

**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, October 14, 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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• +1 253 205 0468 US

Meeting ID: 845 9219 6378

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

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

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

**COMMISSIONER ACTIONS**

**Resolution No. 25-11: Appointing Executive Director Jim Pivarnik as Investment Officer**

**Resolution No. 25-12: Appointing Executive Director Jim Pivarnik as Auditing Officer**

**Consent Agenda:** Approval of October Vouchers in the amount of \$107,077.24 and Minutes from the Regular Meeting of September 9 and the Special Meeting of September 11, 2025

*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 August 2025 Financial Statement**

**2026 Draft Budget**

**Freeland Chamber of Commerce event sponsorship**

**Washington State Ferries MOU**

**Maintenance Items**

**Yacht Club flag raising event**

**STATUS REPORTS**

**Fairgrounds**

- Fairgrounds Director 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

**PORT DISTRICT OF SOUTH WHIDBEY ISLAND**

Minutes of the Regular Meeting

October 14, 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:** Jim Pivarnik (Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant),  
Amanda Ellis (Fairgrounds Director),

**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 Regular Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, October 14, 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.

**COMMISSIONER ACTIONS**

**Resolution No. 25-11: Appointing Executive Director Jim Pivarnik as Investment Officer**

**ACTION:** Motion made by Commissioner Jack Ng and seconded by Commissioner Curt Gordon to approve Resolution No. 25-11 as presented. Motion passed unanimously.

**Resolution No. 25-12: Appointing Executive Director Jim Pivarnik as Auditing Officer**

**ACTION:** Motion made by Ng and seconded by Gordon to approve Resolution No. 25-12 as presented. Motion passed unanimously.

**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 Ng and seconded by Gordon to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated October 2025 as signed today in the amount of 107,077.24, and Minutes from the Regular Meeting of September 9 and the Special Meeting of September 11, 2025. Motion passed unanimously.

**PUBLIC COMMENT**

**Mike Gallion** commended Fairgrounds Marketing & Events Coordinator David Stern for the videos and photos posted on social media during the Whidbey Island Fair.

**EXECUTIVE DIRECTOR REPORT**

**Financial Update and August 2025 Financial Statement:** The Commission acknowledged receipt of the August 2025 Financial Statement, the Preliminary Profit & Loss for September 2025, and the performance graphs which were distributed to them previously. Executive Director Jim Pivarnik said the Port is on track with the budget for the year.

**2026 Draft Budget:** Pivarnik provided the Commissioners with the draft budget to review prior to the Public Hearing in November. Following the Workshop on September 30<sup>th</sup>, he reduced employee wage increases from 5% to 3%, and allocate \$20,000 for merit increases. Pivarnik also increased the budget for election expenses and inserted \$10,000 for the State's 3-year audit in 2026. The General Fund balance at 12/31/25 is

projected at \$346,000. The Bond Fund will be zeroed out at the end of the year. Ending cash balance at 8/31/25 was \$454,932, consisting of \$414,716 in the General Fund and \$40,216 in the Bond Fund.

**Freeland Chamber of Commerce event sponsorship:** The Chamber and Callahan's Firehouse Glass Studio have asked the Port to be the primary sponsor in the new Sea Float Scramble Event. The Commission opted not to contribute as they would have to open up the sponsorship process to all other groups. The Port will consider including Tourism Development Sponsorships in the 2027 Budget.

**Washington State Ferries MOU:** Tammy Binschus from WSF has provided a draft Memorandum of Understanding for their ferry dock electrification project for review. The Commissioners will provide their feedback next month.

**Maintenance Items:** Maintenance & Operations Supervisor Pat Kisch is no longer employed by the Port. Maintenance Tech Christian Tomisser will become the Maintenance Manager in November, and a job opening will be posted for his replacement as Maintenance Tech. Fairgrounds Director Amanda Ellis and Pivarnik agreed to merge maintenance into one entity, so there won't be a Fairgrounds specific maintenance person. There will eventually be a 3-person maintenance team under Admin for all maintenance activities throughout the Port.

The floats at **Bush Pt** and **Possession Beach Waterfront Park** have been removed for the season.

**South Whidbey Yacht Club flag raising event:** Pivarnik and Easton reported it was an excellent event, as the Club raised the burgee at their homeport of South Whidbey Harbor.

#### STATUS REPORTS

**Fairgrounds:** Fairgrounds Director Amanda Ellis presented her September report. Staff is in the process of renewing permits for the commercial kitchens. For the **Campground**, she believes RoverPass has deposited just over \$17,000 (August & September revenue) to the Port's account. She and Fairgrounds Marketing & Events Coordinator David Stern submitted a LTAC (hotel/motel tax fund) Grant Application for \$5,000. They were awarded \$1,200 that will be used for updating marketing materials to include campground information for booking purposes. Ellis also submitted a WSDA Application for \$63,000 from Agricultural Capital Improvement Grant Funds for Fairs for the main restroom at the Fairgrounds. Engineering work for the project was already completed and the majority of work can be done in-house by Port's maintenance team. The Fairgrounds is filling a larger role with production of the Christmas Market & Holly Jolly Parade the first weekend of December with the Langley Chamber of Commerce and the Whidbey Island Fair.

#### South Whidbey Harbor

Harbormaster Kathy Myers was absent; Pivarnik presented her report. In September, there were 114 day stops, 218 overnight guests, and 9 reciprocal visitors. Right now, the Harbor is full with winter monthly moorage customers and crabbers. The South Whidbey Yacht Club would like to have a sign at the Harbor designating it as their homeport. Pivarnik noted that the Port also needs signage and will work with the SWYC on the project. Pete Grimlund of the SWYC suggested adding a kiosk and seating at the entrance.

#### ACTIVITIES/INVOLVEMENT REPORTS

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

**COG:** Island County Commissioner Jill Johnson and Island County Sheriff's Office provided a presentation on the need for a new jail.

**IRTPO:** The group scheduled out its block grant funds, including \$1 million for floats for the Clinton Passenger-Only Ferry facility.

**CCC:** Washington State Representative Clyde Shavers attended and reported on his legislative efforts.

**Ng:** Washington Public Ports Association (WPPA) and Port Promotion & Marketing Committee (P&M):  
**WPPA:** The WPPA Small Ports Seminar is October 23-25 in Chelan; Ng, Easton and Pivarnik will attend.  
**P&M:** Ng hopes to schedule a meeting the following week.

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

**MRC:** Presentation on Orcas in Puget Sound.

**WPPA Legislative Committee:** Port Day is scheduled for Friday, February 6<sup>th</sup>. WPPA President Eric ffitch said the legislation to increase the 1% cap on property taxes is off the table. The WSF study identified the Clinton-Everett run as a legislative priority for a Passenger Only Ferry. They also discussed funding sources and will put together a list of priorities for the Annual WPPA Meeting.

**Langley:** The City is going to look into adding workforce housing projects as potential recipients of lodging tax funds.

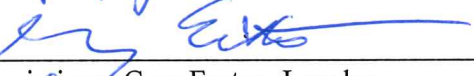
UNFINISHED BUSINESS: None.

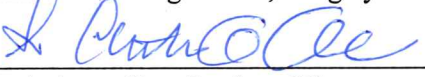
NEW BUSINESS: None.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 4:56 p.m.

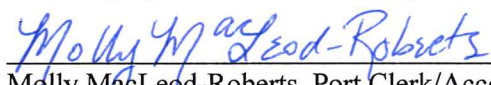
Approved:

  
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Commissioner Jack Ng, Freeland

  
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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.