

# THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND

## PUBLIC HEARING FOR 2026 BUDGET

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## REGULAR MEETING

Held at Freeland Library Meeting Room, 5495 Harbor Avenue, Freeland WA 98249

With virtual access via Zoom Meeting Service

Wednesday, November 12, 2025 at 4:00 p.m.

### AGENDA

Join Zoom Meeting

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

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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

4:00 PM PUBLIC HEARING ON 2026 BUDGET

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REGULAR MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE (immediately following the Public Hearing)

### COMMISSIONER ACTIONS

**Approval of 2026 Budget**

**Resolution No 25-13 to Establish 2026 Levy**

**Consent Agenda:** Approval of November Vouchers in the amount of **\$147,072.20** and Minutes from the Regular Meeting of October 14, 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.*

### PRESENTATION

**David Price - Langley Creative District**

### EXECUTIVE DIRECTOR REPORT

**Financial Update and September 2025 Financial Statement**

**Washington State Ferries – Memorandum of Understanding**

Electrification project at Clinton Ferry Dock

**Small Works Contract with Crux Diving**

Underwater inspection of marina dock mooring chains

## 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

November 12, 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),

**MEETING CALL TO ORDER:** Immediately following the Public Hearing on the 2026 Budget from 4:00-4:07 p.m., the Regular Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, November 12, 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 4:08 p.m.

### COMMISSIONER ACTIONS

#### **Approval of 2026 Final Budget**

**ACTION:** Motion made by Commissioner Jack Ng and seconded by Commissioner Greg Easton to approve the 2026 final budget as presented. Motion passed unanimously.

**Levy Certification and Ordinance/Resolution No. 25-13 to Establish 2026 Levy:** The resolution authorizes an increase of 1% from the previous year's actual levy amount. The dollar amount of the increase over the actual levy amount shall be \$8,795.19.

**ACTION:** Motion made by Easton and seconded by Ng to approve Ordinance/Resolution No. 25-13 as presented, providing authorization for the levy to be collected in the 2026 tax year. Motion passed unanimously.

Executive Director Jim Pivarnik provided his signature as Auditing Officer on the Levy Certification and will deliver all the final signed documents to Island County prior to November 30<sup>th</sup>.

### 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 the Regular Meeting of October 14, 2025

**ACTION:** Motion made by Ng and seconded by Easton to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated November 2025 as signed today in the amount of \$147,072.20, and Minutes from the Regular Meeting of October 14, 2025. Motion passed unanimously.

### PUBLIC COMMENT

**Lane Tyree** said Clinton Beach Park is very messy and offered to help clean as a volunteer. The Commissioners thanked him and accepted his offer. Staff will provide him with the necessary paperwork.

### PRESENTATION

**David Price, Langley Creative District (LCD):** Price, Fairgrounds Director Amanda Ellis and Langley Chamber of Commerce Executive Director Nicole Whittington-Johnson spoke on behalf of the Steering Committee regarding the Burrier Creative Space project at the Fairgrounds. group is interested in a 5-year

work plan The LCD is developing a 5-year Work Plan and would use the Creative Space for art exhibits, workshops, rehearsals, meetings, literary readings and community events. The goal is to make the space affordable and accessible, especially to underrepresented and “immergent” community members. As part of the process, the District would like to make improvements to the space, paying close attention to the historic qualities of the building and its relationship with the Fair Association. The improvements would be primarily funded through ArtsWA capital grants as well as other matching funds and in-kind donations. Improvements include repainting, new lighting, improved ADA accessibility, refinish floors, etc. Whittington-Johnson explained the economic development focus of connecting downtown Langley with upper Langley, Whidbey Island Center for the Arts and the Fairgrounds. If the Port agrees, LCD will be able to apply for an initial grant for the project at the end of the month and a capital grant for building and economic development from ArtsWA in March.

Easton asked if a Memorandum of Understanding between LCD and the Port would be adequate for the grant application. Whittington-Johnson believed it would. The Commission supported the project and directed Pivarnik and Ellis to draft a Memorandum of Understanding and ensure the Fair Association is on board.

#### EXECUTIVE DIRECTOR REPORT

**Financial Update and September 2025 Financial Statement:** The Commission acknowledged receipt of the September 2025 Financial Statement, the Preliminary Profit & Loss for October 2025, and the performance graphs which were distributed to them previously. The Port received approximately \$56,000 in operating, tax, and capital revenue and incurred approximately \$222,000 in operating and capital expenses during September 2025. Ending cash balance at 9/30/25 was \$441,000, consisting of \$250,000 in the General Fund and \$191,000 in the Bond Fund.

**Washington State Ferries MOU:** After reviewing the draft MOU for the dock electrification project submitted last month, Gordon requested two changes: Add language to include another conduit for the Port from the parking lot to the Port’s Passenger Only Ferry project. Add specifics as to where they will be digging and what will be taken out to accommodate the electrical equipment, and address the condition of the stairs. They should also consider rewriting the original agreement for the property.

**Small Works Contract with Crux:** Quotes were solicited to perform the underwater inspection of the mooring chains and floating breakwater at **South Whidbey Harbor** and Crux Diving was the only one to submit a quote for the lump sum of \$8,932. It’s within Pivarnik’s spending authority. Gordon noted the importance of performing the inspections.

**WSDA Application for Capital Improvement Grant Funds:** Ellis wrote a grant application for \$63,000 to repair and update the Fairgrounds’ Main Restroom and \$65,901.51 has been selected funding. Fair Manager Nancy Thelen submitted a grant application to remove the Grandstands and it was awarded \$65,000.

#### STATUS REPORTS

**Fairgrounds:** Fairgrounds Director Amanda Ellis presented her October report. She and Pivarnik are working on 2026 rates and the leasing policy. Ellis explained she is working on a multi-year lease with the Fair Association; Gordon urged caution to ensure the rate isn’t too low. She and Admin/Accounting Support Noriko Sparkman have been creating the system for bookkeeping and reporting for the direct RoverPass payment system. Ellis & Fairgrounds Marketing & Events Coordinator David Stern are working with the Fair Association and the Langley Chamber of Commerce for one combined weekend event that includes the Holly Jolly Parade, the Holiday Market and the Fair’s Country Christmas. Ellis is also applying for a WSDA Food System Infrastructure Grant of \$31,836 to purchase and install commercial dishwashers in both of the commercial kitchens.

#### **South Whidbey Harbor**

Harbormaster Kathy Myers was absent; Pivarnik presented her report. In October, there were 34 day stops, 72 overnight guests, 4 reciprocal visitors and 1 yacht club visit. There are 7 winter full term moorage customers and 16 winter monthly moorage customers. The marina is pretty full. There have been issues

with commercial crabbers about not having an assigned slip for the whole season but Harbor Staff is working to accommodate them.

#### ACTIVITIES/INVOLVEMENT REPORTS

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

**COG:** Absent; no report.

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

**CCC:** The CCC held a debate for the South Whidbey School Board candidates.

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

**WPPA:** Ng, Easton and Pivarnik attended the WPPA Small Ports Seminar October 23-25 in Chelan. All 3 Commissioners and Pivarnik will attend the Annual Meeting November 19-21 in Tacoma.

**P&M:** They discussed the combined holiday event and new signage for the Fairgrounds. They discussed using Facebook and possibly adding Instagram. The World Cup is coming to Seattle and the Port might be able to get a grant to draw tourists here. They also talked about the need to upgrade the Port's website. The P&M Committee will continue to meet quarterly. Easton noted that the Port of Port Townsend at the WPPA meeting showed an insert they had published in their local newspaper promoting their work, and suggest the Port of South Whidbey could do something similar.

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

**MRC:** Island County is looking closely at the make up of the various committees and might limit how many terms individuals can serve, etc.

**WPPA Legislative Committee:** The Committee will present the Legislative Agenda at the upcoming Annual Meeting. They anticipate lean years to get funding.

**Langley:** The City got grant funds to study microgrids for energy facilities and storage at places around the City during power outages. Twelve potential sites have been identified, including the Fairgrounds. It will be narrowed down to four sites where they will install solar panels and batteries, etc. Before year-end, the Council will likely consider a draft update to the Comp Plan and implementing regulations, including change in the Fairgrounds Overlay to allow additional uses.

UNFINISHED BUSINESS: None.

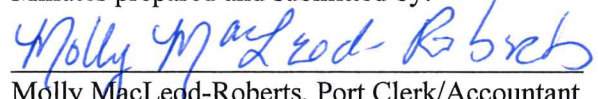
NEW BUSINESS: None.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 5:20 p.m.

Approved:

Minutes prepared and submitted by:

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

  
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.