

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

Held at Freeland Library Meeting Room, 5495 Harbor Avenue, Freeland WA 98249  
With virtual access via Zoom Meeting Service  
Tuesday, July 8, 2025 at 4:00 p.m.

**AGENDA**

Join Zoom Meeting

<https://us02web.zoom.us/j/84592196378>

Meeting ID: 845 9219 6378

One tap mobile

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Dial by your location

• +1 253 215 8782 US (Tacoma)

• +1 253 205 0468 US

Meeting ID: 845 9219 6378

Find your local number: <https://us02web.zoom.us/j/84592196378>

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

REGULAR MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE

COMMISSIONER ACTIONS

**Consent Agenda:** Approval of July Vouchers in the amount of **\$155,219.65**

*PUBLIC COMMENT – This is time set aside for members of the public to speak to the Board regarding any subjects of concern/interest, including items on the agenda. The Board will take all information under advisement, but generally will not take any action unless it is emergent in nature. To ensure your comments are recorded, please state your name and city of residence. Please limit comments to 5 minutes.*

EXECUTIVE DIRECTOR REPORT

**Financial Update and May 2025 Financial Statement**

**Fairgrounds**

Capital Projects – Update

Workforce Housing Feasibility Study

**South Whidbey Harbor**

**Clinton Dock**

STATUS REPORTS

**Fairgrounds**

- Fairgrounds Director Report

**Port Operations**

- Maintenance & Operations Supervisor Report

**South Whidbey Harbor**

- Harbormaster Report

#### ACTIVITIES/INVOLVEMENT REPORTS

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

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

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

#### EXECUTIVE SESSION

#### UNFINISHED BUSINESS

**Interim Executive Director Employment Agreements**

#### NEW BUSINESS

**Resolution No. 25-03 Port Waiver of Daily Deposits**

**Resolution No. 25-04 Approval of Establishment of a Full Time Fairgrounds Maintenance Technician position**

**Resolution No. 25-05 Approval of Establishment of a New Deposit Account with Heritage Bank**

#### ADJOURNMENT

## 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.

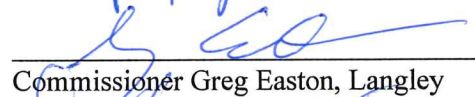
**Resolution No. 25-05 Approval of Establishment of a New Deposit Account with Heritage Bank:** Upon approval, the Port will be able to open a bank account for RoverPass to electronically transfer all fees associated with Fairgrounds campsite reservations that will automatically sweep to the Port's General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

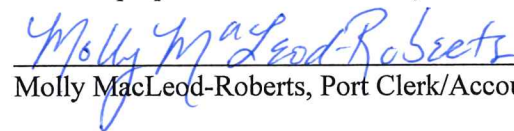
Approved:

  
Commissioner Jack Ng, Freeland

  
Commissioner Greg Easton, Langley

  
Commissioner Curt Gordon, Clinton

Minutes prepared and submitted by:

  
Molly MacLeod-Roberts, Port Clerk/Accountant

**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.