments to the Standard Specifications are made a part of this contract and supersede any conflicting provisions of the Standard Specifications. For informational purposes, the date following each Amendment title indicates the implementation date of the Amendment or the latest date of revision.

Each Amendment contains all current revisions to the applicable section of the Standard Specifications and may include references which do not apply to this particular project.

INTRODUCTION TO THE SPECIAL PROVISIONS

(August 14, 2013 APWA GSP)

The work on this project shall be accomplished in accordance with the *Standard Specifications for Road, Bridge and Municipal Construction*, currently adopted edition, as issued by the Washington State Department of Transportation (WSDOT) and the American Public Works Association (APWA), Washington State Chapter (hereafter "Standard Specifications"). The Standard Specifications, as modified or supplemented by the Amendments to the Standard Specifications and these Special Provisions, all of which are made a part of the Contract Documents, shall govern all of the Work.

These Special Provisions are made up of both General Special Provisions (GSPs) from various sources, which may have project-specific fill-ins; and project-specific Special Provisions. Each Provision either supplements, modifies, or replaces the comparable Standard Specification, or is a new Provision. The deletion, amendment, alteration, or addition to any subsection or portion of the Standard Specifications is meant to pertain only to that particular portion of the section, and in no way should it be interpreted that the balance of the section does not apply.

The project-specific Special Provisions are not labeled as such. The GSPs are labeled under the headers of each GSP, with the effective date of the GSP and its source. For example:

(March 8, 2013 APWA GSP)

(April 1, 2013 WSDOT GSP)

Also incorporated into the Contract Documents by reference are:

- *Manual on Uniform Traffic Control Devices for Streets and Highways*, currently adopted edition, with Washington State modifications, if any
- *Standard Plans for Road, Bridge and Municipal Construction*, WSDOT/APWA, current edition

Contractor shall obtain copies of these publications, at Contractor's own expense.

Port of South Whidbey
Fairgrounds Campground Imp.

DIVISION 1: GENERAL REQUIREMENTS

DESCRIPTION OF WORK

*(*****PROJECT GSP)*

The project consists of the completion of water system and electrical system improvements within the existing fairgrounds campground in accordance with the project Plans.

SECTION 1-07 LEGAL RELATIONS AND RESPONSIBILITIES TO THE PUBLIC

1-07.15(1) SPILL PREVENTION, CONTROL AND COUNTERMEASURES PLAN

*(*****PROJECT GSP)*

Section 1-07.15(1) is supplemented with the following:

Implementation Requirements:

In the event that hazardous material is encountered during the course of the work, regardless of whether or not the material is shown in the Plans, the implementation of the Contractor's SPCC Plan shall be included in the scope of the contract and shall be carried out by the Contractor.

The Contractor shall maintain, at the job site, the applicable equipment and material designated in the SPCC Plan.

If the spill is due to the Contractor's operations or negligence nothing in this section shall be construed, as relieving the Contractor of responsibility for damage and all cost of response, containment and any cleanup shall be borne by the Contractor.

END OF DIVISION 1

DIVISION 2 EARTHWORK

SECTION 2-02 REMOVAL OF STRUCTURES AND OBSTRUCTIONS

2-02.1 DESCRIPTION

(*****PROJECT GSP)

Section 2-02.1 is supplemented with the following:

The Contractor shall remove, relocate, and/or deactivate all facilities as shown on the Plans and as necessary to complete the work. The Contractor shall field-verify the location of utilities prior to any excavation, via potholing where necessary, including utility trench excavation. Contractor is advised that the Plans may not show all underground utilities and structures in the areas of construction and that location, depth and condition of utilities and structures may not be as shown or implied. Prior to any excavation in any area of construction, Contractor shall exercise due diligence and take all necessary measures to verify the location, depth and conditions of existing underground utilities and structures.

This work includes excavation; removal, relocation, and/or deactivation of utility appurtenances, including valve boxes and appurtenances; removal, relocation, and/or deactivation of all other structures and obstructions as noted in the Plans.

Equipment, labor, and materials necessary to perform the work as specified shall be considered a portion of this work. All material shall be hauled offsite to a permitted, Contractor provided, disposal site in accordance with Section 2- 03.3(7)C. No additional payment will be made for haul.

The Contractor shall comply with all asbestos related requirements to ensure the safety of all workers, visitors to the site, and the public in accordance with all applicable laws, rules, and regulations.

Excavated areas shall be backfilled in accordance with Section 2-09 of the Standard Specifications. Backfilling and compaction shall be incidental to and included in the unit contract price for removing the particular item involved.

2-02.4 MEASUREMENT

(*****PROJECT GSP)

Section 2-02.4 is supplemented with the following:

“Removal of Structures and Obstructions” will be measured as a lump sum.

2-02.5 PAYMENT

(*****PROJECT GSP)

Section 2-02.5 is supplemented with the following:

The lump sum contract price for "Removal of Structures and Obstructions" shall be full compensation for all tools, equipment, materials, and labor needed to investigate existing utilities, excavate, remove, or relocate and dispose of or deactivate all materials and items indicated in the Plans, including haul and disposal fees. This includes but is not limited to removal, relocation, and/or deactivation of utility appurtenances, removal, relocation, and/or deactivation of any structures and obstructions readily apparent by visual inspection from the ground surface and not identified elsewhere will be considered incidental to this bid item.

END OF DIVISION 2

DIVISION 7 DRAINAGE STRUCTURE, STORM SEWERS, SANITARY SEWERS, WATER MAINS, AND CONDUITS

SECTION 7-09 WATER MAINS

7-09.2 MATERIALS

(*****PROJECT GSP)

Section 7-09.2 is supplemented as follows:

Pipe for main line:

Polyethylene (PE) Pressure Pipe (4 under 4 inches)

9-30.6(3)

7-09.3 CONSTRUCTION REQUIREMENTS

7-09.3(25) CUT, CAP AND ABANDON EXISTING WATER MAIN (ADDED SECTION)

(*****PROJECT GSP)

Following the completion of construction on the new water main and appurtenances, in accordance with the project plans and specifications, the contractor shall abandon those portions of the existing water system replaced by the installed improvements and no longer needed for continued operation of the system. This work includes, but is not limited to, removal of all above ground and at-grade features such as hydrants, blowoff and air-vac assemblies and piping, valve boxes, meter boxes, marker posts and all other features that in the opinion of the engineer are no longer needed and/or are a potential public hazard or nuisance. In conjunction with this work, and in coordination with the Owner, the Contractor shall drain as much water as possible from the existing system, close all existing gate valves and plug all remaining openings with a minimum of three pipe diameters of concrete. All material resulting from the abandonment of the replaced portion of the water system not wanted by the Owner shall become the property of the Contractor and shall be disposed of or recycled by legally means.

7-09.3(26) UTILITY PEDESTAL WATER SERVICE (ADDED SECTION)

(*****PROJECT GSP)

Utility Pedestals shall be constructed at the locations shown on the Plans and in accordance with the provided detailing.

7-09.3(27) WATER FILLING STATION HYDRANT (ADDED SECTION)

(*****PROJECT GSP)

Water filling station hydrants shall be constructed at the locations shown on the Plans and in accordance with the provided detailing.

7-09.4 MEASUREMENT

(*****PROJECT GSP)

Section 7-09.4 is supplemented as follows:

Port of South Whidbey
Fairgrounds Campground Imp.

Measurement of Bank Run Gravel for Trench Backfill will be by the cubic yard. Measurements shall be based on the typical trench dimensions detailed in the plans multiplied by the total linear feet of backfill installed.

Measurement for payment of Cut, Cap and Abandon Existing Water Main will be by lump sum.

Measurement for Utility Pedestal Water Service will be per each.

Measurement for Water Filling Station Hydrant will be per each.

7-09.5 PAYMENT

(*****PROJECT GSP)

The description of payment for “_____ Pipe for Water Main _____ In. Diam.”, per linear foot is revised as follows:

The unit contract price per linear foot for each size and kind of “_____ Pipe for Water Main _____ In. Diam.” Shall be full pay for all Work to complete the installation of the water main, including but not limited to, trench excavation, bedding, laying and jointing pipe and fittings, backfilling, concrete thrust blocking, testing, disinfecting the pipeline, flushing, dechlorination of water used for flushing, and cleanup. In addition to the work noted, payment shall also include any required trench dewatering, supply and installation of all required sand cushion and bedding material, and full material compaction in accordance with Section 7-08.

No separate payment will be made for connections to existing water mains. This work, regardless of the type of connection or the materials required to complete the connection, shall be considered incidental to the Work of constructing the water mains, and all costs thereof shall be included in the payments specified in Section 7-09.5.

The description of payment for “Bank Run Gravel for Trench Backfill” is revised as follows:

The unit contract price per cubic yard for “Bank Run Gravel for Trench Backfill”, shall be full payment for supplying the material meeting the requirements of 9-03.19. No payment shall be made when native material is deemed acceptable, by the Engineer, for use as trench backfill.

The description of payment for “Cut, Cap and Abandon Existing Water Main”, per lump sum is added as follows:

The unit contract price per lump sum for “Cut, Cap and Abandon Existing Water Main” Shall be full pay for all Work to complete the full abandonment of the existing watermain and appurtenances being replaced in accordance with added Section 7-09.3(25), including AC pipe handling and abandonment if necessary, to the satisfaction of the Engineer.

The description of payment for “Utility Pedestal Water Service”, per each is added as follows:

The unit contract price per each for “Utility Pedestal Water Service” shall be full pay for providing all labor, materials and equipment necessary for the complete installation of the

Port of South Whidbey
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water service portion of the utility pedestal including, but not limited to, excavating, backfilling, tapping the main, installation of the service pipe, installation of the pressure treated support post, installation of the complete water riser assembly and hose bib, installation of the protective bollards and all associated appurtenances required for a complete operational assembly in accordance with the Plans. The electrical portions of the pedestal, including electrical box, conduit, wiring and associated appurtenances shall be included in the lump sum price bid for "Electrical System Improvements".

The description of payment for "Water Filling Station Hydrant", per each is added as follows:

The unit contract price per each for "Water Filling Station Hydrant" shall be full pay for providing all labor, materials and equipment necessary for the complete installation of the hydrant including, but not limited to, excavating, backfilling, tapping the main, installation of the service pipe, installation of the pressure treated support post, installation of the complete hydrant assembly and all associated appurtenances required for a fully operational filling station.

SECTION 7-14 HYDRANTS

7-14.5 PAYMENT

(*****PROJECT GSP)

Section 7-14.5 is supplemented as follows:

"Hydrant Assembly", per each.

The unit Contract price per each for "Hydrant Assembly" shall be full pay for all Work to furnish and install fire hydrant assemblies, including all costs for auxiliary gate valve, shackles, tie rods, concrete blocks, gravel, hydrant guard posts, and painting required for the complete installation of the hydrant assembly as specified, except the pipe connecting the hydrant to the main and the hydrant lateral tee will be paid as specified in Section 7-09.5.

END OF DIVISION 7

DIVISION 8 MISCELLANEOUS CONSTRUCTION

SECTION 8-20 ILLUMINATION, TRAFFIC SIGNAL SYSTEMS, INTELLIGENT TRANSPORTATION SYSTEMS, AND ELECTRICAL

8-20.1 DESCRIPTION (*****PROJECT GSP)

Section 8-02.1 is supplemented as follows:

This Work consists of furnishing, installing and field testing all materials and equipment necessary to complete in place, fully functional system(s) of any of the following types, including modifications to an existing system, partial removal of an existing system, or complete removal of an existing system, all in accordance with approved methods, the Plans, the Special Provisions, and these Specifications:

1. Traffic Signal System
2. Illumination System
3. Intelligent Transportation Systems (ITS)
4. Site Electrical System

Unless otherwise noted, the location of the existing electrical system and appurtenances shown in the Plans is approximate; and the exact location will be established by the Contractor in the field.

8-20.4 MEASUREMENT (*****PROJECT GSP)

Section 8-02.4 is supplemented with the following

“Site Electrical Improvements” will be measured as a lump sum.

8-20.5 PAYMENT (*****PROJECT GSP)

Section 8-20.5 is supplemented with the following

“Site Electrical Improvements”, per lump sum, shall be considered full pay for all labor, materials and equipment required to complete the designated electrical improvements in accordance with the Plans and Specifications or necessary for the completion of fully functional system electrical system meeting the intent of the improvements proposed.

END OF DIVISION 8

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APPENDICES

APPENDICES

The following appendices are attached and made a part of this contract:

APPENDIX A: Island County Prevailing Wage Rates

APPENDIX A

ISLAND COUNTY PREVAILING WAGE RATES

P.N.W. Electric, LLP

10725 24th Dr. SE.
Everett, WA 98208

Estimate

Date	Estimate #
11/25/24	495 MAT

Name / Address
Port Of South Whidbey 228 Wharf Street Langley WA , 98260

Project
0303-0001 Electrical...

Description	Qty	Cost	Total
<p>Our proposal for the South Whidbey Harbor Electrical Pedestals (project # 2024-03) is detailed below. The quote has been broken in to two parts. Base bid, and alternate bid.</p> <p>Base Bid:</p> <ol style="list-style-type: none"> Supply and install (1) 125a feeder to supply ped A-1 and B-1. Supply and install (1) Eaton Lighthouse ped at slip A-1 configured per addendum 3. Supply and install (1) Eaton Lighthouse ped at slip B-1 configured per addendum 3. Supply and install (1) Eaton Lighthouse ped at slip B-12 configured per addendum 3. Supply and install (1) multi circuit ground fault monitor with CT's and indicator lights for (4) circuits. Supply and install (2) shunt trip kits on existing breakers and wire to GFCI monitor. Labeling of new peds and sub station. <p>Notes:</p> <ol style="list-style-type: none"> New feeder cord will be ran in 2" PVC conduit attached to the old breakwater for physical protection. New feeder will be supported and cross over to floats with a tidal loop in the water. New feeder is designed to accommodate the added 50a 240v receptacles and will be dedicated to pedestals A-1 and B-1. 		60,062.60	60,062.60T
Signature required prior to start of work.		Total	

Customer Signature

P.N.W. Electric, LLP

10725 24th Dr. SE.
Everett, WA 98208

Estimate

Date	Estimate #
11/25/24	495 MAT

Name / Address
Port Of South Whidbey 228 Wharf Street Langley WA , 98260

Project
0303-0001 Electrical...

Description	Qty	Cost	Total
<p>Alternate Bid:</p> <ol style="list-style-type: none"> Supply and install (2) Eaton Lighthouse peds at slips A-3/A-4, and A-5/A-6. Reconfiguring existing conduit and lighting circuit accommodate new pedestals. <p>Exclusions:</p> <ol style="list-style-type: none"> Emergency disconnect system within 50' of shorepower pedestals. New NEC code 555.36.C calls for each marina power outlet or enclosure that provides shore power to boats shall be provided with a listed emergency shutoff device. This code has not yet been enforced and we are unclear if it will be on this project. We will address this with LNI and create a change order if required. Any repairs required to existing electrical system by LNI if called out at the time of inspection. Any plumbing work. <p>Additional inclusions.</p> <ol style="list-style-type: none"> Electrical permit. Prevailing wages paid. Construction zone demarcation. <p>Please consider our proposal for your best opportunity for a smooth and successful project. We believe our design will provide a functional, protected and long lasting product in the harsh marine environment. We have also included GFCI CT's for the existing circuits if you wish to use them for added safety.</p>		14,681.00	14,681.00T
Signature required prior to start of work.		Total	

Customer Signature

P.N.W. Electric, LLP

10725 24th Dr. SE.
Everett, WA 98208

Estimate

Date	Estimate #
11/25/24	495 MAT

Name / Address
Port Of South Whidbey 228 Wharf Street Langley WA , 98260

Project
0303-0001 Electrical...

Description	Qty	Cost	Total
Sales Tax		8.80%	6,577.44
Signature required prior to start of work.			Total \$81,321.04

Customer Signature _____

COMMERCIAL LEASE AGREEMENT

THIS Commercial Lease Agreement ("Lease"), is made and entered into this ____ day of _____, 2024, by and between CHINA CITY PROPERTIES 1, LLC, a Washington limited liability company ("LESSOR"), and PORT OF SOUTH WHIDBEY, a Washington Port District ("LESSEE"), and together the Parties ("Parties"), hereby covenant and agree as follows:

This Lease is a renewal of a Commercial Lease Agreement executed by the Parties to commencing June 1, 2020. The Parties have negotiated the terms in this renewed Lease. Upon execution by the Parties, the terms of this renewed Lease terminate, supersede, and nullify any and all prior Leases and agreements, whether written or oral.

1. GRANT OF LEASE. LESSOR hereby leases to LESSEE and LESSEE hereby accept the Leased Premises from LESSOR to have and to hold during the term, subject to the terms and conditions of this Lease. The Lease of the Leased Premises will include the non-exclusive right to use the common areas for their intended purposes in connection with their occupancy of the Leased Premises.

2. PREMISES. LESSOR leases to LESSEE a portion of the premises situated in Island County, State of Washington and legally described as:

140 - S1/2 SWSE NLY OF HWY 525 EX N230' OF E1120' & EX BG @ INTER WLN
SWSE & NLN HWY N60'TPB S60' NE ALG RD 120'N TP E OF TPB & W OF TPB SUB
TO EZ FINAL SITE PLAN SPR 45-90 AF#92010437

Commonly known as 1804 Scott Road, Suite 303, Freeland, WA ("Leased Premises").

3. TERM. This Lease will commence on January 1, 2025 and will terminate on December 31, 2029.

4. RENT.

a. During the term of this Lease, LESSEE shall pay to LESSOR, the rental payment ("Rent") of two thousand five hundred dollars and no cents (\$2,500.00) per month for the term of the Lease. Payment shall be made on or before the first day of each month during the term of the Lease.

b. Monthly rent payable to LESSOR shall escalate each year on January 1st during the Term of this Lease by three percent (3%) of the monthly prior year Rent as follows:

January 1, 2026	\$2,575.00
January 1, 2027	\$2,652.25
January 1, 2028	\$2,731.82
January 1, 2029	\$2,813.77

c. The rental payment is inclusive of common area maintenance, utility, and real property taxes charges.

d. LESSEE will begin Rent payments on January 1, 2025.

e. Payments made after the 15th day of the month shall be considered late and an additional \$100.00 per month shall be paid as a late penalty.

5. POSSESSION. LESSEE is currently in possession of the Premises.

6. USE OF LEASED PREMISES. The LESSEE shall use the Leased Premises continuously during the term hereby for the purpose of a business office for the public port district. The Premises may be used for any other purposes only with the prior written consent of the LESSOR, which shall not be unreasonably withheld. The LESSEE shall notify the LESSOR of any anticipated extended closure not later than the first day of any such closure. An extended closure shall be a closure greater than twenty business days.

7. REPAIRS AND MAINTENANCE. LESSEE shall, at their own expense, repair and maintain the non-structural, interior components of the Leased Premises during the term of the Lease. LESSOR shall, at their own expense, keep in good working order and repair all other components of the Leased Premises, the building containing the Leased Premises, and the site upon which said building is located. LESSOR shall provide HVAC service to the Leased Premises in a manner consistent with the intended use. LESSEE is not liable for repairing pre-existing defects in the Leased Premises or repairs necessitated by LESSOR's defaults, fire or other casualty, condemnation, and ordinary wear and tear.

8. SECURITY DEPOSIT. If LESSEE was required to pay to LESSOR a security deposit at the time of the initial LEASE, the same shall continue to secure the LESSEE's obligations under this renewed Lease.

9. ASSIGNMENT AND SUBLETTING. LESSEE shall not sublet the whole or any part of the Leased Premises, nor assign this Lease or any interest therein, to any person whomsoever without the prior written consent of the LESSOR, which shall not be unreasonably withheld, conditioned, or delayed. LESSOR may deny any sublet to a business that competes with the business of an existing tenant. Any attempted assignment in violation of this paragraph shall be void.

10. ALTERATIONS AND IMPROVEMENTS. After the Commencement of this Lease, the LESSOR shall not be required to perform any alterations, make any improvements, or perform other construction on the Leased Premises. If applicable, any plans for interior and exterior modifications must be submitted to the LESSOR in writing for approval, which approval shall not be unreasonably withheld, conditioned, or delayed. Any real property improvements, including Lessor Work as described in Exhibit or provision of this Lease, becomes the property of LESSOR upon termination or expiration of the Lease.

11. TAXES. LESSOR shall pay or cause to be paid, before the same become delinquent, all real property taxes which may be lawfully charged, assessed, or imposed upon the Leased Premises. LESSEE shall be liable for their own personal property taxes and all other taxes in connection with the operation of their business.

12. REPRESENTATIONS AND WARRANTIES. LESSEE represent and warrant the following to LESSOR as a condition of possession to the Leased Premises:

- a. LESSEE will not occupy or use the Leased Premises or permit them to be occupied or used for any purpose other than the Use as described in Section 6 herein, or in a manner which is unlawful, disreputable or creates any nuisance or fire hazard or which would invalidate or increase the rate for insurance coverage on the Leased Premises or any portions thereof or contents therein or which

would interfere with, annoy, or disturb any employee or occupant of the Leased Premises, any other Lessee of the Leased Premises in the use of its premises, or the LESSOR.

- b. LESSEE will comply with all laws, ordinances, orders, rules, regulations, and restrictions of any governmental authority relating to the use, condition, or occupancy of the Leased Premises. LESSEE will be responsible for all costs and liabilities which may arise out of failure to operate the Leased Premises (including any restroom facilities exclusively accessible to LESSEE) in compliance with the provisions of the Americans with Disabilities Act and other laws relating to accessibility within the Premises. LESSEE will comply with rules and regulations adopted by LESSOR from time to time in good faith for the safety, care and cleanliness and preservation of good order in the Leased Premises. Notwithstanding the foregoing, in no event, shall LESSEE be responsible for correcting any LESSOR improvements or making any improvements outside the Leased Premises or to the common areas or for any obligations or liabilities arising out of the failure to make such corrections/improvements.
- c. LESSEE will not cause or permit the storage, use, generation, or disposal of any explosives, radioactive materials, asbestos, urea formaldehyde, polychlorinated biphenyl, petroleum products, or other dangerous, toxic, or hazardous substances in or about the Leased Premises (collectively, "Hazardous Materials"). LESSEE will indemnify, hold harmless and defend LESSOR from and against any claims, costs and liabilities arising out of LESSEE' breach of the foregoing obligations or any removal or cleanup of any such Hazardous Materials brought onto or produced in the Leased Premises by LESSEE or other occupants of the Leased Premises and any restoration work required thereby. With the exception of LESSEE foregoing obligations, LESSOR shall indemnify, defend and hold LESSEE harmless from any and all claims, judgments, damages, penalties, fines, costs, liabilities or losses including without limitation sums paid in settlement of claims, attorneys' fees, consultant fees and expert fees, incurred or suffered by Tenant either during or after the Lease term relating to or arising out of Hazardous Materials in, on, under, or around the Leased Premises and/or the site on which the Leased Premises is situated.
- d. LESSEE will obtain and keep in force all licenses, permits, and governmental approvals required in connection with the permitted Use in the Premises, and will comply with all laws and regulations pertaining thereto.

13. GOVERNMENTAL REGULATIONS. LESSEE shall observe and promptly comply with all rules, orders, regulations, ordinances, statutes, and other laws of the federal, state, and municipal governments or other duly constituted public authority insofar as the same apply to the Leased Premises. LESSEE shall, in the operation of its business in and about the leased premises, fully comply with the Worker's Compensation Laws of the State of Washington and with all the rules and regulations of the Department of Labor and Industries of the State of Washington.

14. RIGHTS UPON DEFAULT. It is expressly understood and agreed that time is of the essence of this Lease and that, in the event LESSEE shall fail to make any payment herein provided for, promptly and at the time and in the manner stated, or if LESSEE shall fail to keep and perform any of the other covenants and agreements herein contained, and such failure(s) shall continue for ten (10) days after written notice thereof has been given by the LESSOR to LESSEE in accordance with the terms of this Lease, the LESSOR may, at its option, declare this

Lease canceled and terminated, and re-enter the Leased Premises, reserving to the LESSOR in such case, however, all rights and/or remedies for damages or otherwise which are available to the LESSOR under the laws of the State of Washington. Termination of the Lease due to a default by the LESSEE shall not relieve LESSEE of its obligation to pay LESSOR the rental provided for herein for the balance of the then current term of said Lease. LESSEE agrees to pay LESSOR any deficiency arising from re-entry and re-letting of the premises at a lesser rental than provided herein.

15. INSPECTION. LESSEE shall permit the LESSOR, or agents of the LESSOR, to enter into and upon the Leased Premises at all reasonable times with LESSEE' prior approval for the purpose of inspecting the same or for the purpose of maintaining said building, or for the purpose of making repairs, alterations or additions to said building; provided that LESSOR shall take reasonable actions to minimize the effect of such entries upon LESSEE' business.

16. INDEMNITY AGREEMENT. LESSEE shall save and hold the LESSOR harmless from, and shall indemnify the LESSOR against any and all claims, demands, actions, causes of action, or other liabilities arising out of or in connection with: LESSEE' occupation and/or use of the Leases Premises; LESSEE' conduct of its business or affairs on or about the Leased Premises; and from any acts or omissions of LESSEE, its agents or employees, regardless of where such occur, except those which shall result from the willful or negligent acts of the LESSOR, its employees or agents.

17. DESTRUCTION OF LEASED PREMISES. If, during the term of this Lease, or any extension thereof, the building situated on the Leased Premises is damaged to the extent of less than fifty percent (50%) of the replacement cost thereof (as determined by the Washington Surveying and Rating Bureau), and such damage is caused by fire or any cause other than any act or omission of LESSEE, its employees or agents, then the LESSOR shall forthwith repair the same within a reasonable time; provided, however, that LESSEE' may terminate the Lease upon thirty (30) days written notice if LESSOR does not immediately commence repair and complete said repairs within a reasonable time. Such partial destruction shall not annul or void this Lease, except that LESSEE shall be entitled to a proportionate Lease payment adjustment to the extent that the destruction and the making of such repairs interferes with the business carried on by the LESSEE in the Leased Premises.

If, during the term of this Lease, or any extension thereof, the building which is situated on the Leased Premises is damaged to the extent of fifty percent (50%) or more of the replacement cost thereof (as determined by the Washington Surveying and Rating Bureau), either party may elect to terminate this Lease upon thirty days written notice, and rent due or paid under this Lease shall be equitably adjusted from the date of said destruction through the date of termination based upon the extent the destruction interferes with the business carried on by the LESSEE in the Leased Premises. The total destruction of said building on the Leased Premises shall terminate this Lease and no rent shall be due after the date of said destruction. In the event this Lease is terminated under the provisions of this paragraph, any rent paid in advance by the LESSEE to the LESSOR covering the period following such termination shall be repaid by the LESSOR to the LESSEE.

18. INSURANCE. LESSEE will procure and maintain, at their own cost and expense, commercial public liability insurance with contractual liability coverage insuring LESSEE and LESSOR (and any other parties reasonably requested by LESSOR) from all claims, demands or actions for personal injury or death or property damage in or about the Premises in amounts which are from time to time reasonably required by LESSOR, but not less than \$1,000,000 combined single limit for injury or death and damage to property, workers' compensation insurance within

statutory limits covering LESSEE' employees in the Leased Premises, casualty insurance with so-called "all-risk" and water damage coverage in amounts sufficient to fully cover all improvements in or about the Leased Premises installed by or on behalf of LESSEE and all personal property and equipment in the Premises not owned by LESSOR.

19. TRADE FIXTURES. Movable equipment, furniture and other trade fixtures owned by LESSEE and installed in the Premises remain LESSEE' property. Any such property may be removed by LESSEE in the ordinary course of its business and will be removed at the expiration or earlier termination of this Lease or of LESSEE' right to possession of the Premises, except that if LESSEE is in default of this Lease, LESSOR will have a lien on the property as security against loss or damage from the default and the property will not be removed by LESSEE until the default is cured. LESSEE will promptly repair at its expense any damage to the Premises or any other part of the Project caused by the removal of the property.

20. BUSINESS LICENSES. LESSEE shall provide proof of all business licenses, including, but not limited to business licenses for the City of Freeland, and the State of Washington, and any other licenses required to operate said business to the satisfaction of LESSOR.

21. PARKING. Parking provided on the Leased Premises shall be used exclusively for the LESSEE, the employees, guests, or customers of the LESSEE. LESSEE shall have the same equal access to the parking serving the building housing the Leased Premises as is provided to any other occupant of the said building.

22. RELATIONSHIP OF THE PARTIES. The LESSOR has no ownership interest in the LESSEE's business and this Lease shall not be construed to constitute a joint venture or a partnership. The LESSEE shall not be deemed an agent or representative of the LESSOR.

23. QUIET ENJOYMENT. LESSEE, on paying rent and performing obligations under this Lease, will peacefully have, hold, and enjoy the Leased Premises subject to the terms of this Lease. If any of the essential services supplied by LESSOR should be interrupted for three (3) consecutive business days, LESSEE shall be entitled to an abatement of rent and additional rent beginning on the fourth business day of the interruption and continuing until the services necessary for LESSEE' business to operate are restored; and LESSEE shall have the option to cancel the Lease if the interruption is unreasonable and materially interferes with LESSEE' use or access to the Leased Premises for thirty (30) consecutive days.

24. RENEWAL OF LEASE.

a. LESSEE will have the option (the "Renewal Option") to renew the Lease with respect to all (but not less than all) of the Premises for an additional term (the "Renewal Term") of two years, or as otherwise agreed by the Parties, commencing immediately after the expiration of the preceding Term, subject to the following terms and conditions:

i. LESSEE gives LESSOR not less than 90 days prior written notice of its election to exercise the Renewal Option; and

ii. LESSEE is not in default under this Lease either on the date LESSEE exercises the Renewal Option or on the commencement of such Renewal Term, unless waived in writing by LESSOR.

b. If LESSEE exercises the Renewal Option, all terms and conditions of the Lease

will be applicable to the Renewal Term, except that:

i. Rent during the Renewal Term will be the Market Rate or the amount of Rent last payable by LESSEE during the preceding Term, whichever is greater;

ii. LESSEE agrees to accept the Leased Premises in an "as-is" condition on the commencement date of the Renewal Term (but excluding any defects which are not readily ascertainable during the course of LESSEE' visual inspection) , and LESSEE will not be entitled to any credit or allowance from LESSOR for the improvement thereof;

iii. LESSEE will not be entitled to any rental concessions such as "free rent" or other inducements for such Renewal Option.

c. If LESSEE exercises the Renewal Option, LESSOR and LESSEE will execute and deliver a Commercial Lease Agreement stating the Renewal Terms described in this Lease, or as otherwise agreed by the Parties.

d. The Renewal Option hereby granted will automatically terminate and become null and void upon the earliest to occur of (i) the expiration or earlier termination of this Lease or of LESSEE' right to possession of the Leased Premises, (ii) any assignment or other transfer of this Lease by LESSEE or any sublease or other third-party occupancy of all or part of the Premises in violation of this Lease, and (iii) any failure of LESSEE to timely or properly exercise such Renewal Option.

25. SURRENDER OF PREMISES. Upon the expiration or earlier termination of this Lease, or of LESSEE' right to possession of the Premises, LESSEE at its expense will immediately (i) remove all communications cabling, any specialized improvements and equipment installed by LESSEE as may be requested by LESSOR, and other goods and effects of LESSEE and any persons claiming under LESSEE, and (ii) surrender the Premises to LESSOR peaceably and quietly in as good order and condition as they were in on the Commencement Date or were thereafter placed by LESSOR, reasonable wear and tear excepted. If LESSOR so requests, LESSEE at its cost will remove any alterations, additions, or improvements which were made to the Premises without LESSOR's written approval and restore the Premises to the same condition as the Premises were in prior to the unapproved alteration, addition, or improvement. LESSEE at its cost will repair any damage to the Premises or Project resulting from removal of any property of LESSEE or persons claiming under LESSEE. Any such property left in or about the Premises after expiration or earlier termination of this Lease or of LESSEE' right to possession of the Premises will be deemed abandoned and may at LESSEE' expense be disposed of by LESSOR as LESSOR deems expedient in compliance with applicable law.

26. HOLD OVER OF LEASED PREMISES.

a. If LESSEE holds over after expiration or earlier termination of this Lease without written consent of LESSOR, LESSEE will become a LESSEE at sufferance only at a rental rate equal to 150% of Base Rent in effect for the month immediately preceding the expiration or termination (or the Market Rate, if greater), plus all other Rent which would be payable had the Term remained in effect and otherwise subject to the terms of this Lease. No unauthorized holding over will operate to extend the Term and LESSEE will indemnify LESSOR against all claims for damages of any kind resulting from the holdover.

- b. Any holding over with the consent of LESSOR in writing will be deemed an occupancy of the Premises as a LESSEE from month to month, at a monthly rental equal to the installment of Base Rent in effect for the month preceding the expiration or termination plus all other Rent which would be payable had the Term remained in effect, or such other amount as is set out in the consent, and subject to all other terms and conditions of this Lease to the extent they are applicable to a month to month lease terminable by either party on not less than 30 days' written notice to the other.

27. ATTORNEY'S FEES. If an action be commenced to enforce any of the provisions of this Lease, the prevailing party shall, in addition to its other remedies, be entitled to recover its reasonable attorney's fees.

28. BINDING EFFECT. This Lease shall be binding upon and inure to the benefit of the heirs, legal representatives, successors and assigns of the parties hereto.

29. ASSIGNMENT BY LESSOR. LESSOR may sell, convey, transfer or assign, in whole or in part, its rights and obligations under this Lease and in the Project subject to the rights of LESSEE under this Lease, and LESSEE will attorn to the transferee. The assigning LESSOR will have no further liability for matters arising or accruing after such assignment.

30. GOVERNING LAW AND VENUE. The laws of the State of Washington shall govern the terms of this Lease. Any action to enforce the terms of this Lease shall lie in Island County, Washington.

31. ENTIRE AGREEMENT. This Lease contains the entire agreement of the parties with respect to the subject matter hereof, and in whole or in part, except by an instrument in writing signed by both of the parties hereto.

32. NOTICES. Except as otherwise provided herein, in every case where, under any of other provisions of this Lease or in the option of either the LESSOR or the LESSEE or otherwise, it shall or may become necessary or desirable to make, give or serve any declaration, demand or notice of any kind or character or for any purpose whatsoever, the same shall be in writing, and it shall be sufficient to either (1) deliver the same or a copy thereof in person to both of the LESSEE, if given by the LESSOR, or to the LESSOR, if given by the LESSEE; or (2) mail the same or a copy thereof by certified mail, postage prepaid, addressed to the other party at such address as may have heretofore been designated in writing by such party, by notice served in the manner herein provided, and until some other address shall have been so designated, the address of the LESSOR for the purpose of mailing such notices shall be as follows:

China City Properties 1, LLC.
ATTN: Jack Ng
1804 Scott Rd.
Freeland, WA 98249

And the address of the LESSEE shall be as follows:

Port District of South Whidbey Island
ATTN: Angi Mozer, Executive Director
1804 Scott Rd. Suite 303
Freeland, WA 98249

33. NO WAIVER. Failure of LESSOR to insist in any one or more instances upon strict performance of any obligation of LESSEE under this Lease or to exercise any right available to it under this Lease will not be construed as a waiver or a relinquishment for the future of the obligation or right and the obligation or right will continue and remain in full force and effect. The receipt by LESSOR of rent with knowledge of a breach in any obligation of LESSEE under this Lease will not be deemed a waiver of the breach, and LESSOR will not be deemed to have waived any provision of this Lease until expressed in writing and signed by LESSOR.

34. SEVERABILITY. If any term or provision of this Lease or the application of it to any person or circumstance is invalid or unenforceable, the remainder of this Lease or the application of provision to other persons or circumstances will not be affected, and each provision of this Lease will be valid and enforceable to the extent permitted by law.

IN WITNESS WHEREOF, the LESSOR and LESSEE have executed this Lease in duplicate the day and year first above written.

LESSOR:

LESSEE:

CHINA CITY PROPERTIES 1, LLC

PORT DISTRICT OF SOUTH WHIDBEY

By: _____
Kwok Yang "Jack" Ng
Its: Managing Member

By: _____
Angi Mozer
Its: Executive Director

ACKNOWLEDGMENTS NEXT PAGE

ACKNOWLEDGMENTS

CHINA CITY PROPERTIES 1, LLC (LESSOR)

State of Washington)
) ss.
County of Island)

On this ____ day of _____, 202, before me personally appeared KWOK YANG "JACK" NG, to me known to be the Authorized Member of China City Properties 1, LLC, the limited liability company that executed the within and foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said company, for the uses and purposes therein mentioned, and on oath stated that he was authorized to execute said instrument and that the seal affixed is the corporate seal of said corporation.

Signed before me on this ____ day of _____, 2024.

Notary Public in and for the State of
Washington, residing at _____.
My appointment expires _____.

MKB STYLES, LLC (LESSEE)

State of Washington)
) ss.
County of _____)

On this ____ day of _____, 2024, before me personally appeared ANGI MOZER, to me known to be the Executive Director of the Port of South Whidbey, a Washington Port District, that executed the within and foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said public entity, for the uses and purposes therein mentioned, and on oath stated that she was authorized to execute said instrument and that the seal affixed is the corporate seal of said public entity.

Signed before me on this ____ day of _____, 2024.

Notary Public in and for the State of
Washington, residing at _____.
My appointment expires _____.



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

Phone: 360-331-5494 Fax: 360-331-5414
www.portofsouthwhidbey.com

Fairgrounds Director

Report – November 2024

Fairgrounds Events:

November 9th- rePurpose Whidbey is celebrating their grand opening of their space here at the Fairgrounds

November 15th- December 1st Outcast Theater presents: *The Roomate* by Jen Silverman

November 29-30th- Whidbey Island Fair's Country Christmas market. This event also runs the weekend of December 6-8.

December 7th- "Whobiliee" family event at the fairgrounds following the Langley holiday parade.

December 15th Langley Chamber of Chamber of Commerce Holiday Market

Tenants:

rePurpose has been hosting events for both the public and their members. The grand opening last month had a huge attendance and saw 16 new memberships purchased. The members-only drop off events have been well attended and rePurpose is doing a great job at keeping the space clean and organized. Once established they will be hosting repair workshops for the public and doing more to help the events that happen on the grounds be more waste-free. -David Stern

Whidbey Island Grown's "Gift Hub" was a big success. It added 20+ local makers to the roster, bringing the total number of local businesses operating through WIG to nearly 100 during the holidays. Friday pickups regularly see 40 or more members of the public come to the fairgrounds by car, bike, or foot to pick up their weekly produce orders. – David Stern

Minor improvement projects-

New Security lighting project has been approved and will be installed sometime in December. This includes all of the main buildings all of the buildings from Coffman north, does not include the campsite.

New hot water heater has been installed in the Pole kitchen to accommodate kitchen users and bringing the kitchen up to code.

Planning is ongoing for upgrades in the Coffman building including wider doors and expanded cold and dry storage for the kitchen. Also new flooring in the meeting room.

Campsite- campsite upgrades are out to bid until December 18th. On November 27th I had to shut off the water in the campsite due to a leak. We are assessing how to address this.



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Marketing- [from September FG Director Report] We will be returning to the annual Langley Holiday Parade this year as well as hosting a community event to follow. Last year our “Holiday at Hogwarts” event was a big hit. This year the event will be called “Holiday Whobilee”, a Doctor Suss themed family friendly event with local vendors and activities for kids.

Fairgrounds Advisory Committee: November FAC meeting was well attended. The main topics of conversation were maintenance and repair projects.

Other mentions: The heating project for Pole building is still in limbo as we investigate options on how to proceed. At this time bringing 3-phase and additional power to the building seems to be the only option to get us ready to add heat to the building in the immediate future. I am waiting on estimates for this project to help Angi and I put the pieces together on how to move forward.

Happy Holidays

Amanda Ellis
Fairgrounds Director



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Maintenance and Operations

Report

November 2024

November 19th wind storm left us with some damage. Humphrey Road parking lot had one top of a multi- topped tree come down. It was a state tree from the edge of the right-a -way. No cars were near, but it did damage the guardrail.

Harbor's 'D' dock had the gangway shift to the North and drop off the pad onto the deck. The transition ramp at the end of the gangway collided with railing and bent and damaged it. Seeking estimates on repair.

The boat ramp at the Harbor also was inundated with drift logs. While pushing them out with the Fairground tractor, a front tire came off the rim. I was able to re-seat it on site and continue to push logs out and away.

New water heater that is rated to meet the Health Department requirements was installed in the Pole kitchen.

Pat Kisch
M&O Supervisor



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November Harbormaster Report

Day Stops: 23

Overnight: 73

Clubs: 3

Winter moorage full term: 9

Winter moorage monthly: 3

Guest service

We had some cancelations due to weather. Luckily the weather didn't interfere with any club events. We will start accepting 2025 reservations January 1st.

Community

Soon we will have public access codes on the restrooms and breakwater gate. Codes will be available at the harbor office.

Maintenance

D dock voids have been pumped. We did sustain some damage during the wind storms. The transition plate at the bottom of D dock gang way will need replacing. General maintenance continues as weather allows.

Kathy Myers
Harbormaster