

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Public Hearing for the 2026 Budget

November 12, 2025

Held in Freeland, Washington
and online via Zoom Meeting Service

Commissioners Present: Greg Easton (Langley), Curt Gordon (Clinton) & Jack Ng (Freeland)

Port Staff Present: Jim Pivarnik (Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant), Amanda Ellis (Fairgrounds Director)

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 Public Hearing for the 2026 Budget of the Port District of South Whidbey Island was convened by the Board of Commissioners on Wednesday, 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) opened the Public Hearing at 4:00 p.m., followed by the Pledge of Allegiance

The previously published 2026 Preliminary Budget was available for the public. Executive Director Jim Pivarnik provided a brief recap and noted income is balanced with cautious expenditures. Projections for Operating Revenue: \$1,479,886 (increase of \$57,000 from 2025) and Operating Expenses: \$1,361,511 (increase of \$93,000 from 2025). Operating Excess at 12/31/26 is \$118,000. Capital Revenue of \$1,409,851 from Workforce Housing and Clinton Passenger-Only Ferry Dock monies, and Capital Expenditures of \$1,437,320, including bond payments.

The projected General Fund Cash Balance at 12/31/25 is \$440,243.

PUBLIC HEARING

Mike Gallion said he was impressed by the work and effort and thanked Port Staff.

No other members of the public spoke in support of or against the 2026 budget.

ADJOURNMENT: The Public Hearing was closed at 4:07 p.m.

Approved:

Minutes prepared and submitted by:

Commissioner Jack Ng, Freeland

Molly MacLeod-Roberts, Port Clerk/Accountant

Commissioner Greg Easton, Langley

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 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 30th.

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 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

Commissioner Greg Easton, Langley

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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Overtime, Compensation and Leave Policies (Amended December 9, 2025)

Categories of Employees

Exempt Employees: The Executive Director is classified as Executive and is an “exempt” full-time position. This position is compensated on a salary basis, not eligible for overtime pay or compensatory time, and are not subject to deduction because of variations in the quantity or quality of the work performed, except as provided in WAC 296-128-532:

1. If the employee performs no work in a particular week, regardless of the circumstances, the employer may deduct for the entire week.
2. When the employee takes at least a whole day off for personal reasons other than sickness or accident, the employer may deduct in full day increments.
3. Deductions for absences due to sickness or disability may be made in full day increments if the deduction is made according to the employer’s bona fide plan, policy or practice of providing paid sick and disability leave (other than industrial accidents or disability).
 - deductions are permitted when either leave is exhausted or the employee has not yet qualified under the plan.
 - deductions are permitted even if an employee receives compensation under that plan or under workers’ compensation laws.
4. When an employee is eligible for the federal Family and Medical Leave Act 29 U.S.C. Sec. 2611 et seq., deductions may be made for partial day absences due to leave taken according to that law and the applicable provisions in chapter [49.78](#) RCW.
5. In the first and final pay period of employment, an employee’s salary may be prorated for the actual days worked.
6. Deductions are allowed for disciplinary absences that are imposed for violations of safety rules of major significance. This includes only those relating to the prevention of serious danger to the facilities, the public, or other employees, such as rules prohibiting smoking around hazardous or other flammable materials.
7. Deductions are allowed when authorized under RCW [49.48.010](#), [49.52.060](#), or WAC [296-126-025](#).

Non-Exempt Employees: Employees classified as “non-exempt” are paid on an hourly basis and are eligible for overtime and/or compensatory time. Overtime hours are those work hours of which an employee is assigned to work in excess of forty (40) hours in the week. Under special circumstances non-exempt employees may be employed on a salary basis.

Full-Time Employees: Full-Time employees are scheduled to work at least forty (40) hours per week on a regular basis (Full-time equivalent (1.0 FTE)).

Part-Time Employees: An employee who is scheduled to work less than forty (40) hours per week; typically, 20-30 hours per week (.5 to .75 FTE); the Caretakers at Possession Beach Waterfront Park are considered part-time employees at less than .5 FTE.

Temporary Employees: An employee employed to meet short-term needs or seasonal workloads. Temporary positions will not exceed employment of six (6) months in any calendar year. Based on Port staffing needs, these positions can convert to full-time, regular employee status, though it must be

Port of South Whidbey Overtime, Compensation and Leave Policies

continuous with no break in employment with the Port in order for their start date to be the date of start as a temporary employee.

Basic Benefits

The following benefits are provided for all Port employees:

1. Social Security Insurance (FICA). All Port employees are covered by law under the Federal Insurance Contribution Act.
2. Industrial Insurance. All Port employees are covered by the State Workers' Compensation Act.
3. Unemployment Compensation. All Port employees are covered for unemployment compensation under the Washington State Employment Security Act. The Port is self-insured for unemployment compensation, and will reimburse the Department for claims paid.

Minimum Compensation

1. It is the policy of the Port that employees in a permanent full-time or permanent part-time position be paid a minimum of \$20.00 per hour (or equivalent for exempt employees).
2. Temporary employees will be paid a competitive hourly market wage, and not less than the minimum wage set by the Washington Department of Labor and Industries.
3. All full-time employees are entitled to receive \$600.00 per month, in addition to their base pay, as a Health Care Stipend. Part-time employees at .75 FTE are entitled to a pro-rated Health Care Stipend corresponding to their FTE.
4. All full-time employees are entitled to receive \$40.00 per month, in addition to their base pay, as a Cell Phone Stipend, for the use of their personal cell phone to conduct Port business. Part-time employees may receive the Cell Phone Stipend (or a pro-rated amount corresponding to their FTE) depending on the requirements of their specific duties.

Paid Holidays

All full-time and permanent part-time employees are eligible for eleven (11) paid holidays per year beginning with the date of hire. (Permanent part-time employees will be paid at a rate equivalent to their normal daily work hours).

The following Washington State holidays are observed:

New Year's Day, January 1
Martin Luther King, Jr. Day, third Monday of January
President's Day, third Monday of February
Memorial Day, last Monday of May
Juneteenth, June 19
Independence Day, July 4
Labor Day, first Monday in September
Veterans Day, November 11
Thanksgiving Day, fourth Thursday in November
Friday following Thanksgiving
Christmas Day, December 25

1. If a full-time employee is required to work on a holiday, they may schedule an alternate day off with pay in the week preceding or three weeks following the holiday.

Port of South Whidbey Overtime, Compensation and Leave Policies

2. If a full-time employee has a regularly scheduled day off on the designated holiday, they may schedule an alternate holiday off as outlined above.
3. For administrative employees scheduled to work normal Port office hours Monday through Friday: if a holiday falls on a Saturday, it will be observed on the Friday before; if a holiday falls on a Sunday, it will be observed on the Monday after.

Overtime Pay

Overtime applies only to those positions that are non-exempt as defined by the state and federal wage and hour laws. Overtime is defined as time worked in excess of forty (40) hours in a work week. Calculation of overtime is based on hours actually worked and the calculation of overtime pay does not rely on other paid time such as holiday, vacation or sick leave. Overtime will be assigned by the employee's supervisor, and will not be worked unless the overtime is approved in advance or an emergency situation exists as determined by any supervisor. Repeated violations of this policy should be noted in the annual appraisal and may affect the award of annual merit increases and other disciplinary measures. When properly approved, overtime work by non-exempt, including temporary, employees will be compensated at the rate of one and one-half times the straight time hourly rate of pay for work performed in excess of forty hours in the work week.

Compensatory Time

Compensatory time off may be approved for non-exempt employees in lieu of overtime pay to compensate the employee for hours worked in excess of forty (40) hours in a work week. Hours worked must be regularly recorded and approved on time sheets.

1. Compensatory time must be at the employee's request and must be agreed to by the employee. Compensatory time is considered a benefit to the employee and the Port may not impose the requirement on any employee who has not made such a request.
2. The compensating time will be calculated at one and a half the rate of the overtime worked. For example, if the employee worked one hour of overtime, the employee would be due 1.5 hours of compensatory time.
3. Employees will be permitted to use compensatory time on the date requested unless doing so would "unduly disrupt" the operations of the Port. Time off taken to utilize compensatory time must be scheduled with the same care as vacation time, in accounting for the needs of the workplace; to make certain that key personnel are not absent at the same time; and, must be scheduled with and approved by the employee's supervisor.
4. Eligible employees may accrue compensatory time up to 240 hours. At the end of the fiscal year, unused compensatory time of 240 hours or less will be carried over to the following year. Compensatory time in excess of 240 hours at the end of the fiscal year will be paid to the employee as of their rate of pay in effect on the last day of the fiscal year. Upon termination of the employee/employer relationship, the balance of accrued compensatory time will be paid in wages at the rate of pay in effect on the last day of employment.

Paid Sick Leave

Sick leave accrues at a rate of one (1) hour for every forty (40) hours worked.

1. Paid sick leave will be used in one-half (1/2) hour increments.
2. All categories of Port employees are eligible to accrue paid sick leave.
3. Sick leave will be paid at normal hourly compensation.
4. Employees are entitled to use accrued paid sick leave beginning on the 90th calendar day after start of employment.

Port of South Whidbey Overtime, Compensation and Leave Policies

5. At the end of the fiscal year, unused paid sick leave of forty (40) hours or less will be carried over to the following year. Paid sick leave in excess of forty (40) hours will be forfeited.
6. Paid sick leave is not paid to employees upon termination of employment, voluntary or otherwise.
7. Paid sick leave may be used for the following:
 - an absence resulting from an employee's mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care;
 - to allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care;
 - when the employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such a reason; and
 - for absences that qualify for leave under the state's Domestic Violence Leave Act (DVLA). For more information, please see [L&I's overview of the DVLA](#).
8. For absences exceeding three days, the Port may require verification that an employee's use of paid sick leave is for an authorized purpose above. If the Port requires verification, verification must be provided to the Port within a reasonable time period during or after the leave (not to exceed fourteen (14) calendar days from the first date of absence).
9. Covered "family member(s)" for the purpose of paid sick leave:
 - a child, including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status;
 - a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;
 - a spouse;
 - a registered domestic partner;
 - a grandparent;
 - a grandchild; or
 - a sibling.

Paid Personal Leave

At the beginning of the fiscal year, full-time employees will be credited with a balance of 48 hours of paid personal leave. Part-time employees at .75 FTE will be credited with a pro-rated balance corresponding to their FTE (36 hours). All other categories of employees are not eligible to receive paid personal leave. New employees will be credited with a pro-rated balance of hours calculated from the first month following their start of employment.

1. Paid personal leave will be used in one-half (1/2) hour increments.
2. Exempt employees must use personal leave (or vacation leave) if away from work for an entire work day (unless due to illness, in which case paid sick leave can be used) to avoid a deduction in pay.
3. Personal leave will be paid at normal hourly compensation
4. Employees are entitled to use accrued personal leave beginning on the 90th calendar day after start of employment.
5. At the end of the fiscal year, unused paid personal leave cannot be carried over to the following year and will be forfeited.

Port of South Whidbey Overtime, Compensation and Leave Policies

6. Paid personal leave is not paid to employees upon termination of employment, voluntary or otherwise.
7. Paid personal leave can be used for the following and may be subject to review and approval by the Executive Director:
 - when an employee is unable to attend work due to unplanned personal or family situations requiring their immediate care and attention.
 - to attend miscellaneous appointments required during working hours (example: plumbing or HVAC home repair appointment)
 - inclement weather conditions (when not directed to stay home by the Executive Director).
 - for any reason authorized for paid sick leave if the employee's sick leave balance is exhausted.
 - for any other reason that may arise that is deemed appropriate by the Executive Director on a case-by-case basis.
8. Where the need to use personal leave is foreseeable, employees should submit written notice of the need for leave to their supervisor at least 10 days in advance of the leave date(s); for unforeseeable personal leave, employees must notify their supervisor immediately of their need to take a personal leave absence.
9. Paid personal leave is intended to be used for paid absences of up to one (1) work day at time. On a case-by-case basis, as determined by the Executive Director, paid personal leave can be used in conjunction with paid sick leave, paid vacation leave, and a leave of absence without pay to cover an extended absence of an employee.

Vacation Leave – Full-time Exempt and Non-Exempt Employees only

Each full-time employee will be provided with vacation time according to the table below. The amount of vacation to which an employee becomes entitled is determined by the employee's length of service as of his or her employment anniversary date.

Years of Service	Vacation Hours Accrued Per Month	Vacation Hours Accrued Per Year
Years 1 – 5	6.666 Hours	80 Hours (2 weeks)
Years 6 – 10	10 Hours	120 Hours (3 weeks)
Years 11 and over	13.333 Hours	160 Hours (4 weeks)

1. Vacations shall be scheduled at times mutually agreed to between the employee and the supervisor within the scheduling requirements of the Port. Vacation requests of two (2) or more days must be submitted by the employees for approval at least two (2) weeks prior to the desired date, and the Port will reply within four (4) working days of the request.
2. Supervisors must encourage employees to take their regular leave, but should arrange vacation schedules to ensure that important Port services are not interrupted.
3. All full-time employees may accrue vacation leave up to 240 hours. At the end of the fiscal year, unused paid vacation leave of 240 hours or less will be carried over to the following year. Vacation leave in excess of 240 hours will be forfeited.
4. Unused accrued paid vacation leave is paid to full-time employees upon separation from employment with the Port after six (6) months of continuous service.

Administrative Leave

On a case-by-case basis, the Port may place an employee on administrative leave with pay for an indefinite period of time.

Port of South Whidbey Overtime, Compensation and Leave Policies

1. Administrative leave may be used in the best interests of the Port, as determined by the Executive Director, during the pendency of an investigation or other administrative proceeding.
2. In the event of severe weather, natural disasters or other reason determined appropriate by the Executive Director, employees may be ordered not to report to work for their own safety. In these circumstances, affected employees are entitled to paid administrative leave for any time they would have otherwise been at work.

Bereavement Leave

Employees who have thirty days or more of continuous service, and who have suffered the loss by death of a member of their immediate family, may take three days of special paid leave at normal pay and additional leave from accrued paid sick leave, vacation leave or personal leave at the discretion of the Executive Director. Use of paid sick leave can be recommended by the employee's supervisor if the employee's mental condition, resulting from the death of a member of the immediate family, does not permit the employee to return to work. For the purposes of this policy, immediate family is defined as the employee's spouse, spousal equivalent, daughter, step-daughter, son, step-son, mother, father, sister, brother, step-parent, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, niece, nephew, uncle, aunt, grandchildren, and grandparents.

Leave of Absence without Pay

This policy covers leaves of absence not related to medical leave. Leaves of absence may be granted where valid reasons exist and with prior approval of the employee's supervisor and the Executive Director. Employees have the responsibility to request leave in writing, and to include the reason and the length of time desired.

1. All other types of approved leave: vacation, floating holiday, personal, and compensatory time (if applicable) must be used prior to the beginning of a leave of absence without pay.
2. Employees on leave must notify their supervisor of their intention to return to work at least two weeks before the end of an approved leave. Employees will be considered to have voluntarily resigned if no notice is received by that date. Exceptions may be made with the approval of the Executive Director for extenuating circumstances.
3. If it is practical to return the employee to the same job, the Port will do so. If this is not practical, employees returning on time from approved leave will be considered for the first position for which they are fully qualified within a reasonable period of time.
4. Unpaid leaves of absence may not exceed one month unless it is at the convenience of the Port. An employee on an unpaid leave of absence may not accrue additional continuous service time but will not lose accrual credits built up to the beginning of the leave.



Executive Director Report
Regular Meeting
December 9, 2025

Financial Reporting – October 2025

We have received approximately \$345,500 in operating, tax and capital revenue; and, incurred approximately \$107,626 in operating & capital expenses in September 2023. End of month cash balance for October is \$487,907 in our General Operating Account and \$191,139 in our Bond Account.

Leasing Policy

As we look into the future it is important that we have a current policy that addresses how we execute leases and the proper documentation needed for all of our leases and use agreements. Staff has developed a draft leasing policy for the Commissions consideration.

Proposed Fairgrounds Commercial Rental rates

It has been some time since rental rates at the Fairgrounds have been adjusted to market rates. As part of our new leasing policy, we will be conducting rate surveys in and around Island County to establish a base line. After looking at current rate at the Fairgrounds it is notable that we are currently well below market rate. Staff would propose that we do an across-the-board 10 percent increase starting January 1st. We have prepared a graph to show current rates, proposed rates, and cost per square foot amounts. After that time, we can assess any future increases.

Crux Diving Report

Crux Diving has performed the inspection of the moorings at the Harbor's outer docks. The report was positive but had several maintenance items that they believe should be taken care of. A full report should be available in the coming weeks and I will distribute a copy for the Commissioners review.



Executive Director Report
Regular Meeting
December 9, 2025

AED MOUs with Rotary Club Whidbey Westside

The Port has been partnering with The Rotary Club to place public AED (automated external defibrillators) at select Port facilities. The unit at the Harbor has been installed already (see attached photo) additional units are slated for Possession and Bush Point. The only cost to the Port is minimal power for the units to charge.

Island County RCEDF Grant Extension

Both of the Port's RCEDF grants are due to expire on December 31, 2025. The 2018 Fairgrounds Development Grant will be closed out at that time because it was deemed that the additional projects that the grant identified were either completed or would not be able to be completed with available resources.

I have formally asked the County to extend the 2022 Workforce Housing grant for two additional years so that more work and partnerships could be developed. At this time, I have not heard if the extension has been granted.

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

STATEMENT OF RECEIPTS AND DISBURSEMENTS ARISING FROM CASH TRANSACTIONS

October 2025

November 18, 2025



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Board of Commissioners
Port of South Whidbey Island
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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 October 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 December 31, 2025, has not been compiled or examined by a certified public accountant.

Jim Pivarnik
Executive Director
Port District of South Whidbey Island

NOVEMBER 18, 2025

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

	<u>Budget</u>	<u>Oct 25</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Ordinary Income/Expense				
Income				
Fairgrounds Revenue	195,400	24,635	139,718	(55,682)
Harbor Revenue	246,270	20,317	195,275	(50,995)
Humphrey Road Revenue	52,500	6,417	58,009	5,509
Interest Income	9,000	546	9,424	424
Miscellaneous Income	1,000	0	212	(788)
Possession Park Revenue	7,810	1,590	6,747	(1,063)
Property Tax Income	910,000	292,085	820,159	(89,841)
Timber, L/H, Comp Tax Income	1,000	0	523	(477)
Total Income	<u>1,422,980</u>	<u>345,589</u>	<u>1,230,068</u>	<u>(192,912)</u>
Gross Income	1,422,980	345,589	1,230,068	(192,912)
Expense				
Administration	683,760	63,673	605,947	(77,813)
Bush Point Operations	11,700	2,850	9,917	(1,783)
Clinton Beach Operations	11,900	931	6,812	(5,088)
Fairgrounds Operations	241,600	22,310	241,596	(4)
Humphrey Rd Parking Lot Ops	12,410	1,424	10,949	(1,461)
Possession Beach Park Ops	32,500	2,731	45,620	13,120
South Whidbey Harbor Ops	239,600	13,707	189,598	(50,002)
Total Expense	<u>1,233,470</u>	<u>107,626</u>	<u>1,110,438</u>	<u>(123,032)</u>
Net Ordinary Income	189,510	237,963	119,630	(69,880)
Other Income/Expense				
Other Income				
Capital Revenue				
Bond Interest				
2018A Bond Interest Income	6,000	269	3,193	(2,807)
2018B Bond Interest Income	6,000	269	3,193	(2,807)
Total Bond Interest	<u>12,000</u>	<u>538</u>	<u>6,386</u>	<u>(5,614)</u>
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	<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	0	35,730	(964,270)
Total Capital Revenue	<u>1,322,750</u>	<u>538</u>	<u>155,337</u>	<u>(1,167,413)</u>
Total Other Income	1,322,750	538	155,337	(1,167,413)

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

	<u>Budget</u>	<u>Oct 25</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Other Expense				
Capital Expenditures				
2012 LTGO Bond	64,600	0	7,825	(56,775)
2016 LTGO Bond	15,550	0	15,368	(183)
2018A LTGO Bond	20,950	0	8,498	(12,453)
2018B LTGO Bond (Taxable)	24,120	0	10,086	(14,034)
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	0	12,490	(987,510)
Fairgrounds - Cap Improvements	200,000	0	424,479	224,479
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	913	20,879	(19,121)
SWH Capital Improvements	20,000	0	5,855	(14,145)
Total Capital Expenditures	<u>1,554,220</u>	<u>913</u>	<u>505,742</u>	<u>(1,048,478)</u>
Total Other Expense	<u>1,554,220</u>	<u>913</u>	<u>505,742</u>	<u>(1,048,478)</u>
Net Other Income	<u>(231,470)</u>	<u>(375)</u>	<u>(350,405)</u>	<u>(118,935)</u>
Net Income	<u><u>(41,960)</u></u>	<u><u>237,589</u></u>	<u><u>(230,776)</u></u>	<u><u>(188,816)</u></u>

Port of South Whidbey
Administrative and Capital
Statement of Revenue Collected and Expenses Paid
For the Year to Date Period Ending October 31, 2025

	<u>Budget</u>	<u>Oct 25</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Ordinary Income/Expense				
Income				
Interest Income	9,000	546	9,424	424
Miscellaneous Income	1,000	0	212	(788)
Property Tax Income	910,000	292,085	820,159	(89,841)
Timber, L/H, Comp Tax Income	1,000	0	523	(477)
Total Income	<u>921,000</u>	<u>292,631</u>	<u>830,318</u>	<u>(90,682)</u>
Gross Income	921,000	292,631	830,318	(90,682)
Expense				
Administration				
Admin/Accounting Wages	39,800	4,055	34,101	(5,699)
Administrative Payroll Taxes	22,000	2,846	25,720	3,720
Commissioners' Salaries	12,960	1,080	10,800	(2,160)
Compensation Reserve	22,000	0	5,043	(16,957)
Consultant Services	20,000	4,431	20,575	575
County Service Fees	100	0	0	(100)
Dues & Memberships	3,000	0	3,017	17
Election Costs	11,000	0	0	(11,000)
Employee Fringe Benefits	27,000	2,550	27,900	900
Employee IRA Matching	7,000	535	6,698	(302)
Executive Director Salary	93,000	4,375	73,226	(19,774)
FMLA & CARES Payroll Taxes	4,000	2,095	6,596	2,596
Insurance (Port-wide)	115,000	0	104,653	(10,347)
Labor & Industries Taxes	22,000	7,517	23,647	1,647
Legal Fees	4,000	390	1,650	(2,350)
Legal Notices/Classified Ads	500	0	2,621	2,121
Maint & Ops Supervisor Wages	65,800	14,672	67,548	1,748
Maintenance Tech Wages	50,000	4,260	40,275	(9,725)
Marketing - General	4,000	0	2,440	(1,560)
Meetings & Education incl WPPA	5,000	0	4,389	(611)
Merchant Fees	7,000	1,040	7,692	692
Misc Expenses & Taxes	2,000	11	1,687	(313)
Ofc. Equip Lease, Purch, Repair	4,000	0	5,185	1,185
Office & Facilities Supplies	3,000	248	3,255	255
Office Telephone & Staff Mobile	7,600	650	6,468	(1,132)
Payroll Taxes - Commissioners	2,000	267	2,119	119
Per Diem - Commissioners				
Per Diem - Easton	5,600	805	6,118	518
Per Diem - Gordon	5,600	1,127	6,118	518
Per Diem - Ng	5,600	483	4,669	(931)
Total Per Diem - Commissioners	<u>16,800</u>	<u>2,415</u>	<u>16,905</u>	<u>105</u>
Port Clerk/Accountant Wages	70,000	7,188	65,146	(4,854)
Port Office Rental	30,000	2,500	25,000	(5,000)

Port of South Whidbey
Administrative and Capital
Statement of Revenue Collected and Expenses Paid
For the Year to Date Period Ending October 31, 2025

	Budget	Oct 25	Year To Date	Budget Variance
Port Vehicles' Expense	4,000	249	4,017	17
Promotional Hosting	500	0	176	(324)
Publications & Subscriptions	200	0	80	(120)
Travel Exp - Commissioners				
Travel Expense - Easton	1,500	32	458	(1,042)
Travel Expense - Gordon	1,500	70	1,103	(397)
Travel Expense - Ng	1,500	0	2,055	555
Total Travel Exp - Commissioners	4,500	102	3,615	(885)
Travel Expense - Staff	3,500	141	2,880	(620)
Website Design & Maintenance	500	55	821	321
Total Administration	683,760	63,673	605,947	(77,813)
Total Expense	683,760	63,673	605,947	(77,813)
Net Ordinary Income	237,240	228,958	224,372	(12,868)
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	0	35,730	(964,270)
Total Capital Revenue	1,310,750	0	148,951	(1,161,799)
Total Other Income	1,310,750	0	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	0	12,490	(987,510)
Fairgrounds - Cap Improvements	200,000	0	424,479	224,479
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	913	20,879	(19,121)
SWH Capital Improvements	20,000	0	5,855	(14,145)
Total Capital Expenditures	1,429,000	913	463,966	(965,034)
Total Other Expense	1,429,000	913	463,966	(965,034)
Net Other Income	(118,250)	(913)	(315,015)	(196,765)
Net Income	118,990	228,045	(90,644)	(209,634)

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

	<u>Budget</u>	<u>Oct 25</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Other Income/Expense				
Other Income				
Capital Revenue				
Bond Interest				
2018A Bond Interest Income	6,000	269	3,193	(2,807)
2018B Bond Interest Income	6,000	269	3,193	(2,807)
Total Bond Interest	<u>12,000</u>	<u>538</u>	<u>6,386</u>	<u>(5,614)</u>
Total Capital Revenue	<u>12,000</u>	<u>538</u>	<u>6,386</u>	<u>(5,614)</u>
Total Other Income	<u>12,000</u>	<u>538</u>	<u>6,386</u>	<u>(5,614)</u>
Other Expense				
Capital Expenditures				
2012 LTGO Bond				
2012 LTGO Bond Fees	350	0	700	350
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>
Total 2012 LTGO Bond	<u>64,600</u>	<u>0</u>	<u>7,825</u>	<u>(56,775)</u>
2016 LTGO Bond				
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>
Total 2016 LTGO Bond	<u>15,550</u>	<u>0</u>	<u>15,368</u>	<u>(183)</u>
2018A LTGO Bond				
2018A LTGO Bond Fees	350	0	700	350
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>
Total 2018A LTGO Bond	<u>20,950</u>	<u>0</u>	<u>8,498</u>	<u>(12,453)</u>
2018B LTGO Bond (Taxable)				
2018B LTGO Bond Fees	350	0	700	350
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>
Total 2018B LTGO Bond (Taxable)	<u>24,120</u>	<u>0</u>	<u>10,086</u>	<u>(14,034)</u>
Total Capital Expenditures	<u>125,220</u>	<u>0</u>	<u>41,776</u>	<u>(83,444)</u>
Total Other Expense	<u>125,220</u>	<u>0</u>	<u>41,776</u>	<u>(83,444)</u>
Net Other Income	<u>(113,220)</u>	<u>538</u>	<u>(35,390)</u>	<u>77,830</u>
Net Income	<u><u>(113,220)</u></u>	<u><u>538</u></u>	<u><u>(35,390)</u></u>	<u><u>77,830</u></u>

Port of South Whidbey
Bush Point
Statement of Revenue Collected and Expenses Paid
For the Year to Date Period Ending October 31, 2025

	Budget	Oct 25	Year To Date	Budget Variance
Ordinary Income/Expense				
Expense				
Bush Point Operations				
Dock & Ramp - Bush Pt	1,000	0	0	(1,000)
Electricity - Bush Pt	1,500	83	1,527	27
Equipment - Bush Pt	2,000	1,306	2,356	356
Internet - Bush Pt	500	0	0	(500)
Maint & Repair - Bush Pt	1,000	945	3,532	2,532
Materials & Supplies - Bush Pt	1,000	374	917	(83)
Minor Improvements - Bush Pt	3,000	0	0	(3,000)
Refuse Removal - Bush Pt	700	142	650	(50)
Water System - Bush Pt	1,000	0	936	(64)
Total Bush Point Operations	11,700	2,850	9,917	(1,783)
Total Expense	11,700	2,850	9,917	(1,783)
Net Ordinary Income	(11,700)	(2,850)	(9,917)	1,783
Net Income	(11,700)	(2,850)	(9,917)	1,783

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

	<u>Budget</u>	<u>Oct 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	70	866	(34)
Maint & Repair - Clinton Beach	2,000	0	58	(1,942)
Materials & Supplies - Clinton	1,000	693	3,293	2,293
Minor Improvements - Clinton	5,000	0	507	(4,493)
Refuse Removal - Clinton Beach	1,600	168	1,592	(8)
Water System - Clinton Beach	400	0	496	96
Total Clinton Beach Operations	<u>11,900</u>	<u>931</u>	<u>6,812</u>	<u>(5,088)</u>
Total Expense	<u>11,900</u>	<u>931</u>	<u>6,812</u>	<u>(5,088)</u>
Net Ordinary Income	<u>(11,900)</u>	<u>(931)</u>	<u>(6,812)</u>	<u>5,088</u>
Net Income	<u><u>(11,900)</u></u>	<u><u>(931)</u></u>	<u><u>(6,812)</u></u>	<u><u>5,088</u></u>

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

	<u>Budget</u>	<u>Oct 25</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Ordinary Income/Expense				
Income				
Fairgrounds Revenue				
Camping Fees - Fairgrounds	80,000	14,660	31,361	(48,639)
Dump/Water Fees - Campground	8,000	525	2,737	(5,263)
Fair Association Lease	1,200	224	1,867	667
Fairgrounds Events			0	
Event Haul In Fees-Fairgrounds	500	44	654	154
Event Rentals - Fairgrounds	59,500	3,166	62,303	2,803
Total Fairgrounds Events	<u>60,000</u>	<u>3,210</u>	<u>62,957</u>	<u>2,957</u>
Fairgrounds Revenue - Misc	200	34	417	217
Taxes - Fairgrounds				
Camping Sales/Lodging Tax	6,000	1,613	3,449	(2,551)
L/H Tax Revenue - Fairgrounds	3,000	420	3,473	473
Total Taxes - Fairgrounds	<u>9,000</u>	<u>2,033</u>	<u>6,921</u>	<u>(2,079)</u>
Tenant Leases - Fairgrounds	37,000	3,949	33,458	(3,542)
Total Fairgrounds Revenue	<u>195,400</u>	<u>24,635</u>	<u>139,718</u>	<u>(55,682)</u>
Total Income	<u>195,400</u>	<u>24,635</u>	<u>139,718</u>	<u>(55,682)</u>
Gross Profit	<u>195,400</u>	<u>24,635</u>	<u>139,718</u>	<u>(55,682)</u>
Expense				
Fairgrounds Operations				
Electricity - Fairgrounds	21,000	2,356	25,309	4,309
Employee Benefits - Fairgrounds	7,200	1,200	7,800	600
Equipment (Purch/Rent/Repair)	7,000	1,184	15,328	8,328
Fairgrounds Misc Exp	2,000	421	1,162	(838)
FG Director Wages	62,500	5,448	54,585	(7,915)
FG Mktg & Events Coord Wages	25,200	1,833	23,135	(2,065)
Maint & Repair - Fairgrounds	8,000	59	9,166	1,166
Maint Campground Host Wages	10,400	184	184	(10,216)
Maint Laborer Wages - Part Time	20,800	3,542	17,156	(3,644)
Maint Wages - Temp Fair	2,500	0	20	(2,480)
Marketing/Advertising-FG	6,000	0	414	(5,586)
Materials & Supplies - Fair	13,000	1,170	24,158	11,158
Minor Improvements - Fair	5,000	0	0	(5,000)
Payroll Taxes - Fairgrounds	8,000	942	7,996	(4)
Propane - Fairgrounds	4,000	501	4,427	427
Refuse Removal - Fairgrounds	4,000	1,032	9,608	5,608

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

	Budget	Oct 25	Year To Date	Budget Variance
Taxes - Fairgrounds				
B & O Tax - Fair	500	55	836	336
Leasehold Tax - Fair	3,500	1,075	4,061	561
Sales & Lodging Tax	2,000	14	1,848	(152)
Total Taxes - Fairgrounds	6,000	1,144	6,745	745
Telephone & DSL - Fairgrounds	9,000	1,227	10,782	1,782
Vehicle Maintenance - Fair	2,000	68	1,852	(148)
Water & Sewer - Fairgrounds	18,000	0	21,769	3,769
Total Fairgrounds Operations	241,600	22,310	241,596	(4)
Total Expense	241,600	22,310	241,596	(4)
Net Ordinary Income	(46,200)	2,324	(101,878)	(55,678)
Net Income	(46,200)	2,324	(101,878)	(55,678)

Port of South Whidbey
Humphrey Road Parking Lot
Statement of Revenue Collected and Expenses Paid vs. Budget
For the Year to Date Period Ending October 31, 2025

	<u>Budget</u>	<u>Oct 25</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Ordinary Income/Expense				
Income				
Humphrey Road Revenue				
Daily Parking Fees-Humphrey Rd	26,000	3,012	28,200	2,200
Permit Fees - Humphrey Rd	22,000	2,888	25,123	3,123
Sales Tax - Humphrey Rd	4,500	517	4,686	186
Total Humphrey Road Revenue	<u>52,500</u>	<u>6,417</u>	<u>58,009</u>	<u>5,509</u>
Total Income	<u>52,500</u>	<u>6,417</u>	<u>58,009</u>	<u>5,509</u>
Gross Income	<u>52,500</u>	<u>6,417</u>	<u>58,009</u>	<u>5,509</u>
Expense				
Humphrey Rd Parking Lot Ops				
Attendant Payroll - Humphrey Rd	6,240	520	5,200	(1,040)
General Maint - Humphrey Rd	500	0	216	(284)
Improvements - Humphrey Lot	1,000	0	0	(1,000)
Materials & Supplies - Humph Rd	700	5	246	(454)
Payroll Taxes - Humphrey Rd	470	40	398	(72)
Taxes - Humphrey Rd				
B & O Taxes - Humphrey Rd	100	42	193	93
WSST - Parking	3,400	817	4,696	1,296
Total Taxes - Humphrey Rd	<u>3,500</u>	<u>858</u>	<u>4,889</u>	<u>1,389</u>
Total Humphrey Rd Parking Lot Ops	<u>12,410</u>	<u>1,424</u>	<u>10,949</u>	<u>(1,461)</u>
Total Expense	<u>12,410</u>	<u>1,424</u>	<u>10,949</u>	<u>(1,461)</u>
Net Ordinary Income	<u>40,090</u>	<u>4,993</u>	<u>47,060</u>	<u>6,970</u>
Net Income	<u><u>40,090</u></u>	<u><u>4,993</u></u>	<u><u>47,060</u></u>	<u><u>6,970</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 October 31, 2025

	<u>Budget</u>	<u>Oct 25</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Ordinary Income/Expense				
Income				
Possession Park Revenue				
Donations - Possession Park	200	10	197	(3)
Electricity reimb - Poss Pk	500	0	0	(500)
Parking Fees - Possession	100	64	165	65
Rental of Residence - Poss Pk	7,000	1,510	6,370	(630)
Sales Tax - Possession Parking	10	6	15	5
Total Possession Park Revenue	<u>7,810</u>	<u>1,590</u>	<u>6,747</u>	<u>(1,063)</u>
Total Income	<u>7,810</u>	<u>1,590</u>	<u>6,747</u>	<u>(1,063)</u>
Gross Income	<u>7,810</u>	<u>1,590</u>	<u>6,747</u>	<u>(1,063)</u>
Expense				
Possession Beach Park Ops				
Electricity - Possession	3,000	327	3,590	590
Equip (Purchase/Rent/Repair)	2,500	53	2,722	222
Maint & Repair - Possession	4,000	90	15,835	11,835
Maint. Wages - Possession	9,000	1,290	8,020	(980)
Materials & Suppl - Possession	2,500	459	1,509	(991)
Minor Improvements - Poss Pk	6,000	0	9,830	3,830
Payroll Taxes - Possession	750	99	621	(129)
Refuse Removal - Possession	2,000	121	1,187	(813)
Taxes - Possession				
B &O Taxes - Poss Pk	5	0	(0)	(5)
WSST - Overnight Parking	45	0	13	(32)
Total Taxes - Possession	<u>50</u>	<u>0</u>	<u>13</u>	<u>(37)</u>
Telephone - Possession	1,200	39	834	(366)
Water System Maint - Poss Pk	1,500	252	1,460	(40)
Total Possession Beach Park Ops	<u>32,500</u>	<u>2,731</u>	<u>45,620</u>	<u>13,120</u>
Total Expense	<u>32,500</u>	<u>2,731</u>	<u>45,620</u>	<u>13,120</u>
Net Ordinary Income	<u>(24,690)</u>	<u>(1,141)</u>	<u>(38,873)</u>	<u>(14,183)</u>
Net Income	<u>(24,690)</u>	<u>(1,141)</u>	<u>(38,873)</u>	<u>(14,183)</u>

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

	<u>Budget</u>	<u>Oct 25</u>	<u>Year To Date</u>	<u>Budget Variance</u>
Ordinary Income/Expense				
Income				
Harbor Revenue				
Annual Moorage	16,000	1,224	16,639	639
Commercial Moorage	3,000	0	2,100	(900)
Dinghy	770	0	980	210
Dock Sales - Ice	1,000	0	540	(460)
Donations	200	7	199	(1)
Harbor Revenue - Misc	100	0	25	(75)
L/H Tax Revenue - SWH	7,500	1,737	6,075	(1,425)
Live-aboard fee	500	560	1,280	780
Monthly Moorage	40,000	11,745	25,719	(14,281)
Showers	1,500	92	1,503	3
SWH Uplands Lease	1,400	0	1,575	175
Transient Day Use Moorage	14,300	366	11,114	(3,186)
Transient Overnight Moorage	160,000	4,585	127,528	(32,472)
Total Harbor Revenue	<u>246,270</u>	<u>20,317</u>	<u>195,275</u>	<u>(50,995)</u>
Total Income	<u>246,270</u>	<u>20,317</u>	<u>195,275</u>	<u>(50,995)</u>
Gross Income	<u>246,270</u>	<u>20,317</u>	<u>195,275</u>	<u>(50,995)</u>
Expense				
South Whidbey Harbor Ops				
Advertising/Promotion - Harbor	2,500	0	1,689	(811)
Asst Harbormaster Wages	43,700	2,636	33,353	(10,347)
DNR Tidelands Lease	12,000	0	11,466	(534)
Dockhand - Part Time	20,800	775	13,415	(7,385)
Electricity - Harbor	12,000	896	13,344	1,344
Employee Benefits - Harbor	14,400	1,200	12,000	(2,400)
Equip (Purch/Rent/Repair) SWH	3,000	16	2,443	(557)
Golf Cart & Boat-Maint	800	18	625	(175)
Harbormaster Wages	57,400	5,014	50,175	(7,225)
Ice Purchases	600	22	346	(254)
Maint & Repair - Harbor	5,000	135	3,272	(1,728)
Maint Contracts - Harbor	0	0	1,497	1,497
Materials & Supplies - Harbor	9,000	265	5,276	(3,724)
Minor Improvements - Harbor	1,500	0	116	(1,384)
Payroll Taxes - Harbor	10,900	740	9,104	(1,796)
Pump-Out Barge M & R	1,000	0	0	(1,000)
Refuse Removal - Harbor	4,000	454	3,616	(384)
Seasonal Wages - Harbor	20,000	0	9,415	(10,585)

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

	Budget	Oct 25	Year To Date	Budget Variance
Taxes - Harbor				
B & O Tax - Harbor	3,000	363	2,634	(366)
Leasehold Tax - Harbor	7,000	739	7,189	189
Total Taxes - Harbor	10,000	1,102	9,823	(177)
Telephone & DSL - Harbor	3,000	202	2,425	(575)
Water & Sewer - Harbor	8,000	232	6,198	(1,802)
Total South Whidbey Harbor Ops	239,600	13,707	189,598	(50,002)
Total Expense	239,600	13,707	189,598	(50,002)
Net Ordinary Income	6,670	6,610	5,678	(992)
Net Income	6,670	6,610	5,678	(992)

PORT OF SOUTH WHIDBEY

October 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
Balance as of 12/31/24	<u>909,956.69</u>

Original Estimated Beginning Cash per 2025 Budget	845,560.00
Actual Beginning Cash Balance as of 1/1/25	909,956.69
Difference	<u>64,396.69</u>

Original Estimated Ending Cash per 2025 Budget	803,600.00
--	-------------------

Ending General Fund Cash Balance as of 10/31/25	319,907.25
Ending General Fund Investment Balance as of 10/31/25	168,000.00
Ending Bond Fund Cash Balance as of 10/31/25	538.18
Ending Bond Fund Investment Balance as of 10/31/25	190,601.20
Balance as of 10/31/25	<u>679,046.63</u>

General Fund Cash & Investment Total as of 10/31/25	487,907.25
Bond Fund Cash & Investment Total as of 10/31/25	<u>191,139.38</u>
	<u>679,046.63</u>

Port of South Whidbey

Preliminary Profit & Loss

November 2025

	Nov 25
Ordinary Income/Expense	
Income	
Fairgrounds Revenue	
Camping Fees - Fairgrounds	5,722.76
Dump/Water Fees - Campground	277.55
Fair Association Lease	223.90
Fairgrounds Events	
Event Haul In Fees-Fairgrounds	2.00
Event Rentals - Fairgrounds	3,069.15
Total Fairgrounds Events	3,071.15
Fairgrounds Revenue - Misc	15.85
Tenant Leases - Fairgrounds	2,797.50
Total Fairgrounds Revenue	12,108.71
Harbor Revenue	
Annual Moorage	1,176.00
Donations	8.25
Live-aboard fee	720.00
Monthly Moorage	6,336.00
Showers	259.75
Transient Day Use Moorage	264.00
Transient Overnight Moorage	6,657.00
Total Harbor Revenue	15,421.00
Humphrey Road Revenue	
Daily Parking Fees-Humphrey Rd	1,851.96
Total Humphrey Road Revenue	1,851.96
Possession Park Revenue	
Rental of Residence - Poss Pk	1,470.00
Total Possession Park Revenue	1,470.00
Total Income	30,851.67
Gross Profit	30,851.67
Expense	
Administration	
Admin/Accounting Wages	3,224.04
Commissioners' Salaries	1,080.00
Dues & Memberships	299.00
Employee Fringe Benefits	1,950.00
Executive Director Salary	8,750.00
Legal Fees	450.00
Maint & Ops Supervisor Wages	10,814.00
Maintenance Tech Wages	3,904.25
Meetings & Education incl WPPA	225.00
Office & Facilities Supplies	2,296.64
Office Telephone & Staff Mobile	570.24
Per Diem - Commissioners	
Per Diem - Easton	966.00
Per Diem - Gordon	161.00
Per Diem - Ng	483.00
Total Per Diem - Commissioners	1,610.00
Port Clerk/Accountant Wages	5,987.75
Port Office Rental	2,500.00
Port Vehicles' Expense	1,341.84
Travel Exp - Commissioners	
Travel Expense - Easton	376.14
Travel Expense - Gordon	0.00

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12/05/25

Cash Basis

Port of South Whidbey

Preliminary Profit & Loss

November 2025

	Nov 25
Travel Expense - Ng	0.00
Total Travel Exp - Commissioners	376.14
Travel Expense - Staff	721.30
Website Design & Maintenance	55.00
Total Administration	46,155.20
Bush Point Operations	
Electricity - Bush Pt	100.97
Equipment - Bush Pt	489.60
Maint & Repair - Bush Pt	184.96
Materials & Supplies - Bush Pt	464.95
Refuse Removal - Bush Pt	56.45
Total Bush Point Operations	1,296.93
Clinton Beach Operations	
Electricity - Clinton Beach	101.30
Materials & Supplies - Clinton	299.38
Refuse Removal - Clinton Beach	137.86
Water System - Clinton Beach	55.71
Total Clinton Beach Operations	594.25
Fairgrounds Operations	
Electricity - Fairgrounds	2,444.33
Employee Benefits - Fairgrounds	600.00
Equipment (Purch/Rent/Repair)	941.27
Fairgrounds Misc Exp	1,940.93
FG Director Wages	5,747.55
FG Mktg & Events Coord Wages	2,164.00
Maint & Repair - Fairgrounds	1,285.20
Maint Campground Host Wages	0.00
Maint Laborer Wages - Part Time	0.00
Materials & Supplies - Fair	943.89
Propane - Fairgrounds	636.81
Refuse Removal - Fairgrounds	1,035.58
Taxes - Fairgrounds	
B & O Tax - Fair	125.21
Sales & Lodging Tax	1,612.58
Total Taxes - Fairgrounds	1,737.79
Telephone & DSL - Fairgrounds	1,223.41
Vehicle Maintenance - Fair	297.29
Total Fairgrounds Operations	20,998.05
Humphrey Rd Parking Lot Ops	
Attendant Payroll - Humphrey Rd	520.00
General Maint - Humphrey Rd	253.51
Materials & Supplies - Humph Rd	128.50
Taxes - Humphrey Rd	
B & O Taxes - Humphrey Rd	26.57
WSST - Parking	496.45
Total Taxes - Humphrey Rd	523.02
Total Humphrey Rd Parking Lot Ops	1,425.03
Payroll Expenses	5,206.38
Possession Beach Park Ops	
Electricity - Possession	449.87
Equip (Purchase/Rent/Repair)	53.32
Maint & Repair - Possession	302.03
Materials & Suppl - Possession	455.79
Refuse Removal - Possession	121.78

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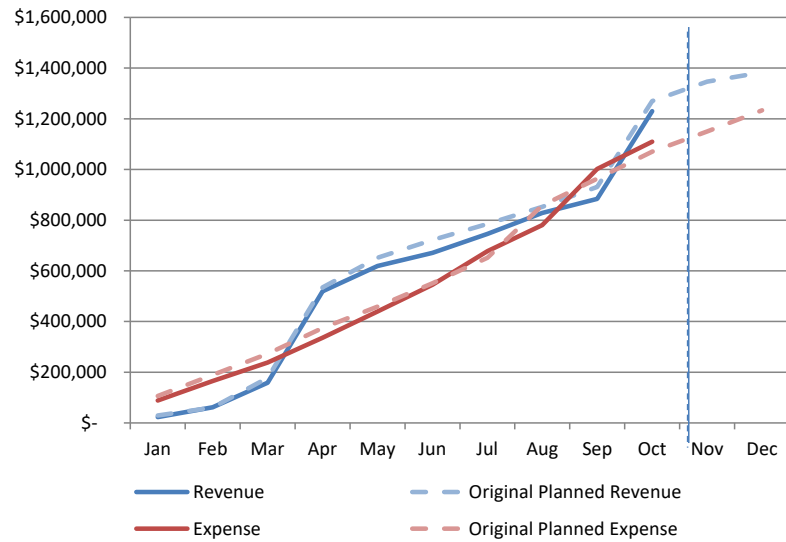
Cash Basis

Port of South Whidbey
Preliminary Profit & Loss
November 2025

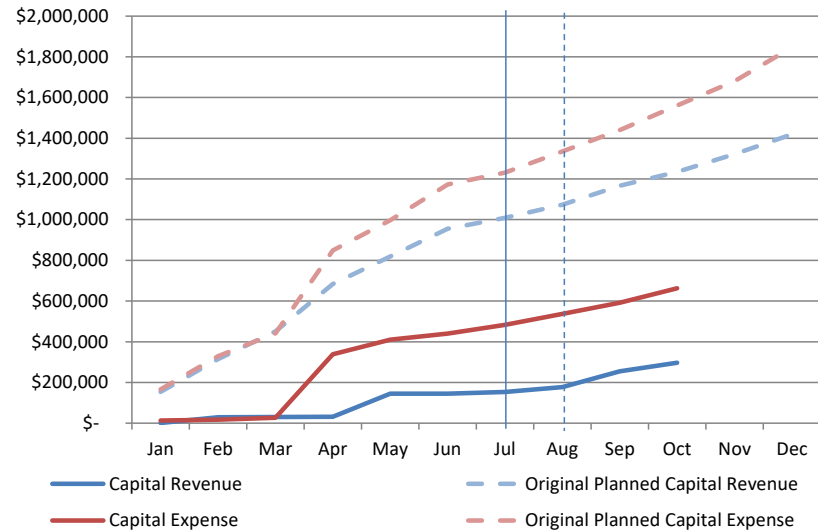
	Nov 25
Taxes - Possession	
WSST - Overnight Parking	5.96
Total Taxes - Possession	5.96
Telephone - Possession	39.48
Total Possession Beach Park Ops	1,428.23
South Whidbey Harbor Ops	
Asst Harbormaster Wages	1,512.00
Dockhand - Part Time	1,085.00
Electricity - Harbor	929.79
Employee Benefits - Harbor	900.00
Equip (Purch/Rent/Repair) SWH	269.86
Golf Cart & Boat-Maint	32.79
Harbor Receipts Discrepancy	0.03
Harbormaster Wages	4,485.70
Maint & Repair - Harbor	135.00
Materials & Supplies - Harbor	257.45
Refuse Removal - Harbor	269.80
Seasonal Wages - Harbor	1,255.50
Taxes - Harbor	
B & O Tax - Harbor	96.74
Total Taxes - Harbor	96.74
Telephone & DSL - Harbor	178.74
Total South Whidbey Harbor Ops	11,408.40
Total Expense	88,512.47
Net Ordinary Income	-57,660.80
Other Income/Expense	
Other Expense	
Capital Expenditures	
Fairgrounds - Cap Improvements	55,229.90
RCO Possession Boarding Floats	2,702.25
Total Capital Expenditures	57,932.15
Total Other Expense	57,932.15
Net Other Income	-57,932.15
Net Income	-115,592.95

Port of South Whidbey 2025 Projections

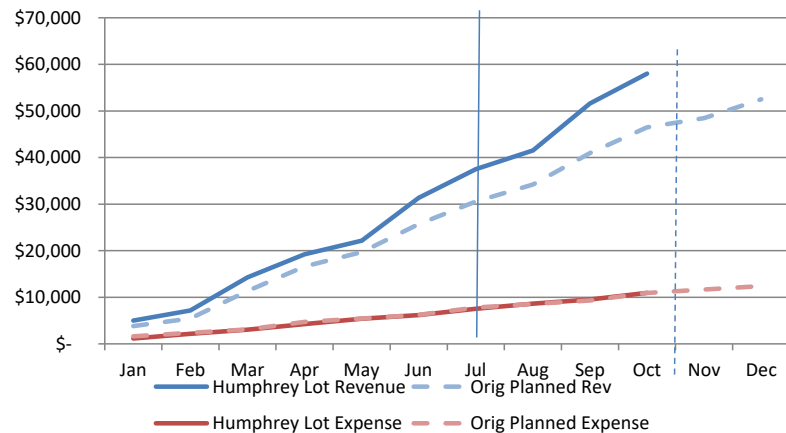
2025 Operating Revenue and Expenses



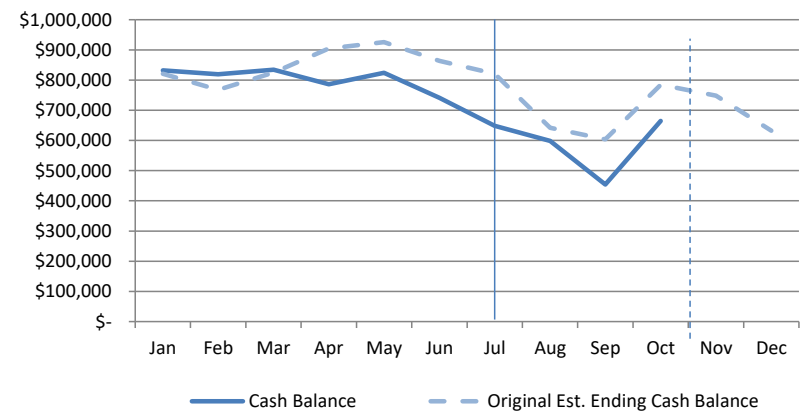
2025 Capital Projects



Humphrey Lot Revenue & Expenses

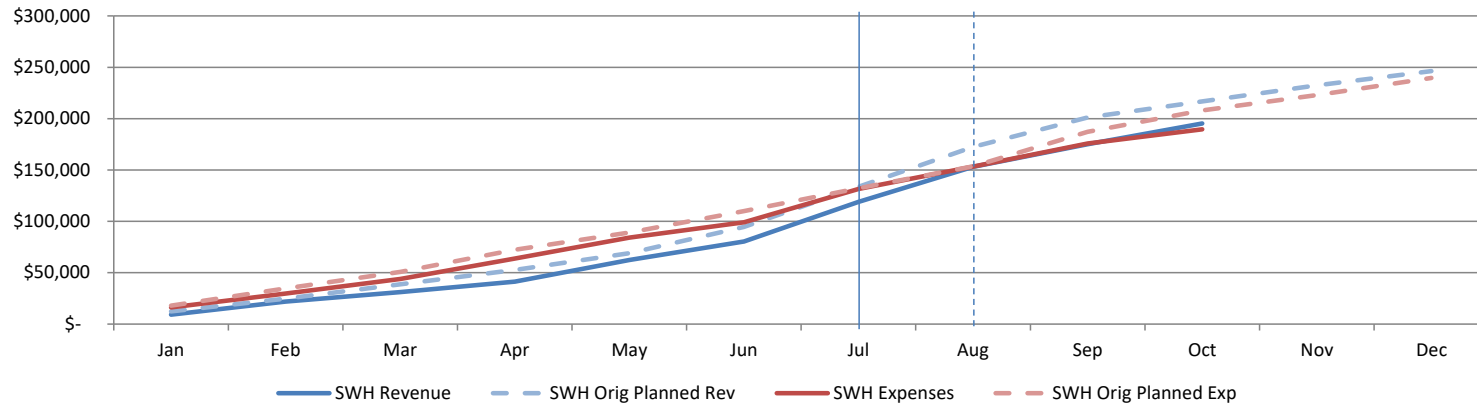


Est. Ending Cash Balance

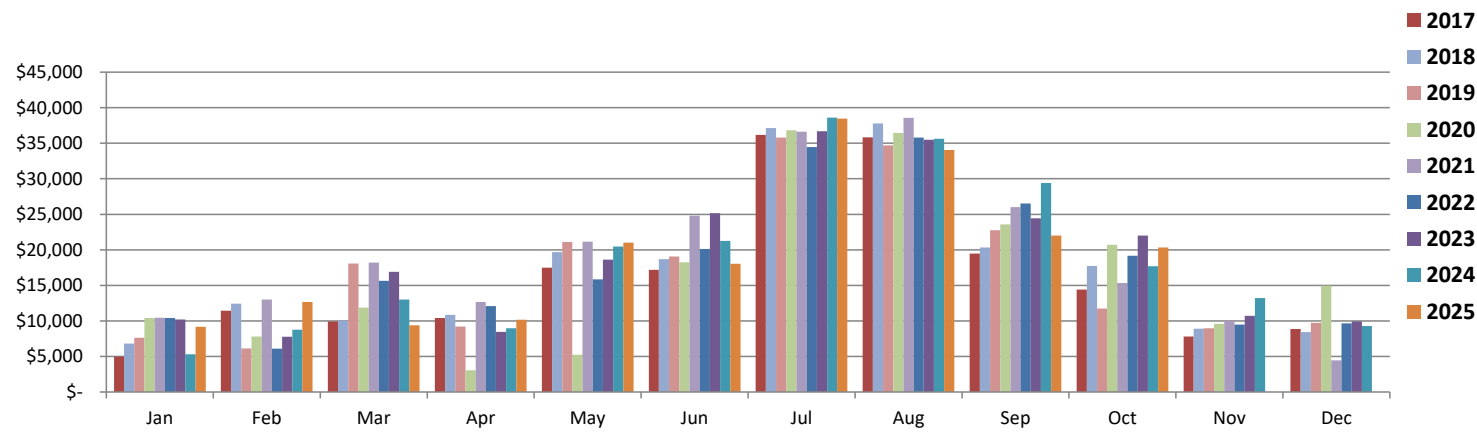


Port of South Whidbey 2025 Projections

South Whidbey Harbor Revenue & Expenses 2025



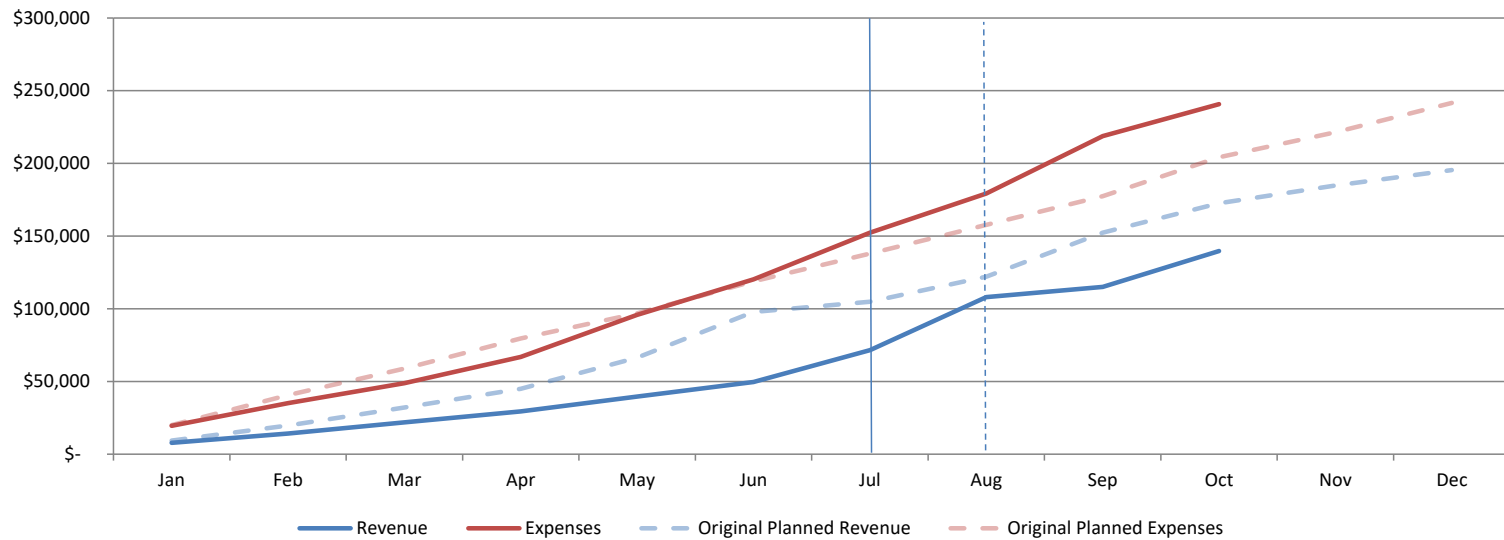
Monthly SWH Revenue 2017-2025



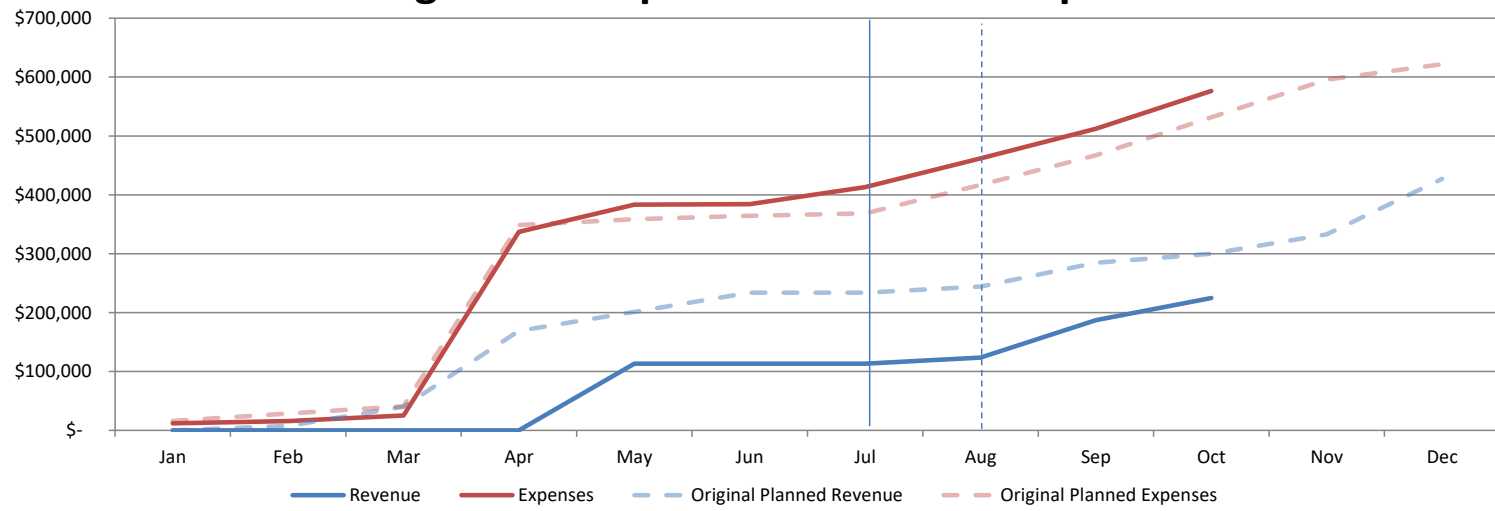
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2025	\$ 9,180	\$ 12,664	\$ 9,376	\$ 10,159	\$ 21,024	\$ 18,046	\$ 38,455	\$ 34,054	\$ 22,003	\$ 20,317	\$ -	\$ -	\$ 195,278
2025 budget	\$ 12,341	\$ 12,341	\$ 14,129	\$ 13,891	\$ 16,393	\$ 25,448	\$ 39,031	\$ 38,977	\$ 28,517	\$ 15,645	\$ 15,586	\$ 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

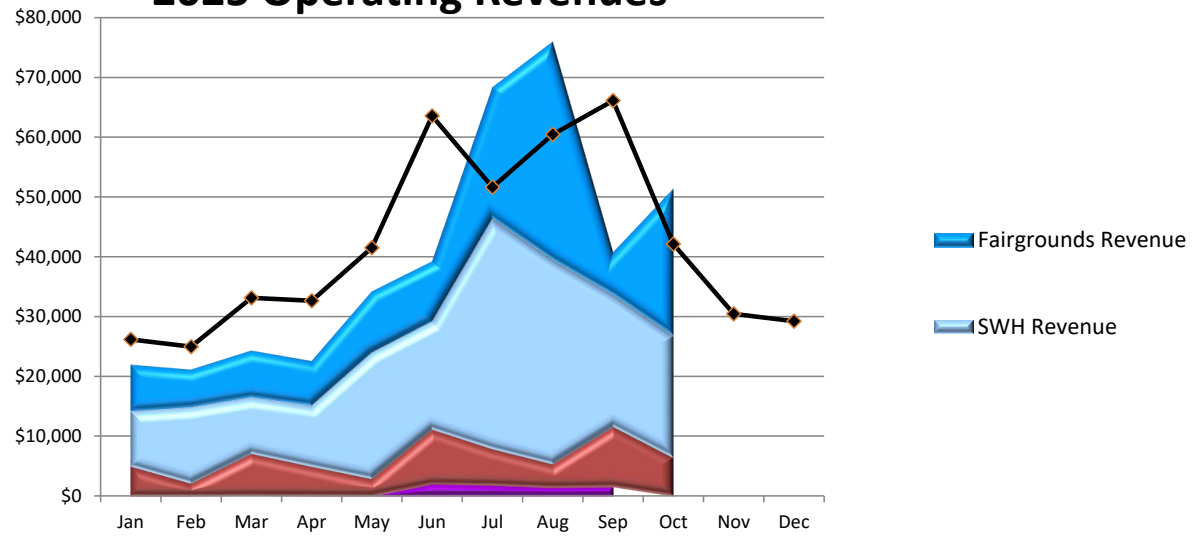


2025 Fairgrounds Capital Revenue and Expenses



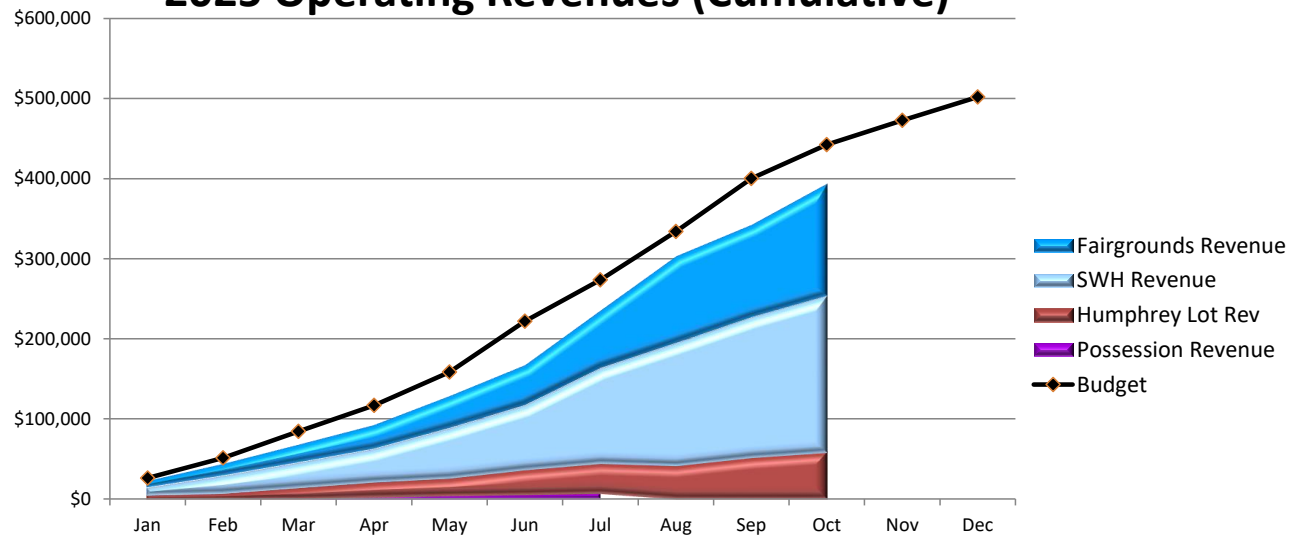
Port of South Whidbey
2025 Projections

2025 Operating Revenues

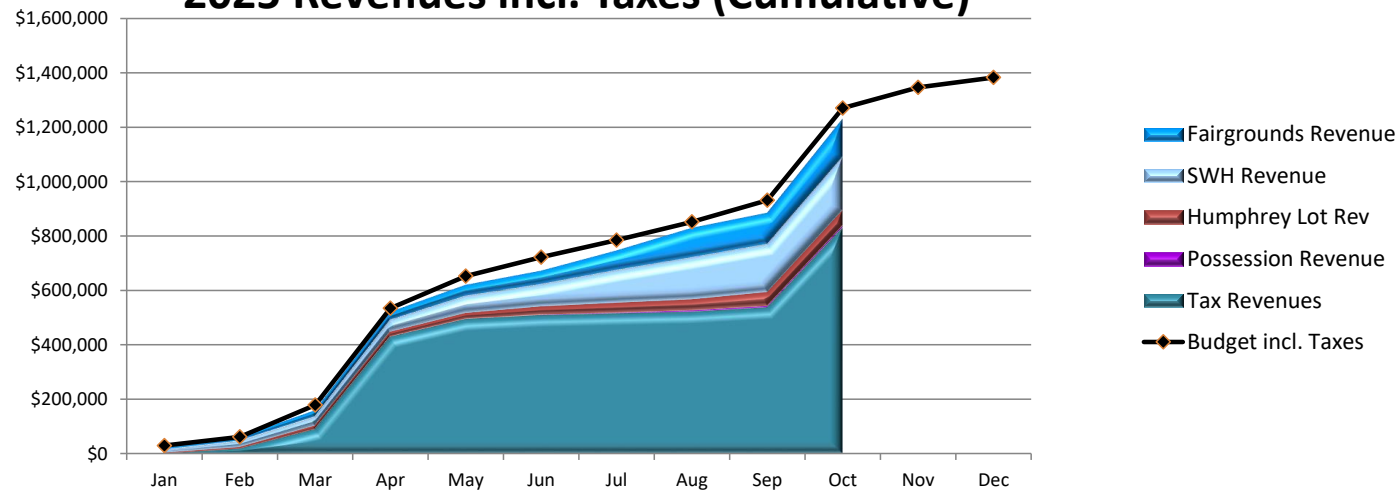


Port of South Whidbey
2025 Projections

2025 Operating Revenues (Cumulative)

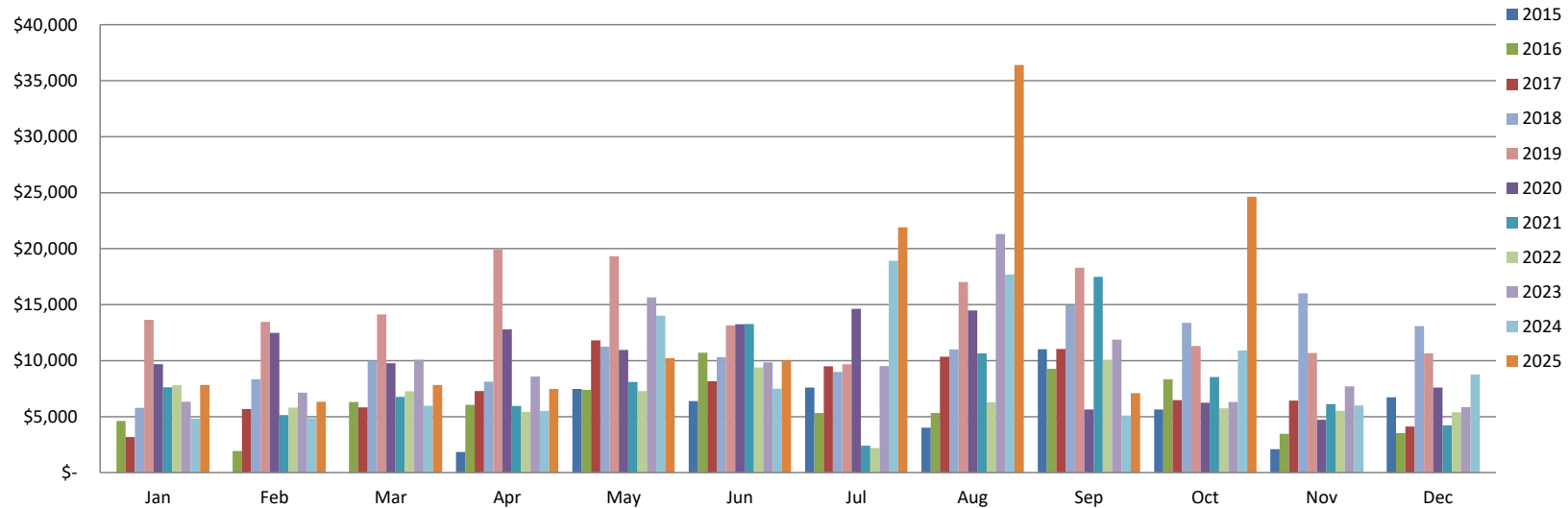


2025 Revenues incl. Taxes (Cumulative)



**Port of South Whidbey
2025 Projections**

Monthly Fairgrounds Revenue 2015-2025



Fairgrounds Revenue by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2025	\$ 7,819	\$ 6,320	\$ 7,818	\$ 7,472	\$ 10,219	\$ 10,018	\$ 21,907	\$ 36,404	\$ 7,107	\$ 24,635	\$ -	\$ -	\$ 139,719
2025 budget	\$ 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
2015	\$ -	\$ -	\$ -	\$ 1,837	\$ 7,464	\$ 6,380	\$ 7,601	\$ 4,014	\$ 11,009	\$ 5,642	\$ 2,085	\$ 6,713	\$ 52,745
2016	\$ 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
2017	\$ 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
2018	\$ 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
2019	\$ 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
2020	\$ 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
2021	\$ 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
2022	\$ 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
2023	\$ 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
2024	\$ 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				PROJECTED							
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	\$ 29,123	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,800	\$ 15,598	
	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	\$ 48,213	\$ 152,244	\$ 63,661	\$ 51,324	\$ 50,834	\$ 708,096	
	Sub-total Bush Point	\$ 11,700	\$ 314	\$ 739	\$ 37	\$ 532	\$ 1,510	\$ 210	\$ 335	\$ 1,431	\$ 1,961	\$ 2,850	\$ 1,175	\$ 1,300	\$ 12,394	
	Sub-total Clinton	\$ 11,900	\$ 311	\$ 228	\$ 184	\$ 886	\$ 833	\$ 249	\$ 904	\$ 832	\$ 1,457	\$ 931	\$ 523	\$ 504	\$ 7,842	
	Sub-total Fairgrounds	\$ 241,600	\$ 19,517	\$ 15,618	\$ 13,671	\$ 18,017	\$ 28,922	\$ 24,485	\$ 32,114	\$ 26,898	\$ 39,444	\$ 22,057	\$ 16,233	\$ 19,363	\$ 276,339	
	Sub-total Humphrey Lot	\$ 12,410	\$ 1,147	\$ 1,007	\$ 912	\$ 1,152	\$ 1,173	\$ 797	\$ 1,369	\$ 1,071	\$ 900	\$ 1,424	\$ 742	\$ 742	\$ 12,436	
	Sub-total Possession Point	\$ 32,500	\$ 1,432	\$ 1,773	\$ 844	\$ 4,281	\$ 3,474	\$ 15,979	\$ 9,058	\$ 3,321	\$ 2,723	\$ 2,730	\$ 1,588	\$ 1,432	\$ 48,635	
	Sub-total South Whidbey Harbor	\$ 239,600	\$ 16,251	\$ 13,568	\$ 14,015	\$ 20,047	\$ 20,273	\$ 14,939	\$ 32,489	\$ 21,607	\$ 22,703	\$ 13,707	\$ 14,923	\$ 16,789	\$ 221,311	
	Total Operating Expenditures	\$ 1,233,470	\$ 88,461	\$ 76,850	\$ 72,864	\$ 97,994	\$ 103,390	\$ 105,336	\$ 132,521	\$ 103,373	\$ 221,432	\$ 107,360	\$ 86,508	\$ 90,964	\$ 1,287,053	
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	\$ 6,463	\$ 15,418	\$ 292,631	\$ 46,066	\$ 7,040	\$ 883,425	
	Sub-total - Fairgrounds Revenue	\$ 195,400	\$ 7,819	\$ 6,320	\$ 7,818	\$ 7,472	\$ 10,219	\$ 10,019	\$ 21,907	\$ 36,405	\$ 7,108	\$ 24,635	\$ 12,217	\$ 10,567	\$ 162,506	
	Sub-total - Humphrey Road Revenue	\$ 52,500	\$ 4,998	\$ 2,183	\$ 7,079	\$ 4,974	\$ 2,932	\$ 9,193	\$ 6,145	\$ 3,990	\$ 10,099	\$ 6,417	\$ 2,005	\$ 4,035	\$ 64,050	
	Sub-total - Possession Point Revenue	\$ 7,810	\$ -	\$ -	\$ -	\$ 57	\$ -	\$ -	\$ 1,950	\$ 1,750	\$ 1,400	\$ 1,526	\$ 1,402	\$ 1,401	\$ 9,486	
	Sub-total - South Whidbey Harbor Revenue	\$ 246,270	\$ 9,180	\$ 12,664	\$ 9,376	\$ 10,159	\$ 21,024	\$ 18,046	\$ 38,455	\$ 34,054	\$ 22,003	\$ 20,316	\$ 15,586	\$ 13,971	\$ 224,834	
	Total Operating Revenue	\$ 1,422,980	\$ 23,086	\$ 38,821	\$ 96,644	\$ 361,166	\$ 99,469	\$ 52,103	\$ 74,507	\$ 82,662	\$ 56,028	\$ 345,525	\$ 77,276	\$ 37,014	\$ 1,344,301	
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	\$ 202,347	\$ 81,942	\$ 291,386	\$ 298,303	\$ 183,714		
Total Cash Balance		\$ 909,957	\$ 832,507	\$ 819,076	\$ 834,325	\$ 786,413	\$ 824,298	\$ 740,776	\$ 648,844	\$ 598,622	\$ 454,177	\$ 664,581	\$ 646,218	\$ 547,349		
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	\$ 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	\$ 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	\$ 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	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 303	\$ -	\$ -	\$ -	\$ -	\$ 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
Total Capital Expenditures		\$ 1,547,470	\$ 95,083	\$ 95,083	\$ 95,083	\$ 95,083	\$ 95,083	\$ 134,696	\$ 95,083	\$ 165,396	\$ 165,396	\$ 166,446	\$ 165,396	\$ 1,547,470
Total Operating Expenditures		\$ 1,269,635	\$ 87,264	\$ 75,810	\$ 71,878	\$ 96,668	\$ 101,991	\$ 103,910	\$ 130,728	\$ 101,974	\$ 218,435	\$ 105,907	\$ 85,337	\$ 1,269,635
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	\$ 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	\$ 100,000
	Grant funding (WSDA) - Fairgrounds	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,250	\$ 31,250	\$ 31,250	\$ 125,000
	RCO Boating Infrastructure Grant (Harbor)	\$ 93,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 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	\$ 30,000
	Grant funding (WSP) - clean vessel program	\$ 750	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 750
Total Capital Revenue		\$ 1,349,500	\$ 94,229	\$ 94,229	\$ 94,229	\$ 94,229	\$ 94,229	\$ 94,229	\$ 94,229	\$ 94,229	\$ 148,917	\$ 148,917	\$ 148,917	\$ 1,349,500
Total Operating Revenue		\$ 1,441,880	\$ 24,762	\$ 41,639	\$ 103,659	\$ 387,382	\$ 106,689	\$ 55,885	\$ 79,915	\$ 88,662	\$ 60,095	\$ 370,606	\$ 82,885	\$ 1,441,880
2026 Beginning														
Total Cash Balance														
	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	\$ 183,714	\$ 120,358	\$ 85,333	\$ 116,260	\$ 406,120	\$ 409,964	\$ 321,472	\$ 269,805	\$ 185,327	\$ 10,507	\$ 257,677	\$ 238,745	\$ 182,989
Planned Bond Fund Invoices		\$ 547,349	\$ 483,993	\$ 448,968	\$ 479,895	\$ 769,755	\$ 773,599	\$ 685,107	\$ 633,440	\$ 548,962	\$ 374,142	\$ 621,312	\$ 602,380	\$ 521,624
													\$ (25,000)	

Leasing Policy

Introduction

A sound Leasing policy is key to the long-term viability of the Port of South Whidbey. The Port generates revenues which it uses to preserve and enhance its properties and facilities and thereby help drive the economy of South Whidbey Island. It is the policy of the Port of South Whidbey to (i) retain and recruit businesses that will provide sustainable community-wage jobs, and (ii) seek rents and charges for the use of public real and personal property that provide a fair rate of return to the citizens of the district.

The Comprehensive Scheme articulates that the Port takes its mission of generating economic vitality and employment opportunities seriously, but that it wishes to do so in a manner that balances the economic, environmental and social consequences to its decision-making. Consistent with the plan, it is the Port's policy to negotiate leases that will: (i) attract and retain businesses based on sound business, financial and operational plans; and (ii) provide a fair rate of return for the Port so the Port can continue to invest in the economic vitality of the community.

A. The general leasing policies of the Port are as follows:

1. Rental rates and charges for the Port's property should be a fair market rental rate. It is recognized that fair market value rental rates and charges help the Port to maintain the public assets thereby providing a predictable environment for port tenants and quality facilities and services.
2. The value of Port property and improvements should be determined by the recurring market analyses. The port should conduct market analyses (i.e. at least once every 5 years) to establish and maintain appropriate rental rates.
3. Likewise, rental rates should increase over time in step with increases in the private sector and rental market in Island County. Therefore, each lease will include a provision that allows the Port to adjust rental rates to fair market rental rates. Alterations or improvements undertaken by a tenant to make a property suitable for tenant's purposes should not be factored in the valuation of the rental rate for a renewal or extension term of that tenant's lease.

B. Standard Lease Provisions

Prudent business practice requires that a standard Port lease be the basis of all lease negotiations. A standard lease provides fairness to all Port tenants and protection of public assets. Such standard provisions include but are not limited to the following: indemnification and hold harmless, environmental, the Ports right of entry for inspection, maintenance of the premises, taxes, fixtures and equipment, liability and casualty insurance, condemnation, default, costs and attorney fees, notices, waivers and month to month “holdover” tenancy upon termination of lease.

1. Rent. The Port leases will contain standard provisions related to rent including rate charges and penalties.
2. Multi-tenant buildings- common areas charges. Tenants using common areas within Port-owned buildings may be required to pay an equitable share of the cost of maintaining and operating such areas.
3. Utility charges. Port will maintain accounts with utility providers; tenants in some situations may transfer utilities into their own accounts.
4. Rent security. All leases require payment of security deposit, leasehold tax and first month rent at the time of agreement.
5. Structural Changes or Improvements. Structural changes to buildings require prior written consent of the Port. Upon termination of the lease, all owned improvements shall be removed at the cost of the tenant, or, if not removed by the tenant and at the Port’s option, either (i) removed by Port at the tenant’s expense or (ii) become property of the Port.
6. Assignment. The Port generally prohibits any assignment or sublease by a tenant without the prior written consent of the Port.
7. Liability Insurance. Insurance provisions require the tenant to obtain and maintain commercial general liability insurance with the Port endorsed as an additional insured and prohibit cancellation of insurance without prior notice to the Port.
8. Damage or destruction of tenant property on the leasehold. The tenant will be solely responsible for damage or destruction of its property on the leasehold. The risk should be covered by tenant insurance.
9. Indemnifications. The tenant will be required to save, defend and indemnify the Port from (i) and claims arising from injuries on Port property or their leasehold as a result of their activities, (ii) any release of hazardous substances on the leasehold, (iii) a violation of law by tenant.

C. Maintenance Responsibilities & Costs

1. Maintenance responsibilities- Port owned buildings.
 - a. The port is responsible for maintaining in good condition the structural parts of the buildings it leases, including the foundations, bearing and exterior walls, subflooring and roofs, the unexposed electrical, plumbing, sewage systems, exterior doors, window frames, gutters downspouts, heating, and the ventilating system serving each building (if any).
 - b. Lessees are responsible for maintaining and repairing all interior walls, floors, ceilings, doors, interior and exterior windows and fixtures, and for repairing damage caused to any portion of Port-owned buildings.
2. Maintenance costs- Port-owned buildings. As may be applicable, the Port will schedule and coordinate all heating, fire alarm and suppression system and gutter maintenance and may bill each tenant as part of its common area maintenance fees.

E. Due Diligence

Port Staff will conduct due-diligence. For new tenants Port staff will conduct appropriate due diligence, which will include gathering of gathering data concerning the prospective tenants using a standard form developed by Port staff. In addition, Port staff will conduct background checks or other public records checks. Port staff may also conduct appropriate due diligence for significant lease renewals or modifications.

F. Open Public Records

All information provided to the Port is subject to the requirements of the Washington Public Records Act (chapter 42.56 RCW). All prospective tenants will be informed that anything submitted to the Port is a public record. If a public records request is made, the Port will notify the party submitting the records.

G. Review of Policy

This leasing policy will be reviewed from time to time as deemed appropriate by the Port of South Whidbey Commission.

Fairgrounds Commercial Agreement and Lease Rates — 2026

*Multi-year Lease Agreements

Tenant Name	2025 Price per sqft	2025 Rate	2026 Rate	Estimated Annual
Bekah Bee Music	\$0.30	\$148.50	\$185.00	\$2,220.00
OutCast Theater*	\$0.26	\$675.00	\$745.00	\$8,940.00
RePurpose Whidbey (storage)	\$0.25	\$128.00	\$145.00	\$1,740.00
RePurpose Whidbey (commercial)	\$0.50	\$425.00	\$470.00	\$5,640.00
Sound Machine	N/A	\$100.00	\$110.00	\$1,320.00
Vibrant Fitness	\$0.26	\$650.00	\$715.00	\$8,580.00
Whidbey Island Grown*	\$0.50	\$1,421.00	\$1,565.00	\$18,780.00
Whidbey Island Fair	\$0.12	\$223.90	\$250.00	\$3,000.00
Ad Astra	N/A	\$575.00	\$675.00	\$8,100.00
Ikaika Bistro	N/A	\$180.00	\$200.00	\$2,400.00
Island Mexican Taco	N/A	\$180.00	\$200.00	\$2,400.00
Taqueria Los Canteritos	N/A	\$180.00	\$200.00	\$2,400.00
Unplugged Coffee	N/A	\$300.00	\$330.00	\$3,960.00
Nisi 48	N/A	\$1,465.00	\$2,150.00	\$25,800.00
TOTALS		\$6,316.40	\$7,535.00	\$95,880.00

*These tenants (Whidbey Island Grown and OutCast Theater) are Fairgrounds leases.

MEMORANDUM OF UNDERSTANDING

To: Port of South Whidbey

From: Rotary Club of Whidbey Westside AED Project Team

Date: December 1, 2025

Re: Installation of an AED at Possession Beach Boat Ramp 8212 Possession Rd. Clinton, WA 98236

Early defibrillation can make the difference between life and death for a person who has suffered sudden cardiac arrest. In this emergency scenario – every moment counts and the rapid application of an Automatic External Defibrillator is proven to increase chances of survival. We are deeply grateful for your partnership as a hosting partner for an AED installation.

Public access defibrillation programs are enabled by law in Washington State under RCW 70.54 and section .310 which can be viewed here: <https://bit.ly/4h5PF03>.

The purpose of this memo is to document the roles and expectations of our partnership.

As a host site, we look to you for the following support:

- With our team, survey your premises and identify a suitable, highly visible location to install the AED cabinet,
- Assure that common 120v electrical service is reasonably close to the cabinet's location, and will be available uninterrupted,
- Permit installation of the cabinet by our team, and connectivity of a telephone circuit by WhidbeyTel, and
- Coordinate a mutually convenient time or times to install the unit and connect it to electrical and phone service.

Rotary Club of Whidbey Westside (RCWW) will:

- Purchase the AED and the climate-controlled, connected cabinet for installation in the agreed-upon location.
- At your discretion, we will secure or reimburse you for the reasonable cost of a qualified electrician to install 120v electrical service.
- Our members will be conducting routine inspections of the AED's and cabinets on a frequency of at least every six months to assure that the device is ready for emergency service.
- We will be responsible for replacing batteries and disposables used during an emergency.
- We will also be responsible for any cabinet maintenance required.
- We will fulfill any required reporting to the WhidbeyHealth EMS Medical Director after use in an emergency, should the Medical Director require it.

RCWW will gratefully recognize your business as an important partner in the AED program in our social, online and print media as well as our annual fundraiser and other public activities. Our agreement may be canceled at any time by either party, with reasonable notice.

Thank you for your support of this important public safety initiative!

For the hosting representative

For Rotary Club of Whidbey Westside



249

SMILE
YOU'RE ON CAMERA





**PUBLIC ACCESS
AED**



Call 911
Location: Langley Marina
Address: 2200 West 24th St
Langley

Call 911
1. Open Lid/Locker
2. Remove AED
3. Turn On AED - Apply Pads - Follow Voice Prompts

ALARM WILL SOUND

AED



This AED (defibrillator) is a life-saving device that ANYONE can use.
Use on an unresponsive person who is not breathing normally.
Call 911 immediately and send for the AED.

1 CHECK BREATHING

- Check for signs of NORMAL, effective breathing.
- If NOT breathing normally begin chest compressions.

2 START COMPRESSIONS

- PUSH HARD & FAST on the center of the chest.
- Continue until AED arrives.

3 TURN ON AED & APPLY PADS

- Follow voice prompts.
- Continue until medical help arrives.

YOU have the power to save a life!

SAFETY & SECURITY

MEMORANDUM OF UNDERSTANDING

Between
THE PORT OF SOUTH WHIDBEY
and
THE LANGLEY CREATIVE DISTRICT
Effective January 1, 2026

1. Purpose

This Memorandum of Understanding (“MOU”) is entered into by and between the Port of South Whidbey, a Washington municipal corporation (“the Port”), and the Langley Creative District, an ArtsWA-designated creative district (“the Creative District”). The purpose of this MOU is to establish a cooperative framework for the planning, funding, and implementation of improvements to the Burrier Building located on the Whidbey Island Fairgrounds, and to support the Creative District’s use of the building for community, arts, and economic development purposes.

2. Responsibilities of the Parties

2.1 Responsibilities of the Port of South Whidbey

- Fulfill all duties customarily associated with a property owner and landlord of the Burrier Building.
- Provide labor, materials, and staff assistance for improvement projects as approved by the Port.
- Collaborate with the Creative District on identifying, prioritizing, and coordinating improvements.
- Retain ownership of all permanent fixtures and capital improvements installed pursuant to this MOU.

2.2 Responsibilities of the Langley Creative District

- Fulfill all obligations customarily associated with a tenant operating within a Port-owned facility.
- Seek and administer grant funding, including the Building for the Arts program and other opportunities.
- Develop programming and revenue-generating activities supporting the long-term use of the Burrier Building.
- Acknowledge that all permanent improvements made to the facility remain the property of the Port.

3. Financial Terms

The Creative District shall pay rent at a rate established by the Port of South Whidbey Board of Commissioners. Both parties may contribute funds, labor, or materials to capital projects as mutually agreed. Specific cost-sharing arrangements may be documented in supplemental written addenda.

4. Term, Amendments, and Termination

- This MOU shall take effect on January 1, 2026, and remain in effect until January 1, 2028.
- This MOU may be amended only by a written instrument executed by both parties.
- Either party may terminate this MOU with ninety (90) days' written notice.
- All permanent improvements shall remain the property of the Port upon termination.

5. General Provisions

- This MOU outlines the intentions of the parties but does not create a binding commercial lease.
- Each party shall designate a representative for communication and coordination.
- Both parties shall comply with applicable federal, state, and local laws.
- This MOU creates no rights in any third party.
- Neither party may assign this MOU without written consent of the other.

6. Signatures

PORT OF SOUTH WHIDBEY

By: _____

Name: Jim Pivarnik

Title: Executive Director

Date: November 21, 2025

LANGLEY CREATIVE DISTRICT

By: _____

Name Nicole Whittington Johnson

Title: Director, Langley Chamber of Commerce

Date: _____



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

Phone: 360-331-5494 Fax: 360-331-5414
www.portofsouthwhidbey.com

Fairgrounds Director Report – November 2025

November: Outcast Theater closed 2025 season with final sold out show.

Upcoming December Events:

Weekends of 11/29 and 12/6- Whidbey Island Fair's Country Christmas
December 6th- Holly Jolly Parade and Winter Market and Family Event
December 7th- Winter Market

Fairgrounds Advisory Committee:

- The October FAC meeting was moderately attended, zoom only. No new business or requests for the commission.

Langley Creative District:

- MOU signed, and grant application submitted

Other mentions:

- Second Round of applications for WSDA fair related capital improvement funds. This project ask can be up to \$60,000. I am planning to ask for funds to update the Fairgrounds entry. This project would include resurfacing the road, new signage, fence/gate repairs, and other beautification.
- December Holiday Safety Meeting: December 19th @ 1:00pm

Amanda Ellis
Fairgrounds Director



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

Phone: 360-331-5494 Fax: 360-331-5414
www.portofsouthwhidbey.com

November Harbormaster Report

Day Stops: 30
Overnight: 74
Reciprocal: 2
Clubs: 2
Winter moorage full term: 8
Winter moorage monthly: 2

Guest service

We had some cancelations due to weather. Luckily the weather didn't interfere with any club events.

Community

We now have an AED mounted on the front of our restrooms, in addition to the AED located in the harbor office.

Maintenance

Crux Diving completed their inspection of our breakwater. Over all, our hardware looks good. There are a couple of nuts on the shackles that connect the counterweight to the chain that need to be replaced. We are awaiting the full report and estimate on repairs. Regular maintenance continues and weather and staffing allow.

Kathy Myers
Harbormaster