

# THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND

## REGULAR MEETING

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

With virtual access via Zoom Meeting Service

Tuesday, December 9, 2025 at 4:00 p.m.

## AGENDA

Join Zoom Meeting

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

Meeting ID: 845 9219 6378

One tap mobile

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• +1 253 205 0468 US

Meeting ID: 845 9219 6378

Find your local number: <https://us02web.zoom.us/u/kcg5oUls4L>

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

REGULAR MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE (4:00pm)

### COMMISSIONER ACTIONS

#### Consent Agenda:

- Approval of Minutes from the Public Hearing and the Regular Meeting of November 12, 2025.
- Approval of December Vouchers in the amount of **\$83,394.31**
- Approval of revised Overtime and Leave Policy allowing holiday pay for permanent part time employees.

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

### EXECUTIVE DIRECTOR REPORT

**Financial Update and October 2025 Financial Statement**

**Leasing Policy**

**Proposed Fairgrounds Commercial rental rate increases**

**Crux Diving inspection report from Harbor**

**AED MOUs with the Rotary Club Whidbey Westside**

**Formal extension requests to Island County for workforce housing grant**

**Washington State Ferries MOU**

## **STATUS REPORTS**

### **Fairgrounds**

- Fairgrounds Director Report

### **South Whidbey Harbor**

- Harbormaster Report

## **ACTIVITIES/INVOLVEMENT REPORTS**

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

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

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

## **ADJOURNMENT**

## PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

December 9, 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), and David Stern (Fairgrounds Marketing & Events Coordinator)

**MEETING CALL TO ORDER:** Following a Workshop from 3:45 p.m. to 4:00 p.m. for informal Commission review and discussion of vouchers and recent correspondence, the Regular Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, December 9, 2025, in person at the meeting room of the Freeland Library at 5495 Harbor Avenue in Freeland, Washington and online via Zoom Meeting Service. Commissioner Curt Gordon (President) called the Regular Meeting to order at 4:00 p.m., followed by the Pledge of Allegiance.

### CONSENT AGENDA

**Approval of Current Vouchers:** Vouchers audited and certified by the Auditing Officer as required by RCW 42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a listing which has been made available to the Board, and have been presented to the Board for review.

**Approval of Minutes:** Minutes from the Public Hearing for the 2026 Budget and the Regular Meeting of November 12, 2025.

**Approval of revised Overtime and Leave Policy allowing holiday for permanent part-time employees**

**ACTION:** Motion made by Commissioner Greg Easton and seconded by Commissioner Jack Ng to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated December 2025 as signed today in the amount of \$83,394.31. Motion passed unanimously.

### PUBLIC COMMENT

**Mike Gallion** wished everyone a merry Christmas.

### EXECUTIVE DIRECTOR REPORT

**Financial Update and October 2025 Financial Statement:** The Commission acknowledged receipt of the October 2025 Financial Statement, the Preliminary Profit & Loss for November 2025, and the performance graphs which were distributed to them previously. Executive Director Jim Pivarnik reported the Port received approximately \$345,000 in operating, tax, and capital revenue and incurred approximately \$108,000 in operating and capital expenses during October 2025. Ending cash balance at 10/31/25 was \$679,000, consisting of \$488,000 in the General Fund and \$191,000 in the Bond Fund. **Humphrey Road Parking Lot** continues to do well with low expenditures. **South Whidbey Harbor** is tracking well with the budget, just a little under expectations. Unfortunately, expenses are up and revenues are down at **Whidbey Island Fairgrounds**.

**Leasing Policy:** Following the Port's last audit, the State Auditor suggested the Port establish a Leasing Policy even though it doesn't have many leases (the two multi-year lessees at the **Fairgrounds** are Whidbey Island Grown and OutCast Productions). Staff developed a Policy for Commissioner consideration that included a provision allowing the Port to adjust rental rates to fair market value.

**Proposed Fairgrounds Commercial rental rate increases:** The current rental rate is well below the market rate. Staff prepared a graph showing current 2025 rates for lessees & commercial tenants and the proposed 2026 rates (10% increase).

**ACTION:** Motion made by Easton and seconded by Ng to approve the Leasing Policy and the Commercial Agreement and Lease Rate increases as of January 1, 2026. Motion passed unanimously.

Staff will start working with the Whidbey Island Fair Association next month on their agreement.

**Crux Diving Inspection Report from Harbor:** Copies of the Report of Findings from the Floating Breakwater Inspection on November 19<sup>th</sup> were previously provided to the Commissioners. Per Gordon's request, Pivarnik will forward the report to Reid Middleton for review.

**AED Memorandum of Understanding (MOU) with the Rotary Club of Whidbey Westside:** The Port has partnered with the Club to place AEDs at select Port facilities. The first has been installed on the outer wall of the restrooms at South Whidbey Harbor and they would like to install one at Bush Pt and Possession Beach as well. The Port will pay for the moderate electricity to charge the battery of the units and Rotary will pay for Starlink. The Commission expressed their gratitude for Rotary's generosity.

**Formal extension request to Island County for Workforce Housing Grant:** Both of the Port's Rural County Economic Development Funds grants expire December 31, 2025. The 2018 Fairgrounds Development Grant will be closed out since the projects were either completed or could not be completed with available resources. Pivarnik has formally requested the County to extend the Workforce Housing Grant for two additional years so more work and partnerships can be developed.

**Washington State Ferries MOU:** WSF had added a line to the MOU for use of the Humphrey Road Parking Lot for WSF's Clinton Terminal Electrification Project to agree that WSF and the Port will collaborate on the design for two additional conduits from the Lot to the vault near the toll booths for the Port's future electric passenger-only ferry service.

**ACTION:** Motion made by Easton and seconded by Ng to enter into the Memorandum of Understanding Re: Use of the Humphrey Road Parking Lot for the Washington State Ferries Clinton Terminal Electrification Project. Motion passed unanimously.

Pivarnik received a call from a company that has \$3 million of state funds to install supercharger stations for the Coupeville and Clinton ferry terminals. Neither terminal wants them as they cannot accommodate the huge station. There is no room at Clinton Beach, but Gordon suggested the Humphrey Road Parking Lot could work and Ng suggested the Fairgrounds would also work. Pivarnik will contact them.

#### STATUS REPORTS

**Fairgrounds:** Fairgrounds Director Amanda Ellis presented her November report. The Port has signed the MOU with the Langley Creative District and the grant application has been submitted. The Port has been awarded the Lodging Tax Advisory Committee grant which will be used for revamping the Port's brochures and will include the information for online booking for the campground. The Port's Holiday Safety Meeting is scheduled for December 19<sup>th</sup> at 1:00 p.m. The Port's first time organizing the Holly Jolly Parade was successful and flowed into the Fair's Country Christmas in the Coffman Building and the Langley Chamber of Commerce's Holiday Market in the Turner Building.

Easton noted the entrance from Camano is very narrow and problematic. Ellis agreed and noted Staff is applying for the second round of fair-related grants from WSDA for \$60,000 to widen the entrance, resurface the driveway, reduce the grade and then install new signage. Gordon cautioned that the concepts should be presented to the City of Langley first to meet their requirements, etc.

#### **South Whidbey Harbor**

There were 30 day stops, 74 overnight stays, 2 clubs and 2 reciprocal moorage customers in November. The Harbor is pretty full as there are currently 8 winter full time moorage and 2 winter monthly customers.

## ACTIVITIES/INVOLVEMENT REPORTS

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

**COG:** Did not attend.

**IRTPO:** The Port needs to talk to KPFF to discuss continuing permitting needs so that we can spend the \$1 million grant for the Clinton Beach project in 2026 before it expires. This is to finish the design and obtain permits for the project. Pivarnik recommended applying for a Rural County Economic Development grant for KPFF to complete the Clinton Beach design (estimated cost \$28K) and the Possession Floats design (estimated cost \$88K).

**CCC:** The Chief Jail Administrator from Island County's Sheriff provided a presentation regarding the need to expand the jail.

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

**WPPA:** At the Annual Meeting in November, Ng was on the panel for the New Commissioner Seminar and attended the Executive Committee meeting. The Port of Benton's Executive Director discussed Eastern Washington's need for more electricity and building a power plant due. AI requires a lot of power and there will be shortages and blackouts. Gordon also attended the Annual Meeting and spent time with different port commissioners around Puget Sound who share the Port's interest in passenger-only ferries to hopefully create a forum for discussion. The economic forecasters are predicting an economic slowdown in the area a bit of "hiccup" in how the State Legislature balances the budget. Ng noted that the Port of Seattle and the Port of Tacoma reported their shipping terminals this year have been slower than during the Covid shutdown. The Port of Everett's deepwater terminals were previously packed with cargo containers; now there are only 50 due to the tariffs.

**P&M:** No activity.

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

**MRC:** Island County Commissioner Janet St. Clair announced the final draft of the Comp Plan update will be published on December 10<sup>th</sup> for a 60-day review period.

**WPPA Legislative Committee:** A short open house and meeting was held last week that corresponded with all of the committee meetings of the legislature on what to expect in the next legislative session.

**Langley:** As part of a microgrid feasibility study, the City looked at 12 potential sites for solar panels and energy storage, including the Fairgrounds. The Fairgrounds has been ranked as the 4<sup>th</sup> most feasible. The focus will be on the first 3 sites for final analysis, but they will keep the Fairgrounds on the list.

UNFINISHED BUSINESS: None.

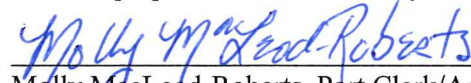
NEW BUSINESS: None

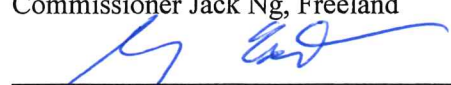
ADJOURNMENT: Without any further action, the Meeting was adjourned at 4:50 p.m.

Approved:

Minutes prepared and submitted by:

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

  
\_\_\_\_\_  
Molly MacLeod-Roberts, Port Clerk/Accountant

  
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Commissioner Greg Easton, Langley

  
\_\_\_\_\_  
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.