

# **PORT DISTRICT OF SOUTH WHIDBEY ISLAND**

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

March 2025

May 7, 2025



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

Phone: 360-331-5494 Fax: 360-331-5414  
[www.portofsouthwhidbey.com](http://www.portofsouthwhidbey.com)

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

Port staff has compiled the accompanying Statements of Receipts and Disbursements versus Budget arising from Cash Transactions of the General Fund and the Bond Fund, all funds combined, of the Port District of South Whidbey Island as of March 31, 2025, 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, 2025, has not been compiled or examined by a certified public accountant.

Angi Mozer  
Executive Director  
Port District of South Whidbey Island

May 7, 2025

**Port of South Whidbey**  
**Summary**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending March 31, 2025

	<u>Budget</u>	<u>Mar 25</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Fairgrounds Revenue	195,400	7,817	21,957	(173,443)
Harbor Revenue	246,270	9,378	31,222	(215,048)
Humphrey Road Revenue	52,500	7,078	14,260	(38,240)
Interest Income	9,000	890	2,847	(6,153)
Miscellaneous Income	1,000	0	0	(1,000)
Possession Park Revenue	7,810	0	0	(7,810)
Property Tax Income	910,000	71,469	88,159	(821,841)
Timber, L/H, Comp Tax Income	1,000	12	107	(893)
<b>Total Income</b>	<u>1,422,980</u>	<u>96,644</u>	<u>158,552</u>	<u>(1,264,428)</u>
<b>Gross Income</b>	1,422,980	96,644	158,552	(1,264,428)
<b>Expense</b>				
Administration	683,760	43,203	136,605	(547,155)
Bush Point Operations	11,700	37	1,089	(10,611)
Clinton Beach Operations	11,900	184	722	(11,178)
Fairgrounds Operations	241,600	13,671	48,805	(192,795)
Humphrey Rd Parking Lot Ops	12,410	911	3,064	(9,346)
Possession Beach Park Ops	32,500	845	4,051	(28,449)
South Whidbey Harbor Ops	239,600	14,016	43,835	(195,765)
<b>Total Expense</b>	<u>1,233,470</u>	<u>72,868</u>	<u>238,172</u>	<u>(995,298)</u>
<b>Net Ordinary Income</b>	189,510	23,776	(79,619)	(269,129)
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Capital Revenue</b>				
<b>Bond Interest</b>				
2018A Bond Interest Income	6,000	460	1,342	(4,658)
2018B Bond Interest Income	6,000	460	1,342	(4,658)
<b>Total Bond Interest</b>	<u>12,000</u>	<u>920</u>	<u>2,683</u>	<u>(9,317)</u>
Clean Vessel Program Grant	750	0	0	(750)
<b>Fairgrounds</b>				
IC Grant 1 - Workforce Housing	130,000	0	0	(130,000)
RCEDF Grant - Fairgrounds	150,000	0	0	(150,000)
USDA Grant - Fairgrounds	0	0	0	0
WSDA Grant - Fairgrounds	0	0	0	0
<b>Total Fairgrounds</b>	<u>280,000</u>	<u>0</u>	<u>0</u>	<u>(280,000)</u>
RCO Possession Boarding Floats	30,000	0	0	(30,000)
STBG Clinton Dock	1,000,000	0	27,482	(972,518)
<b>Total Capital Revenue</b>	<u>1,322,750</u>	<u>920</u>	<u>30,165</u>	<u>(1,292,585)</u>
<b>Total Other Income</b>	1,322,750	920	30,165	(1,292,585)

**Port of South Whidbey**  
**Summary**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending March 31, 2025

	<b>Budget</b>	<b>Mar 25</b>	<b>Year To Date</b>	<b>Budget Variance</b>
<b>Other Expense</b>				
<b>Capital Expenditures</b>				
2012 LTGO Bond	64,600	0	350	(64,250)
2016 LTGO Bond	15,550	0	0	(15,550)
2018A LTGO Bond	20,950	0	350	(20,600)
2018B LTGO Bond (Taxable)	24,120	0	350	(23,770)
Capital Facilities Plan	30,000	0	0	(30,000)
Clean Vessel Grant Exp	1,000	0	0	(1,000)
Clinton Dock-Passenger Ferry	1,000,000	0	0	(1,000,000)
Fairgrounds - Cap Improvements	200,000	9,451	24,859	(175,141)
Fairgrounds - Workforce Housing	130,000	0	263	(129,738)
Port Tractor FG/SWH	8,000	0	0	(8,000)
RCO Possession Boarding Floats	40,000	0	0	(40,000)
SWH Capital Improvements	20,000	0	0	(20,000)
<b>Total Capital Expenditures</b>	<b>1,554,220</b>	<b>9,451</b>	<b>26,171</b>	<b>(1,528,049)</b>
<b>Total Other Expense</b>	<b>1,554,220</b>	<b>9,451</b>	<b>26,171</b>	<b>(1,528,049)</b>
<b>Net Other Income</b>	<b>(231,470)</b>	<b>(8,531)</b>	<b>3,994</b>	<b>235,464</b>
<b>Net Income</b>	<b>(41,960)</b>	<b>15,245</b>	<b>(75,625)</b>	<b>(33,665)</b>

**Port of South Whidbey**  
**Administrative and Capital**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending March 31, 2025

	<u>Budget</u>	<u>Mar 25</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Interest Income	9,000	890	2,847	(6,153)
Miscellaneous Income	1,000	0	0	(1,000)
Property Tax Income	910,000	71,469	88,159	(821,841)
Timber, L/H, Comp Tax Income	1,000	12	107	(893)
<b>Total Income</b>	<u>921,000</u>	<u>72,371</u>	<u>91,114</u>	<u>(829,886)</u>
<b>Gross Income</b>	921,000	72,371	91,114	(829,886)
<b>Expense</b>				
<b>Administration</b>				
Admin/Accounting Wages	39,800	3,013	9,685	(30,115)
Administrative Payroll Taxes	22,000	2,181	8,714	(13,286)
Commissioners' Salaries	12,960	1,080	3,240	(9,720)
Compensation Reserve	22,000	0	0	(22,000)
Consultant Services	20,000	0	0	(20,000)
County Service Fees	100	0	0	(100)
Dues & Memberships	3,000	0	615	(2,385)
Election Costs	11,000	0	0	(11,000)
Employee Fringe Benefits	27,000	2,850	8,250	(18,750)
Employee IRA Matching	7,000	689	2,154	(4,846)
Executive Director Salary	93,000	7,744	23,231	(69,769)
FMLA & CARES Payroll Taxes	4,000	0	1,223	(2,777)
Insurance (Port-wide)	115,000	0	0	(115,000)
Labor & Industries Taxes	22,000	0	4,548	(17,452)
Legal Fees	4,000	270	270	(3,730)
Legal Notices/Classified Ads	500	0	936	436
Maint & Ops Supervisor Wages	65,800	5,307	17,015	(48,785)
Maintenance Tech Wages	50,000	3,840	10,548	(39,452)
Marketing - General	4,000	1,500	1,650	(2,350)
Meetings & Education incl WPPA	5,000	0	2,615	(2,385)
Merchant Fees	7,000	311	1,159	(5,841)
Misc Expenses & Taxes	2,000	1,448	1,494	(506)
Ofc. Equip Lease, Purch, Repair	4,000	(69)	(69)	(4,069)
Office & Facilities Supplies	3,000	141	753	(2,247)
Office Telephone & Staff Mobile	7,600	613	1,893	(5,707)
Payroll Taxes - Commissioners	2,000	255	654	(1,346)
Per Diem - Commissioners				
Per Diem - Easton	5,600	966	2,093	(3,507)
Per Diem - Gordon	5,600	805	1,771	(3,829)
Per Diem - Ng	5,600	483	1,449	(4,151)
<b>Total Per Diem - Commissioners</b>	<u>16,800</u>	<u>2,254</u>	<u>5,313</u>	<u>(11,487)</u>
Port Clerk/Accountant Wages	70,000	5,636	18,017	(51,983)
Port Office Rental	30,000	2,500	7,500	(22,500)

**Port of South Whidbey**  
**Administrative and Capital**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending March 31, 2025

	<b>Budget</b>	<b>Mar 25</b>	<b>Year To Date</b>	<b>Budget Variance</b>
Port Vehicles' Expense	4,000	616	2,237	(1,763)
Promotional Hosting	500	0	0	(500)
Publications & Subscriptions	200	0	0	(200)
Travel Exp - Commissioners				
Travel Expense - Easton	1,500	284	384	(1,116)
Travel Expense - Gordon	1,500	35	534	(966)
Travel Expense - Ng	1,500	366	1,085	(415)
Total Travel Exp - Commissioners	4,500	685	2,003	(2,497)
Travel Expense - Staff	3,500	282	791	(2,709)
Website Design & Maintenance	500	55	165	(335)
Total Administration	683,760	43,203	136,605	(547,155)
Total Expense	683,760	43,203	136,605	(547,155)
Net Ordinary Income	237,240	29,167	(45,491)	(282,731)
Other Income/Expense				
Other Income				
Capital Revenue				
Clean Vessel Program Grant	750	0	0	(750)
Fairgrounds				
IC Grant 1 - Workforce Housing	130,000	0	0	(130,000)
RCEDF Grant - Fairgrounds	150,000	0	0	(150,000)
USDA Grant - Fairgrounds	0	0	0	0
WSDA Grant - Fairgrounds	0	0	0	0
Total Fairgrounds	280,000	0	0	(280,000)
RCO Possession Boarding Floats	30,000	0	0	(30,000)
STBG Clinton Dock	1,000,000	0	27,482	(972,518)
Total Capital Revenue	1,310,750	0	27,482	(1,283,268)
Total Other Income	1,310,750	0	27,482	(1,283,268)
Other Expense				
Capital Expenditures				
Capital Facilities Plan	30,000	0	0	(30,000)
Clean Vessel Grant Exp	1,000	0	0	(1,000)
Clinton Dock-Passenger Ferry	1,000,000	0	0	(1,000,000)
Fairgrounds - Cap Improvements	200,000	9,451	24,859	(175,141)
Fairgrounds - Workforce Housing	130,000	0	263	(129,738)
Port Tractor FG/SWH	8,000	0	0	(8,000)
RCO Possession Boarding Floats	40,000	0	0	(40,000)
SWH Capital Improvements	20,000	0	0	(20,000)
Total Capital Expenditures	1,429,000	9,451	25,121	(1,403,879)
Total Other Expense	1,429,000	9,451	25,121	(1,403,879)
Net Other Income	(118,250)	(9,451)	2,361	120,611
Net Income	118,990	19,716	(43,131)	(162,121)

**Port of South Whidbey**  
**LTGO Bonds**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending March 31, 2025

	<u>Budget</u>	<u>Mar 25</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Other Income/Expense				
Other Income				
Capital Revenue				
Bond Interest				
2018A Bond Interest Income	6,000	460	1,342	(4,658)
2018B Bond Interest Income	6,000	460	1,342	(4,658)
<b>Total Bond Interest</b>	<u>12,000</u>	<u>920</u>	<u>2,683</u>	<u>(9,317)</u>
<b>Total Capital Revenue</b>	<u>12,000</u>	<u>920</u>	<u>2,683</u>	<u>(9,317)</u>
<b>Total Other Income</b>	<u>12,000</u>	<u>920</u>	<u>2,683</u>	<u>(9,317)</u>
Other Expense				
Capital Expenditures				
2012 LTGO Bond				
2012 LTGO Bond Fees	350	0	350	0
2012 LTGO Bond Interest	14,250	0	0	(14,250)
2012 LTGO Bond Principal	50,000	0	0	(50,000)
<b>Total 2012 LTGO Bond</b>	<u>64,600</u>	<u>0</u>	<u>350</u>	<u>(64,250)</u>
2016 LTGO Bond				
2016 LTGO Bond Interest	550	0	0	(550)
2016 LTGO Bond Principal	15,000	0	0	(15,000)
<b>Total 2016 LTGO Bond</b>	<u>15,550</u>	<u>0</u>	<u>0</u>	<u>(15,550)</u>
2018A LTGO Bond				
2018A LTGO Bond Fees	350	0	350	0
2018A LTGO Bond Interest	15,600	0	0	(15,600)
2018A LTGO Bond Principal	5,000	0	0	(5,000)
<b>Total 2018A LTGO Bond</b>	<u>20,950</u>	<u>0</u>	<u>350</u>	<u>(20,600)</u>
2018B LTGO Bond (Taxable)				
2018B LTGO Bond Fees	350	0	350	0
2018B LTGO Bond Interest	18,770	0	0	(18,770)
2018B LTGO Bond Principal	5,000	0	0	(5,000)
<b>Total 2018B LTGO Bond (Taxable)</b>	<u>24,120</u>	<u>0</u>	<u>350</u>	<u>(23,770)</u>
<b>Total Capital Expenditures</b>	<u>125,220</u>	<u>0</u>	<u>1,050</u>	<u>(124,170)</u>
<b>Total Other Expense</b>	<u>125,220</u>	<u>0</u>	<u>1,050</u>	<u>(124,170)</u>
<b>Net Other Income</b>	<u>(113,220)</u>	<u>920</u>	<u>1,633</u>	<u>114,853</u>
<b>Net Income</b>	<u><b>(113,220)</b></u>	<u><b>920</b></u>	<u><b>1,633</b></u>	<u><b>114,853</b></u>

**Port of South Whidbey**  
**Bush Point**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending March 31, 2025

	<u>Budget</u>	<u>Mar 25</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Ordinary Income/Expense				
Expense				
Bush Point Operations				
Dock & Ramp - Bush Pt	1,000	0	0	(1,000)
Electricity - Bush Pt	1,500	0	419	(1,081)
Equipment - Bush Pt	2,000	0	71	(1,929)
Internet - Bush Pt	500	0	0	(500)
Maint & Repair - Bush Pt	1,000	0	490	(510)
Materials & Supplies - Bush Pt	1,000	0	0	(1,000)
Minor Improvements - Bush Pt	3,000	0	0	(3,000)
Refuse Removal - Bush Pt	700	37	110	(590)
Water System - Bush Pt	1,000	0	0	(1,000)
Total Bush Point Operations	<u>11,700</u>	<u>37</u>	<u>1,089</u>	<u>(10,611)</u>
Total Expense	<u>11,700</u>	<u>37</u>	<u>1,089</u>	<u>(10,611)</u>
Net Ordinary Income	<u>(11,700)</u>	<u>(37)</u>	<u>(1,089)</u>	<u>10,611</u>
Net Income	<u><u>(11,700)</u></u>	<u><u>(37)</u></u>	<u><u>(1,089)</u></u>	<u><u>10,611</u></u>



**Port of South Whidbey**  
**Clinton Beach**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending March 31, 2025

	<b>Budget</b>	<b>Mar 25</b>	<b>Year To Date</b>	<b>Budget Variance</b>
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
<b>Clinton Beach Operations</b>				
Dock (Maint/Project) - Clinton	1,000	0	0	(1,000)
Electricity - Clinton Beach	900	0	198	(702)
Maint & Repair - Clinton Beach	2,000	0	0	(2,000)
Materials & Supplies - Clinton	1,000	0	31	(969)
Minor Improvements - Clinton	5,000	0	0	(5,000)
Refuse Removal - Clinton Beach	1,600	131	389	(1,211)
Water System - Clinton Beach	400	53	104	(296)
<b>Total Clinton Beach Operations</b>	<b>11,900</b>	<b>184</b>	<b>722</b>	<b>(11,178)</b>
<b>Total Expense</b>	<b>11,900</b>	<b>184</b>	<b>722</b>	<b>(11,178)</b>
<b>Net Ordinary Income</b>	<b>(11,900)</b>	<b>(184)</b>	<b>(722)</b>	<b>11,178</b>
<b>Net Income</b>	<b>(11,900)</b>	<b>(184)</b>	<b>(722)</b>	<b>11,178</b>

**Port of South Whidbey**  
**Whidbey Island Fairgrounds**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending March 31, 2025

	<u>Budget</u>	<u>Mar 25</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Fairgrounds Revenue</b>				
Camping Fees - Fairgrounds	80,000	0	528	(79,472)
Dump/Water Fees - Campground	8,000	0	165	(7,835)
Fair Association Lease	1,200	100	300	(900)
<b>Fairgrounds Events</b>				
Event Haul In Fees-Fairgrounds	500	0	0	(500)
Event Rentals - Fairgrounds	59,500	3,435	10,040	(49,460)
<b>Total Fairgrounds Events</b>	60,000	3,435	10,040	(49,960)
<b>Fairgrounds Revenue - Misc</b>	200	25	132	(68)
<b>Taxes - Fairgrounds</b>				
Camping Sales/Lodging Tax	6,000	0	57	(5,943)
L/H Tax Revenue - Fairgrounds	3,000	408	991	(2,009)
<b>Total Taxes - Fairgrounds</b>	9,000	408	1,048	(7,952)
<b>Tenant Leases - Fairgrounds</b>	37,000	3,850	9,744	(27,256)
<b>Total Fairgrounds Revenue</b>	195,400	7,817	21,957	(173,443)
<b>Total Income</b>	195,400	7,817	21,957	(173,443)
<b>Gross Income</b>	195,400	7,817	21,957	(173,443)
<b>Expense</b>				
<b>Fairgrounds Operations</b>				
Electricity - Fairgrounds	21,000	1,898	7,566	(13,434)
Employee Benefits - Fairgrounds	7,200	600	1,800	(5,400)
Equipment (Purch/Rent/Repair)	7,000	75	1,111	(5,889)
Fairgrounds Misc Exp	2,000	0	0	(2,000)
FG Director Wages	62,500	4,925	15,633	(46,867)
FG Mktg & Events Coord Wages	25,200	1,678	6,363	(18,837)
Maint & Repair - Fairgrounds	8,000	15	729	(7,271)
Maint Campground Host Wages	10,400	0	0	(10,400)
Maint Laborer Wages - Part Time	20,800	0	0	(20,800)
Maint Wages - Temp Fair	2,500	20	20	(2,480)
Marketing/Advertising-FG	6,000	239	239	(5,761)
Materials & Supplies - Fair	13,000	757	2,127	(10,873)
Minor Improvements - Fair	5,000	0	0	(5,000)
Payroll Taxes - Fairgrounds	8,000	557	1,839	(6,161)
Propane - Fairgrounds	4,000	1,023	1,934	(2,066)

**Port of South Whidbey**  
**Whidbey Island Fairgrounds**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending March 31, 2025

	<b>Budget</b>	<b>Mar 25</b>	<b>Year To Date</b>	<b>Budget Variance</b>
Refuse Removal - Fairgrounds	4,000	976	2,909	(1,092)
Taxes - Fairgrounds				
B & O Tax - Fair	500	0	106	(394)
Leasehold Tax - Fair	3,500	0	1,051	(2,449)
Sales & Lodging Tax	2,000	39	69	(1,931)
<b>Total Taxes - Fairgrounds</b>	<b>6,000</b>	<b>39</b>	<b>1,226</b>	<b>(4,774)</b>
Telephone & DSL - Fairgrounds	9,000	723	2,176	(6,824)
Vehicle Maintenance - Fair	2,000	146	176	(1,824)
Water & Sewer - Fairgrounds	18,000	0	2,959	(15,041)
<b>Total Fairgrounds Operations</b>	<b>241,600</b>	<b>13,671</b>	<b>48,805</b>	<b>(192,795)</b>
<b>Total Expense</b>	<b>241,600</b>	<b>13,671</b>	<b>48,805</b>	<b>(192,795)</b>
<b>Net Ordinary Income</b>	<b>(46,200)</b>	<b>(5,854)</b>	<b>(26,848)</b>	<b>19,352</b>
<b>Net Income</b>	<b>(46,200)</b>	<b>(5,854)</b>	<b>(26,848)</b>	<b>19,352</b>

**Port of South Whidbey**  
**Humphrey Road Parking Lot**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending March 31, 2025

	<b>Budget</b>	<b>Mar 25</b>	<b>Year To Date</b>	<b>Budget Variance</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Humphrey Road Revenue</b>				
Daily Parking Fees-Humphrey Rd	26,000	2,360	5,899	(20,101)
Permit Fees - Humphrey Rd	22,000	4,146	7,208	(14,792)
Sales Tax - Humphrey Rd	4,500	573	1,153	(3,347)
<b>Total Humphrey Road Revenue</b>	<u>52,500</u>	<u>7,078</u>	<u>14,260</u>	<u>(38,240)</u>
<b>Total Income</b>	<u>52,500</u>	<u>7,078</u>	<u>14,260</u>	<u>(38,240)</u>
<b>Gross Income</b>	<u>52,500</u>	<u>7,078</u>	<u>14,260</u>	<u>(38,240)</u>
<b>Expense</b>				
<b>Humphrey Rd Parking Lot Ops</b>				
Attendant Payroll - Humphrey Rd	6,240	520	1,560	(4,680)
General Maint - Humphrey Rd	500	175	190	(310)
Improvements - Humphrey Lot	1,000	0	0	(1,000)
Materials & Supplies - Humph Rd	700	0	46	(654)
Payroll Taxes - Humphrey Rd	470	40	119	(351)
<b>Taxes - Humphrey Rd</b>				
B & O Taxes - Humphrey Rd	100	0	41	(59)
WSST - Parking	3,400	177	1,108	(2,292)
<b>Total Taxes - Humphrey Rd</b>	<u>3,500</u>	<u>177</u>	<u>1,149</u>	<u>(2,351)</u>
<b>Total Humphrey Rd Parking Lot Ops</b>	<u>12,410</u>	<u>911</u>	<u>3,064</u>	<u>(9,346)</u>
<b>Total Expense</b>	<u>12,410</u>	<u>911</u>	<u>3,064</u>	<u>(9,346)</u>
<b>Net Ordinary Income</b>	<u>40,090</u>	<u>6,167</u>	<u>11,195</u>	<u>(28,895)</u>
<b>Net Income</b>	<u><u>40,090</u></u>	<u><u>6,167</u></u>	<u><u>11,195</u></u>	<u><u>(28,895)</u></u>

**Port of South Whidbey**  
**Possession Beach Waterfront Park**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending March 31, 2025

	<u>Budget</u>	<u>Mar 25</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Possession Park Revenue</b>				
Donations - Possession Park	200	0	0	(200)
Electricity reimb - Poss Pk	500	0	0	(500)
Parking Fees - Possession	100	0	0	(100)
Rental of Residence - Poss Pk	7,000	0	0	(7,000)
Sales Tax - Possession Parking	10	0	0	(10)
<b>Total Possession Park Revenue</b>	<u>7,810</u>	<u>0</u>	<u>0</u>	<u>(7,810)</u>
<b>Total Income</b>	<u>7,810</u>	<u>0</u>	<u>0</u>	<u>(7,810)</u>
<b>Gross Profit</b>	<u>7,810</u>	<u>0</u>	<u>0</u>	<u>(7,810)</u>
<b>Expense</b>				
<b>Possession Beach Park Ops</b>				
Dock & Ramp - Possession		0	308	
Electricity - Possession	3,000	0	1,368	(1,632)
Equip (Purchase/Rent/Repair)	2,500	53	160	(2,340)
Maint & Repair - Possession	4,000	36	277	(3,723)
Maint. Wages - Possession	9,000	240	500	(8,500)
Materials & Suppl - Possession	2,500	13	29	(2,471)
Minor Improvements - Poss Pk	6,000	0	293	(5,707)
Payroll Taxes - Possession	750	20	40	(710)
Refuse Removal - Possession	2,000	114	340	(1,660)
<b>Taxes - Possession</b>				
B & O Taxes - Poss Pk	5	0	(0)	(5)
WSST - Overnight Parking	45	0	3	(42)
<b>Total Taxes - Possession</b>	<u>50</u>	<u>0</u>	<u>3</u>	<u>(47)</u>
Telephone - Possession	1,200	116	349	(851)
Water System Maint - Poss Pk	1,500	252	384	(1,116)
<b>Total Possession Beach Park Ops</b>	<u>32,500</u>	<u>845</u>	<u>4,051</u>	<u>(28,449)</u>
<b>Total Expense</b>	<u>32,500</u>	<u>845</u>	<u>4,051</u>	<u>(28,449)</u>
<b>Net Ordinary Income</b>	<u>(24,690)</u>	<u>(845)</u>	<u>(4,051)</u>	<u>20,639</u>
<b>Net Income</b>	<u><u>(24,690)</u></u>	<u><u>(845)</u></u>	<u><u>(4,051)</u></u>	<u><u>20,639</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 March 31, 2025

	<b>Budget</b>	<b>Mar 25</b>	<b>Year To Date</b>	<b>Budget Variance</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Harbor Revenue</b>				
Annual Moorage	16,000	1,368	8,143	(7,857)
Commercial Moorage	3,000	0	0	(3,000)
Dinghy	770	0	0	(770)
Dock Sales - Ice	1,000	0	0	(1,000)
Donations	200	2	2	(198)
Harbor Revenue - Misc	100	0	0	(100)
L/H Tax Revenue - SWH	7,500	697	2,654	(4,846)
Live-aboard fee	500	240	720	220
Monthly Moorage	40,000	3,823	11,806	(28,194)
Showers	1,500	99	355	(1,145)
SWH Uplands Lease	1,400	0	0	(1,400)
Transient Day Use Moorage	14,300	293	726	(13,574)
Transient Overnight Moorage	160,000	2,856	6,816	(153,184)
<b>Total Harbor Revenue</b>	<b>246,270</b>	<b>9,378</b>	<b>31,222</b>	<b>(215,048)</b>
<b>Total Income</b>	<b>246,270</b>	<b>9,378</b>	<b>31,222</b>	<b>(215,048)</b>
<b>Gross Income</b>	<b>246,270</b>	<b>9,378</b>	<b>31,222</b>	<b>(215,048)</b>
<b>Expense</b>				
<b>South Whidbey Harbor Ops</b>				
Advertising/Promotion - Harbor	2,500	0	0	(2,500)
Asst Harbormaster Wages	43,700	3,203	8,747	(34,954)
DNR Tidelands Lease	12,000	0	0	(12,000)
Dockhand - Part Time	20,800	835	835	(19,965)
Electricity - Harbor	12,000	1,783	3,980	(8,020)
Employee Benefits - Harbor	14,400	1,200	3,600	(10,800)
Equip (Purch/Rent/Repair) SWH	3,000	16	49	(2,951)
Golf Cart & Boat-Maint	800	51	442	(358)
Harbormaster Wages	57,400	4,292	14,231	(43,169)
Ice Purchases	600	0	0	(600)
Maint & Repair - Harbor	5,000	500	753	(4,247)
Maint Contracts - Harbor	0	0	679	679
Materials & Supplies - Harbor	9,000	847	1,319	(7,681)
Minor Improvements - Harbor	1,500	0	116	(1,384)
Payroll Taxes - Harbor	10,900	735	2,230	(8,670)
Pump-Out Barge M & R	1,000	0	0	(1,000)
Refuse Removal - Harbor	4,000	255	760	(3,240)

**Port of South Whidbey**  
**South Whidbey Harbor**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending March 31, 2025

	<b>Budget</b>	<b>Mar 25</b>	<b>Year To Date</b>	<b>Budget Variance</b>
<b>Seasonal Wages - Harbor</b>	20,000	0	1,499	(18,501)
<b>Taxes - Harbor</b>				
<b>B &amp; O Tax - Harbor</b>	3,000	(0)	111	(2,889)
<b>Leasehold Tax - Harbor</b>	7,000	0	2,810	(4,190)
<b>Total Taxes - Harbor</b>	10,000	(0)	2,920	(7,080)
<b>Telephone &amp; DSL - Harbor</b>	3,000	298	821	(2,179)
<b>Water &amp; Sewer - Harbor</b>	8,000	0	855	(7,145)
<b>Total South Whidbey Harbor Ops</b>	239,600	14,016	43,835	(195,765)
<b>Total Expense</b>	239,600	14,016	43,835	(195,765)
<b>Net Ordinary Income</b>	6,670	(4,638)	(12,614)	(19,284)
<b>Net Income</b>	<b>6,670</b>	<b>(4,638)</b>	<b>(12,614)</b>	<b>(19,284)</b>

## PORT OF SOUTH WHIDBEY

March 31, 2025

Ending General Fund Cash Balance as of 12/31/24	63,469.41
Ending General Fund Investment Balance as of 12/31/24	456,000.00
Ending Bond Fund Cash Balance as of 12/31/24	1,038.08
Ending Bond Fund Investment Balance as of 12/31/24	389,449.20
<b>Balance as of 12/31/24</b>	<b><u>909,956.69</u></b>

Original Estimated Beginning Cash per 2025 Budget	845,560.00
Actual Beginning Cash Balance as of 1/1/25	909,956.69
<b>Difference</b>	<b><u>64,396.69</u></b>

Original Estimated Ending Cash per 2025 Budget	<b>803,600.00</b>
--	-------------------

Ending General Fund Cash Balance as of 3/31/25	83,726.40
Ending General Fund Investment Balance as of 3/31/25	358,000.00
Ending Bond Fund Cash Balance as of 3/31/25	920.45
Ending Bond Fund Investment Balance as of 3/31/25	392,250.20
<b>Balance as of 3/31/25</b>	<b><u>834,897.05</u></b>

<b>General Fund Cash &amp; Investment Total as of 3/31/25</b>	<b>441,726.40</b>
<b>Bond Fund Cash &amp; Investment Total as of 3/31/25</b>	<b><u>393,170.65</u></b>
	<b><u>834,897.05</u></b>



# Port of South Whidbey

## Preliminary Profit & Loss

### April 2025

	Apr 25
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Fairgrounds Revenue	
Dump/Water Fees - Campground	197.00
Fair Association Lease	223.90
Fairgrounds Events	
Event Haul In Fees-Fairgrounds	4.00
Event Rentals - Fairgrounds	4,400.00
Total Fairgrounds Events	4,404.00
Fairgrounds Revenue - Misc	50.00
Tenant Leases - Fairgrounds	2,377.59
Total Fairgrounds Revenue	7,252.49
Harbor Revenue	
Annual Moorage	360.00
Commercial Moorage	840.00
Donations	1.80
Harbor Revenue - Misc	287.50
Monthly Moorage	630.50
Showers	165.55
Transient Day Use Moorage	711.00
Transient Overnight Moorage	6,891.75
Total Harbor Revenue	9,888.10
Humphrey Road Revenue	
Daily Parking Fees-Humphrey Rd	2,303.78
Permit Fees - Humphrey Rd	2,267.59
Total Humphrey Road Revenue	4,571.37
Possession Park Revenue	
Donations - Possession Park	47.00
Parking Fees - Possession	9.19
Total Possession Park Revenue	56.19
<b>Total Income</b>	21,768.15
<b>Gross Profit</b>	21,768.15
<b>Expense</b>	
Administration	
Admin/Accounting Wages	2,930.79
Commissioners' Salaries	1,080.00
Consultant Services	5,082.50
Employee Fringe Benefits	2,850.00
Executive Director Salary	7,743.75
FMLA & CARES Payroll Taxes	1,543.80
Labor & Industries Taxes	5,213.05
Legal Fees	660.00
Maint & Ops Supervisor Wages	5,725.99
Maintenance Tech Wages	4,122.00
Marketing - General	100.00
Misc Expenses & Taxes	23.19
Ofc. Equip Lease, Purch, Repair	749.18
Office & Facilities Supplies	306.16
Office Telephone & Staff Mobile	650.33
Per Diem - Commissioners	
Per Diem - Easton	644.00
Per Diem - Gordon	644.00
Per Diem - Ng	322.00
Total Per Diem - Commissioners	1,610.00

# Port of South Whidbey Preliminary Profit & Loss April 2025

	Apr 25
Port Clerk/Accountant Wages	5,703.32
Port Office Rental	2,500.00
Promotional Hosting	0.00
Travel Exp - Commissioners	
Travel Expense - Easton	0.00
Travel Expense - Gordon	35.00
Travel Expense - Ng	0.00
Total Travel Exp - Commissioners	35.00
Travel Expense - Staff	494.23
Website Design & Maintenance	326.24
Total Administration	49,449.53
Bush Point Operations	
Electricity - Bush Pt	435.15
Materials & Supplies - Bush Pt	58.50
Refuse Removal - Bush Pt	37.98
Total Bush Point Operations	531.63
Clinton Beach Operations	
Electricity - Clinton Beach	209.36
Materials & Supplies - Clinton	35.74
Minor Improvements - Clinton	507.14
Refuse Removal - Clinton Beach	134.09
Total Clinton Beach Operations	886.33
Fairgrounds Operations	
Electricity - Fairgrounds	4,316.53
Employee Benefits - Fairgrounds	600.00
Equipment (Purch/Rent/Repair)	106.64
FG Director Wages	5,114.82
FG Mktg & Events Coord Wages	1,911.00
Maint Wages - Temp Fair	0.00
Marketing/Advertising-FG	0.00
Materials & Supplies - Fair	1,209.12
Refuse Removal - Fairgrounds	1,004.31
Taxes - Fairgrounds	
B & O Tax - Fair	30.48
Leasehold Tax - Fair	991.07
Total Taxes - Fairgrounds	1,021.55
Telephone & DSL - Fairgrounds	692.62
Vehicle Maintenance - Fair	21.74
Water & Sewer - Fairgrounds	1,427.13
Total Fairgrounds Operations	17,425.46
Humphrey Rd Parking Lot Ops	
Attendant Payroll - Humphrey Rd	520.00
General Maint - Humphrey Rd	0.00
Taxes - Humphrey Rd	
B & O Taxes - Humphrey Rd	19.24
WSST - Parking	572.52
Total Taxes - Humphrey Rd	591.76
Total Humphrey Rd Parking Lot Ops	1,111.76
Payroll Expenses	5,160.39

**Port of South Whidbey**  
**Preliminary Profit & Loss**  
**April 2025**

	Apr 25
<b>Possession Beach Park Ops</b>	
Dock & Ramp - Possession	380.80
Electricity - Possession	623.71
Equip (Purchase/Rent/Repair)	887.21
Maint. Wages - Possession	2,148.74
Minor Improvements - Poss Pk	874.84
Refuse Removal - Possession	117.85
Telephone - Possession	116.39
Water System Maint - Poss Pk	138.80
<b>Total Possession Beach Park Ops</b>	5,288.34
<b>South Whidbey Harbor Ops</b>	
Asst Harbormaster Wages	3,507.00
Dockhand - Part Time	495.00
Electricity - Harbor	2,453.08
Employee Benefits - Harbor	1,200.00
Equip (Purch/Rent/Repair) SWH	16.36
Harbor Receipts Discrepancy	0.04
 Harbormaster Wages	4,902.24
Maint & Repair - Harbor	989.08
Maint Contracts - Harbor	818.18
Materials & Supplies - Harbor	766.26
Refuse Removal - Harbor	261.92
Seasonal Wages - Harbor	0.00
Taxes - Harbor	
B & O Tax - Harbor	61.58
Leasehold Tax - Harbor	2,653.85
<b>Total Taxes - Harbor</b>	2,715.43
 Telephone & DSL - Harbor	293.27
Water & Sewer - Harbor	852.02
<b>Total South Whidbey Harbor Ops</b>	19,269.88
<b>Total Expense</b>	99,123.32
<b>Net Ordinary Income</b>	-77,355.17
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
Capital Expenditures	
Fairgrounds - Cap Improvements	311,773.56
<b>Total Capital Expenditures</b>	311,773.56
<b>Total Other Expense</b>	311,773.56
<b>Net Other Income</b>	-311,773.56
<b>Net Income</b>	<b>-389,128.73</b>

## **PORT DISTRICT OF SOUTH WHIDBEY ISLAND**

Minutes of the Regular Meeting

April 8, 2025

Held in Freeland, Washington  
and online via Zoom Meeting Service

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

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

**MEETING CALL TO ORDER:** Following a Workshop from 3:45 p.m. to 4:00 p.m. for informal Commission review and discussion of vouchers and recent correspondence, the Regular Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, April 8, 2025, in person at the meeting room of the Freeland Library at 5495 Harbor Avenue in Freeland, Washington and online via Zoom Meeting Service. Commissioner Curt Gordon (President) called the Regular Meeting to order at 4:00 p.m., followed by the Pledge of Allegiance.

### **CONSENT AGENDA**

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

**Approval of Minutes:** Minutes from Regular Meetings of February 11 and March 11, and the Special Meetings of February 21 and March 24, 2025.

**ACTION:** Motion made by Commissioner Greg Easton and seconded by Commissioner Jack Ng to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated April 2025 as signed today in the amount of \$402,619.62. Motion passed unanimously.

### **PUBLIC COMMENT**

**South Whidbey Yacht Club members Pete Grimlund and Phil Simon** thanked the Port for working with them on a reciprocal slip at **South Whidbey Harbor**. The SWYC is very much looking forward to calling it their Home Port. They presented the SWYC's burgee flag featuring an orca which will be flown at the Harbor.

### **EXECUTIVE DIRECTOR REPORT**

**Financial Update and February 2025 Financial Statement:** The Commission acknowledged receipt of the February 2025 Financial Statement, the Preliminary Profit & Loss for March 2025, and the performance graphs which were distributed to them previously. Executive Director Angi Mozer reported the Port received approximately \$67,000 in operating, tax, and capital revenue and incurred approximately \$81,000 in operating and capital expenses during February 2025. Ending cash balance at 2/28/25 was \$820,000, consisting of \$428,000 in the General Fund and \$392,000 in the Bond Fund.

**Fairgrounds Bond Invoice:** Mozer presented Memorandum 2025-01 to transfer funds from the Bond Fund to reimburse the General Fund \$205,733.97 for the grant matching expenditures for upgrades to the Fairgrounds Campground and the Coffman Commercial Kitchen. A total of \$104,453.00 will be transferred from the dedicated 2018(A) tax exempt bond funds, exhausting those funds which had the most restrictions. A total of \$101,280.97 will be transferred from the 2018 (B) funds which have the most flexibility for project use. The ending balance in the 2018(B) funds will be \$186,518.

**ACTION:** Motion made by Easton and seconded by Ng to approve Memorandum 2025-01 authorizing the transfer of \$205,733.97 from the General Obligation Bond Account to the General Operating Account to reimburse for Fairgrounds capital expenses. Motion passed unanimously.

## **Fairgrounds Capital Projects Updates**

Campground: The upgrade project by Western Refinery Services went really well. Staff is looking forward to an official opening and celebration.

Burrier Roof: Valdez Construction starting the roof repairs this week.

Coffman Kitchen Wall, Door Finishing/Improvements, Flooring: Valdez Construction will start the work April 14<sup>th</sup>.

Workforce Housing Concept & Feasibility: Per the County Commissioners request, Mozer asked the South Whidbey School District Superintendent for a letter indicating their willingness to allow the Port to include their property in the feasibility study (without any financial obligation). The superintendent said a letter was unlikely. Gordon subsequently provided public comment at the School Board meeting on March 26<sup>th</sup>. After that meeting, the Port received a letter reiterating that the School Board is not planning to provide a letter. Gordon noted that the SWSD Board had previously provided vocal approval in person when the Port Commission and Executive Director had attended a board meeting, so he was surprised they wouldn't follow through and provide a letter. Gordon noted that private entities won't do workforce housing, and it is needed to maintain economic vitality. Easton added that the lack of housing is the biggest impediment to business growth. Without the letter from the SWSD, the Port will need to go back to the City of Langley regarding rezoning to allow housing on the Fairgrounds property. Ng was very disappointed that the SWSD is not willing to help by just giving permission to do the study.

South Whidbey Harbor: Port Staff are purchasing materials for the Steel Batter Pile Cathodic System project. The Harbor's regulations were last revised in 2022. After a thorough review, Mozer and Harbor Staff have drafted changes to make the regulations consistent with other facilities with respect to setting rates and hiring by allowing the Executive Director to approve rather than the Commission. The proposed changes also include a small incremental transient moorage rate increase every other year through 2030.

**ACTION: Motion made by Easton and seconded by Ng to approve the updated South Whidbey Harbor Regulations as presented. Motion passed unanimously.**

South Whidbey Yacht Club Reciprocal Slip: Mozer and Harbor Staff had provided a summary of how the agreement will work and a financial analysis based on 50% discount on the permanent moorage rate with the ability to recoup some revenue by either accommodating transient moorage in another area or renting out the slip when not used by the Club. Harbormaster Kathy Myers noted that it will help open up the Transient Moorage Wait List when that space is available.

**Clinton Dock:** The Suquamish Tribes emailed regarding the permit application and asked to start with a staff/team-level meeting to sort out the technical issues. Confluence Environmental (the Port's consultant) will coordinate a call to preparation meeting with Port Staff and environmental consultants, etc. and meet with the Tribe to go over the technical details with the Tribe. Then if needed, there can be higher level meeting with the Tribe that would include Port Commissioners. The Army Corps of Engineers (ACE) has asked the Port to pause its permit so it doesn't negatively impact their review timelines. ACE stated it can be un-paused at any time. Gordon wants to wait until the Port gets confirmation from its consultants that the pause is easily undone. Mozer and Gordon will meet with Confluence Environmental about ACE permit, the Tribe's comments, etc.

**Capital Facilities Plan:** The Port did not receive any bids from the Request for Proposals to develop a Capital Facilities Plan. After individual discussions with Commissioners, Mozer will instead work on creating an Inventory of Facilities using the recently updated Comprehensive Scheme, the Harbor's Economic Study, the inspection report of the Bush Point house, etc. She also created a simple spreadsheet to fill in cost estimates as they come in, working with an engineer or commercial appraiser to determine the cost and the needs.

**Port Levy:** Gordon said he would like to strategize for more than one potential date for a ballot measure as it is important to complete the Capital Facilities Plan first. He'd like to keep consultant J. Marie Riche working with the Port and looking at a potential longer campaign strategy. Easton noted that there is still an effort in the State House & State Senate to change the automatic levy increase from 1% to 3%. Easton and Ng agreed the date might need to be pushed out further than November.

## STATUS REPORTS

**Fairgrounds:** Fairgrounds Director Amanda Ellis presented her report for March. Campground construction is almost complete. The dump station will reopen April 9<sup>th</sup>, Campground Hosts Marc & Andrea Anderson are on board, and campers will be able to make online reservations on RoverPass and stay at the Fairgrounds starting Monday, April 14<sup>th</sup>. The dump station will reopen April 9<sup>th</sup>. Marketing & Events Coordinator David Stern presented plans for signage to the Fairgrounds Advisory Committee. Ellis hosted the Langley Creative District's Steering Committee for a tour of the Fairgrounds. Tyler Bobinac has been hired as the Part-Time Maintenance person.

## Port Operations

Maintenance & Operations Supervisor Pat Kisch presented his March report. He and Maintenance Tech Christian Tomisser spruced up **Clinton Beach Park**, including sanding and resurfacing the tables. At the **Harbor** they repaired and improved the gangway to D Dock. The boarding floats at **Bush Pt** and **Possession Beach Waterfront Park** were launched for the season the first week of April.

## South Whidbey Harbor

Harbormaster Kathy Myers presented her report. There were 24 day stops and 41 overnight stays in March, plus 8 full term winter moorage customers and 1 monthly winter moorage customer. Harbor staff provided shuttle services for the Sound Water Stewards' whale watching fund raiser on March 23<sup>rd</sup>. Annual pressure washing of the facility is nearly complete.

## ACTIVITIES/INVOLVEMENT REPORTS

**Ng:** Washington Public Ports Association (WPPA) and Port Promotion & Marketing Committee (P&M): [Ng had to leave the meeting at 5:15 p.m.]

**WPPA:** No report.

**P&M:** No report.

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

**MRC:** A representative from WA State Department of Natural Resources reported on the efforts to put together a plan for shoreline restoration, including 4 parts: research & monitoring, preservation, restoration and public education.

**WPPA Legislative Committee:** The group had a mid-session meeting on the status of legislation, with reports on some of the bigger projects.

**Langley:** The Council meeting was held in the new location of the recently renovated Langley Library. Easton said the meeting room and the building are beautiful.

Easton said he would attend the South Whidbey Fire/EMS Preparedness Conference and report back next month.

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

**COG:** Inge Morascini provided a report for Whidbey-Camano Island Tourism and the Economic Development Council's new Executive Director Kristina Hines reported on their activities.

**IRTPO:** Continued discussion of the Safety Action Plan.

**CCC:** WEAN (Whidbey Environmental Action Network) Executive Director Marnie Jackson provided a presentation at the March meeting.

UNFINISHED BUSINESS: The advertisements for Executive Director have been published on the Port's website and Facebook as well as Indeed, South Whidbey Record and drewslist. Mozer received 2 applications so far; the deadline is April 18<sup>th</sup>.

Kisch said the ADA beach mats at **Clinton Beach** would be placed this season, but in a different footprint that will not reach the water due to the erosion.

NEW BUSINESS: None.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 5:26 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 Special Meeting

April 28, 2025

Held in Freeland, Washington  
and online via Zoom Meeting Service

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

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

**MEETING CALL TO ORDER:** The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Monday, April 28, 2025, 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 items on the Agenda. Although the Meeting was of course open to the public, it was scheduled primarily for Commission consideration, discussion and action on those specific issues and public participation was not on the Agenda.

Commissioner Curt Gordon (President) called the Special Meeting to order at 3:30 p.m., followed by the Pledge of Allegiance.

### COMMISSIONER DISCUSSION/ACTION

**Executive Director Hiring:** Executive Director Angi Mozer had previously provided the Commissioners with copies of the 7 applications received so the Commissioners were able to individually review them in advance of the meeting. Gordon said he prefers all the interviews occur on the same day with the applicants attending in person, with the ones not being interviewed waiting outside of the meeting space. Commissioner Jack Ng and Commissioner Greg Easton agreed.

**EXECUTIVE SESSION:** At 3:35 p.m., Gordon announced the Commission would meet in executive session until 4:15 p.m. to evaluate the qualifications of applicants for public employment pursuant to RCW 42.30.110(1)(g).

At 4:15 p.m. Gordon called the meeting back to order.

Based on the discussion during the Executive Session, Easton suggested the strongest candidates are Randy Mueller, Blaine Oborn and Stan Reeves. Gordon and Commissioner Jack Ng agreed. Mozer will schedule the interviews to be held on the same day and Gordon will look into the references provided by each of the applicants.

**Clinton Dock:** Mozer provided a brief update on the permitting status and discussions with the Tribes.

**ADJOURNMENT:** Without any further action, the Meeting was adjourned at 4:25 p.m.

Approved:

Minutes prepared and submitted by:

---

Commissioner Jack Ng, Freeland

---

Molly MacLeod-Roberts, Port Clerk/Accountant

---

Commissioner Greg Easton, Langley

---

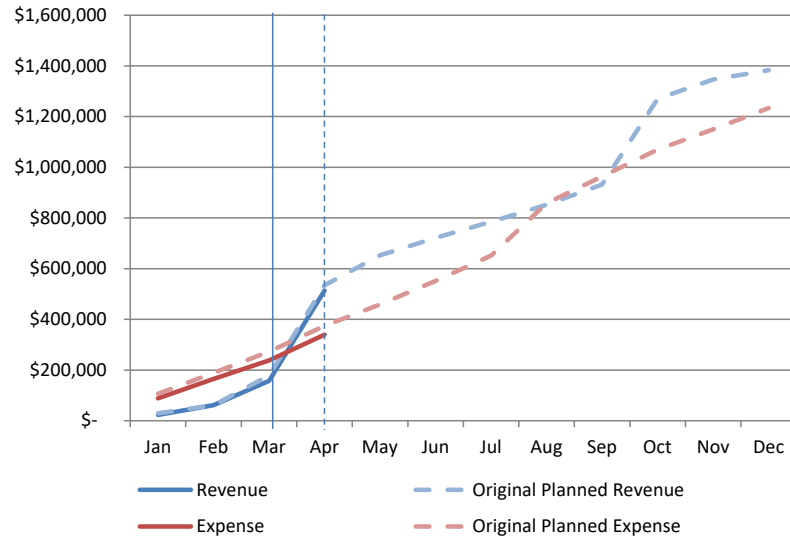
Commissioner Curt Gordon, Clinton

**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.

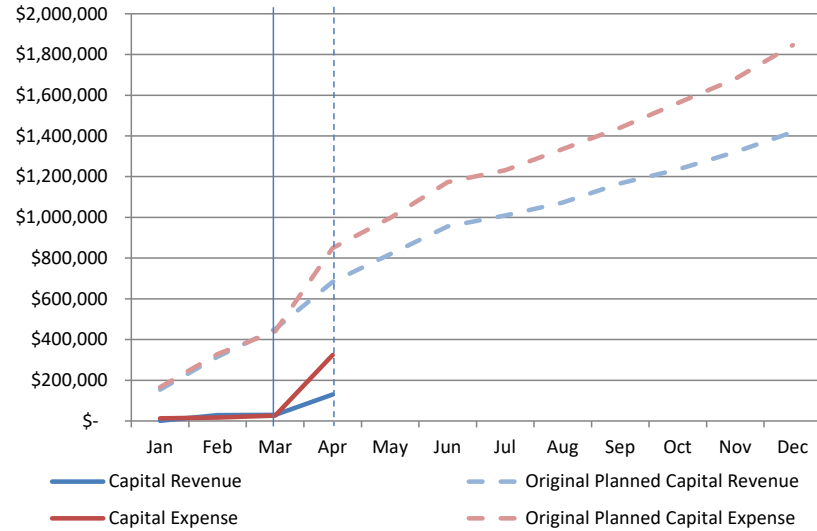


# Port of South Whidbey 2025 Projections

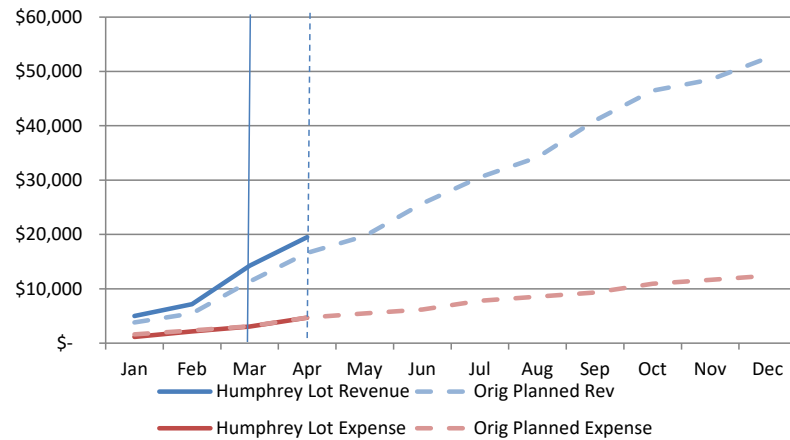
## 2025 Operating Revenue and Expenses



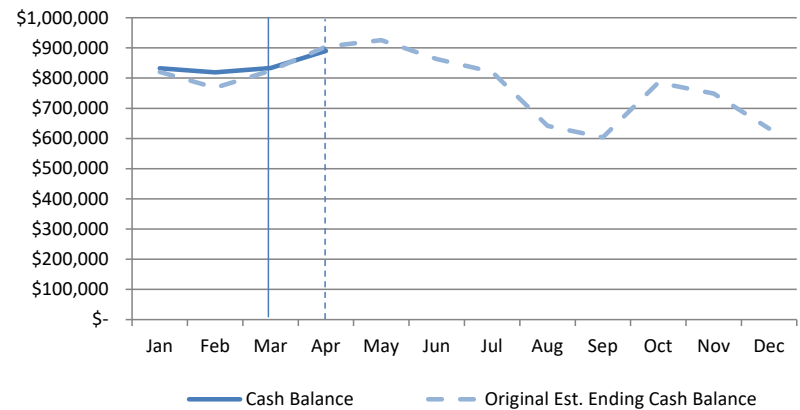
## 2025 Capital Projects



## Humphrey Lot Revenue & Expenses

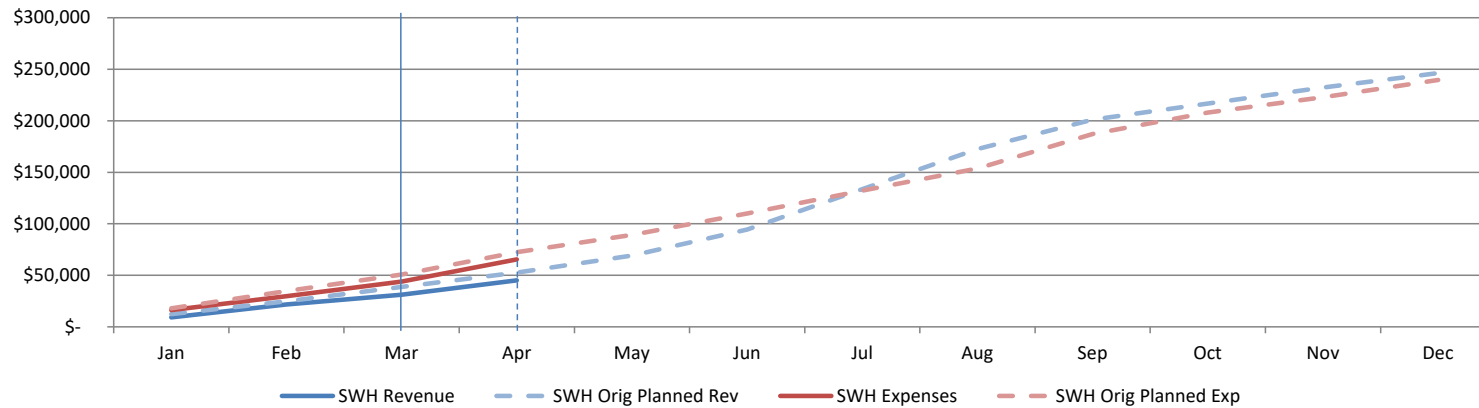


## Est. Ending Cash Balance

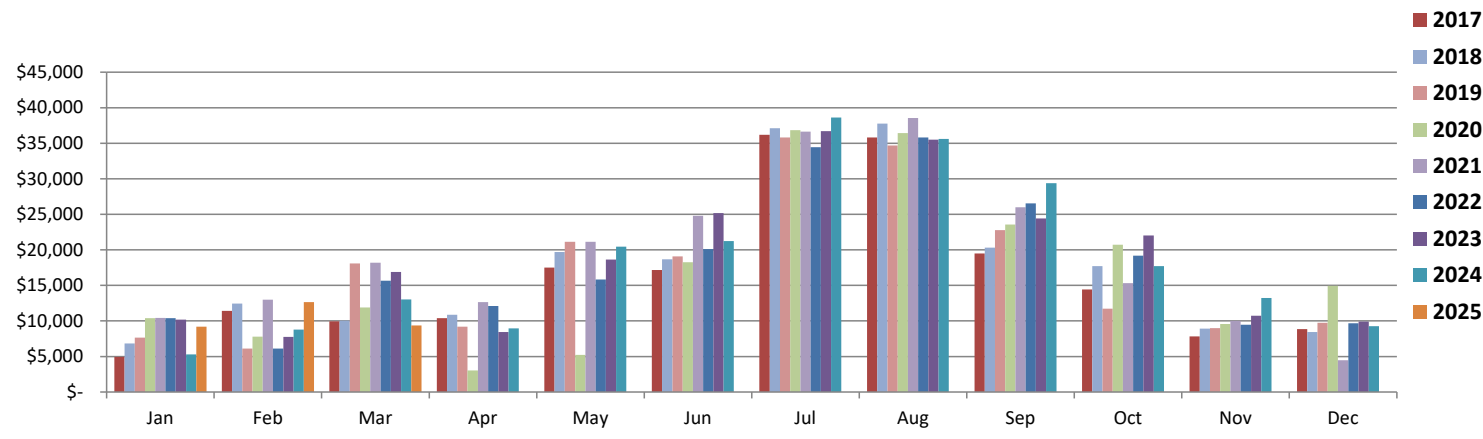


# Port of South Whidbey 2025 Projections

## South Whidbey Harbor Revenue & Expenses 2025



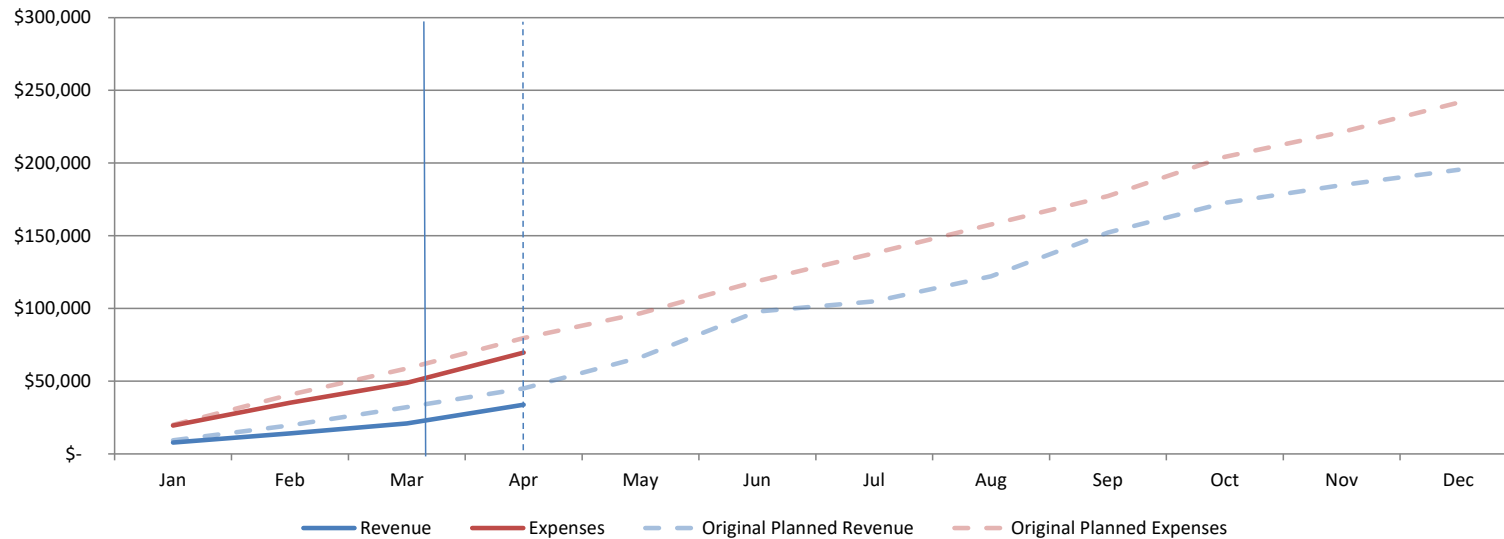
## Monthly SWH Revenue 2017-2025



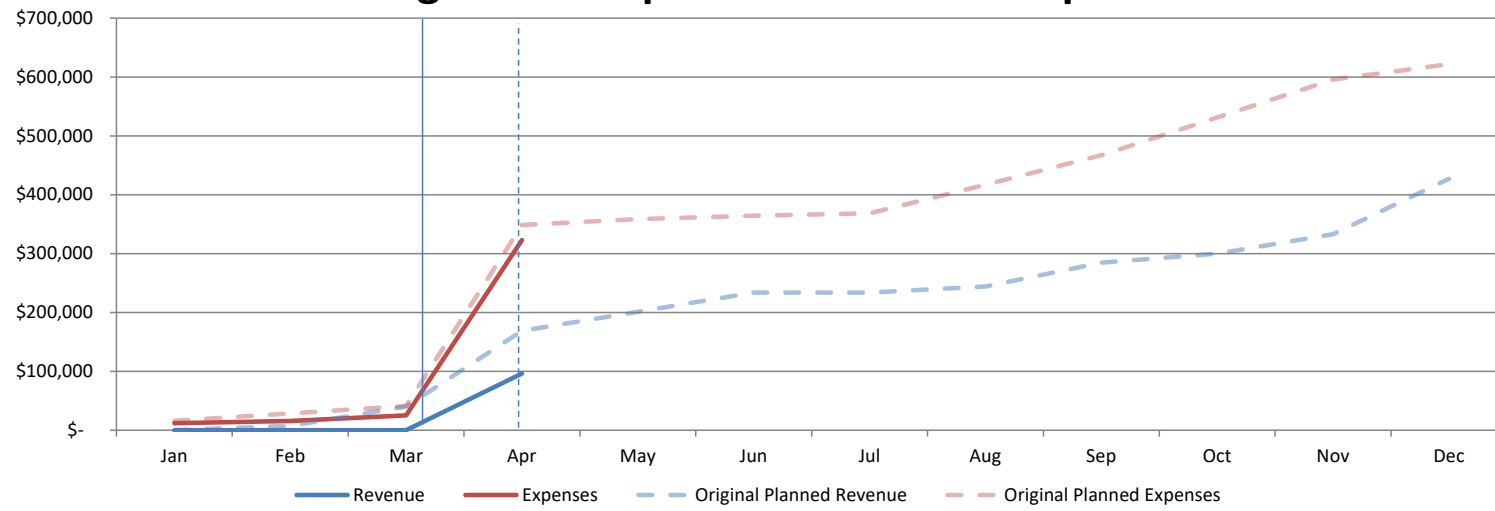
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>2025</b>	\$ 9,180	\$ 12,664	\$ 9,376	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,220
<b>2025 budget</b>	\$ 12,341	\$ 12,341	\$ 14,129	\$ 13,891	\$ 16,393	\$ 25,448	\$ 39,031	\$ 38,977	\$ 28,517	\$ 15,645	\$ 15,586	\$ 13,971	\$ 246,270
<b>2017</b>	\$ 4,965	\$ 11,424	\$ 9,937	\$ 10,397	\$ 17,502	\$ 17,170	\$ 36,174	\$ 35,825	\$ 19,476	\$ 14,424	\$ 7,818	\$ 8,864	\$ 193,976
<b>2018</b>	\$ 6,817	\$ 12,442	\$ 10,041	\$ 10,856	\$ 19,689	\$ 18,672	\$ 37,121	\$ 37,765	\$ 20,319	\$ 17,713	\$ 8,912	\$ 8,432	\$ 208,779
<b>2019</b>	\$ 7,651	\$ 6,120	\$ 18,081	\$ 9,197	\$ 21,121	\$ 19,065	\$ 35,797	\$ 34,689	\$ 22,769	\$ 11,727	\$ 8,977	\$ 9,725	\$ 204,919
<b>2020</b>	\$ 10,399	\$ 7,803	\$ 11,892	\$ 3,035	\$ 5,233	\$ 18,247	\$ 36,829	\$ 36,443	\$ 23,577	\$ 20,722	\$ 9,584	\$ 14,955	\$ 198,719
<b>2021</b>	\$ 10,427	\$ 13,000	\$ 18,195	\$ 12,665	\$ 21,138	\$ 24,801	\$ 36,632	\$ 38,553	\$ 25,997	\$ 15,327	\$ 10,029	\$ 4,463	\$ 231,227
<b>2022</b>	\$ 10,395	\$ 6,102	\$ 15,655	\$ 12,084	\$ 15,838	\$ 20,120	\$ 34,452	\$ 35,804	\$ 26,525	\$ 19,170	\$ 9,475	\$ 9,655	\$ 215,275
<b>2023</b>	\$ 10,198	\$ 7,771	\$ 16,897	\$ 8,451	\$ 18,626	\$ 25,163	\$ 36,697	\$ 35,503	\$ 24,426	\$ 22,008	\$ 10,720	\$ 9,925	\$ 226,385

Port of South Whidbey  
2025 Projections

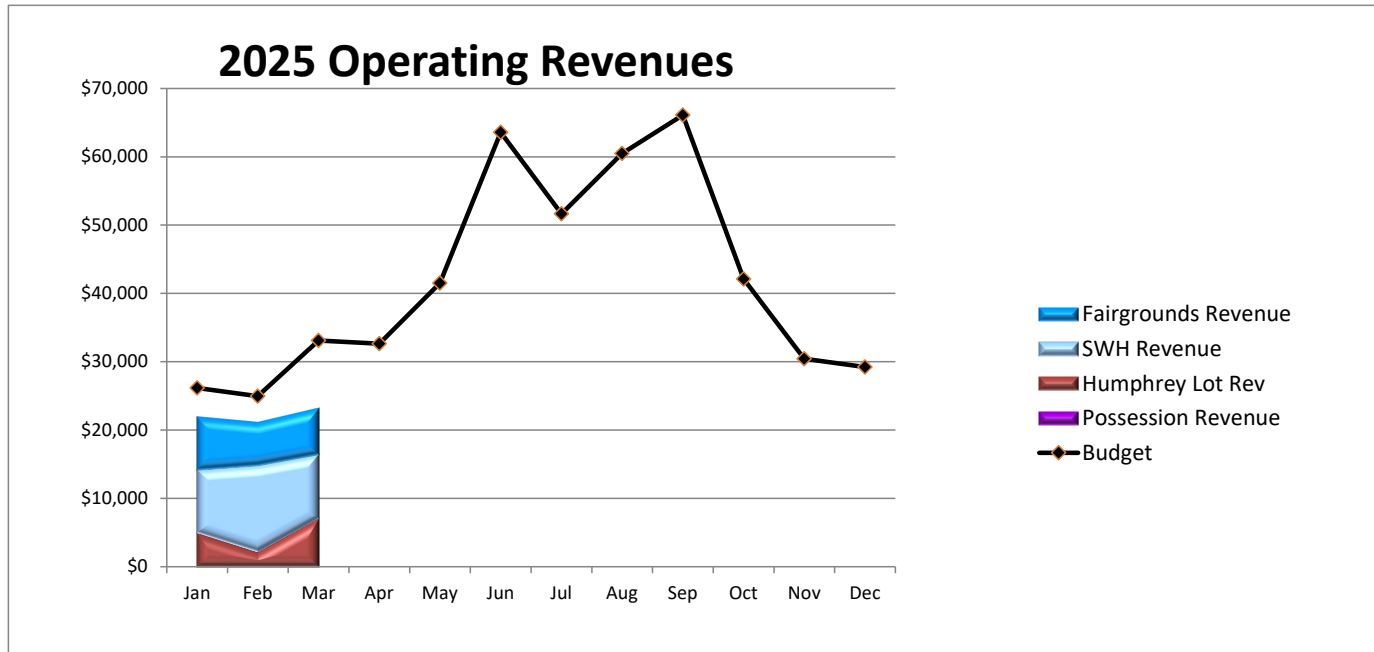
## 2025 Fairgrounds Operating Revenue and Expenses



## 2025 Fairgrounds Capital Revenue and Expenses

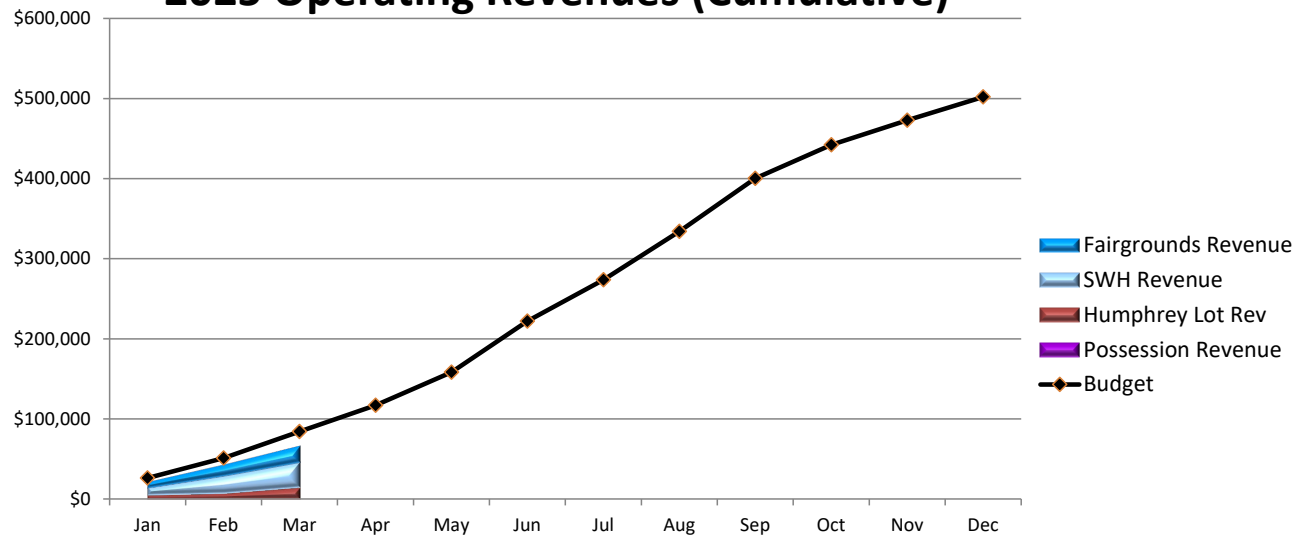


Port of South Whidbey  
2025 Projections

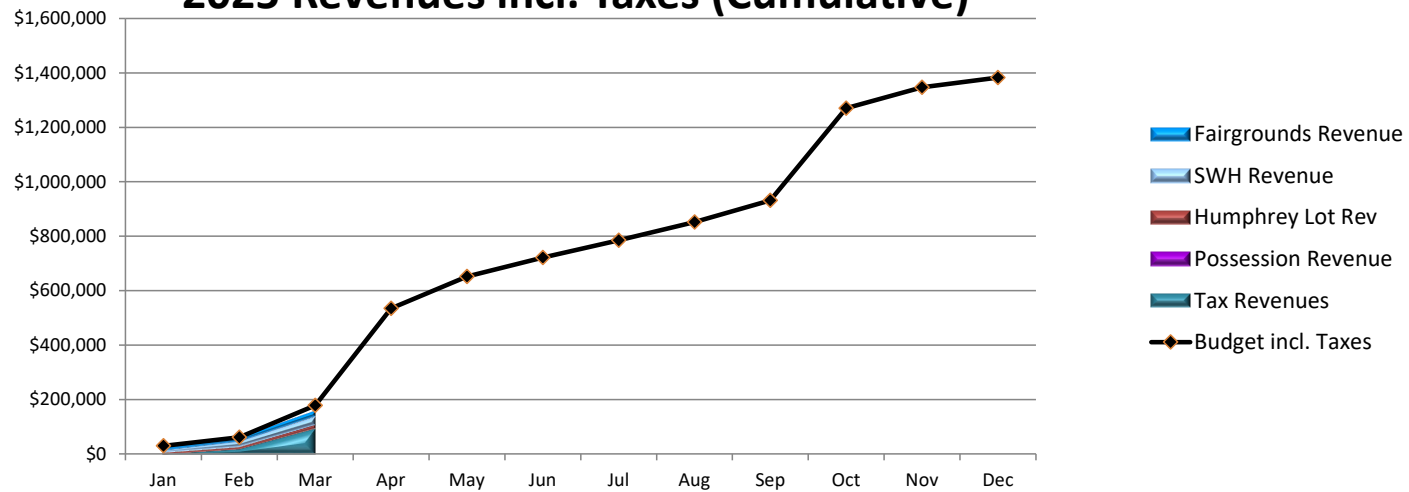


Port of South Whidbey  
2025 Projections

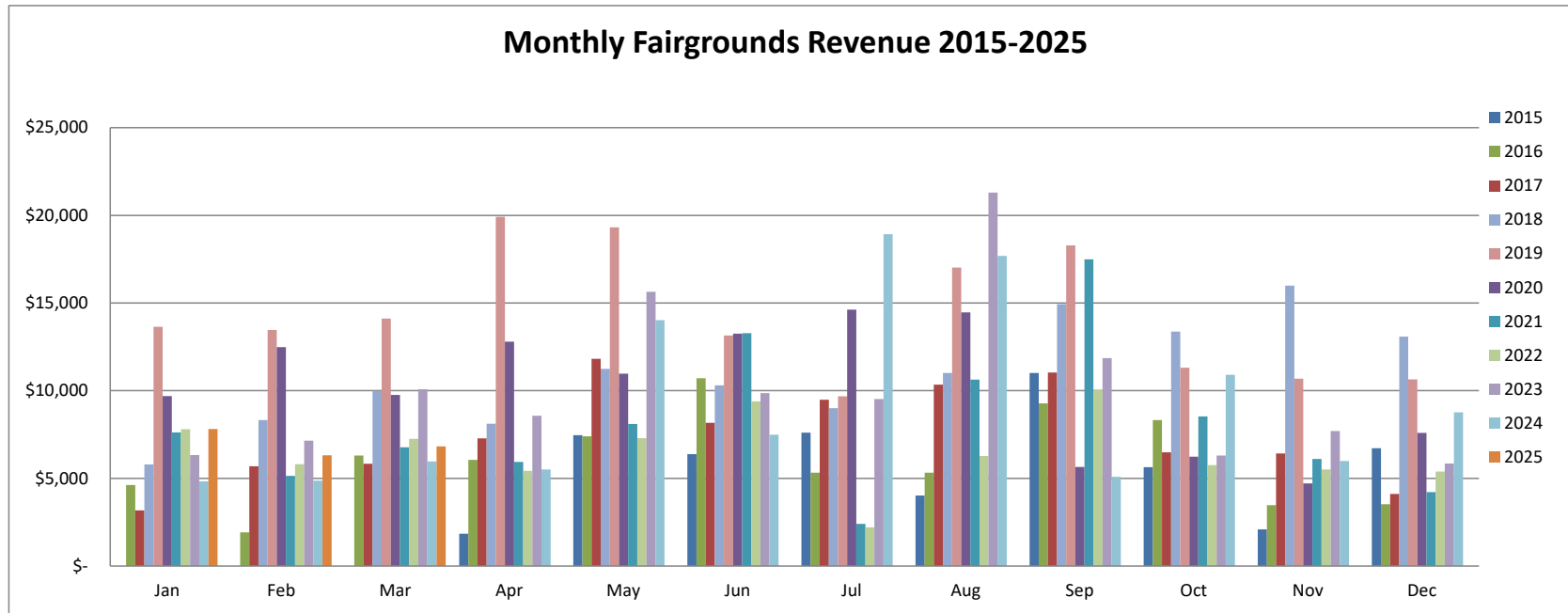
### 2025 Operating Revenues (Cumulative)



### 2025 Revenues incl. Taxes (Cumulative)



**Port of South Whidbey  
2025 Projections**



**Fairgrounds Revenue by Month**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>2025</b>	\$ 7,819	\$ 6,320	\$ 6,818	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,957
<b>2025 budget</b>	\$ 9,357	\$ 10,327	\$ 12,467	\$ 12,867	\$ 21,377	\$ 31,457	\$ 7,077	\$ 17,167	\$ 30,187	\$ 20,337	\$ 12,217	\$ 10,567	\$ 195,404
<b>2015</b>	\$ -	\$ -	\$ -	\$ 1,837	\$ 7,464	\$ 6,380	\$ 7,601	\$ 4,014	\$ 11,009	\$ 5,642	\$ 2,085	\$ 6,713	\$ 52,745
<b>2016</b>	\$ 4,621	\$ 1,917	\$ 6,307	\$ 6,059	\$ 7,399	\$ 10,708	\$ 5,321	\$ 5,327	\$ 9,273	\$ 8,328	\$ 3,474	\$ 3,521	\$ 72,255
<b>2017</b>	\$ 3,176	\$ 5,688	\$ 5,834	\$ 7,278	\$ 11,817	\$ 8,168	\$ 9,487	\$ 10,349	\$ 11,029	\$ 6,480	\$ 6,424	\$ 4,111	\$ 89,841
<b>2018</b>	\$ 5,790	\$ 8,320	\$ 9,997	\$ 8,118	\$ 11,245	\$ 10,302	\$ 8,998	\$ 11,006	\$ 14,935	\$ 13,364	\$ 15,996	\$ 13,084	\$ 131,155
<b>2019</b>	\$ 13,646	\$ 13,461	\$ 14,118	\$ 19,921	\$ 19,310	\$ 13,142	\$ 9,685	\$ 17,018	\$ 18,291	\$ 11,306	\$ 10,687	\$ 10,646	\$ 171,231
<b>2020</b>	\$ 9,689	\$ 12,483	\$ 9,762	\$ 12,793	\$ 10,965	\$ 13,250	\$ 14,616	\$ 14,470	\$ 5,645	\$ 6,242	\$ 4,714	\$ 7,593	\$ 122,222
<b>2021</b>	\$ 7,618	\$ 5,141	\$ 6,771	\$ 5,943	\$ 8,105	\$ 13,273	\$ 2,408	\$ 10,636	\$ 17,486	\$ 8,527	\$ 6,112	\$ 4,214	\$ 96,234
<b>2022</b>	\$ 7,806	\$ 5,803	\$ 7,255	\$ 5,427	\$ 7,291	\$ 9,392	\$ 2,202	\$ 6,280	\$ 10,054	\$ 5,749	\$ 5,507	\$ 5,383	\$ 78,149
<b>2023</b>	\$ 6,325	\$ 7,146	\$ 10,083	\$ 8,569	\$ 15,642	\$ 9,857	\$ 9,526	\$ 21,292	\$ 11,863	\$ 6,298	\$ 7,697	\$ 5,852	\$ 120,150
<b>2024</b>	\$ 4,831	\$ 4,868	\$ 5,963	\$ 5,509	\$ 14,028	\$ 7,487	\$ 18,921	\$ 17,682	\$ 5,090	\$ 10,909	\$ 5,987	\$ 8,771	\$ 110,046

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	Expenditures		ACTUAL	PROJECTED									
Capital Expenditures	Clinton Dock - POF	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000	
	Fairgrounds Capital Improvements	\$ 200,000	\$ 11,664	\$ 3,744	\$ 9,451	\$ 297,824	\$ -	\$ 6,000	\$ 3,880	\$ 25,600	\$ 27,880	\$ 41,400	\$ 41,580	\$ 26,060	\$ 495,083
	2012 LTGO Bond Fees	\$ 350	\$ 350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350	\$ -	\$ -	\$ 700
	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	\$ 551
	2016 LTGO Bond Principal	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
	2018A LTGO Bond Fees	\$ 350	\$ 350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350	\$ -	\$ -	\$ 700
	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	\$ -	\$ -	\$ 700
	2018B LTGO Bond Interest	\$ 18,770	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,385	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,385	\$ 18,770
	2018B LTGO Bond Principal	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
Total Capital Expenditures		\$ 1,554,220	\$ 12,977	\$ 3,744	\$ 9,451	\$ 297,907	\$ 48,083	\$ 85,696	\$ 18,963	\$ 53,433	\$ 55,713	\$ 70,283	\$ 69,413	\$ 115,701	\$ 841,364
Operating Expenditures	Sub-total Administration	683,760	\$ 49,489	\$ 43,917	\$ 43,201	\$ 51,273	\$ 43,343	\$ 44,833	\$ 51,093	\$ 159,102	\$ 44,902	\$ 51,852	\$ 43,574	\$ 43,084	\$ 669,663
	Sub-total Bush Point	\$ 11,700	\$ 314	\$ 739	\$ 37	\$ 1,375	\$ 1,435	\$ 730	\$ 715	\$ 1,715	\$ 660	\$ 1,380	\$ 1,175	\$ 1,300	\$ 11,575
	Sub-total Clinton	\$ 11,900	\$ 311	\$ 228	\$ 184	\$ 555	\$ 3,161	\$ 630	\$ 693	\$ 621	\$ 3,124	\$ 432	\$ 523	\$ 504	\$ 10,966
	Sub-total Fairgrounds	\$ 241,600	\$ 19,517	\$ 15,618	\$ 13,671	\$ 20,868	\$ 17,100	\$ 22,060	\$ 19,128	\$ 19,800	\$ 19,620	\$ 26,883	\$ 17,100	\$ 20,230	\$ 231,595
	Sub-total Humphrey Lot	\$ 12,410	\$ 1,147	\$ 1,007	\$ 912	\$ 1,617	\$ 742	\$ 742	\$ 1,617	\$ 742	\$ 742	\$ 1,617	\$ 742	\$ 742	\$ 12,369
	Sub-total Possession Point	\$ 32,500	\$ 1,432	\$ 1,773	\$ 844	\$ 4,029	\$ 2,260	\$ 2,578	\$ 4,668	\$ 3,173	\$ 3,131	\$ 2,998	\$ 1,588	\$ 1,432	\$ 29,906
	Sub-total South Whidbey Harbor	\$ 239,600	\$ 16,251	\$ 13,568	\$ 14,015	\$ 21,611	\$ 16,729	\$ 20,798	\$ 22,328	\$ 21,286	\$ 33,534	\$ 20,771	\$ 14,923	\$ 16,789	\$ 232,603
	Total Operating Expenditures	\$ 1,233,470	\$ 88,461	\$ 76,850	\$ 72,864	\$ 101,328	\$ 84,770	\$ 92,371	\$ 100,242	\$ 206,439	\$ 105,713	\$ 105,933	\$ 79,625	\$ 84,081	\$ 1,198,677
Capital Revenue	Budget														
	Grant funding (RCO) - clean vessel program	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750	\$ 750
	Grant funding (RCEDF) - Fairgrounds	\$ 150,000	\$ -	\$ -	\$ -	\$ 96,302	\$ -	\$ -	\$ -	\$ 10,500	\$ 40,500	\$ 15,000	\$ 33,000	\$ 43,500	\$ 238,802
	Grant funding (WSDA) - Fairgrounds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Grant funding (STBG/TA) - Clinton Dock	\$ 1,000,000	\$ -	\$ 27,482	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,482
	Grant funding (USDA) - Fairgrounds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	2018A Bond Interest Income	\$ 6,000	\$ 451	\$ 430	\$ 460	\$ 540	\$ 540	\$ 540	\$ 480	\$ 480	\$ 480	\$ 480	\$ 360	\$ 360	\$ 5,601
	2018B Bond Interest Income	\$ 6,000	\$ 451	\$ 430	\$ 460	\$ 540	\$ 540	\$ 540	\$ 480	\$ 480	\$ 480	\$ 480	\$ 360	\$ 360	\$ 5,601
Total Capital Revenue		\$ 1,322,750	\$ 902	\$ 28,342	\$ 920	\$ 99,882	\$ 3,580	\$ 3,580	\$ 3,460	\$ 13,960	\$ 66,710	\$ 41,210	\$ 58,970	\$ 70,220	\$ 391,736
Operating Revenue	Sub-total - Tax and Interest Revenue	\$ 921,000	\$ 1,089	\$ 17,654	\$ 72,371	\$ 323,496	\$ 76,329	\$ 6,120	\$ 11,427	\$ 6,468	\$ 13,354	\$ 296,713	\$ 46,066	\$ 7,040	\$ 878,127
	Sub-total - Fairgrounds Revenue	\$ 195,400	\$ 7,819	\$ 6,320	\$ 6,818	\$ 12,867	\$ 21,377	\$ 31,457	\$ 7,077	\$ 17,167	\$ 30,187	\$ 20,337	\$ 12,217	\$ 10,567	\$ 184,210
	Sub-total - Humphrey Road Revenue	\$ 52,500	\$ 4,998	\$ 2,183	\$ 7,079	\$ 5,250	\$ 3,090	\$ 6,005	\$ 4,860	\$ 3,655	\$ 6,745	\$ 5,510	\$ 2,005	\$ 4,035	\$ 55,415
	Sub-total - Possession Point Revenue	\$ 7,810	\$ -	\$ -	\$ -	\$ 637	\$ 660	\$ 661	\$ 680	\$ 676	\$ 660	\$ 632	\$ 640	\$ 644	\$ 5,890
	Sub-total - South Whidbey Harbor Revenue	\$ 246,270	\$ 9,180	\$ 12,664	\$ 9,376	\$ 13,891	\$ 16,393	\$ 25,448	\$ 39,031	\$ 38,977	\$ 28,517	\$ 15,645	\$ 15,586	\$ 13,971	\$ 238,679
	Total Operating Revenue	\$ 1,422,980	\$ 23,086	\$ 38,821	\$ 95,644	\$ 356,141	\$ 117,849	\$ 69,691	\$ 63,075	\$ 66,943	\$ 79,463	\$ 338,837	\$ 76,514	\$ 36,257	\$ 1,362,321
2025 Beginning															
Bond Fund Balance		\$ 390,487	\$ 391,389	\$ 392,249	\$ 393,169	\$ 188,515	\$ 164,595	\$ 165,675	\$ 166,635	\$ 167,595	\$ 168,555	\$ 169,515	\$ 144,235	\$ 144,955	
General Fund Balance		\$ 519,469	\$ 441,118	\$ 426,827	\$ 440,156	\$ 701,598	\$ 714,094	\$ 608,218	\$ 554,588	\$ 374,659	\$ 358,446	\$ 561,317	\$ 573,043	\$ 479,018	
Total Cash Balance		\$ 909,957	\$ 832,507	\$ 819,076	\$ 833,325	\$ 890,113	\$ 878,689	\$ 773,893	\$ 721,223	\$ 542,254	\$ 527,001	\$ 730,832	\$ 717,278	\$ 623,973	
Planned Bond Fund Invoices		\$ -	\$ -	\$ -	\$ -	\$ (205,734)	\$ (25,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (26,000)	\$ -	

2026 PROJECTIONS		Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	
Capital Expenditures	Budget													
	Expenditures													
	Clinton Dock - POF	\$ 1,000,000	\$ 83,333	\$ 83,333	\$ 83,333	\$ 83,333	\$ 83,333	\$ 83,333	\$ 83,333	\$ 83,333	\$ 83,333	\$ 83,333	\$ 83,333	\$ 1,000,000
	Fairgrounds Capital Improvements	\$ 156,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,063	\$ 39,063	\$ 39,063	\$ 39,063	\$ -	\$ 156,250
	Fairgrounds - Workforce Housing	\$ 100,000	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 100,000
	RCO Boating Infrastructure Grant (Harbor)	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,250	\$ 31,250	\$ 31,250	\$ 31,250	\$ -	\$ 125,000
	RCO Possession Boarding Floats	\$ 40,000	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 40,000
	SWH Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Port Tractor - Fairgrounds/Harbor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Clean Vessel Grant Program	\$ 1,000	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 1,000
	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
Total Capital Expenditures		\$ 1,547,470	\$ 95,083	\$ 95,083	\$ 95,083	\$ 95,083	\$ 134,696	\$ 95,083	\$ 165,396	\$ 165,396	\$ 166,446	\$ 165,396	\$ 179,641	\$ 1,547,470
Total Operating Expenditures		\$ 1,269,635	\$ 93,698	\$ 81,399	\$ 77,177	\$ 107,326	\$ 89,788	\$ 97,839	\$ 106,176	\$ 218,660	\$ 111,971	\$ 112,204	\$ 84,339	\$ 1,269,635
Capital Revenue	Budget													
	Grant funding (STBG/TA) - Clinton Dock	\$ 1,000,000	\$ 83,333	\$ 83,333	\$ 83,333	\$ 83,333	\$ 83,333	\$ 83,333	\$ 83,333	\$ 83,333	\$ 83,333	\$ 83,333	\$ 83,333	\$ 1,000,000
	IC - FG Workforce Housing	\$ 100,000	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 100,000
	Grant funding (WSDA) - Fairgrounds	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,250	\$ 31,250	\$ 31,250	\$ 31,250	\$ 125,000
	RCO Boating Infrastructure Grant (Harbor)	\$ 93,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,438	\$ 23,438	\$ 23,438	\$ 23,438	\$ 93,750
	RCO Possession Boarding Floats	\$ 30,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 30,000
	Grant funding (WSP) - clean vessel program	\$ 750	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 750
Total Capital Revenue		\$ 1,349,500	\$ 94,229	\$ 94,229	\$ 94,229	\$ 94,229	\$ 94,229	\$ 94,229	\$ 94,229	\$ 148,917	\$ 148,917	\$ 148,917	\$ 148,917	\$ 1,349,500
Total Operating Revenue		\$ 1,441,880	\$ 24,434	\$ 41,088	\$ 101,230	\$ 376,939	\$ 124,731	\$ 73,761	\$ 66,759	\$ 70,852	\$ 84,104	\$ 358,625	\$ 80,982	\$ 1,441,880
2026 Beginning														
	Bond Fund Balance	\$ 144,955	\$ 144,955	\$ 144,955	\$ 144,955	\$ 144,955	\$ 144,955	\$ 144,955	\$ 144,955	\$ 144,955	\$ 144,955	\$ 144,955	\$ 119,955	
	General Fund Balance	\$ 479,018	\$ 408,900	\$ 367,735	\$ 390,933	\$ 659,692	\$ 693,781	\$ 629,236	\$ 588,965	\$ 369,991	\$ 325,645	\$ 554,536	\$ 534,701	\$ 478,293
Total Cash Balance		\$ 623,973	\$ 553,855	\$ 512,690	\$ 535,888	\$ 804,647	\$ 838,736	\$ 774,191	\$ 733,920	\$ 514,946	\$ 470,600	\$ 699,491	\$ 679,656	\$ 598,248
Planned Bond Fund Invoices														\$ (25,000)





\*\*\*\*\*

### **Contents**

Financial Reporting – Mar 2025

Direct Deposit

Fairgrounds Projects

South Whidbey Harbor

Clinton Dock

On Call Engineer

Capital Facilities Planning

Possession Caretaker Residence Insulation

\*\*\*\*\*

### **Financial Reporting – Mar 2025**

We received approximately \$96k in operating, tax and capital revenue, and incurred approximately \$82k in operating & capital expenses in March 2025. End of month cash balance for February was \$442k in our General Operating Account and \$393k in our Bond Account. The financial statement and associated analyses (revenue and expense charts and cash flow) are attached.

### **Direct Deposit**

I plan to provide a Resolution to establish a bank account to facilitate direct deposit for Port employees by Monday.

### **Fairgrounds Projects**

This month, Fairgrounds Director Amanda Ellis has been the point person on the projects at the Fairgrounds, so I will provide her with the opportunity to report on the Campground, Burrier Roof, and Coffman Building projects.

### **Clinton Dock**

Efforts to separate the floats construction from the overall construction project are ongoing. In order to execute a construction contract with WSDOT and receive federal grant funds, a National Environmental Policy Act (NEPA) permit approval needs to be established. This was not part of the original scope of work for the Preliminary Engineering contract, therefore KPFF has provided the attached proposal for that work, which also includes a float procurement package with final design and specifications.

I have continued to work with our engineer and environmental consultant to engage with the Suquamish Tribe. That meeting will likely occur late May or early June.

### **On Call Engineering Pool**

We received 6 proposals in response to our Request for Qualifications for an On-Call Engineering Pool. I will review the proposals with the Commissioners.

### **Capital Facilities Planning**

I have developed the start of an inventory of the Port's capital facilities, as well as a template to be able to capture high level costs for the Port through 2028. Capital project plans have been added to this template through 2026. This will start to guide and define the Port's upcoming capital needs.



Possession Caretaker Residence Insulation

Pat has received quotes to install insulation in the Possession caretaker residence. The previous insulation was removed. Pat is recommending approval of the Northwest Crawl Space Services quote. This work, as well as completing the bathroom in the house, will allow for the building to be occupied by a caretaker.



March 26, 2025

Angi Mozer  
Port of South Whidbey, Executive Director  
228 Wharf St, Langley, WA 98260

**Re: Clinton Dock Float Replacement – Amendment 03 – Float Procurement**  
**KPFF Scope and Fee Proposal**  
**Project No. 10092100189**

Angi,

We have prepared this amendment to the original contract in order to finalize the design of the Clinton Dock Float Replacement Project. This scope includes additional environmental services including NEPA preparation for the construction of the floating dock. It also includes finishing the preparation of a Float Procurement package for procurement of the floating dock.

This scope of work will be performed by KPFF and subconsultants Glosten and Confluence Environmental.

### ***KPFF Scope of Proposed Services***

KPFF proposes to provide the following services as part of this scope & fee proposal:

#### **Task 1: Project Management and Design Coordination**

KPFF will provide general project administration, invoicing and coordination with sub consultants and POSW staff. Monthly invoices will be provided for this work with a summary of work completed and project status. This task also includes regular monthly meetings with POSW to discuss questions and make collaborative decisions on the direction of the project.

#### **Task 2: Environmental Permitting, Natural Resources & Tribal Consultation**

Confluence will prepare a Documented Categorical Exclusion (DCE) Checklist for the float procurement and fabrication. See attached Confluence proposal for more detailed scope information.

#### ***Task 2 Deliverables:***

- Draft and Final DCE Checklist

#### **Task 3: Float Procurement Package**

The team will develop a package of drawings and specifications that can be used to procure the floating dock. See attached Glosten proposal for more detailed scope information.

*Task 3 deliverables:*

- Float Procurement Package
  - Float Plans
  - Float performance specifications

***Assumptions***

*This scope of work was assembled with the following assumptions:*

1. *This scope will be amended to include project bidding and construction support services at a future date.*
2. *The floats will be designed to accommodate a future above-grade platform for the POF but the platform itself will not be designed as part of this scope of work.*

***Fees***

The total estimated additional not-to-exceed maximum fee, including reimbursable expenses, for the services described in this letter is **\$28,715**. All work will be performed in accordance with the attached Terms and Conditions.

We are available to discuss this proposal at your convenience. Please contact me at (425) 501 6968 should you have any questions or require additional information.

Sincerely,



Ed DeBroeck, PE, DBIA

Principal

CC: Bob Riley, PE, Principal  
Andy Bennett, PE, Principal

**Attachments:**

1. Fee Schedules
2. Glosten Scope
3. Confluence Scope

Port of South Whidbey  
Clinton Dock - Float Replacement  
3/26/2025

Summary		Category and Hours			Fee
		KPFF	Glosten	Confluence	
Task	Description				
<b>1.0</b>	<b>Project Management and Design Coordination</b>				
1.1	Monthly Meetings (1 month)	\$ 506	\$ -	\$ -	\$ 506
1.2	Monthly Progress Reporting (1 month)	\$ 368	\$ -	\$ -	\$ 368
1.3	General Coordination	\$ 756	\$ -	\$ -	\$ 756
		\$ 1,630	\$ -	\$ -	\$ 1,630
<b>2.0</b>	<b>Environmental Permitting, Natural Resources, &amp; Tribal Consultation</b>				
2.1	DCE Checklist	\$ 502	\$ -	\$ 6,810	\$ 7,312
		\$ 502	\$ -	\$ 6,810	\$ 7,312
<b>3.0</b>	<b>Float Procurement Package</b>				
3.1	Construction Drawings	\$ 2,965	\$ -	\$ -	\$ 2,965
3.2	Performance Specifications	\$ 8,058	\$ 4,406	\$ -	\$ 12,464
3.3	QA/QC	\$ 4,344	\$ -	\$ -	\$ 4,344
		\$ 15,367	\$ 4,406	\$ -	\$ 19,773
<b>Labor Subtotal</b>		\$ 17,499	\$ 4,406	\$ 6,810	\$ 28,715
<b>Expense Subtotal</b>		\$ -	\$ -	\$ -	\$ -
<b>Total</b>		\$ 17,499	\$ 4,406	\$ 6,810	\$ 28,715

		Category and Hours															2.79
KPFF		Sr. Tech Sp	Tech Sp	Princ	DE I	SE I	Sr. CAD I	SE II	PM	CAD	DE II	Prj Crd	Admin				DSC+OH Mult.
Task	Description	\$ 126.89	\$ 108.65	\$ 91.24	\$ 42.44	\$ 58.60	\$ 58.05	\$ 81.16	\$ 89.82	\$ 53.04	\$ 51.24	\$ 42.00	\$ 27.93	\$ -			Fee
1.0	Project Management and Design Coordination																
1.1	Monthly Meetings (1 month)			1.0					1.0								\$ 506
1.2	Monthly Progress Reporting (1 month)								1.0			1.0					\$ 368
1.3	General Coordination			1.0					2.0								\$ 756
	Subtotal	0.0	0.0	2.0	0.0	0.0	0.0	0.0	4.0	0.0	0.0	1.0	0.0	0.0			\$ 1,630
2.0	Environmental Permitting, Natural Resources, & Tribal Consultation																
2.1	DCE Checklist								2.0								\$ 502
	Subtotal	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0			\$ 502
3.0	Float Procurement Package																
3.1	Construction Drawings	0.0	0.0	2.0	0.0	6.0	6.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0			\$ 2,965
1	Cover Page					1.0	1.0										
2	Structural Notes					1.0	1.0										
3	Float Plan					1.0	1.0										
4	Float Elevation					1.0	1.0										
5	Float Design Criteria					1.0	1.0										
6	Float Details					1.0	1.0										
3.2	Performance Specifications			2.0		40.0			4.0								\$ 8,058
3.3	QA/QC			8.0		4.0	4.0		4.0								\$ 4,344
	Subtotal	0.0	0.0	12.0	0.0	50.0	10.0	0.0	10.0	0.0	0.0	0.0	0.0	0.0			\$ 15,367
	Total	-	-	14.0	-	50.0	10.0	-	16.0	-	-	1.0	-	-			\$ 17,499



# Glostén

10 January 2025  
File No. P0146.24-A

Ed DeBroeck, PE, DBIA  
KPFF Consulting Engineers  
1601 Fifth Avenue, Suite 1300  
Seattle, Washington 98101

Subject: Clinton Dock Float Performance Specification Support

References: 1. Kim, M., *Notes from 2024.07.31 Meeting*, Glostén, 31 July 2024.

Dear Ed:

We appreciate the opportunity to offer our services for the Clinton floating dock project. We are pleased to provide this proposal to support KPFF with this work.

## SCOPE OF WORK

Glostén initially provided a stability and pile load analysis for the floating dock in Clinton, Washington. As KPFF moves to the bid phase of the project as noted in Reference 1, Glostén will support KPFF with the performance specification for float stability.

## DELIVERABLES

Our project deliverable will be a section of the performance specification document related to float stability.

## COST AND TERMS

We estimate that the engineering effort for performing these tasks will cost USD\$4,406.37 using the Glostén's WSDOT-reviewed ANTE rates. The breakdown of the estimated costs is shown in the table below:

Job Classifications	Direct Labor Hourly Billing Rate NTE	Overhead NTE*	Fixed Fee NTE	All Inclusive Hourly Billing Rate NTE	Hours	Total
		197.31%	30.00%			
Administrative	\$81.86	\$161.52	\$24.56	\$267.94		
Designer/Eng. Technician/Eng Writer	\$64.89	\$128.03	\$19.47	\$212.39	2	\$424.78
Eng/ Staff Eng / Eng Intern	\$59.51	\$117.42	\$17.85	\$194.78		
Project Engineer	\$70.86	\$139.81	\$21.26	\$231.93	11	\$2,551.23
Sr. Engineer / Marine Consultant	\$80.39	\$158.62	\$24.12	\$263.12		
Principal / Marine Consultant	\$109.25	\$215.56	\$32.78	\$357.59	4	\$1,430.36
<b>Total</b>					<b>17</b>	<b>\$4,406.37</b>

We will bill you monthly on a time-and-materials basis. We have attached our standard terms and conditions of service. This proposal is valid for 60 days.

We assume that travel will not be required. Should travel become necessary, travel expenses will be billed at cost.

## SCHEDULE

We are prepared to start within two weeks of execution of your contract or purchase order, or your signature below indicating your acceptance of the terms provided. We will work with your team to determine the project schedule.

I will be your main point of contact. Thank you for the opportunity to submit our proposal for this project.

Sincerely,

Mark Kim, PE  
Ocean Engineer

CMK:mm

Enclosures: 1. Standard Terms & Conditions of Service

PROPOSAL TITLE: KPFF Clinton Dock Float Performance Specification Support

Glosten Proposal No. P0146.24-A

ACCEPTED BY KPFF Consulting Engineers

Signature and Date

---

Printed Name and Title

---



# TERMS AND CONDITIONS OF SERVICE

1. PROFESSIONAL SERVICES – FIXED FEE. Where the scope of services, including reimbursable expenses, subcontracts, and outside services can be clearly defined, Glosten will customarily bill for services on a fixed fee basis. Invoices for fixed fee services will be issued monthly based on estimated percent of work scope complete unless other billing milestones and schedules are established.

2. PROFESSIONAL SERVICES – TIME & MATERIALS. When fixed fee services are not appropriate, Glosten will bill on a time & materials basis to a mutually agreed-upon budget. Invoices for time & materials services will be issued monthly for:

**Hourly fees for services** – at current published billing rates based on time, including travel time, expended on the project by professional, technical, and administrative personnel.

**Expenses** – billed at cost, including costs for travel as well as items such as non-routine communication, reproduction, and delivery charges.

**Materials and equipment** – billed at cost plus 10%

**Subcontracts and outside services** – billed at cost plus 10%.

**Equipment and software usage fees** – at current published rates.

3. INVOICING AND PAYMENT. Invoices will be submitted monthly for the prior month's services. Payment is due upon the invoice date and becomes delinquent thirty (30) days thereafter. A late charge will be added to delinquent amounts at the rate of 1½ percent for each thirty (30) days delinquency.

4. SCOPE OF PROFESSIONAL SERVICES. The entire basic scope of professional services to be provided by Glosten is described in the attached proposal. If mutually agreed to in writing by Client and Glosten, additional services may be added to the basic scope of service, understanding that payment and schedule will be adjusted accordingly.

5. PUBLIC LIABILITY & WORKERS' COMPENSATION. Glosten is protected by public liability insurance for bodily injury and property damage, and will furnish a certificate thereof upon request. Glosten is also protected by Washington State Industrial Insurance as required by state statute.

6. LIMITATIONS OF PROFESSIONAL LIABILITY. No warranty, express or implied, is made or intended by our proposal for consulting services, by our furnishing oral or written reports, or by our inspection of work. In recognition of the relative risks and benefits of the project to the Client and to Glosten, the Client agrees, to the fullest extent permitted by law, to limit the liability of Glosten and all Glosten subcontractors supporting the project for any and all claims, losses, damages, or incurred expenses from any cause, so that the total aggregate liability to Glosten and all subcontractors supporting the project is limited to \$50,000 or the total fee paid for the project, whichever is less. Such claims and losses include, but are not limited to negligence, professional errors or omissions, strict liability, and breach of contract.

## 7. OTHER PROVISIONS.

(i) One or more waivers by either or both parties of any provision, part of any provision, term, condition, or covenant of this agreement shall not be construed as a waiver by either party of any other provision, part of any other provision, term, condition, or covenant of this agreement.

(ii) Unless specifically stated in the attached proposal, Glosten and all Glosten subcontractors have no responsibility for discovery, presence, handling, removal, disposal, or exposure of personnel to hazardous or toxic materials in any form as part of the project scope.

(iii) Unless specifically stated in the attached proposal, it is understood that Glosten will not provide design and construction review services relating to safety precautions of any contractor or subcontractor on the project and further, it is understood that Glosten will not provide any supervisory services relating to the construction of the project. Any opinions from Glosten relating to any such review or supervisory services shall be considered only as general information and shall not be the basis for any claim against Glosten.

(iv) Any opinion of project cost offered by Glosten represents the judgment of a design professional and is supplied only for general guidance, but Glosten does not warrant the accuracy of its opinion as compared to actual contractor bids or actual cost.

8. DELAYS. Glosten will prepare drawings and specifications in a timely manner, consistent with professional care and the orderly progress of work. It is understood that a time extension will be granted to Glosten for any and all delays beyond our control (including delays in work being done by subcontractors) and which could not reasonably have been foreseen at the time this agreement was executed.

9. TERMINATION. Either party may terminate this agreement with seven (7) days' written notice to the other in the event of a substantial failure of performance, including non-payment, by the other party through no fault of the terminating party. If this agreement is terminated, Glosten shall be paid for services performed up to the termination notice date, including reimbursable expenses and subcontract obligations.

10. OWNERSHIP OF DOCUMENTS. Drawings, specifications and other documents, including those in electronic form, prepared by Glosten and its subcontractors are instruments of service for use solely with respect to this project. Glosten is the owner of these instruments of service and retains all common law, statutory and other reserved rights, including copyrights. Glosten grants to Client a non-exclusive license to reproduce Glosten's instruments of service solely for purposes of constructing, and using and maintaining the project, provided the Client complies with all obligations, including payment of all sums when due, under this agreement. Any termination of this agreement prior to completion of the project shall terminate this license. Any subsequent use or changes to the instruments of service not made or specifically approved by Glosten shall be at Client's sole risk and without liability to Glosten or its subcontractors.

11. ELECTRONIC DOCUMENT TRANSMITTAL. Glosten accepts liability and responsibility only for instruments of service that can be verified as having been produced and released by Glosten or its subcontractors as indicated in hard copies by a hand-applied signature or in electronic copies by a verifiable digital signature. Drawings, specifications, and other documents supplied in electronic form as editable or native format files are provided solely for convenience of the Client as non-verifiable information and therefore will not be considered instruments of service. By accepting delivery of non-verifiable electronic files, the Client acknowledges that information in the electronic files may be incorrect and/or in conflict with the contracted instruments of service.

12. VENUE. This agreement shall be interpreted and enforced in accordance with the laws of the State of Washington. The venue of any action brought to interpret or enforce any of the terms of this agreement or otherwise adjudicate the rights or liabilities of the parties hereto shall be in King County, Washington.



March 24, 2025

Mr. Ed DeBroeck  
Associate  
KPFF Consulting Engineers  
1601 Fifth Ave, Suite 1300  
Seattle, WA 98101

**Re: Port of South Whidbey - Clinton Dock Float Replacement; Scope of Work and Fee Estimate for Additional Environmental Support**

Dear Mr. DeBroeck:

On behalf of Confluence Environmental Company (Confluence), we are pleased to submit to you this amendment to the scope of work (SOW) and fee proposal to support additional environmental services for the Port of South Whidbey - Clinton Dock Float Replacement. This SOW has been prepared to provide support associated with National Environmental Policy Act (NEPA) documentation specific to float construction. This SOW is based on your email request dated December 13, 2024, for a scope and fee proposal from Confluence.

#### **TASK 4: ENVIRONMENTAL PERMITTING, NEPA DOCUMENTATION (ADDITIONAL SUPPORT)**

This task includes additional environmental support to prepare a Documented Categorical Exclusion (DCE) Checklist (WSDOT Local Programs NEPA documentation) for the float procurement and fabrication.

#### **Assumptions:**

- No supporting technical documentation (e.g., cultural, endangered species, air and noise) on the natural and built environment will be required for DCE Checklist.
- One round of review will be completed by the internal Project team prior to submittal to WSDOT Local Programs.
- Only one round of comments or requests for additional information from WSDOT Local Programs and responses to comments are included in this task.
- WSDOT Local Programs' comments, or additional information requests made will be minor and will not require significant changes to the DCE Checklist.

Mr. Ed DeBroeck  
March 24, 2025



### **Deliverables:**

The deliverables proposed for this task include 1 Draft and 1 Final DCE Checklist, in electronic format.

### **FEE ESTIMATE**

The below fee estimate for the DCE Checklist is **\$6,810**.

The work described above will be performed on a time and materials basis. We will not exceed the approved cost estimate without your prior agreement and written authorization. If changes to the scope of work, deliverables, or completion date are required to complete this effort, then we will negotiate a contract modification with you.

Mr. Ed DeBroeck

March 24, 2025



Please let me know if you have any comments or questions.

Respectfully,

A handwritten signature in blue ink, appearing to read "Christopher Berger".

**CHRISTOPHER BERGER, PWS**

Principal Ecologist

206.604.9059

[chris.berger@confenv.com](mailto:chris.berger@confenv.com)

**Confluence Environmental Company**  
**KPFF**  
**Clinton Dock Float Replacement**

TASK 4: ENVIRONMENTAL PERMITTING, NEPA DOCUMENTATION (ADDITIONAL SUPPORT)	Consulting Staff										
	Labor Classification	Senior Principal	Principal	Project Planner III	Subtotal	Editor	Accounting				Subtotal
NEPA DCE Floats			16	20	\$6,550	2		\$260	\$6,810		
Total hours		0	16	20		2	0				
Billing Rate		\$ 310.31	\$216.67	\$154.13		\$ 129.92	\$ 133.56				
Subtotals		\$ -	\$ 3,467	\$ 3,083	\$ 6,550	\$ 260	\$ -	\$ 260	\$ 6,810		
Direct Expenses											
Direct expense total										\$0	
Total price										\$6,810	

## Capital Facilities Inventory

<u>Facility</u>	<u>Identified Needs</u>	<u>Cost of repairs/ improvements if known</u>	<u>Funding Sources</u>	<u>Priority Category</u>
<b>South Whidbey Harbor</b>				
Timber Stockade Breakwater	Steel Batter Pile Cathodic System			Will extend life of structure
Floating Breakwater				
Finger Piers	Bull rail replacements		Boating Infrastructure Grant - June 2025	Health and Safety Issue
Underwater infrastructure (e.g. power)	Underwater growth cleaning			Will extend life of structure; deferred maintenance
Electrical infrastructure	Needs to be updated - inner Harbor		Boating Infrastructure Grant - June 2025	Deferred Maintenance
Harbor Office	Larger staff office			Desirable but not necessary
Restrooms				
Parking Lot	Repaving/Resurfacing/Regrading			End of Life Cycle
Phil Simon Park				
<b>Bush Point</b>				
Boat Ramp				
Boarding Floats	Need replacement floats	\$300,000		End of Life Cycle
Small parking lot				
Large parking lot				
Restrooms				
Resident caretaker house	House is in disrepair	Inspection conducted		Deferred Maintenance; Investment likely to provide revenue source
Detached garage	Back section in disrepair			Deferred Maintenance
Wellhouse				
Septic system and drain field				
<b>Clinton Beach</b>				
Dock (leased)	Needs to be replaced	\$4,600,000		End of life cycle; Investment likely to provide revenue source
Fishing Pier (leased)	Needs paint and general repairs			Deferred Maintenance
Parklands				
Picnic shelter				
Restroom				
Bicycle parking roof/pergola				
Septic system				

## Capital Facilities Inventory

<u>Facility</u>	<u>Identified Needs</u>	<u>Cost of repairs/ improvements if known</u>	<u>Funding Sources</u>	<u>Priority Category</u>
<b>Possession Beach Waterfront Park</b>				
Boat Ramp				
Boarding Floats and pilings	Floats need to be replaced	\$300,000		End of Life Cycle
Vehicle Bridge				
Pedestrian Bridge				
Parklands				
Hiking Trail				
Lower trailer parking lot				
Upper vehicle parking lot				
Resident caretaker home				
Garage and restrooms				
Detached garage				
Resident caretaker home	Bathroom repair, insulation, various other repairs			Deferred Maintenance
Oil heating system including oil tank				
Septic system and drain field				
<b>Humphrey Road Parking Lot</b>				
Asphalt Parking Surface	Needs to be repaved			End of Life Cycle
Payment kiosk	Needs to be replaced			Desirable but not necessary
Stairs to SR525	Stairs Landing needs to be reinforced			Potential safety issue
	EV charging station			Desirable but not necessary
	Security System			Safety Issue; Investment likely to provide additional revenue
<b>Whidbey Island Fairgrounds and Events Center</b>				
Pole Building	Heat		Island County RCEDF	Investment likely to provide additional revenue
	Gutters		Island County RCEDF	Will extend life of structure
Turner Building				
Burrier Building				
Malone Building	Drainage around building			Urgent: tenant experiencing water infiltration
	Gutters			Will extend life of structure
Goat Barn	Roof			End of life cycle
	Gutters			Will extend life of structure
Cattle Barn	Roof			End of life cycle
	Gutters			Will extend life of structure

## Capital Facilities Inventory

<u>Facility</u>	<u>Identified Needs</u>	<u>Cost of repairs/ improvements if known</u>	<u>Funding Sources</u>	<u>Priority Category</u>
Horse Barn 1	Wood at base in contact with soil- needs addressing			Will extend life of structure
Horse Barn 2	Wood at base in contact with soil- needs addressing; gutters			Will extend life of structure
Horse Barn 3	Wood at base in contact with soil- needs addressing; gutters			Will extend life of structure
Horse Barn/4-H Restroom				
Granstand	In disrepair			Potential safety issue; Investment likely to provide additional revenue
Coffman Building			Island County RCEDF	
Antique Barn	Gutters			Will extend life of structure
Dog Arena and Shelter	Gutters			Will extend life of structure
Swine Barn				
Rabbit Barn				
Sheep Barn				
Ken Short Fiddle Faddle Farm				
Port offices and restroom				
Midway EMG Stage	Detailed inspection of all supporting posts needed			Will extend life of structure
Midway Food Booths	Will need to be replaced/Workforce Housing project			End of life cycle
HOPE Building				
Restroom near Main entrance	Gutters			Will extend life of structure
Horse Arena				
Campground			Island County RCEDF	
	Property-Wide Drainage		Island County RCEDF	Will prevent additional maintenance issues

<b>Other General Granting Agencies/Programs</b>
Washington State Department of Agriculture
RCO
CERB
EDA

### Priority Categories

Health and Safety Issues			Highest
Deferred Maintenance	Investment likely to provide additional revenue	Will extend life of Structure	
Desirable but not necessary			Lowest



2024		2025		2026		2027		2028	
Recurring Revenue									
Taxes	\$860,967	Taxes	\$869,577	Taxes	\$878,272	Taxes	\$887,055	Taxes	\$895,926
SWH	\$221,562	SWH	\$246,000	SWH	\$253,380	SWH	\$253,380	SWH	\$260,981
Fairgrounds	\$109,814	Fairgrounds	\$195,000	Fairgrounds	\$195,000	Fairgrounds	\$200,850	Fairgrounds	\$200,850
Parking Lot	\$53,216	Parking Lot	\$54,000	Parking Lot	\$54,000	Parking Lot	\$55,620	Parking Lot	\$55,620
Others	\$7,000	Others	\$7,000	Others	\$7,500	Others	\$8,500	Others	\$8,500
Total	\$1,252,559	Total	\$1,371,577	Total	\$1,388,152	Total	\$1,405,405	Total	\$1,421,877
Recurring Expenses									
Admin	\$591,509	Admin	\$609,254	Admin	\$609,254	Admin	\$627,532	Admin	\$627,532
SWH	\$233,443	SWH	\$240,446	SWH	\$240,446	SWH	\$247,660	SWH	\$247,660
Fairgrounds	\$211,578	Fairgrounds	\$217,925	Fairgrounds	\$217,925	Fairgrounds	\$224,463	Fairgrounds	\$224,463
Parking Lot	\$11,696	Parking Lot	\$12,047	Parking Lot	\$12,047	Parking Lot	\$12,408	Parking Lot	\$12,408
Bond Repayment	\$126,622	Bond Repayment	\$125,220	Bond Repayment	\$126,000	Bond Repayment	\$126,000	Bond Repayment	\$126,000
Other	\$82,555	Other	\$85,032	Other	\$85,032	Other	\$87,583	Other	\$87,583
Total	\$1,257,403	Total	\$1,289,924	Total	\$1,290,704	Total	\$1,325,646	Total	\$1,325,646
Net Operating Excess	-\$4,844		\$81,652		\$97,448		\$79,760		\$96,232

2024		2025		2026		2027		2028	
<b>One-time Expenses</b>									
South Whidbey Harbor		South Whidbey Harbor		South Whidbey Harbor		South Whidbey Harbor		South Whidbey Harbor	
		Clean Vessel Program	\$1,000	Clean Vessel Grant Program	\$1,000				
		Capital Improvements	\$20,000	Walers, Electrical	\$125,000				
Clinton Dock-Passenger Ferry	\$42,454	Clinton Dock-Passenger Ferry	\$1,000,000	Clinton Dock-Passenger Ferry	\$1,000,000	Clinton Dock-Passenger Ferry		Clinton Dock-Passenger Ferry	
Possession		Possession		Possession		Possession		Possession	
		Boarding Floats	\$40,000	Boarding Floats	\$40,000				
Fairgrounds		Fairgrounds		Fairgrounds		Fairgrounds		Fairgrounds	
Capital Improvements	\$241,282	Capital Improvements	\$200,000	Capital Improvements	\$156,250	Capital Improvements		Capital Improvements	
Workforce Housing	\$9,396	Workforce Housing	\$30,000	Workforce Housing	\$100,000	Workforce Housing		Workforce Housing	
Port-wide		Port-wide		Port-wide					
		Port Tractor	\$8,000						
		Capital Facilities Plan	\$30,000						
Total One-time Expenses	\$293,132	Total One-time Expenses	\$1,329,000	Total One-time Expenses	\$1,422,250	Total One-time Expense:	\$0	Total One-time Expense	\$0
<b>Grant/Capital Projects Revenue</b>									
South Whidbey Harbor		South Whidbey Harbor		South Whidbey Harbor		South Whidbey Harbor		South Whidbey Harbor	
		Clean Vessel Program	\$750	Clean Vessel Program	\$750				
				Boating Infrastructure Grant	\$93,750				
Clinton Dock Passenger Ferry		Clinton Dock Passenger Ferry		Clinton Dock Passenger Ferry		Clinton Dock Passenger Ferry			
STBG Clinton Dock	\$28,392	STBG Clinton Dock	\$1,000,000	STBG Clinton Dock	\$1,000,000				
Possession		Possession				Possession		Possession	
		RCO - Boarding Floats	\$30,000	RCO - Boarding Floats	\$30,000	Grant for Construction	\$0	Grant for Construction	\$0
Fairgrounds		Fairgrounds		Fairgrounds		Fairgrounds		Fairgrounds	
2018 RCEDF	\$77,135	2018 RCEDF	\$150,000	Workforce Housing RCEDF	\$100,000				
Workforce Housing RCEDF	\$38,958	Workforce Housing RCEDF	\$30,000	WSDA Fairs Cap Proj Funds	\$125,000				
Bond Fund Transfers	\$191,883	Bond Fund Transfers	\$230,734	Bond Fund Transfers	\$25,000				
Port-wide		Port-wide		Port-wide		Port-wide		Port-wide	
Other Capital Revenue		Other Capital Revenue		Other Capital Revenue		Other Capital Revenue		Other Capital Revenue	
Total Grant/Capital Projects Rev	\$336,368	Total Grant/Capital Projects Rev	\$1,441,484	Total Grant/Capital Projects Rev	\$1,374,500	Total Grant/Capital Projects Rev	\$0	Total Grant/Capital Projects Rev	\$0
Total Budget Impact of Capital Projects	\$43,236		\$112,484		-\$47,750		\$0		\$0



# Northwest Crawl Space Services, LLC

25422 74th Ave S, Kent WA 98032  
(253) 315-0172 | info@nwcrawlinspace.com | www.nwcrawlinspace.com

**RECIPIENT:****Pat Kisch**

8212 Possession Road  
Clinton, Washington 98236

**Quote #11497**

Sent on May 08, 2025  
Contractor number NORTHCS812RO

**Total \$14,959.22**

Product/Service	Description	Qty.	Unit Price	Total
Attic Remediation Package	<p>Clean and Sanitize: Remove all existing batt insulation on vaulted ceiling 300 sqft, Sanitize the space with a disinfecting mold inhibitor to eradicate viruses, bacteria, mold, and mildew.</p> <p>Attic Rodent and Bird Exclusion: Seal all entry points to prevent rodents and/or birds from re-entering the attic. This includes inspecting roof vents, applying steel wire and construction foam to seal holes, and re-screening bird-block vents and soffits as needed.</p> <p>Attic Baffle Installation: Install appropriately sized baffles to ensure proper airflow through attic ventilation areas. This prevents blown-in insulation from blocking ventilation or falling through attic access points.</p> <p>Note: The Garage Attic is not included under this line item.</p>	1	\$2,150.00	\$2,150.00
Attic Advanced Mold Remediation	<p>Stage 1: Spray the infected wood matter in the attic with a fungicide solution like RMR 86 Pro. This solution is designed to kill mold on contact.</p> <p>Stage 2: Spray and scrub the Infected wood matter in the attic with another fungicide solution, such as RMR-141. This helps ensure any remaining mold spores are killed.</p> <p>Note: The Garage Attic is not included under this line item.</p>	1	\$900.00	\$900.00
Attic prescriptive air seal	Prescriptive Air Seal: Foam up and seal air leaks where plumbing, ducting, or electrical wiring comes through.	1500	\$0.25	\$375.00
Soffit vent	Cut opening in the soffit and install galvanized 6"x12" vent	12	\$175.00	\$2,100.00



# Northwest Crawl Space Services, LLC

25422 74th Ave S, Kent WA 98032

(253) 315-0172 | info@nwcrawlspac.com | www.nwcrawlspac.com

Product/Service	Description	Qty.	Unit Price	Total
Attic Vaulted ceiling insulation - Batted Fiberglass	<p>Install fiberglass batted insulations in vaulted ceiling area reaching an R-value as close to R38</p> <p>Note: The Garage Attic is not included under this line item.</p>	300	\$3.50	\$1,050.00
Attic insulation - "Blown In"	<p>Attic Insulation Install: Fill all insulating cavities with blown-in fiberglass insulation, installed by blower machine to a depth of R-49 equivalency or greater.</p> <p>Note: The Garage Attic is not included under this line item.</p>	1200	\$3.25	\$3,900.00
CrawlSpace Remediation	<p>Clean and Sanitize: Complete removal of vapor barrier, animal waste, nests, carcasses, and debris, followed by hauling away. Sanitize the area with a disinfecting mold inhibitor effective against viruses, bacteria, mold, and mildew.</p> <p>Rodent Exclusion: Seal all rodent entry points, including concrete filling of burrows, applying steel wire with construction adhesive over holes, and re-screening vents where necessary.</p> <p>Vapor Barrier: Install new 6-mil black plastic along the edges with deep ground stakes and seal the seams with premium-grade poly-seam tape for a reliable and airtight seal. 750 sqft</p> <p>Water Line Wrapping: Wrap water supply lines with R11 fiberglass insulation rolls to protect against freezing and maintain energy efficiency.</p>	1	\$1,300.00	\$1,300.00
Crawl space prescriptive air seal	Prescriptive Air Seal: Foam up and seal air leaks where plumbing, ducting, or electrical wiring comes through.	1456	\$0.25	\$364.00
Floor Insulation	Floor Insulation Installation: Hang R25 fiberglass batts (16" wide) using synthetic twine to ensure secure attachment and high performance.	1456	\$3.50	\$5,096.00
Rigid Duct Package - Crawlspace	<p>Duct System Includes: All metal ductwork within the crawl space perimeter, including main lines and supply branches:</p> <p>Duct Sealing: Sealing the Ducts at all joints, corners, and saddles with water based Mastic paste to prevent air leakage. (\$450)</p> <p>Air duct insulation: R11 fiberglass wrap insulation, secured with twine. (\$750)</p>	1	\$1,200.00	\$1,200.00

3 of 4 pages





# Northwest Crawl Space Services, LLC

25422 74th Ave S, Kent WA 98032

(253) 315-0172 | info@nwcrawlinspace.com | www.nwcrawlinspace.com

work completion.

\* If customer pays with a credit card, payment will be charged after the crew leaves the site on the same day as the work completed.

\* If customer pays with check, you will hand check to crew leader or company representative before the crew leaves the job site.

\* If customer uses financing, sales slip will be submitted upon completion and all billing matters are handled directly with synchrony bank.

For projects that happen in two stages, an additional 1/3rd of the total will be due after the first stage is complete, with the final 1/3rd of total due at final completion.

2) Work corrections: The customer has the right to inspect the work that has been done by NWCSS and make a list of any items found un-satisfactory. NWCSS will return to address these items to the customer's satisfaction; the crew will return once to fix the concerns the customer has presented.

3) Property condition: NWCSS is not responsible for any damage that's related to a pre-existing condition, poor workmanship or unprofessional standard.

4) property damage repair: NWCSS will cover the repair for damage caused during the work as long as it follows section 3 of our terms and conditions. The company has the right to use their professionals for the repair(s).

5) Limited warranty: For all services involving the installation of materials into your home, we extend a ten-year warranty on those materials, and our installation. We will fix any issue that is a result of faulty material or installation at no cost during the period from the day of your project until ten years past. Mechanical devices are excluded from this warranty.

6) Rodent damage warranty: NWCSS will warrant any rodent damage to the work performed by NWCSS in this contract for an unlimited time so long as you carry an active rodent control plan with us at the time of the damage, the work is not warranted if you do not have an active rodent control plan with NWCSS. You have the Option to purchase this plan with your project and the option to renew after 1 year.

7) Bond Disclosure Statement: NWCSS is registered in Washington, registration no. NORTHCS812RO. NWCSS has posted with the state a bond or deposit of \$12,000 for the purpose of satisfying claims against the contractor for breach of contract including negligent or improper work in the conduct of the contractor's business. The expiration date of this contractor's registration is 1/16/26. THIS BOND OR DEPOSIT MIGHT NOT BE SUFFICIENT TO COVER A CLAIM THAT MIGHT ARISE FROM THE WORK DONE UNDER YOUR CONTRACT. This bond or deposit is not for your exclusive use, as it covers all work performed by this contractor. The bond or deposit is intended to pay valid claims up to \$12,000 that you and other customers, suppliers, subcontractors, or taxing authorities may have. You may withhold a contractually defined percentage of your construction contract as retainage for a stated period of time to provide protection to you and help ensure that your project will be completed as required by your contract.

By signing below, the customer acknowledges the Terms and Conditions and authorizes performance of agreed upon work, for the price listed above in "Total".

Customer has the right to cancel within 3 days from the signing day.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# INSULATION NORTHWEST

*"The Real Insulation Company"*

Port of South Whidbey C/O Pat Kisch,

Please allow me to supply you with the following proposal for insulating your home/project:

8212 Possession Rd  
Clinton, WA 98236

## Scope of Work

Attic Blow  
Attic Baffles  
Attic Ventilation

**R-38 Fiberglass Blow**  
60" Baffles  
Improve Airflow

Price: \$7,350.00  
Tax: \$646.80  
Total Price: \$7,996.80

*No work in addition to the scope of work outlined above has been promised.  
Any additional work not specifically covered in scope of work above will not be accomplished  
without a signed change order form.*

Dave Bean

[dbean@insulationnw.com](mailto:dbean@insulationnw.com)

(253) 250-2819

4/24/2025

Signed \_\_\_\_\_

Date \_\_\_\_\_

By signing I personally guarantee payment for the price and checked options.

Price good for 30 days from date received. Subject to a 20% restocking fee on all cancelled orders.

Terms for New Construction are either Net 10th or Net 15 and to be determined prior to beginning work.

Some customers will be C.O.D.

PO Box 790

Milton, Washington 98354

INSULNL832BF

Phone: 253-846-0121

Fax: 253-846-8096

Toll Free: (866)-841-2110



# INSULATION NORTHWEST

*"The Real Insulation Company"*

*Port of South Whidbey C/O Pat Kisch,*

*Please allow me to supply you with the following proposal for insulating your home/project:*

*8212 Possession Rd  
Clinton, WA 98236*

## Scope of Work

*Floor Insulation  
Rodent Barrier  
Duct Wrap*

*R25 16x96 UF*

*Canvex*

*R11 15x93 UF*

*Price: \$6,995.00*

*Tax: \$615.56*

*Total Price: \$7,610.56*

*No work in addition to the scope of work outlined above has been promised.*

*Any additional work not specifically covered in scope of work above will not be accomplished without a signed change order form.*

*\*Please consult your tax advisor regarding IRS form 5695. Tax credit is not guaranteed.*

Dave Bean

[dbean@insulationnw.com](mailto:dbean@insulationnw.com)

(253) 250-2819

4/24/2025

Signed

By signing I personally guarantee payment for the price and checked options.

Date

Price good for 30 days from date received. Subject to a 20% restocking fee on all cancelled orders.

Terms for New Construction are either Net 10th or Net 15 and to be determined prior to beginning work.

Some customers will be C.O.D.

PO Box 790

Milton, Washington 98354

INSULNL832BF

Phone: 253-846-0121

Fax: 253-846-8096

Toll Free: (866)-841-2110





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

Phone: 360-331-5494 Fax: 360-331-5414  
[www.portofsouthwhidbey.com](http://www.portofsouthwhidbey.com)

## **Fairgrounds Director Report – April 2025**

### **April Events:**

“Shakespeare in a Backpack” April 18-20 Outcast Theater partners with Island Shakespeare Festival.

“Improve Madness” at Outcast Theater, Thursday in the month April

4H Spring Show, Knight Riders, Poultry, and Goats April 26<sup>th</sup>-27<sup>th</sup>

### **May Events:**

4H Spring Show

Centaur May 10-11

Small Animal Show May 10<sup>th</sup>

Equestrian Show May 17-18<sup>th</sup>

Dog Show May 31<sup>st</sup>

WWGA May 3-4<sup>th</sup>

Westside Rotary Club Derby May 31<sup>st</sup>

Tenants: Nisi 48 will be taking the place of Fennel and Fig as a full-time tenant incubating in the Pole building Kitchen. She will be specializing in baking and other goods.

Campsite: Campground is open for camping. All payment and booking is done online through RoverPass. We already have lots of reservations on the books for dates all through the spring and summer. Now we are just trying to get the grass to grow.

Marketing: Continual work to get the campgrounds booking information through out all the websites and social media that we have access to through the Port and Fairgrounds.

David and I met with Humphry Signs to discuss a Fairgrounds signage project. This project involves names and designations of the main buildings, and directional signage at the Fairgrounds entrances. We are hoping to have this complete prior to Fair.

Fairgrounds Advisory Committee: In the April FAC meeting the main topic of conversation was the status of all the projects and upgrades on the Fairgrounds. We did learn that 4H is still working on a new agreement with Island County Fair Association.

Small Maintenance Projects: Tyler has been working steadily on many projects. In many ways we are already trying to get ready for the Fair. He has removed an old shed that was falling apart, leveled out the area in front of the horse barns to prepare for new hitching posts, safety repairs to the horse barns prior to painting, lots of grounds keeping and spring trimming, and moving and removing signs in the campsite based on the new layout. Repairs and updates to the restrooms, lots of pressure washing and painting, and cleaning up the floors in Turner and Pole buildings are also soon to come. We are now staffed and capable of doing more projects in house with Port staff than



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

Phone: 360-331-5494 Fax: 360-331-5414  
[www.portofsouthwhidbey.com](http://www.portofsouthwhidbey.com)

we have been in the past. We are working to sort through what those projects should be, and figuring what larger equipment is needed. The season of events every weekend has already begun.

Other mentions: Langley Creative district was able to get all of their application for renewal in on time to ArtsWA, and I believe we will have an answer to our request to be renewed prior to the next Port Commission meeting.

Burrier South roof safety repairs are complete. Coffman doorway and completion of the walls is almost complete, there was some issues with the company manufacturing the doors and that has extended the timeline. The new carpet and flooring is being installed this week (4/29). I am hoping the entire project is done by the end of next week.

Amanda Ellis  
Fairgrounds Director



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

Phone: 360-331-5494 Fax: 360-331-5414  
[www.portofsouthwhidbey.com](http://www.portofsouthwhidbey.com)

## **Maintenance and Operations**

### **Report**

**April 2025**

Getting the lawn and weed eating caught-up. One of the Spring challenges is getting around the rainy days and other activities when we have a chance to mow. In a couple of cases the grass got ahead of us, and the only way to get through it was with weed eaters. A couple belts on the mower deck didn't survive the tall grass attack, but hopefully we are good for the season now.

The opportunity to get the boarding floats in was one thing that took place over the mowing, but I feel it paid off. There were some erratic tides this month, and a couple season openings that it was good to be ahead of them.

The replacement belt sander worked great, for refinishing benches and tables at Clinton Beach. Christian had to trim the end of one bench, due to decay but the refinish came out great.

I often receive inquiries from our customers for any update on return of cameras at our ramps. I usually share that the equipment is no longer serviceable and that we are looking into funding for replacement, but don't know yet when that will be.

It was a service perhaps more used than we were aware of?

Pat Kisch  
M&O Supervisor



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

Phone: 360-331-5494 Fax: 360-331-5414  
[www.portofsouthwhidbey.com](http://www.portofsouthwhidbey.com)

## **April Harbormaster Report**

Day Stops: 74  
Overnight: 80  
Clubs: 2  
Full term winter moorage: 8  
Monthly winter moorage: 1

### ***Guest service***

We have seen an uptick in both day and overnight guests. We have purchased 2 new dock carts to replace our old failing carts.

### ***Community***

We were invited and participated in the Welcome the Whales parade. We provided shuttle services throughout the weekend. Whidbey Watershed Stewards with Pacific Northwest Crab research group have put their crab larva light trap back in the harbor. They will be trapping counting and releasing the larva through September. Recreational shrimping opens May 21 and June 6<sup>th</sup>. From 9am to 1pm.

### ***Maintenance***

We are working on fixing rub rails that can be repaired. We also are adding new rub rails where repairs cannot be made. We are working on cleaning up the park landscaping. It's time to spruce up the parking lot too.

Kathy Myers  
Harbormaster