

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

Held at Freeland Library Meeting Room, 5495 Harbor Avenue, Freeland WA 98249
With virtual access via Zoom Meeting Service
Monday, August 11, 2025 at 4:00 p.m.

AGENDA

Join Zoom Meeting

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Find your local number: <https://us02web.zoom.us/u/kcg5oUIs4L>

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

SPECIAL MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE (4:00 p.m.)

COMMISSIONER ACTIONS

Consent Agenda: Approval of August Vouchers in the amount of \$122,372.20 and Minutes from the following meetings:

- May 12, 2025 Special Meeting
- May 29, 2025 Special Meeting
- June 6, 2025 Special Meeting
- June 10, 2025 Regular Meeting

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

PRESENTATION – Presentation by Tammy Binschus, Senior Project Manager, and project team members from the Washington State Department of Transportation (WSDOT) regarding Washington State Ferries Clinton Electrification Project.

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 June 2025 Financial Statement

Preliminary 2026 Budget

Consultant Agreement – Jim Pivarnik/CP Communications

Resolution No. 25-06 Appointing Auditing Officers for the Port of South Whidbey

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 100th 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 18th 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.

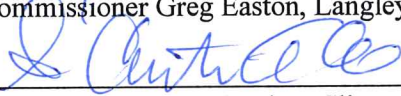
Approved:



Commissioner Jack Ng, Freeland

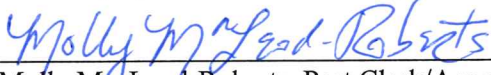


Commissioner Greg Easton, Langley



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.

Resolution No. 25-07 Appointing Investment Officers for the Port of South Whidbey

Resolution No. 25-08 Rescinding Resolution No. 25-01 and Authorizing Establishment of New Direct Deposit Account with Heritage Bank

Resolution No. 25-09 Rescinding Resolution No. 25-05 and Authorizing Establishment of New Deposit Account with Heritage Bank

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

ADJOURNMENT