

**PORT DISTRICT OF SOUTH WHIDBEY ISLAND**

Minutes of the Special Meeting

June 13, 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) and Molly MacLeod-Roberts (Port Clerk/Accountant)

**MEETING CALL TO ORDER:** The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Friday, June 13, 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 2:30 p.m., followed by the Pledge of Allegiance.

**Executive Director Hiring:** At the regular meeting on June 10<sup>th</sup>, the Commission took action to continue discussions with two candidates for an Interim Executive Director position: Blaine Oborn and Jan-Marc Jouas. Gordon reported on his discussions with each of them. Oborn had some issues to deal with and he and Gordon agreed it was not in his or the Port's best interests to continue further in the process. Jouas agreed to work from July 1-14, but was leaving on a planned vacation after that. Gordon has contacted Washington Public Ports Association Executive Director Eric ffitch and others for assistance in filling the position.

Gordon's recommendation is to take the next few weeks to find an interim executive director until a permanent one can be found. Hopefully that individual would be able to overlap with Jouas' time, and then overlap with the permanent hire coming in.

**ACTION:** Motion made by Easton and seconded by Ng to authorize Gordon to continue contacting potential interim executive directors until a permanent one can be found. Motion passed unanimously.

**ADJOURNMENT:** Without any further action, the Meeting was adjourned at 2:45 p.m.

Approved:

Minutes prepared and submitted by:

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

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Molly MacLeod-Roberts, Port Clerk/Accountant

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Commissioner Greg Easton, Langley

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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

June 23, 2025

Held in Langley, 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), Pat Kisch (Maintenance & Operations Supervisor), Amanda Ellis (Fairgrounds Director), Kathy Myers (Harbormaster) and Noriko Sparman (Admin/Accounting Support)

**MEETING CALL TO ORDER:** The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Monday, June 23, 2025, in person at the Langley Library Meeting Room at 104 Second Street in Langley, 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 3:00 p.m., followed by the Pledge of Allegiance.

**Fairgrounds Malone Building Drainage Project:** The Scope of Work was provided to 5 contracting companies, and representatives from 2 of those attended on on-site, pre-bid meeting June 6<sup>th</sup>. An addendum was issued June 9<sup>th</sup> with a bid due date of June 16<sup>th</sup>. The Port received 3 bids:

- Morley & Sons Construction: \$45,460 (apparent low bidder)
- Valdez Construction: \$46,200
- Anania Trucking & Excavating LLC: \$45,805

The project will be 100% funded through the Rural County Economic Development Funds Grant.

**ACTION:** Motion made by Commissioner Greg Easton and seconded by Commissioner Jack Ng to award the project to Morley & Sons Construction in the amount of \$45,460. Motion passed unanimously.

Staff was directed to ensure that the contractor acknowledged receipt of Addendum 1 before executing the contract.

**Interim Executive Director Hiring:** Gordon has reached out to several contacts at Washington Public Ports Association, and the Ports of Anacortes, Edmonds, Everett and Camas for potential candidates.

**Immigration and Customs Enforcement (ICE) Discussion:** Easton explained that ICE employees had recently tied up at South Whidbey Harbor to go up to Langley for lunch, and the visit raised questions on how staff should respond in the event that ICE visits on official business, including how to communicate internally up the chain of command, identifying the requirements, guidelines, etc. Gordon asked him to take on the task as a committee of one and Easton agreed. Executive Director Angi Mozer has reached out to the Port Attorney for guidance and will update when she receives a response.

**Fairgrounds Workforce Housing Feasibility Study:** Mozer asked the City of Langley if there is an update on where their utilities are located, but hasn't received a response yet. Gordon believes the next step is to know where all the infrastructure is along the Midway food booths and Dalton Lane. He noted that some of it may even be on South Whidbey School District property, and thinks the RCEDF grant should be used to investigate and locate the infrastructure. The Commission agreed to ask the City if the Port can locate the utilities on Dalton Lane and ask the Planning Department to resume investigation of the zoning change of the Fairgrounds Overlay.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 3:34 p.m.

Approved:

Minutes prepared and submitted by:

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Commissioner Jack Ng, Freeland

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Molly MacLeod-Roberts, Port Clerk/Accountant

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Commissioner Greg Easton, Langley

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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.

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

Minutes of the Special Meeting

June 30, 2025

Held in Langley, Washington  
and online via Zoom Meeting Service

**Commissioners Present:** 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 Noriko Sparman (Admin/Accounting Support)

**MEETING CALL TO ORDER:** The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Monday, June 30, 2025, in person at the Langley Library Meeting Room at 104 Second Street in Langley, 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 2:30 p.m., followed by the Pledge of Allegiance.

**On Call Engineer:** At the Special Meeting on May 12, 2025, the Commission agreed to proceed with KPFF Consulting Engineers and Reid Middleton Inc. as the On-Call Engineering Pool. Executive Director Angi Mozer presented the Consulting Agreements for each for approval.

**ACTION:** Motion made by Easton and seconded by Gordon to enter into a Consulting Services Agreement with KPFF Consulting Engineers and with Reid Middleton for On-Call Engineering Services. Motion passed unanimously.

**Clinton Dock:** The Island Regional Transportation Planning Organization (IRTPO) will be providing construction funding for the project. The group is trying to find another agency to allocate the funding that the Port won't be able to spend this fiscal year while permitting and final bid documents are ongoing. Construction of the floats has been broken out from the project, and Mozer recommends using IRTPO funds for Float Procurement. KPFF has submitted a Scope and Fee Proposal of \$28,715 for those services.

**ACTION:** Motion made by Commissioner Easton and seconded by Gordon to approve KPFF's Scope and Fee Proposal as presented in the amount of \$28,715. Motion passed unanimously.

Gordon reported that the Washington State Ferries Project Manager for the electrification of the dock structure plans to attend the Port's August meeting to discuss use of the Humphrey Road Parking Lot for their project, and he noted that the Port will need a second conduit for the Passenger Only Ferry project.

**Interim Executive Director Hiring:** Through the Washington Public Ports Association, Gordon was able to get recommendations for the Interim Executive Director, and retired Port of Port Townsend Executive Director Jim Pivarnik is willing to work as a consultant to assist in the transition. Gordon subsequently spoke with Richard Huebner, former City Administrator for the City of Selah regarding filling the Interim position for 3 months. Jan-Marc Jouas will be available for the first two weeks in July.

**EXECUTIVE SESSION:** At 3:09 p.m., Gordon announced the Commission would meet in executive session for 10 minutes to evaluate the qualifications of applicants for public employment pursuant to RCW 42.30.110(1)(g).

At 3:19 p.m. Gordon called the meeting back to order.

**ACTION:** Motion made by Easton and seconded by Gordon to engage Jan-Marc Jouas to assist in negotiating agreements with Richard Huebner as Interim Director and Jim Pivarnik on a consultant basis to assist as needed. Motion passed unanimously.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 3:26 p.m.

Approved:

Minutes prepared and submitted by:

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Commissioner Jack Ng, Freeland

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Molly MacLeod-Roberts, Port Clerk/Accountant

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Commissioner Greg Easton, Langley

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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.

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## PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

July 8, 2025

Held in Freeland, Washington  
and online via Zoom Meeting Service

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

**Port Staff Present:** Rich Huebner (Interim Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant), Amanda Ellis (Fairgrounds Director), David Stern (Fairgrounds Marketing & Events Coordinator) and Jan-Marc Jouas (Consultant)

**Absent:** Pat Kisch (Maintenance & Operations Supervisor) and Kathy Myers (Harbormaster)

**MEETING CALL TO ORDER:** Following a Workshop from 3:45 p.m. to 4:00 p.m. for informal Commission review and discussion of vouchers and recent correspondence, the Regular Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, July 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 Greg Easton (Vice 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.

**ACTION:** Motion made by Commissioner Jack Ng and seconded by Easton to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated July 2025 as signed today in the amount of \$155,219.65. Motion passed unanimously.

### PUBLIC COMMENT

**Pete Grimlund, South Whidbey Yacht Club (SWYC)** extended the Club's thanks to Harbormaster Kathy Myers and Staff for their support with the recent Regatta.

**Mike Gallion** said the events for Blue Heron Canoe Family, Pride Parade and Little Big Fest's Solstice Music Festival with food trucks on the Midway at the Fairgrounds on July 21<sup>st</sup> went very well.

### EXECUTIVE DIRECTOR REPORT

**Financial Update and May 2025 Financial Statement:** The Commission acknowledged receipt of the May 2025 Financial Statement the Preliminary Profit and Loss for June 2025 and the performance graphs which were distributed to them previously. Interim Executive Director Rich Huebner introduced himself and briefed the Commission on his work experience as a City Administrator for Selah and Assistant City Manager for Moses Lake. Jouas and Huebner toured all the Port facilities and met staff. Jouas' last day will be Friday, July 11<sup>th</sup> and he believes Huebner will do an outstanding job for the Port during his 3 months. They are working on the Recreation & Conservation Office (RCO) grant application for South Whidbey Harbor; due July 17<sup>th</sup>.

### STATUS REPORTS

**Fairgrounds:** Fairgrounds Director Amanda Ellis presented her June report. Fairgrounds Staff continue to be very focused on preparations for the Whidbey Island Fair. She noted that the Port and the Fair Association are working well together. The campground was at 70% capacity for RVs for the 4<sup>th</sup> of July weekend.

### Port Operations

Maintenance & Operations Supervisor Pat Kisch was absent, so Huebner presented the June report. At the Fairgrounds, the Fair Association gifted the Port with a 1-ton, 1996 Ford dump truck. A float drum broke

away from the boarding float at the **South Whidbey Harbor**, and he and Maintenance Tech Christian Tomisser were able to lash it up until the replacement drum arrived. They are applying vandalism resistant paint to the wall at **Clinton Beach Park**.

#### **South Whidbey Harbor**

Harbormaster Kathy Myers was absent; Huebner presented her report. In June, there were 170 day stops, 201 overnight guests and 2 clubs. During high vessel traffic times on the weekends, the Harbor was at full capacity and had to turn some boaters away. SWYS The reciprocal slip is working well. Staff received very positive feedback on the great job Tomisser is doing keeping the boat ramp cleared. The park landscaping has been cleaned up and most of the parking lot stripes have been repainted. SWYC donated an old wooden sailboat mast to use as a flag pole; it is mounted at the end of the wharf by the picnic tables.

#### **ACTIVITIES/INVOLVEMENT REPORTS**

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

**COG:** Absent; no report.

**IRTPO:** Absent; no report.

**CCC:** Absent; no report.

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

**WPPA:** Ng noted that Gordon was invited to speak at the upcoming Commissioner Seminar.

**P&M:** No meeting held.

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

**MRC:** No meeting held in June.

**Langley:** The Council continues to work on updating the Comp Plan.

**WPPA Legislative Committee:** Meeting held last month; will meet again in October.

**EXECUTIVE SESSION:** At 4:31 p.m., Easton announced the Commission would meet in executive session until 4:27 p.m. to evaluate the qualifications of applicants for public employment pursuant to RCW 42.30.110(1)(g).

At 4:41 p.m. Easton called the meeting back to order.

#### **UNFINISHED BUSINESS**

**Interim Executive Director Employment Agreements:** A Consultant Agreement with Jan-Marc Jouas for a two-week period ending July 15, 2025 and a 3-month Employment Contract for Richard Huebner for Interim Executive Director were presented for Commission action.

**ACTION:** Motion made by Ng and seconded by Easton to approve the Consultant Agreement with Jan-Marc Jouas and approve the Employment Contract with Richard Huebner as presented. Motion passed unanimously.

#### **NEW BUSINESS:**

**Resolution No. 25-03 Port Waiver of Daily Deposits:** The Resolution will allow the Port to make deposits no less than once per week, rather than daily.

**ACTION:** Motion made by Ng and seconded by Easton to Approve Resolution No. 25-03 as presented. Motion passed unanimously.

**Resolution No. 25-04 Approval of Establishment of a Full Time Fairgrounds Maintenance Tech Position:** If approved, the current Part-Time Fairgrounds Maintenance Tech position will become a Permanent Full-Time position, including an increase in hourly pay and benefits.

**ACTION:** Motion made by Ng and seconded by Easton to Approve Resolution No. 25-04 as presented.  
Motion passed unanimously.

**Resolution No. 25-05 Approval of Establishment of a New Deposit Account with Heritage Bank:** Upon approval, the Port will be able to open a bank account for RoverPass to electronically transfer all fees associated with Fairgrounds campsite reservations that will automatically sweep to the Port's General Fund at Island County.

**ACTION:** Motion made by Ng and seconded by Easton to Approve Resolution No. 25-05 as presented.  
Motion passed unanimously.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 5:05 p.m.

Approved:

Minutes prepared and submitted by:

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Commissioner Jack Ng, Freeland

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Molly MacLeod-Roberts, Port Clerk/Accountant

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Commissioner Greg Easton, Langley

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Commissioner Curt Gordon, Clinton

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**PORT DISTRICT OF SOUTH WHIDBEY ISLAND**

Minutes of the Special Meeting

July 21, 2025

Held in Freeland, Washington  
and online via Zoom Meeting Service

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

**Port Staff Present:** Rich Huebner (Interim Executive Director) and Molly MacLeod-Roberts (Port Clerk/Accountant)

**MEETING CALL TO ORDER:** The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Monday, July 21, 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 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.

**ACTION:** Motion made by Commissioner Jack Ng and seconded by Gordon to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated July 21, 2025 as signed today in the amount of \$19,713.55. Motion passed unanimously.

**Executive Director Hiring:** Gordon met with Huebner to discuss tasks for the next 3 months. The top priority is to work on the preliminary budget for 2026 so the Port will know how much they can pay a permanent Executive Director. Gordon also spoke with Jim Pivarnik, who subsequently drafted a Consultant Agreement to assist with the current Interim Executive Director and the future individual if needed. Pivarnik will come visit the Port's properties the following day. Huebner will have a preliminary budget for the regular August meeting.

**ADJOURNMENT:** Without any further action, the Meeting was adjourned at 4:13 p.m.

Approved:

Minutes prepared and submitted by:

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

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Molly MacLeod-Roberts, Port Clerk/Accountant

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Commissioner Greg Easton, Langley

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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

August 11, 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:** Rich Huebner (Interim Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant), Amanda Ellis (Fairgrounds Director), Pat Kisch (Maintenance & Operations Supervisor)

**Absent:** Kathy Myers (Harbormaster)

**MEETING CALL TO ORDER:** Following a Workshop from 3:45 p.m. to 4:00 p.m. for informal Commission review and discussion of vouchers and recent correspondence, the Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Monday, March 11, 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 Meeting of June 10 and Special Meetings of May 12, May 29 and June 6, 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 August 2025 as signed today in the amount of \$122,372.20. Motion passed unanimously.

**August 12, 2025 Regular Meeting Adjournment to the next regular meeting on September 9, 2025:**

**ACTION:** Motion made by Easton and seconded by Ng to adjourn the August 12th Regular Meeting to the next Regular Meeting on September 9, 2025 due to the lack of a quorum. Motion passed unanimously.

**PRESENTATION:** Tammy Binschus, Senior Project Manager and project team members from the Washington State Department of Transportation (WSDOT) provided a PowerPoint presentation regarding the Washington State Ferries (WSF) Terminal Electrification Project to charge hybrid electric ferries, including the Clinton Terminal. WSDOT will need to use a portion of the Humphrey Road Parking Lot (approximately 3,000 sq ft) for their electrical equipment. WSDOT will also be adding overhead passenger loading in Clinton, similar to the one in Mukilteo. Gordon noted the Port would be interested in using the trench to get power to the other side of the dock for the Port's Clinton Passenger-Only Ferry project. WSDOT will draft a Memorandum of Understanding for the Port to consider.

**PUBLIC COMMENT:** None.

### **EXECUTIVE DIRECTOR REPORT**

**Financial Update and June 2025 Financial Statement:** The Commission acknowledged receipt of the June 2025 Financial Statement, the Preliminary Profit & Loss for July 2025, and the performance graphs which were distributed to them previously. Interim Executive Director Rich Huebner reported the Port's total operating, tax and capital revenue through the first half of the year is \$671,000 and operating and capital expenses total \$545,000. Ending cash balance at 6/30/25 was \$738,000, consisting of \$549,000 in the General Fund and \$189,000 in the Bond Fund.

**Preliminary 2026 Budget:** Huebner provided a brief overview of the preliminary budget for next year and year-to-date budget variations, particularly the Fairgrounds Campground Revenue due to construction and lag time in receiving payouts from RoverPass for camping fees. Fairgrounds Director Amanda Ellis reported approximately \$13,000 for June and July will be paid out to the Port from RoverPass in August. The original contract indicated the Port would be paid via a monthly check, but RoverPass subsequently changed to a direct deposit system. The Port is in the process of setting up a bank account with Island County for those ACH transactions. Huebner also noted that recent articles have indicated healthcare premium increases in the Marketplace. The insurance companies have asked for a 21% increase for 2026. Additionally, the recent federal legislation removes the subsidies that the government has been providing to insurance carriers to provide health insurance in the Marketplace. Some estimates indicate a 75% increase in insurance premiums for 2026, which would impact Port employees and the budget.

**Consultant Agreement – Jim Pivarnik/CP Communications:** Huebner and Pivarnik toured the facilities and is willing to assist the Port as a consultant. Pivarnik's Consultant Agreement for Personal Services for the period of August 13 through December 31, 2025 includes an hourly rate and a not-to-exceed amount of \$10,000. Huebner recommended approval.

**ACTION:** Motion made by Easton and seconded by Ng to approve the Consultant Agreement for Personal Services with CP Communications as presented. Motion passed unanimously.

**Resolution No. 25-06 Appointing Auditing Officers for the Port of South Whidbey:** Following the departure of the previous Executive Director and Auditing Officer, the Port needs to appoint an Auditing Officer and an Alternate Auditing Officer until the Executive Director is filled on a permanent basis.

**ACTION:** Motion made by Easton and seconded by Ng to approve Resolution No. 25-06 Appointing Greg Easton as Primary Auditing Officer and Curt Gordon as Alternate Auditing Officer for the Port of South Whidbey. Motion passed unanimously.

**Resolution No. 25-07 Appointing Investment Officers for the Port of South Whidbey:** Following the departure of the previous Executive Director and Investment Officer, the Port needs to appoint a Primary Investment Officer and an Alternate Investment Officer. If approved, Officers shall be appointed until January 31, 2026.

**ACTION:** Motion made by Easton and seconded by Ng to approve Resolution No. 25-07 Appointing Curt Gordon as Primary Investment Officer and Easton as Alternate Investment Officer. Motion passed unanimously.

**Resolution No. 25-08 Rescinding Resolution No. 25-01 and Authorizing the Establishment of a New Deposit Account with Heritage Bank:** The purpose of the new account is for direct deposit of payroll payments. If approved the only persons authorized to transfer amounts shall be the Island County Treasurer's Office with direction from Molly MacLeod-Roberts, Port Clerk/Accountant, as the Initiator, and Commissioner Greg Easton, Port Auditing Officer, as the Approval Authority and Online Banking Administrator.

**ACTION:** Motion made by Easton and seconded by Ng to approve Resolution No. 25-08 Rescinding Resolution No. 25-01 and Authorizing the Establishment of a New Deposit Bank Account with Heritage Bank as presented. Motion passed unanimously.

**Resolution No. 25-09 Rescinding Resolution No. 25-05 and Authorizing the Establishment of a New Deposit Checking Account with Heritage Bank:** Huebner explained that the previous Resolution did not have all the information that Heritage Bank needed. If approved, the Deposit Checking Account will be used for RoverPass to deposit all fees associated with the Fairgrounds Campground and Island County Treasurer will automatically sweep the funds to the Port's General Fund.

**ACTION:** Motion made by Easton and seconded by Ng to approve Resolution No. 25-09 Rescinding Resolution No. 25-05 and Authorizing the Establishment of a New Deposit Checking Account with Heritage Bank as presented. Motion passed unanimously.

#### STATUS REPORTS

**Fairgrounds:** Fairgrounds Director Amanda Ellis presented her July report. The 100<sup>th</sup> Annual Whidbey Island Fair was excellent in every way. The report included a list of all the Small Maintenance Projects completed in advance of the Fair. The biggest challenge during the Fair and likely all upcoming events is the condition of the main restroom – the plumbing system can't sustain high volume use and several stalls are closed as a result. Ellis will team up with Fair Manager Nancy Thelen to pursue a grant through WSDA's Fairs Program for that project. August events include Island Betties Barrel Racing, Little BIG Fest Music Festival, O-Mok-See and Blue Heron Canoe Family. Fairgrounds Marketing & Events Coordinator David Stern also provided a report for July. For this year's Fair, he was able to be the Port's social media correspondent, including video reviews on the Port's Fairgrounds website and Facebook page. The Port now has over 1,000 followers, and many of the video posts received over 1,000 views.

#### Port Operations

Maintenance & Operations Supervisor Pat Kisch presented his July report. At the **Fairgrounds**, he and Maintenance Tech Christian Tomisser assisted with Fair preparation, including redoing the hitching posts and removing the unusable barbecue structure near the log cabins. At **Possession Beach Waterfront Park**, a stick got caught under the backhoe and the engine oil filter and oil line had to be repaired. Erik Rich and his family have moved into the residence.

#### South Whidbey Harbor

Harbormaster Kathy Myers was absent so Huebner presented the report. There were 293 day stops, 416 overnight stays and 11 reciprocal stays, with the Harbor at capacity on the weekends. Nine baby harbor seals have been born on the docks this season. Four of the six anodes on the pile wall have been installed; Phil Simon tested the system and it is already polarized and protecting.

#### ACTIVITIES/INVOLVEMENT REPORTS

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

**COG:** Meeting canceled.

**IRTPO:** Gordon will meet with Huebner regarding the Clinton Passenger Only Ferry project and a potential opportunity to get \$80,000 for the finished design of the concrete floats.

**CCC:** No report.

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

**WPPA:** Ng will become the WPPA President in 2026, so the WPPA Executive Committee will come visit South Whidbey on September 18<sup>th</sup> to tour the Port's facilities, etc. and meet with Port Commissioners (special meeting). Gordon attended the Commissioner Seminar and shared the progress of the Clinton Passenger Only Ferry project. He also sat on a panel discussing appointing Commissioners when there's a vacancy on the Board. He was very pleased that there is so much support and positive feedback from other Puget Sound Port Commissioners for the Clinton Passenger Only Project.

**P&M:** No meeting held.

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

**MRC:** Elise Adams has replaced Kelly Zupich as the MRC Coordinator.

**Langley:** The City has a review draft of the proposed new Comp Plan. They're looking to expand the allowable uses with the Fairgrounds to include retailing.

**WPPA Legislative Committee:** No new activity since last month, but he said they should consider if there are any initiatives the Port of South Whidbey wants the Committee to lobby for in the next legislative session. Gordon agreed and asked Huebner to add the item "Legislative Priorities" to the agenda of the next regular meeting. The Port of Everett is hosting U.S. Representative Rick Larsen on Wednesday morning regarding Passenger Only Ferries and the Port Commissioners are invited; Gordon will attend.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 5:56 p.m.

Approved:

Minutes prepared and submitted by:

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Commissioner Jack Ng, Freeland

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Molly MacLeod-Roberts, Port Clerk/Accountant

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Commissioner Greg Easton, Langley

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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

## STATEMENT OF RECEIPTS AND DISBURSEMENTS ARISING FROM CASH TRANSACTIONS

July 2025

*August* 22, 2025



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Phone: 360-331-5494 Fax: 360-331-5414  
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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 July 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 July 31, 2025, has not been compiled or examined by a certified public accountant.

Rich Huebner  
Interim Executive Director  
Port District of South Whidbey Island

August <sup>22</sup>~~23~~, 2025  
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**Port of South Whidbey**  
**Summary**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending July 31, 2025

	<u>Budget</u>	<u>Jul 25</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Fairgrounds Revenue	195,400	21,907	71,572	(123,828)
Harbor Revenue	246,270	38,454	118,902	(127,368)
Humphrey Road Revenue	52,500	6,144	37,504	(14,996)
Interest Income	9,000	1,207	7,004	(1,996)
Miscellaneous Income	1,000	0	182	(818)
Possession Park Revenue	7,810	1,950	2,007	(5,803)
Property Tax Income	910,000	4,843	508,175	(401,825)
Timber, L/H, Comp Tax Income	1,000	0	445	(555)
<b>Total Income</b>	<u>1,422,980</u>	<u>74,506</u>	<u>745,792</u>	<u>(677,188)</u>
<b>Gross Income</b>	1,422,980	74,506	745,792	(677,188)
<b>Expense</b>				
Administration	683,760	56,251	341,817	(341,943)
Bush Point Operations	11,700	335	3,676	(8,024)
Clinton Beach Operations	11,900	903	3,592	(8,308)
Fairgrounds Operations	241,600	32,112	152,339	(89,261)
Humphrey Rd Parking Lot Ops	12,410	1,369	7,554	(4,856)
Possession Beach Park Ops	32,500	9,060	36,846	4,346
South Whidbey Harbor Ops	239,600	32,488	131,585	(108,015)
<b>Total Expense</b>	<u>1,233,470</u>	<u>132,517</u>	<u>677,409</u>	<u>(556,061)</u>
<b>Net Ordinary Income</b>	189,510	(58,011)	68,383	(121,127)
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Capital Revenue</b>				
<b>Bond Interest</b>				
2018A Bond Interest Income	6,000	244	2,415	(3,585)
2018B Bond Interest Income	6,000	244	2,415	(3,585)
<b>Total Bond Interest</b>	<u>12,000</u>	<u>487</u>	<u>4,830</u>	<u>(7,170)</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	113,221	(36,779)
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>113,221</u>	<u>(166,779)</u>
RCO Possession Boarding Floats	30,000	0	0	(30,000)
STBG Clinton Dock	1,000,000	8,248	35,730	(964,270)
<b>Total Capital Revenue</b>	<u>1,322,750</u>	<u>8,735</u>	<u>153,780</u>	<u>(1,168,970)</u>
<b>Total Other Income</b>	1,322,750	8,735	153,780	(1,168,970)



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

	<b>Budget</b>	<b>Jul 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	7,475	(57,125)
2016 LTGO Bond	15,550	0	15,368	(183)
2018A LTGO Bond	20,950	0	8,148	(12,803)
2018B LTGO Bond (Taxable)	24,120	0	9,736	(14,384)
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	9,535	9,535	(990,465)
Fairgrounds - Cap Improvements	200,000	29,123	413,009	213,009
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	3,996	13,882	(26,118)
SWH Capital Improvements	20,000	0	5,855	(14,145)
<b>Total Capital Expenditures</b>	<b>1,554,220</b>	<b>42,654</b>	<b>483,270</b>	<b>(1,070,950)</b>
<b>Total Other Expense</b>	<b>1,554,220</b>	<b>42,654</b>	<b>483,270</b>	<b>(1,070,950)</b>
<b>Net Other Income</b>	<b>(231,470)</b>	<b>(33,919)</b>	<b>(329,490)</b>	<b>(98,020)</b>
<b>Net Income</b>	<b>(41,960)</b>	<b>(91,930)</b>	<b>(261,107)</b>	<b>(219,147)</b>

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

	<u>Budget</u>	<u>Jul 25</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Interest Income	9,000	1,207	7,004	(1,996)
Miscellaneous Income	1,000	0	182	(818)
Property Tax Income	910,000	4,843	508,175	(401,825)
Timber, L/H, Comp Tax Income	1,000	0	445	(555)
<b>Total Income</b>	<u>921,000</u>	<u>6,051</u>	<u>515,807</u>	<u>(405,193)</u>
<b>Gross Income</b>	921,000	6,051	515,807	(405,193)
<b>Expense</b>				
<b>Administration</b>				
Admin/Accounting Wages	39,800	3,297	22,774	(17,026)
Administrative Payroll Taxes	22,000	2,395	18,155	(3,845)
Commissioners' Salaries	12,960	1,080	7,560	(5,400)
Compensation Reserve	22,000	480	480	(21,520)
Consultant Services	20,000	3,840	9,620	(10,380)
County Service Fees	100	0	0	(100)
Dues & Memberships	3,000	0	2,742	(258)
Election Costs	11,000	0	0	(11,000)
Employee Fringe Benefits	27,000	2,850	19,650	(7,350)
Employee IRA Matching	7,000	768	5,116	(1,884)
Executive Director Salary	93,000	9,055	55,517	(37,483)
FMLA & CARES Payroll Taxes	4,000	1,733	4,500	500
Insurance (Port-wide)	115,000	0	135	(114,865)
Labor & Industries Taxes	22,000	6,369	16,131	(5,869)
Legal Fees	4,000	0	930	(3,070)
Legal Notices/Classified Ads	500	63	2,621	2,121
Maint & Ops Supervisor Wages	65,800	5,722	40,591	(25,209)
Maintenance Tech Wages	50,000	4,032	27,234	(22,766)
Marketing - General	4,000	0	2,440	(1,560)
Meetings & Education incl WPPA	5,000	0	3,419	(1,581)
Merchant Fees	7,000	863	3,808	(3,192)
Misc Expenses & Taxes	2,000	28	1,618	(382)
Ofc. Equip Lease, Purch, Repair	4,000	0	5,185	1,185
Office & Facilities Supplies	3,000	411	2,179	(821)
Office Telephone & Staff Mobile	7,600	670	4,478	(3,122)
Payroll Taxes - Commissioners	2,000	292	1,564	(436)
Per Diem - Commissioners				
Per Diem - Easton	5,600	1,127	4,830	(770)
Per Diem - Gordon	5,600	966	4,347	(1,253)
Per Diem - Ng	5,600	644	3,703	(1,897)
<b>Total Per Diem - Commissioners</b>	<u>16,800</u>	<u>2,737</u>	<u>12,880</u>	<u>(3,920)</u>
Port Clerk/Accountant Wages	70,000	6,232	43,894	(26,106)
Port Office Rental	30,000	2,500	17,500	(12,500)

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

	<b>Budget</b>	<b>Jul 25</b>	<b>Year To Date</b>	<b>Budget Variance</b>
Port Vehicles' Expense	4,000	209	3,162	(838)
Promotional Hosting	500	67	67	(433)
Publications & Subscriptions	200	0	0	(200)
Travel Exp - Commissioners				
Travel Expense - Easton	1,500	0	384	(1,116)
Travel Expense - Gordon	1,500	35	639	(861)
Travel Expense - Ng	1,500	0	2,055	555
Total Travel Exp - Commissioners	4,500	35	3,078	(1,422)
Travel Expense - Staff	3,500	469	2,135	(1,365)
Website Design & Maintenance	500	55	656	156
Total Administration	683,760	56,251	341,817	(341,943)
Total Expense	683,760	56,251	341,817	(341,943)
Net Ordinary Income	237,240	(50,200)	173,990	(63,250)
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	113,221	(36,779)
USDA Grant - Fairgrounds	0	0	0	0
WSDA Grant - Fairgrounds	0	0	0	0
Total Fairgrounds	280,000	0	113,221	(166,779)
RCO Possession Boarding Floats	30,000	0	0	(30,000)
STBG Clinton Dock	1,000,000	8,248	35,730	(964,270)
Total Capital Revenue	1,310,750	8,248	148,951	(1,161,799)
Total Other Income	1,310,750	8,248	148,951	(1,161,799)
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	9,535	9,535	(990,465)
Fairgrounds - Cap Improvements	200,000	29,123	413,009	213,009
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	3,996	13,882	(26,118)
SWH Capital Improvements	20,000	0	5,855	(14,145)
Total Capital Expenditures	1,429,000	42,654	442,544	(986,456)
Total Other Expense	1,429,000	42,654	442,544	(986,456)
Net Other Income	(118,250)	(34,406)	(293,593)	(175,343)
Net Income	118,990	(84,606)	(119,603)	(238,593)

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

	<u>Budget</u>	<u>Jul 25</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Capital Revenue</b>				
<b>Bond Interest</b>				
2018A Bond Interest Income	6,000	244	2,415	(3,585)
2018B Bond Interest Income	6,000	244	2,415	(3,585)
<b>Total Bond Interest</b>	<u>12,000</u>	<u>487</u>	<u>4,830</u>	<u>(7,170)</u>
<b>Total Capital Revenue</b>	<u>12,000</u>	<u>487</u>	<u>4,830</u>	<u>(7,170)</u>
<b>Total Other Income</b>	<u>12,000</u>	<u>487</u>	<u>4,830</u>	<u>(7,170)</u>
<b>Other Expense</b>				
<b>Capital Expenditures</b>				
<b>2012 LTGO Bond</b>				
2012 LTGO Bond Fees	350	0	350	0
2012 LTGO Bond Interest	14,250	0	7,125	(7,125)
2012 LTGO Bond Principal	<u>50,000</u>	<u>0</u>	<u>0</u>	<u>(50,000)</u>
<b>Total 2012 LTGO Bond</b>	<u>64,600</u>	<u>0</u>	<u>7,475</u>	<u>(57,125)</u>
<b>2016 LTGO Bond</b>				
2016 LTGO Bond Interest	550	0	368	(183)
2016 LTGO Bond Principal	<u>15,000</u>	<u>0</u>	<u>15,000</u>	<u>0</u>
<b>Total 2016 LTGO Bond</b>	<u>15,550</u>	<u>0</u>	<u>15,368</u>	<u>(183)</u>
<b>2018A LTGO Bond</b>				
2018A LTGO Bond Fees	350	0	350	0
2018A LTGO Bond Interest	15,600	0	7,798	(7,803)
2018A LTGO Bond Principal	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>(5,000)</u>
<b>Total 2018A LTGO Bond</b>	<u>20,950</u>	<u>0</u>	<u>8,148</u>	<u>(12,803)</u>
<b>2018B LTGO Bond (Taxable)</b>				
2018B LTGO Bond Fees	350	0	350	0
2018B LTGO Bond Interest	18,770	0	9,386	(9,384)
2018B LTGO Bond Principal	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>(5,000)</u>
<b>Total 2018B LTGO Bond (Taxable)</b>	<u>24,120</u>	<u>0</u>	<u>9,736</u>	<u>(14,384)</u>
<b>Total Capital Expenditures</b>	<u>125,220</u>	<u>0</u>	<u>40,726</u>	<u>(84,494)</u>
<b>Total Other Expense</b>	<u>125,220</u>	<u>0</u>	<u>40,726</u>	<u>(84,494)</u>
<b>Net Other Income</b>	<u>(113,220)</u>	<u>487</u>	<u>(35,897)</u>	<u>77,323</u>
<b>Net Income</b>	<u><u>(113,220)</u></u>	<u><u>487</u></u>	<u><u>(35,897)</u></u>	<u><u>77,323</u></u>

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

	<u>Budget</u>	<u>Jul 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	100	1,274	(226)
Equipment - Bush Pt	2,000	0	1,050	(950)
Internet - Bush Pt	500	0	0	(500)
Maint & Repair - Bush Pt	1,000	57	782	(218)
Materials & Supplies - Bush Pt	1,000	139	305	(695)
Minor Improvements - Bush Pt	3,000	0	0	(3,000)
Refuse Removal - Bush Pt	700	39	265	(435)
Water System - Bush Pt	1,000	0	0	(1,000)
Total Bush Point Operations	<u>11,700</u>	<u>335</u>	<u>3,676</u>	<u>(8,024)</u>
Total Expense	<u>11,700</u>	<u>335</u>	<u>3,676</u>	<u>(8,024)</u>
Net Ordinary Income	<u>(11,700)</u>	<u>(335)</u>	<u>(3,676)</u>	<u>8,024</u>
Net Income	<u><u>(11,700)</u></u>	<u><u>(335)</u></u>	<u><u>(3,676)</u></u>	<u><u>8,024</u></u>

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

	<u>Budget</u>	<u>Jul 25</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Ordinary Income/Expense				
Expense				
Clinton Beach Operations				
Dock (Maint/Project) - Clinton	1,000	0	0	(1,000)
Electricity - Clinton Beach	900	76	681	(219)
Maint & Repair - Clinton Beach	2,000	28	58	(1,942)
Materials & Supplies - Clinton	1,000	454	971	(29)
Minor Improvements - Clinton	5,000	0	507	(4,493)
Refuse Removal - Clinton Beach	1,600	138	936	(664)
Water System - Clinton Beach	400	208	438	38
Total Clinton Beach Operations	<u>11,900</u>	<u>903</u>	<u>3,592</u>	<u>(8,308)</u>
Total Expense	<u>11,900</u>	<u>903</u>	<u>3,592</u>	<u>(8,308)</u>
Net Ordinary Income	<u>(11,900)</u>	<u>(903)</u>	<u>(3,592)</u>	<u>8,308</u>
Net Income	<u>(11,900)</u>	<u>(903)</u>	<u>(3,592)</u>	<u>8,308</u>

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

	<u>Budget</u>	<u>Jul 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	4,100	5,079	(74,921)
Dump/Water Fees - Campground	8,000	385	1,242	(6,758)
Fair Association Lease	1,200	224	1,196	(4)
<b>Fairgrounds Events</b>				
Event Haul In Fees-Fairgrounds	500	14	586	86
Event Rentals - Fairgrounds	59,500	13,070	37,563	(21,938)
<b>Total Fairgrounds Events</b>	<u>60,000</u>	<u>13,084</u>	<u>38,149</u>	<u>(21,852)</u>
Fairgrounds Revenue - Misc	200	25	282	82
<b>Taxes - Fairgrounds</b>				
Camping Sales/Lodging Tax	6,000	451	558	(5,442)
L/H Tax Revenue - Fairgrounds	3,000	337	2,315	(685)
<b>Total Taxes - Fairgrounds</b>	<u>9,000</u>	<u>788</u>	<u>2,872</u>	<u>(6,128)</u>
Tenant Leases - Fairgrounds	37,000	3,301	22,752	(14,248)
<b>Total Fairgrounds Revenue</b>	<u>195,400</u>	<u>21,907</u>	<u>71,572</u>	<u>(123,828)</u>
<b>Total Income</b>	<u>195,400</u>	<u>21,907</u>	<u>71,572</u>	<u>(123,828)</u>
<b>Gross Income</b>	195,400	21,907	71,572	(123,828)
<b>Expense</b>				
<b>Fairgrounds Operations</b>				
Electricity - Fairgrounds	21,000	1,708	17,144	(3,856)
Employee Benefits - Fairgrounds	7,200	600	4,200	(3,000)
Equipment (Purch/Rent/Repair)	7,000	5,072	13,604	6,604
Fairgrounds Misc Exp	2,000	75	346	(1,654)
FG Director Wages	62,500	5,630	37,395	(25,105)
FG Mktg & Events Coord Wages	25,200	2,003	14,484	(10,716)
Maint & Repair - Fairgrounds	8,000	4,483	8,435	435
Maint Campground Host Wages	10,400	0	0	(10,400)
Maint Laborer Wages - Part Time	20,800	1,930	6,915	(13,885)
Maint Wages - Temp Fair	2,500	0	20	(2,480)
Marketing/Advertising-FG	6,000	0	414	(5,586)
Materials & Supplies - Fair	13,000	2,421	14,878	1,878
Minor Improvements - Fair	5,000	0	0	(5,000)
Payroll Taxes - Fairgrounds	8,000	784	4,862	(3,138)
Propane - Fairgrounds	4,000	272	3,773	(227)

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

	<b>Budget</b>	<b>Jul 25</b>	<b>Year To Date</b>	<b>Budget Variance</b>
<b>Refuse Removal - Fairgrounds</b>	4,000	878	6,431	2,431
<b>Taxes - Fairgrounds</b>				
<b>B &amp; O Tax - Fair</b>	500	81	265	(235)
<b>Leasehold Tax - Fair</b>	3,500	945	2,986	(514)
<b>Sales &amp; Lodging Tax</b>	2,000	50	119	(1,881)
<b>Total Taxes - Fairgrounds</b>	6,000	1,076	3,371	(2,629)
<b>Telephone &amp; DSL - Fairgrounds</b>	9,000	2,684	7,003	(1,997)
<b>Vehicle Maintenance - Fair</b>	2,000	917	1,446	(554)
<b>Water &amp; Sewer - Fairgrounds</b>	18,000	1,581	7,618	(10,382)
<b>Total Fairgrounds Operations</b>	241,600	32,112	152,339	(89,261)
<b>Total Expense</b>	241,600	32,112	152,339	(89,261)
<b>Net Ordinary Income</b>	(46,200)	(10,205)	(80,767)	(34,567)
<b>Net Income</b>	<b>(46,200)</b>	<b>(10,205)</b>	<b>(80,767)</b>	<b>(34,567)</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 July 31, 2025

	<u>Budget</u>	<u>Jul 25</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Humphrey Road Revenue				
Daily Parking Fees-Humphrey Rd	26,000	3,637	17,403	(8,597)
Permit Fees - Humphrey Rd	22,000	2,015	17,071	(4,929)
Sales Tax - Humphrey Rd	4,500	493	3,029	(1,471)
Total Humphrey Road Revenue	<u>52,500</u>	<u>6,144</u>	<u>37,504</u>	<u>(14,996)</u>
Total Income	<u>52,500</u>	<u>6,144</u>	<u>37,504</u>	<u>(14,996)</u>
Gross Income	52,500	6,144	37,504	(14,996)
<b>Expense</b>				
Humphrey Rd Parking Lot Ops				
Attendant Payroll - Humphrey Rd	6,240	520	3,640	(2,600)
General Maint - Humphrey Rd	500	26	216	(284)
Improvements - Humphrey Lot	1,000	0	0	(1,000)
Materials & Supplies - Humph Rd	700	0	241	(459)
Payroll Taxes - Humphrey Rd	470	40	278	(192)
Taxes - Humphrey Rd				
B & O Taxes - Humphrey Rd	100	40	115	15
WSST - Parking	3,400	744	3,064	(336)
Total Taxes - Humphrey Rd	<u>3,500</u>	<u>783</u>	<u>3,179</u>	<u>(321)</u>
Total Humphrey Rd Parking Lot Ops	<u>12,410</u>	<u>1,369</u>	<u>7,554</u>	<u>(4,856)</u>
Total Expense	<u>12,410</u>	<u>1,369</u>	<u>7,554</u>	<u>(4,856)</u>
Net Ordinary Income	<u>40,090</u>	<u>4,776</u>	<u>29,950</u>	<u>(10,140)</u>
Net Income	<u><u>40,090</u></u>	<u><u>4,776</u></u>	<u><u>29,950</u></u>	<u><u>(10,140)</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 July 31, 2025

	<u>Budget</u>	<u>Jul 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	47	(153)
Electricity reimb - Poss Pk	500	0	0	(500)
Parking Fees - Possession	100	0	9	(91)
Rental of Residence - Poss Pk	7,000	1,950	1,950	(5,050)
Sales Tax - Possession Parking	10	0	1	(9)
<b>Total Possession Park Revenue</b>	<u>7,810</u>	<u>1,950</u>	<u>2,007</u>	<u>(5,803)</u>
<b>Total Income</b>	<u>7,810</u>	<u>1,950</u>	<u>2,007</u>	<u>(5,803)</u>
<b>Gross Income</b>	<u>7,810</u>	<u>1,950</u>	<u>2,007</u>	<u>(5,803)</u>
<b>Expense</b>				
<b>Possession Beach Park Ops</b>				
Electricity - Possession	3,000	197	2,606	(395)
Equip (Purchase/Rent/Repair)	2,500	53	1,918	(582)
Maint & Repair - Possession	4,000	132	14,956	10,956
Maint. Wages - Possession	9,000	740	4,060	(4,940)
Materials & Suppl - Possession	2,500	151	612	(1,888)
Minor Improvements - Poss Pk	6,000	7,491	9,830	3,830
Payroll Taxes - Possession	750	57	318	(432)
Refuse Removal - Possession	2,000	121	822	(1,178)
<b>Taxes - Possession</b>				
B & O Taxes - Poss Pk	5	0	(0)	(5)
WSST - Overnight Parking	45	0	4	(41)
<b>Total Taxes - Possession</b>	<u>50</u>	<u>0</u>	<u>4</u>	<u>(46)</u>
Telephone - Possession	1,200	116	815	(385)
Water System Maint - Poss Pk	1,500	0	905	(595)
<b>Total Possession Beach Park Ops</b>	<u>32,500</u>	<u>9,060</u>	<u>36,846</u>	<u>4,346</u>
<b>Total Expense</b>	<u>32,500</u>	<u>9,060</u>	<u>36,846</u>	<u>4,346</u>
<b>Net Ordinary Income</b>	<u>(24,690)</u>	<u>(7,110)</u>	<u>(34,839)</u>	<u>(10,149)</u>
<b>Net Income</b>	<u>(24,690)</u>	<u>(7,110)</u>	<u>(34,839)</u>	<u>(10,149)</u>

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

	<u>Budget</u>	<u>Jul 25</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Harbor Revenue</b>				
Annual Moorage	16,000	864	14,551	(1,449)
Commercial Moorage	3,000	420	2,100	(900)
Dinghy	770	0	980	210
Dock Sales - Ice	1,000	306	417	(583)
Donations	200	27	151	(49)
Harbor Revenue - Misc	100	0	25	(75)
L/H Tax Revenue - SWH	7,500	199	3,797	(3,703)
Live-aboard fee	500	0	720	220
Monthly Moorage	40,000	0	12,437	(27,564)
Showers	1,500	111	1,008	(492)
SWH Uplands Lease	1,400	263	1,050	(350)
Transient Day Use Moorage	14,300	2,701	6,875	(7,425)
Transient Overnight Moorage	160,000	33,564	76,191	(83,809)
<b>Total Harbor Revenue</b>	<u>246,270</u>	<u>38,454</u>	<u>118,902</u>	<u>(127,368)</u>
<b>Total Income</b>	<u>246,270</u>	<u>38,454</u>	<u>118,902</u>	<u>(127,368)</u>
<b>Gross Income</b>	246,270	38,454	118,902	(127,368)
<b>Expense</b>				
<b>South Whidbey Harbor Ops</b>				
Advertising/Promotion - Harbor	2,500	0	1,689	(811)
Asst Harbormaster Wages	43,700	3,297	22,848	(20,852)
DNR Tidelands Lease	12,000	11,466	11,466	(534)
Dockhand - Part Time	20,800	2,030	5,790	(15,010)
Electricity - Harbor	12,000	698	11,024	(976)
Employee Benefits - Harbor	14,400	1,200	8,400	(6,000)
Equip (Purch/Rent/Repair) SWH	3,000	943	1,650	(1,350)
Golf Cart & Boat-Maint	800	0	457	(343)
Harbormaster Wages	57,400	5,419	34,204	(23,196)
Ice Purchases	600	0	0	(600)
Maint & Repair - Harbor	5,000	774	2,867	(2,133)
Maint Contracts - Harbor	0	0	1,497	1,497
Materials & Supplies - Harbor	9,000	45	4,705	(4,295)
Minor Improvements - Harbor	1,500	0	116	(1,384)
Payroll Taxes - Harbor	10,900	1,086	5,781	(5,119)
Pump-Out Barge M & R	1,000	0	0	(1,000)
Refuse Removal - Harbor	4,000	543	2,102	(1,898)
Seasonal Wages - Harbor	20,000	2,205	3,803	(16,197)

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

	<b>Budget</b>	<b>Jul 25</b>	<b>Year To Date</b>	<b>Budget Variance</b>
<b>Taxes - Harbor</b>				
B & O Tax - Harbor	3,000	328	951	(2,049)
Leasehold Tax - Harbor	7,000	986	6,450	(550)
<b>Total Taxes - Harbor</b>	10,000	1,315	7,401	(2,599)
<b>Telephone &amp; DSL - Harbor</b>	3,000	276	1,957	(1,043)
<b>Water &amp; Sewer - Harbor</b>	8,000	1,192	3,827	(4,173)
<b>Total South Whidbey Harbor Ops</b>	239,600	32,488	131,585	(108,015)
<b>Total Expense</b>	239,600	32,488	131,585	(108,015)
<b>Net Ordinary Income</b>	6,670	5,966	(12,683)	(19,353)
<b>Net Income</b>	<b>6,670</b>	<b>5,966</b>	<b>(12,683)</b>	<b>(19,353)</b>

## PORT OF SOUTH WHIDBEY

July 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 7/31/25	36,481.80
Ending General Fund Investment Balance as of 7/31/25	422,000.00
Ending Bond Fund Cash Balance as of 7/31/25	487.68
Ending Bond Fund Investment Balance as of 7/31/25	189,025.20
<b>Balance as of 7/31/25</b>	<b><u>647,994.68</u></b>

<b>General Fund Cash &amp; Investment Total as of 7/31/25</b>	<b>458,481.80</b>
<b>Bond Fund Cash &amp; Investment Total as of 7/31/25</b>	<b><u>189,512.88</u></b>
	<b><u>647,994.68</u></b>

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09/04/25

Cash Basis

# Port of South Whidbey

## Preliminary Profit & Loss

### August 2025

	Aug 25
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Fairgrounds Revenue	
Camping Fees - Fairgrounds	11,495.50
Dump/Water Fees - Campground	660.00
Fair Association Lease	223.90
Fairgrounds Events	
Event Haul In Fees-Fairgrounds	8.00
Event Rentals - Fairgrounds	19,800.00
<b>Total Fairgrounds Events</b>	19,808.00
Fairgrounds Revenue - Misc	75.00
Tenant Leases - Fairgrounds	2,588.00
<b>Total Fairgrounds Revenue</b>	34,850.40
Harbor Revenue	
Annual Moorage	864.00
Commercial Moorage	420.00
Dock Sales - Ice	156.00
Donations	12.05
Showers	191.00
SWH Uplands Lease	262.50
Transient Day Use Moorage	2,640.00
Transient Overnight Moorage	29,309.40
<b>Total Harbor Revenue</b>	33,854.95
Humphrey Road Revenue	
Daily Parking Fees-Humphrey Rd	3,667.23
<b>Total Humphrey Road Revenue</b>	3,667.23
Miscellaneous Income	30.00
Possession Park Revenue	
Donations - Possession Park	140.00
Parking Fees - Possession	91.90
Rental of Residence - Poss Pk	2,910.00
<b>Total Possession Park Revenue</b>	3,141.90
<b>Total Income</b>	75,544.48
<b>Gross Profit</b>	75,544.48
<b>Expense</b>	
Administration	
Admin/Accounting Wages	4,081.57
Commissioners' Salaries	1,080.00
Compensation Reserve	2,402.86
Employee Fringe Benefits	2,850.00
Executive Director Salary	6,666.67
Legal Fees	330.00
Maint & Ops Supervisor Wages	6,522.08
Maintenance Tech Wages	4,713.00
Meetings & Education incl WPPA	970.00
Misc Expenses & Taxes	26.61
Office & Facilities Supplies	682.00
Office Telephone & Staff Mobile	670.45
Per Diem - Commissioners	
Per Diem - Easton	161.00
Per Diem - Gordon	483.00
Per Diem - Ng	322.00
<b>Total Per Diem - Commissioners</b>	966.00

# Port of South Whidbey Preliminary Profit & Loss August 2025

	Aug 25
Port Clerk/Accountant Wages	7,951.44
Port Office Rental	2,500.00
Port Vehicles' Expense	263.88
Promotional Hosting	40.90
Travel Exp - Commissioners	
Travel Expense - Easton	21.00
Travel Expense - Gordon	394.19
Travel Expense - Ng	0.00
Total Travel Exp - Commissioners	415.19
Travel Expense - Staff	214.20
Website Design & Maintenance	55.00
Total Administration	43,401.85
Bush Point Operations	
Electricity - Bush Pt	88.86
Maint & Repair - Bush Pt	184.96
Materials & Supplies - Bush Pt	170.10
Refuse Removal - Bush Pt	50.52
Water System - Bush Pt	936.00
Total Bush Point Operations	1,430.44
Clinton Beach Operations	
Electricity - Clinton Beach	58.97
Materials & Supplies - Clinton	544.12
Refuse Removal - Clinton Beach	228.74
Total Clinton Beach Operations	831.83
Fairgrounds Operations	
Electricity - Fairgrounds	2,426.66
Employee Benefits - Fairgrounds	1,200.00
Equipment (Purch/Rent/Repair)	539.97
Fairgrounds Misc Exp	395.35
FG Director Wages	6,471.28
FG Mktg & Events Coord Wages	4,451.51
Maint & Repair - Fairgrounds	646.73
Maint Laborer Wages - Part Time	3,099.25
Maint Wages - Temp Fair	0.00
Materials & Supplies - Fair	3,933.87
Propane - Fairgrounds	152.97
Refuse Removal - Fairgrounds	1,032.46
Taxes - Fairgrounds	
B & O Tax - Fair	153.82
Sales & Lodging Tax	451.00
Total Taxes - Fairgrounds	604.82
Telephone & DSL - Fairgrounds	1,258.72
Vehicle Maintenance - Fair	54.97
Total Fairgrounds Operations	26,268.56
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	18.35
WSST - Parking	492.93
Total Taxes - Humphrey Rd	511.28
Total Humphrey Rd Parking Lot Ops	1,031.28
Payroll Expenses	7,533.96

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09/04/25

Cash Basis

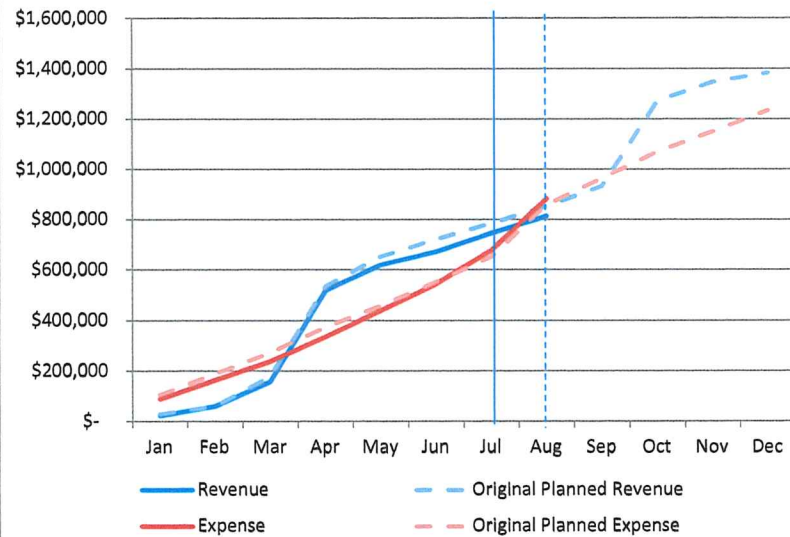
# Port of South Whidbey Preliminary Profit & Loss August 2025

	Aug 25
<b>Possession Beach Park Ops</b>	
Electricity - Possession	292.89
Equip (Purchase/Rent/Repair)	697.26
Maint & Repair - Possession	664.08
Maint. Wages - Possession	1,210.00
Materials & Suppl - Possession	167.11
Refuse Removal - Possession	121.43
Telephone - Possession	-63.08
Water System Maint - Poss Pk	138.80
<b>Total Possession Beach Park Ops</b>	<b>3,228.49</b>
<b>South Whidbey Harbor Ops</b>	
Asst Harbormaster Wages	4,126.50
Dockhand - Part Time	3,485.00
Electricity - Harbor	780.60
Employee Benefits - Harbor	1,200.00
Equip (Purch/Rent/Repair) SWH	509.85
Golf Cart & Boat-Maint	18.32
Harbor Receipts Discrepancy	0.00
Harbormaster Wages	5,469.67
Ice Purchases	193.96
Maint & Repair - Harbor	135.00
Materials & Supplies - Harbor	103.62
Refuse Removal - Harbor	542.68
Seasonal Wages - Harbor	2,898.00
Taxes - Harbor	
B & O Tax - Harbor	700.63
<b>Total Taxes - Harbor</b>	<b>700.63</b>
Telephone & DSL - Harbor	122.96
<b>Total South Whidbey Harbor Ops</b>	<b>20,286.79</b>
<b>Total Expense</b>	<b>104,013.20</b>
<b>Net Ordinary Income</b>	<b>-28,468.72</b>
<b>Other Income/Expense</b>	
Other Expense	
Capital Expenditures	
2012 LTGO Bond	
2012 LTGO Bond Fees	350.00
<b>Total 2012 LTGO Bond</b>	<b>350.00</b>
2018A LTGO Bond	
2018A LTGO Bond Fees	350.00
<b>Total 2018A LTGO Bond</b>	<b>350.00</b>
2018B LTGO Bond (Taxable)	
2018B LTGO Bond Fees	350.00
<b>Total 2018B LTGO Bond (Taxable)</b>	<b>350.00</b>
Clinton Dock-Passenger Ferry	2,955.25
Fairgrounds - Cap Improvements	11,469.71
RCO Possession Boarding Floats	4,078.00
<b>Total Capital Expenditures</b>	<b>19,552.96</b>
<b>Total Other Expense</b>	<b>19,552.96</b>
<b>Net Other Income</b>	<b>-19,552.96</b>
<b>Net Income</b>	<b>-48,021.68</b>

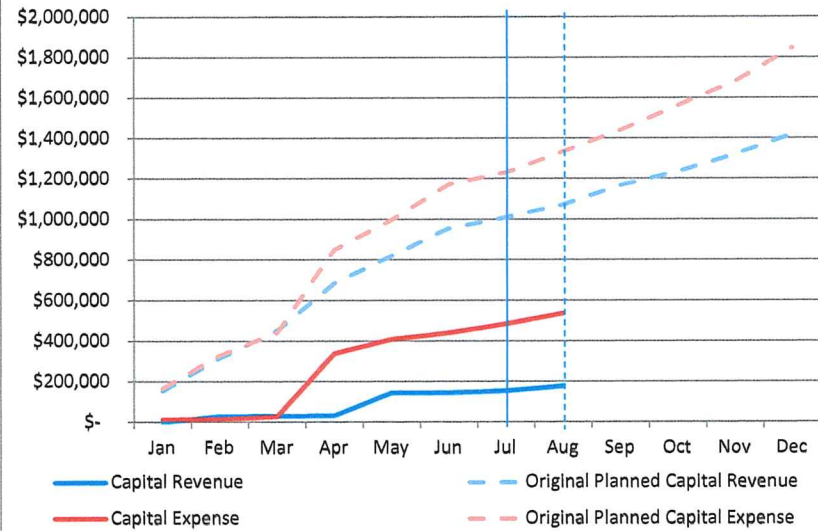


## Port of South Whidbey 2025 Projections

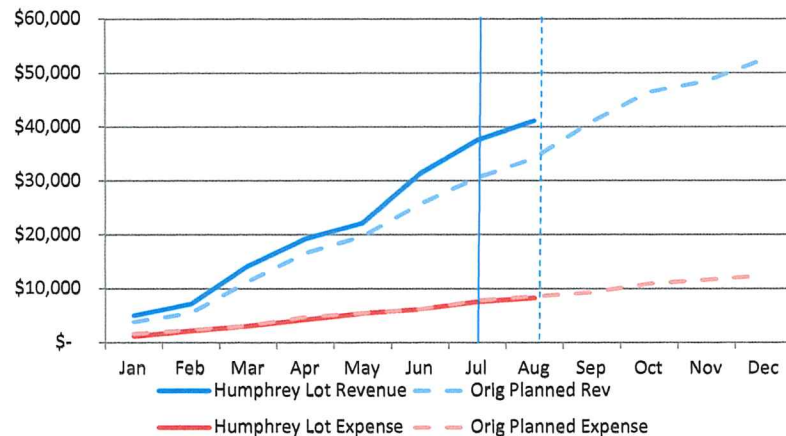
### 2025 Operating Revenue and Expenses



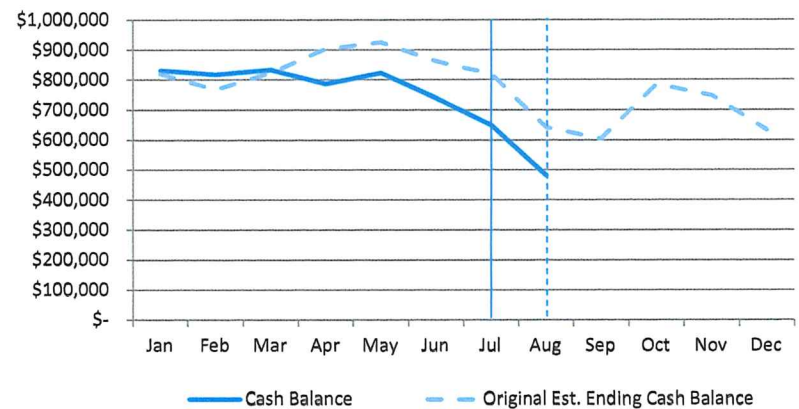
### 2025 Capital Projects



### Humphrey Lot Revenue & Expenses

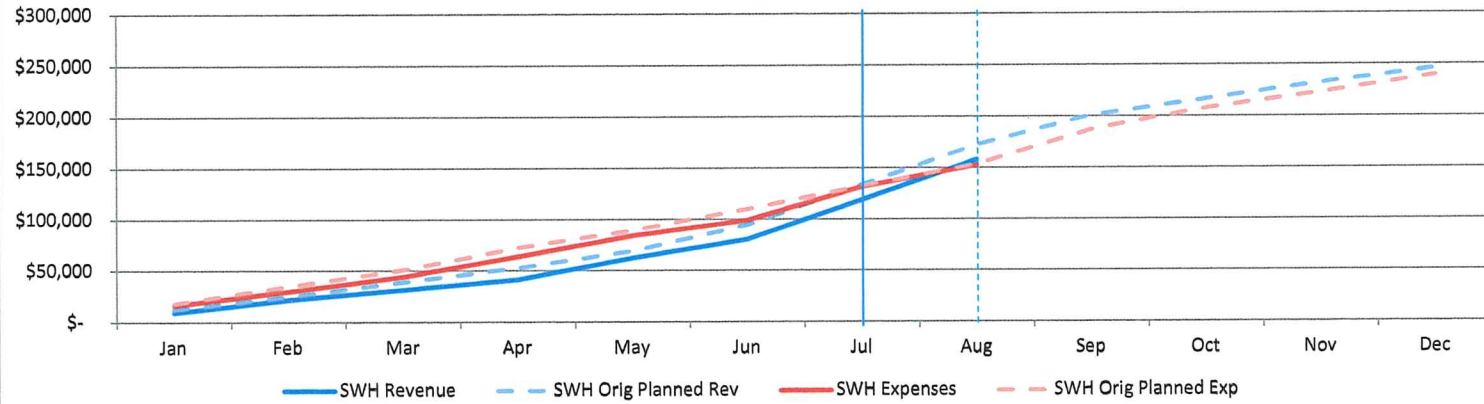


### Est. Ending Cash Balance

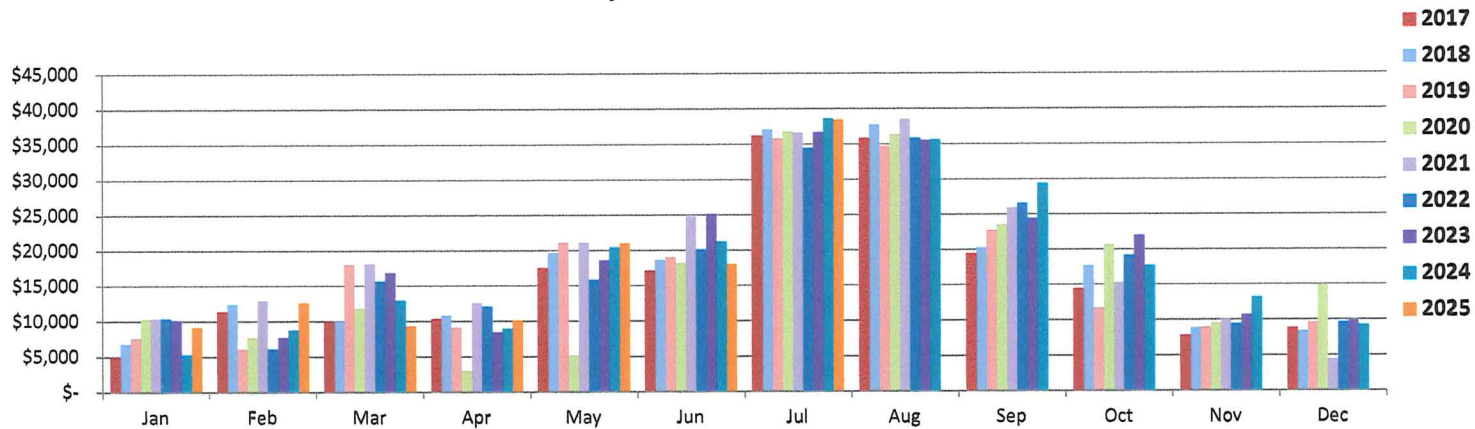


**Port of South Whidbey  
2025 Projections**

**South Whidbey Harbor Revenue & Expenses 2025**



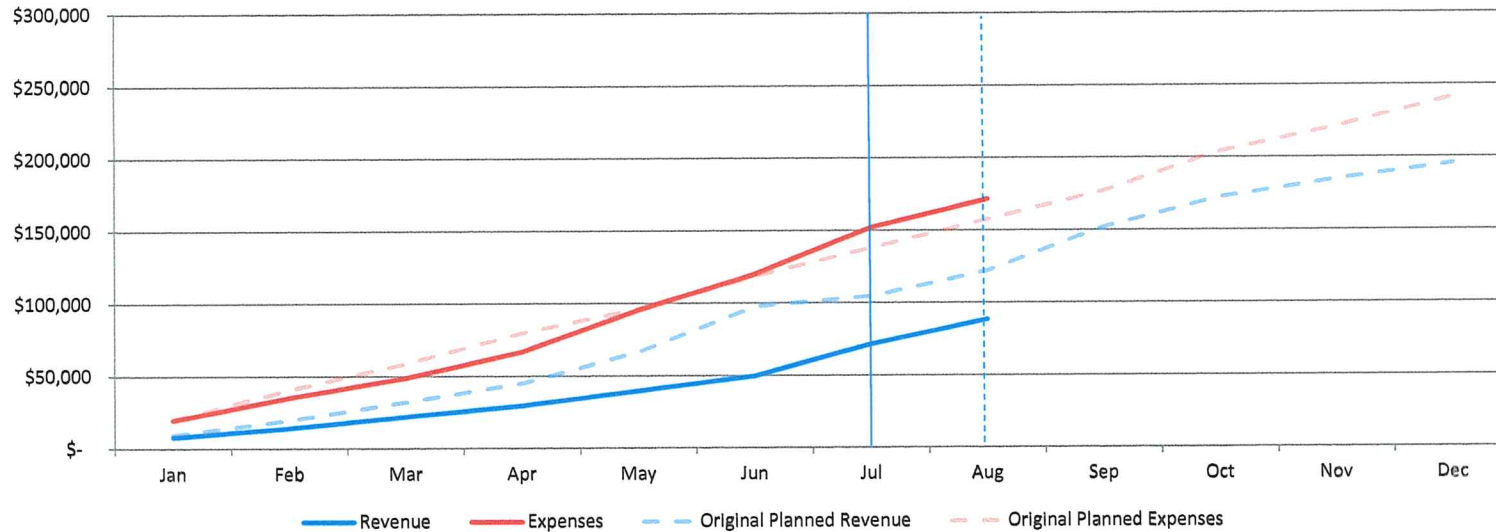
**Monthly SWH Revenue 2017-2025**



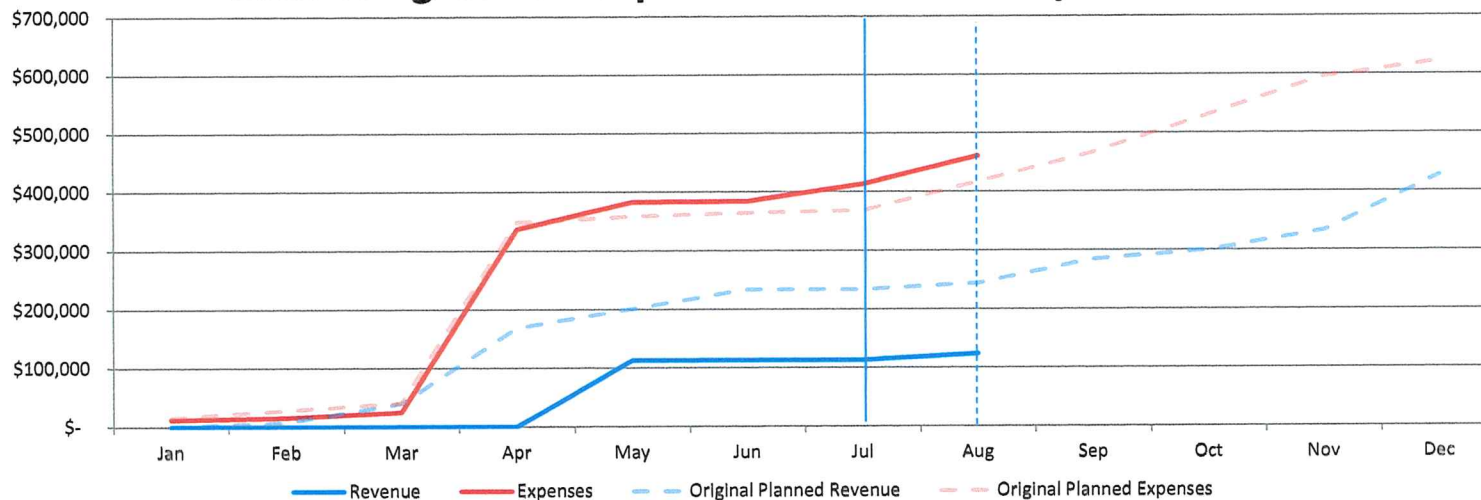
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2025	\$ 9,180	\$ 12,664	\$ 9,376	\$ 10,159	\$ 21,024	\$ 18,046	\$ 38,455	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 118,904
2025 budget	\$ 12,341	\$ 12,341	\$ 14,129	\$ 13,891	\$ 16,393	\$ 25,448	\$ 39,031	\$ 38,977	\$ 28,517	\$ 15,645	\$ 15,586	\$ 13,971	\$ 246,270
2017	\$ 4,965	\$ 11,424	\$ 9,937	\$ 10,397	\$ 17,502	\$ 17,170	\$ 36,174	\$ 35,825	\$ 19,476	\$ 14,424	\$ 7,818	\$ 8,864	\$ 193,976
2018	\$ 6,817	\$ 12,442	\$ 10,041	\$ 10,856	\$ 19,689	\$ 18,672	\$ 37,121	\$ 37,765	\$ 20,319	\$ 17,713	\$ 8,912	\$ 8,432	\$ 208,779
2019	\$ 7,651	\$ 6,120	\$ 18,081	\$ 9,197	\$ 21,121	\$ 19,065	\$ 35,797	\$ 34,689	\$ 22,769	\$ 11,727	\$ 8,977	\$ 9,725	\$ 204,919
2020	\$ 10,399	\$ 7,803	\$ 11,892	\$ 3,035	\$ 5,233	\$ 18,247	\$ 36,829	\$ 36,443	\$ 23,577	\$ 20,722	\$ 9,584	\$ 14,955	\$ 198,719
2021	\$ 10,427	\$ 13,000	\$ 18,195	\$ 12,665	\$ 21,138	\$ 24,801	\$ 36,632	\$ 38,553	\$ 25,997	\$ 15,327	\$ 10,029	\$ 4,463	\$ 231,227
2022	\$ 10,395	\$ 6,102	\$ 15,655	\$ 12,084	\$ 15,838	\$ 20,120	\$ 34,452	\$ 35,804	\$ 26,525	\$ 19,170	\$ 9,475	\$ 9,655	\$ 215,275
2023	\$ 10,198	\$ 7,771	\$ 16,897	\$ 8,451	\$ 18,626	\$ 25,163	\$ 36,697	\$ 35,503	\$ 24,426	\$ 22,008	\$ 10,720	\$ 9,925	\$ 226,385

Port of South Whidbey  
2025 Projections

### 2025 Fairgrounds Operating Revenue and Expenses

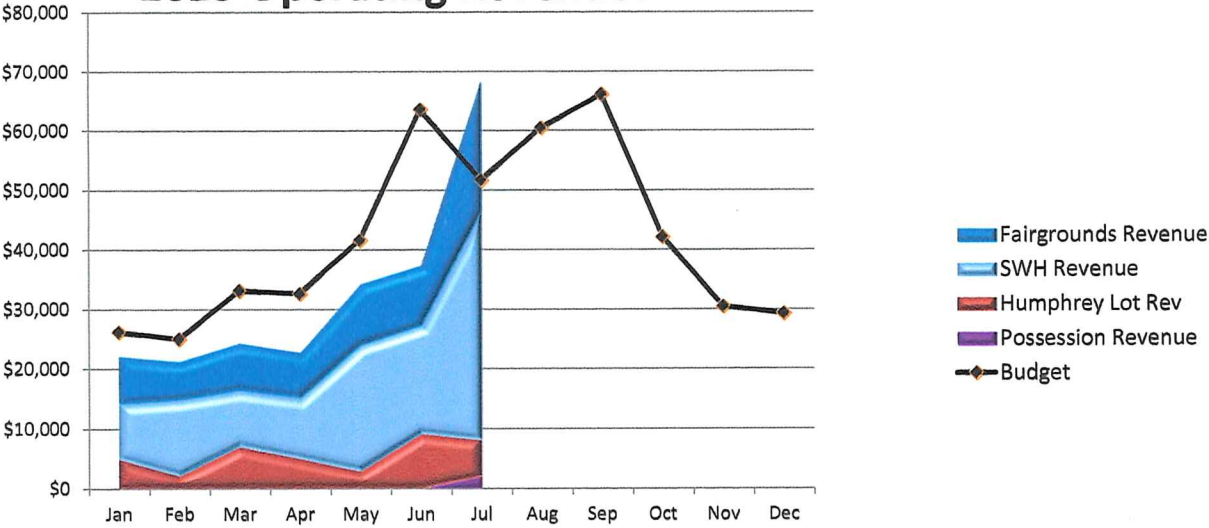


### 2025 Fairgrounds Capital Revenue and Expenses



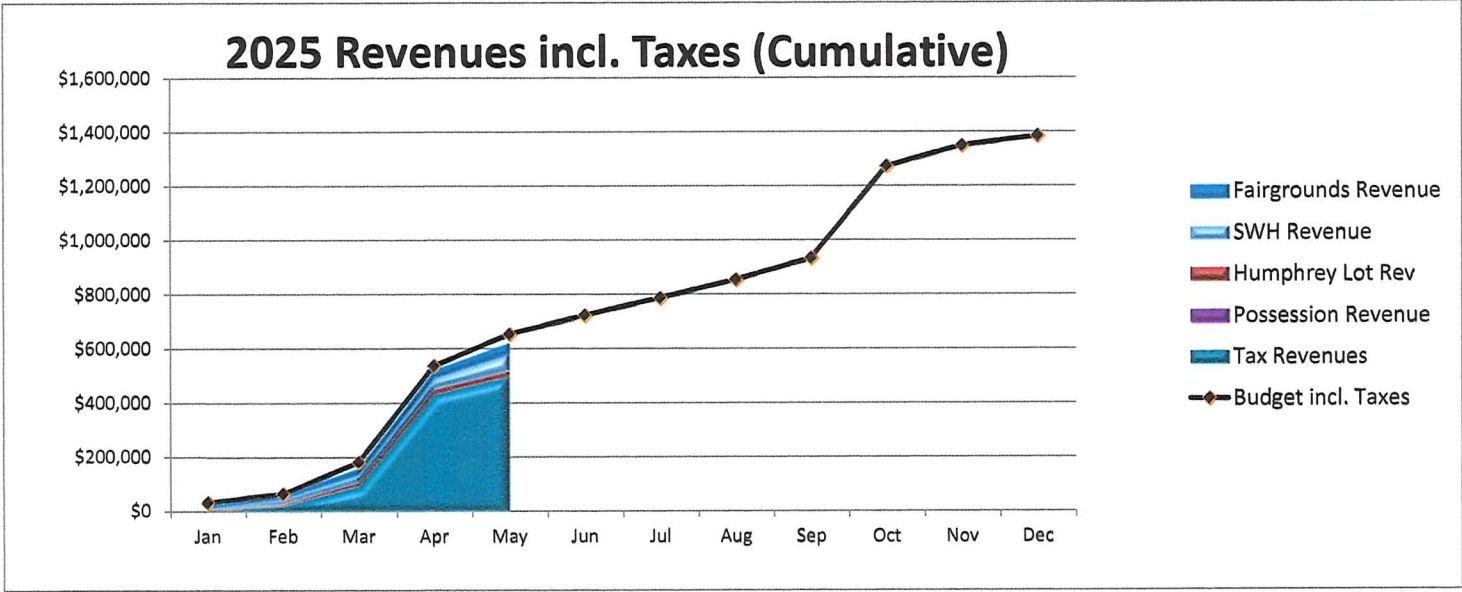
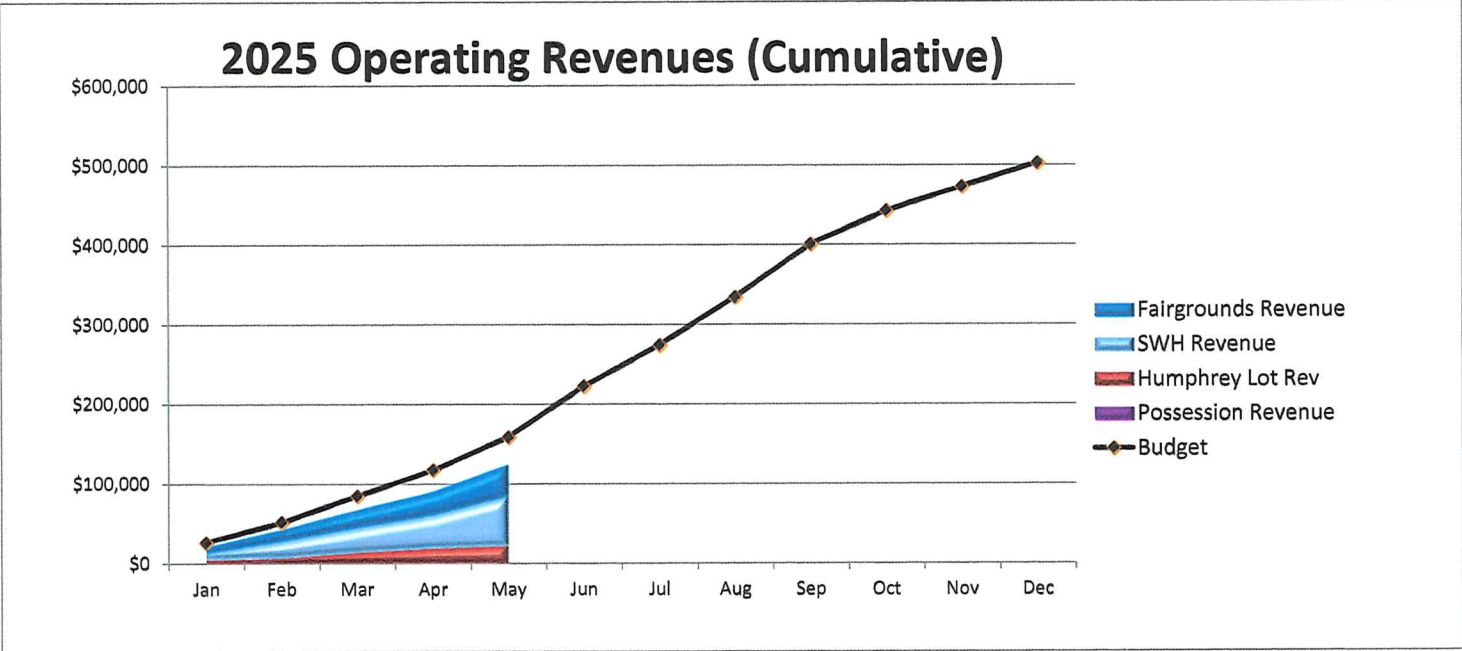
Port of South Whidbey  
2025 Projections

2025 Operating Revenues

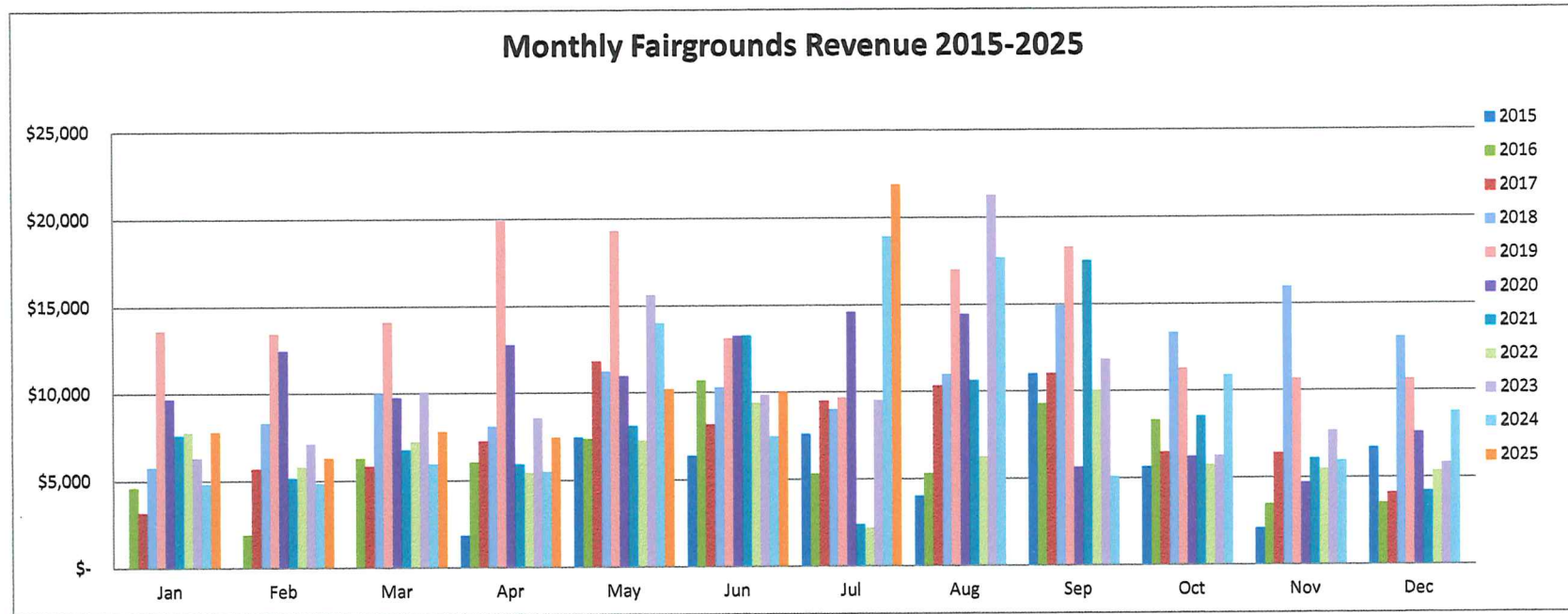




Port of South Whidbey  
2025 Projections



**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	\$ 7,818	\$ 7,472	\$ 10,219	\$ 10,018	\$ 21,907	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 71,573
<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						
Capital Expenditures	Clinton Dock - POF	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,535	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,535	
	Fairgrounds Capital Improvements	\$ 200,000	\$ 11,664	\$ 3,744	\$ 9,451	\$ 311,774	\$ 46,651	\$ 603	\$ 25,600	\$ 27,880	\$ 41,400	\$ 41,580	\$ 26,060	\$ 575,530	
	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	\$ -	\$ -	\$ -	\$ -	\$ 368	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 248	\$ 616	
	2016 LTGO Bond Principal	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	
	2018A LTGO Bond Fees	\$ 350	\$ 350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350	\$ -	\$ 700	
	2018A LTGO Bond Interest	\$ 15,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,798	\$ 244	\$ -	\$ -	\$ -	\$ 7,800	\$ 15,842	
	2018A LTGO Bond Principal	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	
	2018B LTGO Bond Fees	\$ 350	\$ 350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350	\$ -	\$ -	\$ 700	
2018B LTGO Bond Interest	\$ 18,770	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,386	\$ -	\$ -	\$ -	\$ -	\$ 9,385	\$ 18,771		
2018B LTGO Bond Principal	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000		
Total Capital Expenditures		\$ 1,554,220	\$ 12,977	\$ 3,744	\$ 9,451	\$ 311,774	\$ 71,905	\$ 30,767	\$ 42,654	\$ 53,433	\$ 55,713	\$ 70,283	\$ 69,413	\$ 115,701	\$ 847,815
Operating Expenditures	Sub-total Administration	\$ 683,760	\$ 49,489	\$ 43,917	\$ 43,201	\$ 53,079	\$ 47,205	\$ 48,677	\$ 56,252	\$ 159,102	\$ 44,902	\$ 59,602	\$ 51,324	\$ 50,834	\$ 707,584
	Sub-total Bush Point	\$ 11,700	\$ 314	\$ 739	\$ 37	\$ 532	\$ 1,510	\$ 210	\$ 335	\$ 1,715	\$ 660	\$ 1,380	\$ 1,175	\$ 1,300	\$ 9,907
	Sub-total Clinton	\$ 11,900	\$ 311	\$ 228	\$ 184	\$ 886	\$ 833	\$ 249	\$ 904	\$ 621	\$ 3,124	\$ 432	\$ 523	\$ 504	\$ 8,799
	Sub-total Fairgrounds	\$ 241,600	\$ 19,517	\$ 15,618	\$ 13,671	\$ 18,017	\$ 28,922	\$ 24,485	\$ 32,114	\$ 19,433	\$ 19,253	\$ 26,016	\$ 16,233	\$ 19,363	\$ 252,642
	Sub-total Humphrey Lot	\$ 12,410	\$ 1,147	\$ 1,007	\$ 912	\$ 1,152	\$ 1,173	\$ 797	\$ 1,369	\$ 742	\$ 742	\$ 1,617	\$ 742	\$ 742	\$ 12,142
	Sub-total Possession Point	\$ 32,500	\$ 1,432	\$ 1,773	\$ 844	\$ 4,281	\$ 3,474	\$ 15,979	\$ 9,060	\$ 3,173	\$ 3,131	\$ 2,998	\$ 1,588	\$ 1,432	\$ 49,165
	Sub-total South Whidbey Harbor	\$ 239,600	\$ 16,251	\$ 13,568	\$ 14,015	\$ 20,047	\$ 20,273	\$ 14,839	\$ 32,489	\$ 21,286	\$ 33,534	\$ 20,771	\$ 14,923	\$ 16,789	\$ 238,885
	Total Operating Expenditures	\$ 1,233,470	\$ 88,461	\$ 76,850	\$ 72,864	\$ 97,994	\$ 103,390	\$ 105,336	\$ 132,521	\$ 206,072	\$ 105,346	\$ 112,816	\$ 86,508	\$ 90,964	\$ 1,279,122
Capital Revenue	Budget														
	Grant funding (RCO) - clean vessel program	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62	\$ 62	\$ 62	\$ 62	\$ 62	\$ 310
	Grant funding (RCEDF) - Fairgrounds	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 113,221	\$ -	\$ -	\$ 10,500	\$ 40,500	\$ 15,000	\$ 33,000	\$ 43,500	\$ 255,721
	Grant funding (WSDA) - Fairgrounds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Grant funding (STBG/TA) - Clinton Dock	\$ 1,000,000	\$ -	\$ 27,482	\$ -	\$ -	\$ -	\$ -	\$ 8,248	\$ 8,650	\$ 8,650	\$ -	\$ -	\$ -	\$ 53,030
	Grant funding (USDA) - Fairgrounds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	2018A Bond Interest Income	\$ 6,000	\$ 451	\$ 430	\$ 460	\$ 345	\$ 245	\$ 239	\$ 244	\$ 480	\$ 480	\$ 480	\$ 360	\$ 360	\$ 4,574
	2018B Bond Interest Income	\$ 6,000	\$ 451	\$ 430	\$ 460	\$ 345	\$ 245	\$ 239	\$ 244	\$ 480	\$ 480	\$ 480	\$ 360	\$ 360	\$ 4,574
Total Capital Revenue		\$ 1,322,750	\$ 902	\$ 28,342	\$ 920	\$ 690	\$ 113,711	\$ 478	\$ 8,736	\$ 23,922	\$ 76,672	\$ 42,522	\$ 60,282	\$ 70,782	\$ 427,959
Operating Revenue	Sub-total - Tax and Interest Revenue	\$ 921,000	\$ 1,089	\$ 17,654	\$ 72,371	\$ 338,504	\$ 65,294	\$ 14,845	\$ 6,050	\$ 6,468	\$ 13,354	\$ 296,713	\$ 46,066	\$ 7,040	\$ 885,448
	Sub-total - Fairgrounds Revenue	\$ 195,400	\$ 7,819	\$ 6,320	\$ 7,818	\$ 7,472	\$ 10,219	\$ 10,019	\$ 21,907	\$ 17,167	\$ 30,187	\$ 20,337	\$ 12,217	\$ 10,567	\$ 162,049
	Sub-total - Humphrey Road Revenue	\$ 52,500	\$ 4,998	\$ 2,183	\$ 7,079	\$ 4,974	\$ 2,932	\$ 9,193	\$ 6,145	\$ 3,655	\$ 6,745	\$ 5,510	\$ 2,005	\$ 4,035	\$ 59,454
	Sub-total - Possession Point Revenue	\$ 7,810	\$ -	\$ -	\$ -	\$ 57	\$ -	\$ -	\$ 1,950	\$ 1,468	\$ 1,452	\$ 1,404	\$ 1,402	\$ 1,401	\$ 9,134
	Sub-total - South Whidbey Harbor Revenue	\$ 246,270	\$ 9,180	\$ 12,664	\$ 9,376	\$ 10,159	\$ 21,024	\$ 18,046	\$ 38,455	\$ 38,977	\$ 28,517	\$ 15,645	\$ 15,586	\$ 13,971	\$ 231,600
	Total Operating Revenue	\$ 1,422,980	\$ 23,086	\$ 38,821	\$ 96,644	\$ 361,166	\$ 99,469	\$ 52,103	\$ 74,507	\$ 67,735	\$ 80,255	\$ 339,609	\$ 77,276	\$ 37,014	\$ 1,347,685
2025 Beginning															
Bond Fund Balance		\$ 390,487	\$ 391,389	\$ 392,249	\$ 393,169	\$ 393,859	\$ 394,349	\$ 394,827	\$ 395,315	\$ 396,275	\$ 372,235	\$ 373,195	\$ 347,915	\$ 363,635	
General Fund Balance		\$ 519,469	\$ 441,118	\$ 426,827	\$ 441,156	\$ 392,554	\$ 429,949	\$ 345,949	\$ 253,529	\$ 84,721	\$ 104,629	\$ 302,701	\$ 309,618	\$ 195,029	
Total Cash Balance		\$ 909,957	\$ 832,507	\$ 819,076	\$ 834,325	\$ 786,413	\$ 824,298	\$ 740,776	\$ 648,844	\$ 480,996	\$ 476,864	\$ 675,896	\$ 657,533	\$ 558,664	
Planned Bond Fund Invoices		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (25,000)	\$ -	\$ (26,000)	\$ 15,000	

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	\$ 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	\$ 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	\$ 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	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 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
<b>Total Capital Expenditures</b>	<b>\$ 1,547,470</b>	<b>\$ 95,083</b>	<b>\$ 95,083</b>	<b>\$ 95,083</b>	<b>\$ 95,083</b>	<b>\$ 95,083</b>	<b>\$ 134,696</b>	<b>\$ 95,083</b>	<b>\$ 165,396</b>	<b>\$ 165,396</b>	<b>\$ 166,446</b>	<b>\$ 165,396</b>	<b>\$ 179,641</b>	<b>\$ 1,547,470</b>
<b>Total Operating Expenditures</b>	<b>\$ 1,269,635</b>	<b>\$ 87,805</b>	<b>\$ 76,280</b>	<b>\$ 72,324</b>	<b>\$ 97,267</b>	<b>\$ 102,623</b>	<b>\$ 104,555</b>	<b>\$ 131,538</b>	<b>\$ 204,544</b>	<b>\$ 104,565</b>	<b>\$ 111,979</b>	<b>\$ 85,866</b>	<b>\$ 90,289</b>	<b>\$ 1,269,635</b>
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	\$ 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	\$ 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	\$ 2,500	\$ 30,000
Grant funding (WSP) - clean vessel program	\$ 750	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 750
<b>Total Capital Revenue</b>	<b>\$ 1,349,500</b>	<b>\$ 94,229</b>	<b>\$ 94,229</b>	<b>\$ 94,229</b>	<b>\$ 94,229</b>	<b>\$ 94,229</b>	<b>\$ 94,229</b>	<b>\$ 94,229</b>	<b>\$ 94,229</b>	<b>\$ 148,917</b>	<b>\$ 148,917</b>	<b>\$ 148,917</b>	<b>\$ 148,917</b>	<b>\$ 1,349,500</b>
<b>Total Operating Revenue</b>	<b>\$ 1,441,880</b>	<b>\$ 24,700</b>	<b>\$ 41,534</b>	<b>\$ 103,399</b>	<b>\$ 386,409</b>	<b>\$ 106,421</b>	<b>\$ 55,745</b>	<b>\$ 79,715</b>	<b>\$ 72,469</b>	<b>\$ 85,864</b>	<b>\$ 363,346</b>	<b>\$ 82,677</b>	<b>\$ 39,601</b>	<b>\$ 1,441,880</b>
2026 Beginning														
Planned Bond Fund Invoices														
Bond Fund Balance	\$ 363,635	\$ 363,635	\$ 363,635	\$ 363,635	\$ 363,635	\$ 363,635	\$ 363,635	\$ 363,635	\$ 363,635	\$ 363,635	\$ 363,635	\$ 363,635	\$ 338,635	
General Fund Balance	\$ 195,029	\$ 131,070	\$ 95,470	\$ 125,691	\$ 413,979	\$ 416,923	\$ 327,646	\$ 274,968	\$ 71,727	\$ 36,548	\$ 270,385	\$ 250,716	\$ 194,304	
<b>Total Cash Balance</b>	<b>\$ 558,664</b>	<b>\$ 494,705</b>	<b>\$ 459,105</b>	<b>\$ 489,326</b>	<b>\$ 777,614</b>	<b>\$ 780,558</b>	<b>\$ 691,281</b>	<b>\$ 638,603</b>	<b>\$ 435,362</b>	<b>\$ 400,183</b>	<b>\$ 634,020</b>	<b>\$ 614,351</b>	<b>\$ 532,939</b>	
														\$ (25,000)





## Applicant Resolution/Authorization

Organization Name (sponsor) Port of South Whidbey

Resolution No. or Document Name 25-10

Project(s) Number(s), and Name(s) RCO #25-1286

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	Jim Pivarnik, Interim Director
Project contact (day-to-day administering of the grant and communicating with the RCO)	Jim Pivarnik
RCO Grant Agreement (Agreement)	Jim Pivarnik
Agreement amendments	Jim Pivarnik
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	Jim Pivarnik execdir@portofsouthwhidbey.com 360.331.5494

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. **[for Acquisition Projects Only]** Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property

acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. **[for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property]** Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.
13. **[for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property]** Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. **[Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant]** Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed \_\_\_\_\_


Title Curt Gordon, Commission, President Date 09/09/2025

On File at: Administrative offices 1804 Scott Rd. Suite 303 Freeland, WA 98249

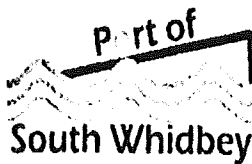
This Applicant Resolution/Authorization was adopted by our organization during the meeting held:  
(Local Governments and Nonprofit Organizations Only):

Location: Freeland, WA Date: 09/09/2025

Washington State Attorney General's Office

Approved as to form  2/13/2020  
Assistant Attorney General Date

**You may reproduce the above language in your own format; however, text may not change.**



**SMALL WORKS CONTRACT**  
**PUBLIC IMPROVEMENTS OR**  
**MAINTENANCE**  
(For contracts less than \$150,000)

**Scope of Work:** The terms, conditions and requirements of this Small Works Contract shall be incorporated into any project a Contractor performs under the Small Work Roster. When or if the Port decides to award a contract to a listed Contractor through the Small Works Roster, it shall prepare a Request for Quotation or a purchase order which shall describe in detail the improvement or maintenance to be performed. The Contractor will not begin work until a signed and dated purchase order or Notice to Proceed has been received from the Port's Authorized Representative. Details of this contract are:

- a. Project Name: Malone Building Drainage
- b. Contract Number: 2025 - 04
- c. Estimated Contract Amount (includes sales tax): \$49,956.04
- d. Estimated Project Start Date: 09/15/2025
- e. Estimated Project Completion Date: 09/30/2025

**Contractor's Obligation:** The Contractor agrees that for each public improvement and/or building maintenance project that is awarded through the Small Works Roster, it will furnish all materials, labor, tools, machinery, and implements of every description necessary for completing such work. All work shall be done in accordance with the Contract Documents and in accordance with all state, federal and local laws and regulations. The Contractor agrees to do the work and furnish the materials in a most substantial and workmanlike manner according to the Contract Documents and within the time limits stated in the Contract Documents.

In order to become an approved Small Works Contractor and in accordance with Revised Code of Washington (RCW) 39.04.350 the contractor must meet the following bidder responsibility criteria to be considered a responsible bidder. The contractor may be required to provide the Port documentation demonstrating compliance with the criteria. The contractor must:

- a. Have a current certificate of registration as a contractor in compliance with chapter 18.27 RCW, which must have been in effect at the time of bid submittal;
- b. Before award of contract, have a current Washington Unified Business Identifier (UBI) number;
- c. Before award of contract, if applicable:
  - i. Have Industrial Insurance (workers' compensation) coverage for the bidder's employees working in Washington, as required in Title 51 RCW;
  - ii. Have a Washington Employment Security Department number, as required in Title 50 RCW;
  - iii. Have a Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW;
- d. At the time of award of contract, not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3).
- e. Until December 31, 2013, not have violated more than one time the off-site, prefabricated, non-standard, project specific items reporting requirements of RCW 39.04.370.
- f. Supplemental responsible bidder criteria, if applicable.

Pursuant to RCW 39.06.020, the contractor who is awarded the contract must verify responsibility criteria in accordance with RCW 39.04.350(1) and as listed in a) – d) above for each first tier subcontractor, and a subcontractor of any tier that hires other subcontractors must verify responsibility criteria for each of its subcontractors. Verification shall include that each subcontractor, at the time of



## SMALL WORKS CONTRACT

subcontract execution, meets the responsibility listed in a) – d) above and possesses an electrical contractor license, if required by chapter 19.28 RCW, or an elevator contractor license, if required by chapter 70.87 RCW. This verification requirement, as well as the responsibility criteria, must be included in the project contract and in each subcontract of every tier.

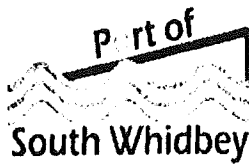
**Port's Obligation:** In consideration of the promises and agreements of the Contractor as set forth herein, and in consideration of the faithful performance and furnishing of the work and materials required by this Contract to the satisfaction of the Port, the Port agrees to pay the Contractor in the manner and in the times provided in the Contract Documents and in accordance with the policies of the Port of South Whidbey and the laws of the State of Washington. The amount finally to be paid is, however, variable upon the amount of work done and/or materials furnished pursuant to unit prices, if any, fixed in the Contractor's Proposal or as modified by any or all approved change orders.

**Insurance:** The Contractor agrees to the following requirements relating to insurance coverage and shall provide appropriate insurance certificates and endorsements to the Port. Said certificate must be provided on a standard "ACORD" form, or its equivalent, and must provide that coverage shall not be canceled or modified without 30 days prior written notice to the Port of South Whidbey. In the event project specific insurance requirements apply, Port of South Whidbey will request proof of coverage prior to issuance of Notice to Proceed. In addition, all policies shall be issued by an insurance company licensed to do business in the State of Washington. Minimum required insurance coverage is as follows:

- A policy of Commercial General Liability Insurance, including:
  - \$1,000,000 Each Occurrence
  - \$1,000,000 Personal and ADV Injury
  - \$1,000,000 Products & Completed Operations Aggregate
  - \$2,000,000 General Aggregate
- Washington Stop Gap (this must be indicated on the certificate)/Employers' Liability:
  - \$1,000,000 Each Accident
  - \$1,000,000 Disease – Each Employee
  - \$1,000,000 Disease – Policy Limit
- Auto Liability Coverage:
  - \$1,000,000 Combined Single Limit
- Port of South Whidbey named as an Additional Insured including applicable endorsements (this must be indicated on the certificate).
- Waiver of any rights of subrogation including applicable endorsements
- Port of South Whidbey shall be named as Certificate Holder.

**Worker's Compensation:** The Contractor shall comply with the Washington State Department of Labor and Industries, Industrial Insurance program, for all of its employees who are required to be so covered by the laws of the State of Washington and in case any work is subcontracted, the Contractor shall require the subcontractor to provide worker's compensation insurance for all of its employees unless or to the extent that such employees are covered by the protection provided by the Contractor.

**Employment Security:** The Contractor shall comply with all employment security laws of the State of Washington, and shall timely make all required payments in connection therewith.



## SMALL WORKS CONTRACT

**Contractor's Bond:** On contracts for projects of \$150,000 or less, the Port may accept a Performance and Payment Bond in the full amount of the Contract price, from an individual surety or sureties authorized to do business in the State of Washington as surety; or, at the option of the Contractor, the Port may, in lieu of requiring a Performance and Payment Bond, retain 10% of the contract amount for a period of 30 days after final acceptance or until receipt of all necessary releases from the Washington State Employment Security Department, the Washington State Department of Labor and Industries and the Washington State Department of Revenue. In accordance with Chapter 39.04.155(3), for limited public works projects less than \$50,000, the Port may waive the payment and performance bond requirements of Chapter 39.08 RCW and the retainage requirements of Chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, material persons, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project, however the Port shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

- a. Contractor opts to provide a Performance and Payment Bond: \_\_\_\_\_
- b. Contractor opts for 10% retainage in lieu of Performance and Payment Bond: \_\_\_\_\_
- c. For contracts less than \$50,000, the Port opts to waive bond and retainage: XX

**Payment of Suppliers:** The Contractor agrees to pay in a timely manner all suppliers of labor, materials, and equipment utilized in operations under the Contract.

**Hours of Work:** The Contractor agrees that all persons employed by it and by any of its subcontractors in work done pursuant to this Contract shall not be employed in excess of eight hours in any one day, except as in accordance with Chapter 49.28 RCW.

**Payment of Labor:** The Contractor agrees that all laborers, workers, or mechanics employed by it or by any subcontractor in the work of this Contract will be paid not less than the prevailing rate of wage for an hour's work in accordance with the provisions of Chapter 39.12 RCW and all such rules and regulations as may be promulgated thereto by the Washington Department of Labor and Industries. Contractor, and any subcontractor if applicable, must file a "Statement of Intent to Pay Prevailing Wages" in accordance with provisions of Chapter 39.12.040 RCW with Washington State Department of Labor and Industries immediately after contract award and before work begins, if possible. The Prevailing Wage Rates for Public Works Contracts for Island County can be accessed on the Washington State Dept of Labor and Industries website.

In case any dispute arises as to what the prevailing rate of wage for work of a similar nature are and such dispute cannot be adjusted by the parties involved, the matter shall be referred to the Director of the Department of Labor and Industries of the State of Washington for arbitration and the director's decision therein shall be final and conclusive and binding on all parties involved in the dispute.

The Contractor and its subcontractors may be required to submit weekly/bi-weekly Certified Payrolls to the Port of South Whidbey upon request. The Contractor and its subcontractors are required to keep Certified Payrolls on file for a minimum of four (4) years.

**Payment:** Invoices will be paid thirty (30) days after the Port's receipt and acceptance of the materials or work, provided that all required forms have been submitted. Payment periods will be computed



## SMALL WORKS CONTRACT

from the acceptance of all work, or the date of receipt of a correct invoice, whichever date is later. This section is not intended to restrict partial payments that are specified in the Contract documents. No payment shall be due prior to the Port's receipt and acceptance of the items identified in the invoice thereof.

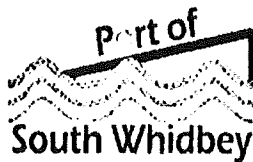
Notwithstanding the provisions above, the Port reserves the right to refuse payment, in whole or in part, until such time as the Port is satisfied that the Contractor and its subcontractors have satisfied all claims and requirements of the Washington State Department of Revenue, Washington State Department of Labor and Industries and Washington State Department of Employment Security, as well as all claims of suppliers of labor, materials, or equipment.

For projects in excess of \$50,000, and up to \$150,000, there will be reserved and retained from monies earned by the Contractor on estimates during the progress of the improvements of work, a sum equal to ten (10) percent of all such estimates (for retainage in lieu of bond). Said retained amount shall be held in trust in accordance with the Specifications and RCW 60.28. Every person performing labor or furnishing supplies toward the completion of said improvement of work shall have a lien upon said monies so reserved. Payment of the retained percentage shall be withheld for a period of 30 days following the final completion and acceptance of all Contract work by the Port, and shall be paid the Contractor at the expiration of 60 days per RCW 39.12, subject to any claims filed in accordance with law and receipt of the submission of all required payrolls and affidavits, and releases or certificates have been obtained from the Washington State Department of Labor & Industries, Washington State Department of Employment Security and from the Washington State Department of Revenue.

**Indemnification:** Contractor agrees to indemnify, defend, save and hold harmless the Port, its officials, employees and agents from any and all liability, demands, claims, causes of action, suits or judgments, including costs, attorney fees and expenses incurred in connection therewith, or whatsoever kind or nature (including patent infringement or copyright claims) arising out of, or in connection with, or incident to, the performance of services pursuant to this Agreement. This indemnity and hold harmless shall include any claim made against the Port by an employee of Contractor or subcontractor or agent even if Contractor is thus otherwise immune from liability pursuant to the workers' compensation statute, Title 51 RCW, except to the extent that such liability arises from the sole negligence of the Port. Contractor specifically acknowledges that the provisions contained herein have been mutually negotiated by the parties and it is the intent of the parties that Contractor provide the broadest scope of indemnity permitted by RCW 4.24.115. Contractor is an independent contractor and responsible for the safety of its employees.

**Governing Law:** This Contract shall be deemed to have been executed and delivered within the State of Washington, and the rights and obligations of the parties hereunder shall be construed and enforced in accordance with, and governed by, the laws of the State of Washington without regard to the principles of conflict of laws. Any action or suit brought in connection with this Agreement shall be brought in the Superior Court of Island County, Washington.

**Dispute/Claims Resolution:** The Contractor and the Port mutually agree that if a dispute/claim arises between the Parties, the Parties shall attempt to resolve the dispute/claim in good faith through nonbinding arbitration. Disputes/claims not resolved by a nonbinding arbitration processes, shall be resolved through litigation unless the parties mutually agree in writing to resolve the claim through binding



## SMALL WORKS CONTRACT

arbitration.

**Ownership of Records and Documents – Public Disclosure:** All materials, writings and products produced by the Contractor in the course of performing this Contract shall immediately become the property of the Port. In consideration of the compensation provided for by this Contract, the Contractor hereby further assigns all copyright interests in such materials, writings and products to the Port. A copy may be retained by the Contractor. In the event the Port receives a public record request for such materials, writings or products the Port may, in its discretion, notify the Contractor of such request and withhold disclosure of such information for not less than five (5) business days to permit the Contractor to seek judicial protection of such information, provided that the Contractor shall be responsible for attorney fees and costs in such action and shall save and hold harmless the Port from any costs, attorney fees, or penalty assessment under RCW 42.56.

**Assignment:** This Agreement is binding on each party, its successors, assigns, and legal representatives and may not, under any circumstances, be assigned or transferred by either party without express written authorization.

**Contract Documents Order:** In case of conflict, the precedence of the following documents in controlling the work shall be:

- a. Addenda,
- b. Request for Quotation,
- c. Special Provisions,
- d. Contract Plans,
- e. Small Works Contract,
- f. Permits from Outside Agencies,
- g. Amendments to the Standard Specifications,
- h. Standard Plans

Approved change orders, force accounts, and approved revisions to the drawings and specifications will take precedence over Contract Documents.

**Changes:** The Port may request change orders after commencement of the project. Such requests shall be made directly to the Contractor, or to a lead person identified by the Contractor, and not to subcontractors. Change orders will be in writing and acknowledged via signature by both the Contractor and the Port to avoid misunderstandings over cost or scope of change order. The change order shall state the effect of the change order upon the contract cost and completion date.

**Site Security:** While on Port premises, Contractor, its agents, employees, or subcontractors shall conform in all respects with physical, fire, or other security regulations.

**Equal Opportunity:** The Port is an Equal Opportunity Employer and does not discriminate against any person, firm partnership, or organization as it pertains to race, color, religion, sex, age, national origin, marital status, sexual orientation, medical condition, physical handicap or disability. Any person, firm, partnership, or organization contracting with or doing business with the Port shall be in conformity with the Port's policy on non-discrimination.

**Termination for Convenience:** The Port, at its sole discretion, may terminate this contract for





## SMALL WORKS CONTRACT

convenience at any time for any reason deemed appropriate. Termination is effective immediately upon notice of termination given by the Port.

***By signing this contract, I certify that I am an authorized signatory for the Contractor and acknowledge and agree to the terms and conditions of this contract.***

Accepted By: 

Printed Name: Tyler Morley

Title: Owner

Date: 08/26/2025

Company Name: Morley & Son's Construction LLC

UBI Number: 604-775-042

WA State Contractor Lic Num: CC-MORLESC796NR

WA State Empl Sec Acct Num: \_\_\_\_\_  
(Please note if exempt)

Authorized By: \_\_\_\_\_

Printed Name: Rich Huebner

Title: Interim Executive Director

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



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

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## August Harbormaster Report

Day Stops: 272  
Overnight: 362  
Reciprocal: 10

### ***Guest service***

August continued to keep us quite busy on the docks. We continued to be at capacity on the weekends. We ended the month with a busy Labor Day weekend.

### ***Maintenance***

We had a water leak by the dinghy dock, below the water line. It has been repaired. We are not sure how long it was leaking. I do not believe more than one night. Our shower token machines were damaged by misuse. We have replaced the coin drop mechanism in both machines. All of the anodes have been installed. Phil has tested the system and reported that it is already polarized and protecting! Phil plans to give us a technical report of the new system in a few weeks. Daily maintenance continues as time allows.

Kathy Myers  
Harbormaster



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## **Maintenance and Operations**

### **Report**

**August 2025**

Attempting to wrap up some projects before the weather changes, but a nasty cold or flu hit Christian and I hard, at the end of the month.

Christian has been working on repainting much of Clinton Beach Park. He used a block sealer on top of the outdoor shower wall, and then repainted the wall. This hid much of the discoloration and should keep it looking better longer. In the bathrooms he added a dark green paint to the wall. The clear fir and stainless fixtures really stand out with the addition of color on the walls. Also added graffiti resistant paint to the picnic shelter wall. He is still working on the middle posts, but needed to restock on paint. This paint won't prevent graffiti, but it is purported to clean up easier.

Planning to remove floats just after the Coho Derby in Everett late September. Christian will be taking time off, as they welcome a new addition to their family, so we need to have his help before the due date. With cooperation from the weather, plan is to remove Bush Point floats on September 26<sup>th</sup> and Possessions on October 7<sup>th</sup>

Pat Kisch  
M&O Supervisor