

# 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, January 13, 2026 at 4:00 p.m.

### **DRAFT AGENDA**

Join Zoom Meeting

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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

#### **Election of Board Officers for 2026**

#### **Resolution No. 26-01: Appointment of Investment Officer**

#### **Review of Commissioner Appointments & Committee Assignments for 2026**

#### **Consent Agenda:**

- Approval of Minutes from the Regular Meeting of December 9, 2025.
- Approval of January Vouchers in the amount of \$ [REDACTED]

**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 November 2025 Financial Statement**

#### **Proposed Parking Rate Increase**

#### **KPFF Amendments #2 and #3 Clinton Dock**

#### **MOU Washington State Ferries**

#### **Electric Vehicle Charging Station grant submittals**

## STATUS REPORTS

### **Fairgrounds**

- Fairgrounds Director Report

### **Maintenance**

- Maintenance Manager 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

## UNFINISHED BUSINESS

## NEW BUSINESS

## ADJOURNMENT



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## **Resolution No. 26-01**

A Resolution to Appoint  
Executive Director Jim Pivarnik as Investment Officer

WHEREAS, pursuant to RCW 36.29.022, one or several units of local government may request the County Treasurer to combine those units' moneys for the purposes of investment; and

WHEREAS, the Port District of South Whidbey Island has authorized the deposit and withdrawal of monies in a local government investment pool with the Island County Treasurer in accordance with that chapter for the purposes stated therein; and

WHEREAS, the Board of Commissioners of the Port District of South Whidbey Island authorized the following investment officer to order the deposit or withdrawal of monies in a local government investment pool: Jim Pivarnik, Executive Director; and

WHEREAS, the Island County Treasurer requires that Board Resolutions appointing the Investment Officer(s) must specifically state an effective duration period granted by the Board of Commissioners;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Port District of South Whidbey Island hereby designates that Executive Director Jim Pivarnik shall be appointed as Investment Officer until January 31, 2027, unless relieved of this duty by Board action at an earlier date.

ADOPTED by the Board of Commissioners of the Port District of South Whidbey Island, Island County, Washington, during its regular meeting on the 13<sup>th</sup> day of January 2026.

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Commissioner Jack Ng

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Commissioner Greg Easton

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Commissioner Curt Gordon

## 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:

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Commissioner Jack Ng, Freeland

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Molly MacLeod-Roberts, Port Clerk/Accountant

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Commissioner Greg Easton, Langley

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Commissioner Curt Gordon, Clinton

**Public Disclosure Statement:** The foregoing Meeting Minutes, audio recording and all supporting documents presented are available at the Port of South Whidbey, 1804 Scott Rd., Suite 303, Freeland WA 98249.



Executive Director Report  
Regular Meeting  
January 13, 2026

Financial Reporting – November 2025

We have received approximately \$88,300 in operating, tax and capital revenue; and, incurred approximately \$146,700 in operating & capital expenses in November 2025. End of month cash balance for November is \$426,457 in our General Operating Account and \$191,680 in our Bond Account.

Fairgrounds and Harbor continue to underperform our projections for 2025. The recent rate increases at the fairgrounds and the soon to be proposed new rate increases in May for the Harbor should allow us to receive a better rate of return in 2026.

New proposed rates for Humphrey Street Parking

Staff is proposing a new rate structure for Humphrey parking. We are looking at a new two-tier rate schedule of \$5 for the first 12 Hours and \$10 for 24 hours. Smaller increments of time don't make a lot of sense because we don't have staff coverage to check hourly users. Even with these new rates we are considerably lower rates than the lot down below. In addition to these daily rates, we will offer a \$200 quarterly pass for commuters.

Passenger Only Ferry Permitting

In an effort to move along permitting and design, we will need to approve the next phase of the design package with our engineering firm. The included amendments in your package will include preparation of our NEPA documents for environmental permitting and preparation of our bid documents to take the float manufacturing process out to bid. Total cost for these two amendments will be \$38,785. Possible funding for these expenditures could come from our existing bond funds.

Signed MOU with Washington State Ferries

The MOU that was presented at our last meeting has been signed and counter signed by Ferries. Tammi from WSF ferries and I will begin working on a draft agreement to present to the Commission in the next few months for your review.



Executive Director Report  
Regular Meeting  
January 13, 2026

Grants submitted for Electric Vehicle Charging stations

We have submitted three grants to the Department of Commerce for their funding rankings. As I outlined last meeting Commerce has \$9.7 Million Dollars for EV chargers allocated for grant funding across Washington. Our Partners, eFormitive Options have submitted three grants, one for a Charging Station at Humphrey Road, one for a station at the Fairgrounds, and an Innovative grant for a micro grid at the fairgrounds to supplement power to the charging station. Commerce will make their ranking available by summer for a fall awards.



# **PORT DISTRICT OF SOUTH WHIDBEY ISLAND**

## **STATEMENT OF RECEIPTS AND DISBURSEMENTS ARISING FROM CASH TRANSACTIONS**

November 2025

December 23, 2025



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Board of Commissioners  
Port of South Whidbey Island  
1804 Scott Rd., Suite 303  
P.O. Box 872  
Freeland, WA 98249

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 November 30, 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

December 23, 2025

**Port of South Whidbey**  
**Summary**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending November 30, 2025

	<u>Budget</u>	<u>Nov 25</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Fairgrounds Revenue	195,400	13,011	152,729	(42,671)
Harbor Revenue	246,270	16,478	211,753	(34,517)
Humphrey Road Revenue	52,500	2,015	60,024	7,524
Interest Income	9,000	589	10,013	1,013
Miscellaneous Income	1,000	0	212	(788)
Possession Park Revenue	7,810	1,470	8,217	407
Property Tax Income	910,000	54,227	874,386	(35,614)
Timber, L/H, Comp Tax Income	1,000	515	1,037	37
<b>Total Income</b>	<u>1,422,980</u>	<u>88,305</u>	<u>1,318,373</u>	<u>(104,607)</u>
<b>Gross Income</b>	1,422,980	88,305	1,318,373	(104,607)
<b>Expense</b>				
Administration	683,760	49,858	655,804	(27,956)
Bush Point Operations	11,700	1,297	11,214	(486)
Clinton Beach Operations	11,900	594	7,406	(4,494)
Fairgrounds Operations	241,600	22,003	263,599	21,999
Humphrey Rd Parking Lot Ops	12,410	1,465	12,413	3
Possession Beach Park Ops	32,500	1,428	47,049	14,549
South Whidbey Harbor Ops	239,600	12,117	201,715	(37,885)
<b>Total Expense</b>	<u>1,233,470</u>	<u>88,762</u>	<u>1,199,200</u>	<u>(34,270)</u>
<b>Net Ordinary Income</b>	189,510	(457)	119,173	(70,337)
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Capital Revenue</b>				
<b>Bond Interest</b>				
2018A Bond Interest Income	6,000	270	3,463	(2,537)
2018B Bond Interest Income	6,000	270	3,463	(2,537)
<b>Total Bond Interest</b>	<u>12,000</u>	<u>541</u>	<u>6,927</u>	<u>(5,073)</u>
Clean Vessel Program Grant	750	0	0	(750)
<b>Fairgrounds</b>				
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
<b>Total Fairgrounds</b>	<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)
<b>Total Capital Revenue</b>	<u>1,322,750</u>	<u>541</u>	<u>155,878</u>	<u>(1,166,872)</u>
<b>Total Other Income</b>	1,322,750	541	155,878	(1,166,872)

**Port of South Whidbey**  
**Summary**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending November 30, 2025

	<b>Budget</b>	<b>Nov 25</b>	<b>Year To Date</b>	<b>Budget Variance</b>
<b>Other Expense</b>				
<b>Capital Expenditures</b>				
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	55,230	479,709	279,709
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	2,702	23,581	(16,419)
SWH Capital Improvements	20,000	0	5,855	(14,145)
<b>Total Capital Expenditures</b>	<b>1,554,220</b>	<b>57,932</b>	<b>563,674</b>	<b>(990,546)</b>
<b>Total Other Expense</b>	<b>1,554,220</b>	<b>57,932</b>	<b>563,674</b>	<b>(990,546)</b>
<b>Net Other Income</b>	<b>(231,470)</b>	<b>(57,391)</b>	<b>(407,797)</b>	<b>(176,327)</b>
<b>Net Income</b>	<b>(41,960)</b>	<b>(57,848)</b>	<b>(288,624)</b>	<b>(246,664)</b>

**Port of South Whidbey**  
**Administrative and Capital Statement of Revenue Collected and**  
**For the Year to Date Period Ending November 30, 2025**

	<b>Budget</b>	<b>Nov 25</b>	<b>Year To Date</b>	<b>Budget Variance</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Interest Income	9,000	589	10,013	1,013
Miscellaneous Income	1,000	0	212	(788)
Property Tax Income	910,000	54,227	874,386	(35,614)
Timber, L/H, Comp Tax Income	1,000	515	1,037	37
<b>Total Income</b>	<b>921,000</b>	<b>55,331</b>	<b>885,649</b>	<b>(35,351)</b>
<b>Gross Profit</b>	<b>921,000</b>	<b>55,331</b>	<b>885,649</b>	<b>(35,351)</b>
<b>Expense</b>				
<b>Administration</b>				
Admin/Accounting Wages	39,800	3,224	37,325	(2,475)
Administrative Payroll Taxes	22,000	2,306	28,026	6,026
Commissioners' Salaries	12,960	1,080	11,880	(1,080)
Compensation Reserve	22,000	0	5,043	(16,957)
Consultant Services	20,000	0	20,575	575
County Service Fees	100	0	0	(100)
Dues & Memberships	3,000	299	3,316	316
Election Costs	11,000	0	0	(11,000)
Employee Fringe Benefits	27,000	1,950	29,850	2,850
Employee IRA Matching	7,000	296	6,993	(7)
Executive Director Salary	93,000	8,750	81,976	(11,024)
FMLA & CARES Payroll Taxes	4,000	0	6,596	2,596
Insurance (Port-wide)	115,000	0	104,653	(10,347)
Labor & Industries Taxes	22,000	0	23,647	1,647
Legal Fees	4,000	450	2,100	(1,900)
Legal Notices/Classified Ads	500	0	2,621	2,121
Maint & Ops Supervisor Wages	65,800	10,814	78,362	12,562
Maintenance Tech Wages	50,000	3,904	44,179	(5,821)
Marketing - General	4,000	0	2,440	(1,560)
Meetings & Education incl WPPA	5,000	225	4,614	(386)
Merchant Fees	7,000	895	8,586	1,586
Misc Expenses & Taxes	2,000	0	1,687	(313)
Ofc. Equip Lease, Purch, Repair	4,000	0	5,185	1,185
Office & Facilities Supplies	3,000	2,297	5,552	2,552
Office Telephone & Staff Mobile	7,600	570	7,039	(561)
Payroll Taxes - Commissioners	2,000	206	2,325	325
Per Diem - Commissioners				
Per Diem - Easton	5,600	966	7,084	1,484
Per Diem - Gordon	5,600	161	6,279	679
Per Diem - Ng	5,600	483	5,152	(448)
<b>Total Per Diem - Commissioners</b>	<b>16,800</b>	<b>1,610</b>	<b>18,515</b>	<b>1,715</b>
Port Clerk/Accountant Wages	70,000	5,988	71,134	1,134
Port Office Rental	30,000	2,500	27,500	(2,500)

**Port of South Whidbey**  
**Administrative and Capital Statement of Revenue Collected and**  
**For the Year to Date Period Ending November 30, 2025**

	<b>Budget</b>	<b>Nov 25</b>	<b>Year To Date</b>	<b>Budget Variance</b>
Port Vehicles' Expense	4,000	1,342	5,359	1,359
Promotional Hosting	500	0	176	(324)
Publications & Subscriptions	200	0	80	(120)
Travel Exp - Commissioners				
Travel Expense - Easton	1,500	376	834	(666)
Travel Expense - Gordon	1,500	0	1,103	(397)
Travel Expense - Ng	1,500	0	2,055	555
Total Travel Exp - Commissioners	4,500	376	3,992	(508)
Travel Expense - Staff	3,500	721	3,601	101
Website Design & Maintenance	500	55	876	376
Total Administration	683,760	49,858	655,804	(27,956)
Total Expense	683,760	49,858	655,804	(27,956)
Net Ordinary Income	237,240	5,474	229,845	(7,395)
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	55,230	479,709	279,709
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	2,702	23,581	(16,419)
SWH Capital Improvements	20,000	0	5,855	(14,145)
Total Capital Expenditures	1,429,000	57,932	521,898	(907,102)
Total Other Expense	1,429,000	57,932	521,898	(907,102)
Net Other Income	(118,250)	(57,932)	(372,947)	(254,697)
Net Income	118,990	(52,458)	(143,102)	(262,092)

**Port of South Whidbey**  
**LTGO Bonds Statement of Revenue Collected and Expenses Paid**  
For the Year to Date Period Ending November 30, 2025

	<u>Budget</u>	<u>Nov 25</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Capital Revenue</b>				
<b>Bond Interest</b>				
2018A Bond Interest Income	6,000	270	3,463	(2,537)
2018B Bond Interest Income	6,000	270	3,463	(2,537)
<b>Total Bond Interest</b>	<u>12,000</u>	<u>541</u>	<u>6,927</u>	<u>(5,073)</u>
<b>Total Capital Revenue</b>	<u>12,000</u>	<u>541</u>	<u>6,927</u>	<u>(5,073)</u>
<b>Total Other Income</b>	<u>12,000</u>	<u>541</u>	<u>6,927</u>	<u>(5,073)</u>
<b>Other Expense</b>				
<b>Capital Expenditures</b>				
<b>2012 LTGO Bond</b>				
2012 LTGO Bond Fees	350	0	700	350
2012 LTGO Bond Interest	14,250	0	7,125	(7,125)
2012 LTGO Bond Principal	50,000	0	0	(50,000)
<b>Total 2012 LTGO Bond</b>	<u>64,600</u>	<u>0</u>	<u>7,825</u>	<u>(56,775)</u>
<b>2016 LTGO Bond</b>				
2016 LTGO Bond Interest	550	0	368	(183)
2016 LTGO Bond Principal	15,000	0	15,000	0
<b>Total 2016 LTGO Bond</b>	<u>15,550</u>	<u>0</u>	<u>15,368</u>	<u>(183)</u>
<b>2018A LTGO Bond</b>			0	
2018A LTGO Bond Fees	350	0	700	350
2018A LTGO Bond Interest	15,600	0	7,798	(7,803)
2018A LTGO Bond Principal	5,000	0	0	(5,000)
<b>Total 2018A LTGO Bond</b>	<u>20,950</u>	<u>0</u>	<u>8,498</u>	<u>(12,453)</u>
<b>2018B LTGO Bond (Taxable)</b>				
2018B LTGO Bond Fees	350	0	700	350
2018B LTGO Bond Interest	18,770	0	9,386	(9,384)
2018B LTGO Bond Principal	5,000	0	0	(5,000)
<b>Total 2018B LTGO Bond (Taxable)</b>	<u>24,120</u>	<u>0</u>	<u>10,086</u>	<u>(14,034)</u>
<b>Total Capital Expenditures</b>	<u>125,220</u>	<u>0</u>	<u>41,776</u>	<u>(83,444)</u>
<b>Total Other Expense</b>	<u>125,220</u>	<u>0</u>	<u>41,776</u>	<u>(83,444)</u>
<b>Net Other Income</b>	<u>(113,220)</u>	<u>541</u>	<u>(34,849)</u>	<u>78,371</u>
<b>Net Income</b>	<u><u>(113,220)</u></u>	<u><u>541</u></u>	<u><u>(34,849)</u></u>	<u><u>78,371</u></u>

**Port of South Whidbey**  
**Bush Point**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending November 30, 2025

	<u>Budget</u>	<u>Nov 25</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
<b>Bush Point Operations</b>				
Dock & Ramp - Bush Pt	1,000	0	0	(1,000)
Electricity - Bush Pt	1,500	101	1,628	128
Equipment - Bush Pt	2,000	490	2,845	845
Internet - Bush Pt	500	0	0	(500)
Maint & Repair - Bush Pt	1,000	185	3,717	2,717
Materials & Supplies - Bush Pt	1,000	465	1,382	382
Minor Improvements - Bush Pt	3,000	0	0	(3,000)
Refuse Removal - Bush Pt	700	56	706	6
Water System - Bush Pt	1,000	0	936	(64)
<b>Total Bush Point Operations</b>	<u>11,700</u>	<u>1,297</u>	<u>11,214</u>	<u>(486)</u>
<b>Total Expense</b>	<u>11,700</u>	<u>1,297</u>	<u>11,214</u>	<u>(486)</u>
<b>Net Ordinary Income</b>	<u>(11,700)</u>	<u>(1,297)</u>	<u>(11,214)</u>	<u>486</u>
<b>Net Income</b>	<u><u>(11,700)</u></u>	<u><u>(1,297)</u></u>	<u><u>(11,214)</u></u>	<u><u>486</u></u>



**Port of South Whidbey**  
**Clinton Beach**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending November 30, 2025

	<u>Budget</u>	<u>Nov 25</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
<b>Clinton Beach Operations</b>				
Dock (Maint/Project) - Clinton	1,000	0	0	(1,000)
Electricity - Clinton Beach	900	101	967	67
Maint & Repair - Clinton Beach	2,000	0	58	(1,942)
Materials & Supplies - Clinton	1,000	299	3,592	2,592
Minor Improvements - Clinton	5,000	0	507	(4,493)
Refuse Removal - Clinton Beach	1,600	138	1,730	130
Water System - Clinton Beach	400	56	552	152
<b>Total Clinton Beach Operations</b>	<u>11,900</u>	<u>594</u>	<u>7,406</u>	<u>(4,494)</u>
<b>Total Expense</b>	<u>11,900</u>	<u>594</u>	<u>7,406</u>	<u>(4,494)</u>
<b>Net Ordinary Income</b>	<u>(11,900)</u>	<u>(594)</u>	<u>(7,406)</u>	<u>4,494</u>
<b>Net Income</b>	<u><u>(11,900)</u></u>	<u><u>(594)</u></u>	<u><u>(7,406)</u></u>	<u><u>4,494</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 November 30, 2025

	<u>Budget</u>	<u>Nov 25</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Fairgrounds Revenue</b>				
Camping Fees - Fairgrounds	80,000	5,723	37,084	(42,916)
Dump/Water Fees - Campground	8,000	278	3,015	(4,985)
Fair Association Lease	1,200	224	2,091	891
<b>Fairgrounds Events</b>				
Event Haul In Fees-Fairgrounds	500	2	656	156
Event Rentals - Fairgrounds	59,500	3,069	65,373	5,873
<b>Total Fairgrounds Events</b>	<u>60,000</u>	<u>3,071</u>	<u>66,029</u>	<u>6,029</u>
Fairgrounds Revenue - Misc	200	16	432	232
<b>Taxes - Fairgrounds</b>				
Camping Sales/Lodging Tax	6,000	630	4,078	(1,922)
L/H Tax Revenue - Fairgrounds	3,000	273	3,745	745
<b>Total Taxes - Fairgrounds</b>	<u>9,000</u>	<u>902</u>	<u>7,823</u>	<u>(1,177)</u>
Tenant Leases - Fairgrounds	37,000	2,798	36,255	(745)
<b>Total Fairgrounds Revenue</b>	<u>195,400</u>	<u>13,011</u>	<u>152,729</u>	<u>(42,671)</u>
<b>Total Income</b>	<u>195,400</u>	<u>13,011</u>	<u>152,729</u>	<u>(42,671)</u>
<b>Gross Income</b>	195,400	13,011	152,729	(42,671)
<b>Expense</b>				
<b>Fairgrounds Operations</b>				
Electricity - Fairgrounds	21,000	2,444	27,753	6,753
Employee Benefits - Fairgrounds	7,200	600	8,400	1,200
Equipment (Purch/Rent/Repair)	7,000	941	16,270	9,270
Fairgrounds Misc Exp	2,000	1,941	3,103	1,103
FG Director Wages	62,500	5,748	60,332	(2,168)
FG Mktg & Events Coord Wages	25,200	2,164	25,299	99
Maint & Repair - Fairgrounds	8,000	1,285	10,451	2,451
Maint Campground Host Wages	10,400	0	184	(10,216)
Maint Laborer Wages - Part Time	20,800	0	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	944	25,102	12,102
Minor Improvements - Fair	5,000	0	0	(5,000)
Payroll Taxes - Fairgrounds	8,000	1,005	9,001	1,001
Propane - Fairgrounds	4,000	637	5,063	1,063
Refuse Removal - Fairgrounds	4,000	1,036	10,643	6,643

**Port of South Whidbey**  
**Whidbey Island Fairgrounds**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending November 30, 2025

	<b>Budget</b>	<b>Nov 25</b>	<b>Year To Date</b>	<b>Budget Variance</b>
<b>Taxes - Fairgrounds</b>				
<b>B &amp; O Tax - Fair</b>	500	125	961	461
<b>Leasehold Tax - Fair</b>	3,500	0	4,061	561
<b>Sales &amp; Lodging Tax</b>	2,000	1,613	3,461	1,461
<b>Total Taxes - Fairgrounds</b>	6,000	1,738	8,483	2,483
<b>Telephone &amp; DSL - Fairgrounds</b>	9,000	1,223	12,005	3,005
<b>Vehicle Maintenance - Fair</b>	2,000	297	2,149	149
<b>Water &amp; Sewer - Fairgrounds</b>	18,000	0	21,769	3,769
<b>Total Fairgrounds Operations</b>	241,600	22,003	263,599	21,999
<b>Total Expense</b>	241,600	22,003	263,599	21,999
<b>Net Ordinary Income</b>	(46,200)	(8,992)	(110,870)	(64,670)
<b>Net Income</b>	<b>(46,200)</b>	<b>(8,992)</b>	<b>(110,870)</b>	<b>(64,670)</b>

**Port of South Whidbey**  
**Humphrey Road Parking Lot**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending November 30, 2025

	<u>Budget</u>	<u>Nov 25</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Humphrey Road Revenue				
Daily Parking Fees-Humphrey Rd	26,000	1,852	30,052	4,052
Permit Fees - Humphrey Rd	22,000	0	25,123	3,123
Sales Tax - Humphrey Rd	4,500	163	4,849	349
<b>Total Humphrey Road Revenue</b>	<u>52,500</u>	<u>2,015</u>	<u>60,024</u>	<u>7,524</u>
<b>Total Income</b>	<u>52,500</u>	<u>2,015</u>	<u>60,024</u>	<u>7,524</u>
<b>Gross Income</b>	<u>52,500</u>	<u>2,015</u>	<u>60,024</u>	<u>7,524</u>
<b>Expense</b>				
Humphrey Rd Parking Lot Ops				
Attendant Payroll - Humphrey Rd	6,240	520	5,720	(520)
General Maint - Humphrey Rd	500	254	469	(31)
Improvements - Humphrey Lot	1,000	0	0	(1,000)
Materials & Supplies - Humph Rd	700	129	375	(325)
Payroll Taxes - Humphrey Rd	470	40	438	(32)
Taxes - Humphrey Rd				
B & O Taxes - Humphrey Rd	100	27	219	119
WSST - Parking	3,400	496	5,193	1,793
<b>Total Taxes - Humphrey Rd</b>	<u>3,500</u>	<u>523</u>	<u>5,412</u>	<u>1,912</u>
<b>Total Humphrey Rd Parking Lot Ops</b>	<u>12,410</u>	<u>1,465</u>	<u>12,413</u>	<u>3</u>
<b>Total Expense</b>	<u>12,410</u>	<u>1,465</u>	<u>12,413</u>	<u>3</u>
<b>Net Ordinary Income</b>	<u>40,090</u>	<u>550</u>	<u>47,610</u>	<u>7,520</u>
<b>Net Income</b>	<u><u>40,090</u></u>	<u><u>550</u></u>	<u><u>47,610</u></u>	<u><u>7,520</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 November 30, 2025

	<u>Budget</u>	<u>Nov 25</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Possession Park Revenue</b>				
Donations - Possession Park	200	0	197	(3)
Electricity reimb - Poss Pk	500	0	0	(500)
Parking Fees - Possession	100	0	165	65
Rental of Residence - Poss Pk	7,000	1,470	7,840	840
Sales Tax - Possession Parking	10	0	15	5
<b>Total Possession Park Revenue</b>	<u>7,810</u>	<u>1,470</u>	<u>8,217</u>	<u>407</u>
<b>Total Income</b>	<u>7,810</u>	<u>1,470</u>	<u>8,217</u>	<u>407</u>
<b>Gross Income</b>	<u>7,810</u>	<u>1,470</u>	<u>8,217</u>	<u>407</u>
<b>Expense</b>				
<b>Possession Beach Park Ops</b>				
Electricity - Possession	3,000	450	4,040	1,040
Equip (Purchase/Rent/Repair)	2,500	53	2,776	276
Maint & Repair - Possession	4,000	302	16,137	12,137
Maint. Wages - Possession	9,000	0	8,020	(980)
Materials & Suppl - Possession	2,500	456	1,965	(535)
Minor Improvements - Poss Pk	6,000	0	9,830	3,830
Payroll Taxes - Possession	750	0	621	(129)
Refuse Removal - Possession	2,000	122	1,308	(692)
<b>Taxes - Possession</b>				
B &O Taxes - Poss Pk	5	0	(0)	(5)
WSST - Overnight Parking	45	6	19	(26)
<b>Total Taxes - Possession</b>	<u>50</u>	<u>6</u>	<u>19</u>	<u>(31)</u>
Telephone - Possession	1,200	39	874	(326)
Water System Maint - Poss Pk	1,500	0	1,460	(40)
<b>Total Possession Beach Park Ops</b>	<u>32,500</u>	<u>1,428</u>	<u>47,049</u>	<u>14,549</u>
<b>Total Expense</b>	<u>32,500</u>	<u>1,428</u>	<u>47,049</u>	<u>14,549</u>
<b>Net Ordinary Income</b>	<u>(24,690)</u>	<u>42</u>	<u>(38,832)</u>	<u>(14,142)</u>
<b>Net Income</b>	<u><u>(24,690)</u></u>	<u><u>42</u></u>	<u><u>(38,832)</u></u>	<u><u>(14,142)</u></u>

**Port of South Whidbey**  
**South Whidbey Harbor**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending November 30, 2025

	<u>Budget</u>	<u>Nov 25</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Harbor Revenue</b>				
Annual Moorage	16,000	1,176	17,815	1,815
Commercial Moorage	3,000	0	2,100	(900)
Dinghy	770	0	980	210
Dock Sales - Ice	1,000	0	540	(460)
Donations	200	8	207	7
Harbor Revenue - Misc	100	0	25	(75)
L/H Tax Revenue - SWH	7,500	1,057	7,132	(368)
Live-aboard fee	500	720	2,000	1,500
Monthly Moorage	40,000	6,336	32,055	(7,945)
Showers	1,500	260	1,763	263
SWH Uplands Lease	1,400	0	1,575	175
Transient Day Use Moorage	14,300	264	11,378	(2,922)
Transient Overnight Moorage	160,000	6,657	134,185	(25,815)
<b>Total Harbor Revenue</b>	<u>246,270</u>	<u>16,478</u>	<u>211,753</u>	<u>(34,517)</u>
<b>Total Income</b>	<u>246,270</u>	<u>16,478</u>	<u>211,753</u>	<u>(34,517)</u>
<b>Gross Income</b>	<u>246,270</u>	<u>16,478</u>	<u>211,753</u>	<u>(34,517)</u>
<b>Expense</b>				
<b>South Whidbey Harbor Ops</b>				
Advertising/Promotion - Harbor	2,500	0	1,689	(811)
Asst Harbormaster Wages	43,700	1,512	34,865	(8,835)
DNR Tidelands Lease	12,000	0	11,466	(534)
Dockhand - Part Time	20,800	1,085	14,500	(6,300)
Electricity - Harbor	12,000	930	14,274	2,274
Employee Benefits - Harbor	14,400	900	12,900	(1,500)
Equip (Purch/Rent/Repair) SWH	3,000	270	2,713	(287)
Golf Cart & Boat-Maint	800	33	657	(143)
Harbormaster Wages	57,400	4,486	54,661	(2,739)
Ice Purchases	600	0	346	(254)
Maint & Repair - Harbor	5,000	135	3,407	(1,593)
Maint Contracts - Harbor	0	0	1,497	1,497
Materials & Supplies - Harbor	9,000	257	5,534	(3,466)
Minor Improvements - Harbor	1,500	0	116	(1,384)
Payroll Taxes - Harbor	10,900	612	9,717	(1,183)
Pump-Out Barge M & R	1,000	0	0	(1,000)
Refuse Removal - Harbor	4,000	270	3,885	(115)
Seasonal Wages - Harbor	20,000	1,352	10,766	(9,234)

**Port of South Whidbey**  
**South Whidbey Harbor**  
**Statement of Revenue Collected and Expenses Paid vs. Budget**  
For the Year to Date Period Ending November 30, 2025

	<b>Budget</b>	<b>Nov 25</b>	<b>Year To Date</b>	<b>Budget Variance</b>
<b>Taxes - Harbor</b>				
<b>B &amp; O Tax - Harbor</b>	3,000	97	2,731	(269)
<b>Leasehold Tax - Harbor</b>	7,000	0	7,189	189
<b>Total Taxes - Harbor</b>	10,000	97	9,920	(80)
<b>Telephone &amp; DSL - Harbor</b>	3,000	179	2,604	(396)
<b>Water &amp; Sewer - Harbor</b>	8,000	0	6,198	(1,802)
<b>Total South Whidbey Harbor Ops</b>	239,600	12,117	201,715	(37,885)
<b>Total Expense</b>	239,600	12,117	201,715	(37,885)
<b>Net Ordinary Income</b>	6,670	4,361	10,039	3,369
<b>Net Income</b>	<b>6,670</b>	<b>4,361</b>	<b>10,039</b>	<b>3,369</b>

## PORT OF SOUTH WHIDBEY

November 30, 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
<b>Balance as of 12/31/24</b>	<b><u>909,956.69</u></b>

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

Original Estimated Ending Cash per 2025 Budget	<b>803,600.00</b>
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Ending General Fund Cash Balance as of 11/30/25	158,457.49
Ending General Fund Investment Balance as of 11/30/25	268,000.00
Ending Bond Fund Cash Balance as of 11/30/25	540.90
Ending Bond Fund Investment Balance as of 11/30/25	191,139.20
<b>Balance as of 11/30/25</b>	<b><u>618,137.59</u></b>

<b>General Fund Cash &amp; Investment Total as of 11/30/25</b>	<b>426,457.49</b>
<b>Bond Fund Cash &amp; Investment Total as of 11/30/25</b>	<b><u>191,680.10</u></b>
	<b><u>618,137.59</u></b>



**Port of South Whidbey  
Preliminary Profit & Loss  
December 2025**

	Dec 25
Ordinary Income/Expense	
Income	
Fairgrounds Revenue	
Camping Fees - Fairgrounds	1,728.47
Dump Fees - Campground	242.35
Fair Association Lease	223.90
Fairgrounds Events	
Event Rentals - Fairgrounds	3,480.00
Total Fairgrounds Events	3,480.00
Tenant Leases - Fairgrounds	4,000.50
Total Fairgrounds Revenue	9,675.22
Harbor Revenue	
Annual Moorage	1,896.00
Donations	6.00
Live-aboard fee	400.64
Monthly Moorage	6,092.68
Showers	168.00
Transient Day Use Moorage	154.00
Transient Overnight Moorage	2,074.35
Total Harbor Revenue	10,791.67
Humphrey Road Revenue	
Daily Parking Fees-Humphrey Rd	2,694.13
Permit Fees - Humphrey Rd	3,604.57
Total Humphrey Road Revenue	6,298.70
Possession Park Revenue	
Rental of Residence - Poss Pk	1,520.00
Total Possession Park Revenue	1,520.00
Total Income	28,285.59
Gross Profit	28,285.59
Expense	
Administration	
Admin/Accounting Wages	3,064.50
Commissioners' Salaries	1,080.00
Dues & Memberships	475.00
Employee Fringe Benefits	1,650.00
Executive Director Salary	8,750.00
Legal Notices/Classified Ads	66.04
Maintenance Manager Wages	2,308.00
Maintenance Tech 1 Wages	613.64
Meetings & Education incl WPPA	1,520.00
Office & Facilities Supplies	244.54
Office Telephone & Staff Mobile	551.29
Per Diem - Commissioners	
Per Diem - Easton	483.00
Per Diem - Gordon	644.00
Per Diem - Ng	644.00
Total Per Diem - Commissioners	1,771.00
Port Clerk/Accountant Wages	5,717.02
Port Office Rental	2,575.00
Port Vehicles' Expense	237.55

# Port of South Whidbey Preliminary Profit & Loss December 2025

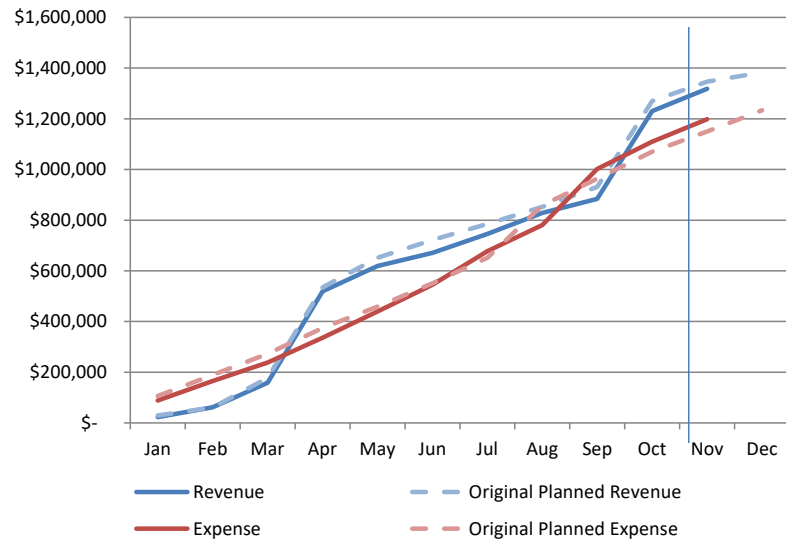
	Dec 25
Travel Exp - Commissioners	
Travel Expense - Easton	111.20
Travel Expense - Gordon	543.79
Travel Expense - Ng	930.70
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Total Travel Exp - Commissioners	1,585.69
Travel Expense - Staff	635.06
Website Design & Maintenance	55.00
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Total Administration	32,899.33
Bush Point Operations	
Electricity - Bush Pt	141.31
Materials & Supplies - Bush Pt	249.95
Refuse Removal - Bush Pt	39.16
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Total Bush Point Operations	430.42
Clinton Beach Operations	
Electricity - Clinton Beach	107.19
Maint & Repair - Clinton Beach	32.94
Materials & Supplies - Clinton	350.21
Refuse Removal - Clinton Beach	137.91
	<hr/>
Total Clinton Beach Operations	628.25
Fairgrounds Operations	
Electricity - Fairgrounds	2,875.02
Employee Benefits - Fairgrounds	600.00
Equipment (Purch/Rent/Repair)	818.96
Fairgrounds Misc Exp	94.59
FG Director Wages	5,137.56
FG Mktg & Events Coord Wages	1,839.38
Maint Campground Host Wages	0.00
Maint Laborer Wages - Part Time	0.00
Maint Wages - Temp Fair	0.00
Marketing/Advertising-FG	1,811.96
Materials & Supplies - Fair	466.81
Propane - Fairgrounds	296.75
Refuse Removal - Fairgrounds	1,036.04
Taxes - Fairgrounds	
B & O Tax - Fair	55.70
Sales & Lodging Tax	629.51
	<hr/>
Total Taxes - Fairgrounds	685.21
Telephone & DSL - Fairgrounds	799.03
Travel & Other Misc - Fair	119.00
Vehicle Maintenance - Fair	113.83
Water & Sewer - Fairgrounds	3,597.01
	<hr/>
Total Fairgrounds Operations	20,291.15
Humphrey Rd Parking Lot Ops	
Attendant Payroll - Humphrey Rd	520.00
Materials & Supplies - Humph Rd	64.54
Taxes - Humphrey Rd	
B & O Taxes - Humphrey Rd	6.30
WSST - Parking	162.97
	<hr/>
Total Taxes - Humphrey Rd	169.27
	<hr/>
Total Humphrey Rd Parking Lot Ops	753.81
Payroll Expenses	3,884.01

**Port of South Whidbey**  
**Preliminary Profit & Loss**  
**December 2025**

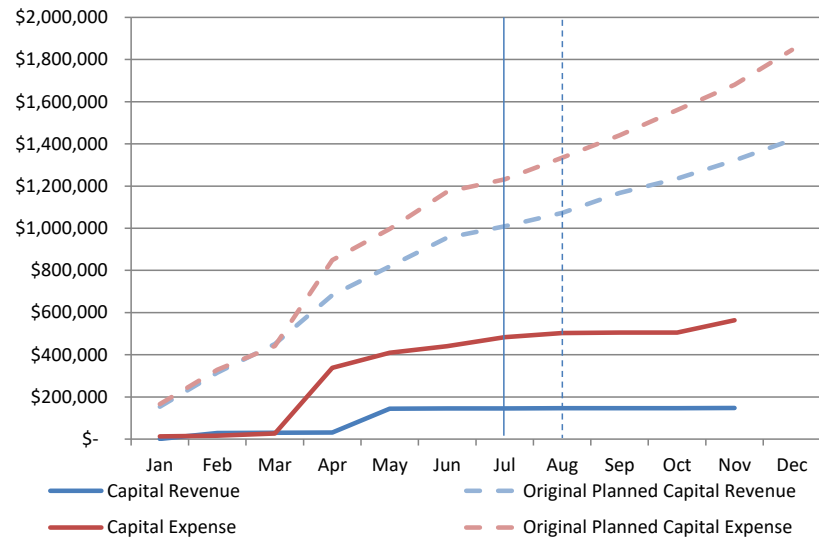
	Dec 25
Possession Beach Park Ops	
Electricity - Possession	581.14
Equip (Purchase/Rent/Repair)	53.32
Maint & Repair - Possession	230.29
Maint. Wages - Possession	400.00
Materials & Suppl - Possession	51.13
Refuse Removal - Possession	121.83
Telephone - Possession	39.68
Water System Maint - Poss Pk	138.80
Total Possession Beach Park Ops	1,616.19
South Whidbey Harbor Ops	
Advertising/Promotion - Harbor	1,325.00
Asst Harbormaster Wages	1,850.00
Dockhand - Part Time	1,180.00
Electricity - Harbor	1,457.23
Employee Benefits - Harbor	900.00
Equip (Purch/Rent/Repair) SWH	68.57
Harbor Receipts Discrepancy	0.02
Harbormaster Wages	3,451.10
Maint & Repair - Harbor	9,888.74
Materials & Supplies - Harbor	504.95
Refuse Removal - Harbor	269.92
Seasonal Wages - Harbor	0.00
Taxes - Harbor	
B & O Tax - Harbor	136.12
Total Taxes - Harbor	136.12
Telephone & DSL - Harbor	173.70
Water & Sewer - Harbor	1,369.42
Total South Whidbey Harbor Ops	22,574.77
Total Expense	83,077.93
Net Ordinary Income	-54,792.34
Other Income/Expense	
Other Income	
Capital Revenue	
Fairgrounds	
RCEDF Grant - Fairgrounds	55,229.90
Total Fairgrounds	55,229.90
Total Capital Revenue	55,229.90
Total Other Income	55,229.90
Other Expense	
Capital Expenditures	
Fairgrounds - Cap Improvements	624.00
Total Capital Expenditures	624.00
Total Other Expense	624.00
Net Other Income	54,605.90
Net Income	-186.44

## Port of South Whidbey 2025 Projections

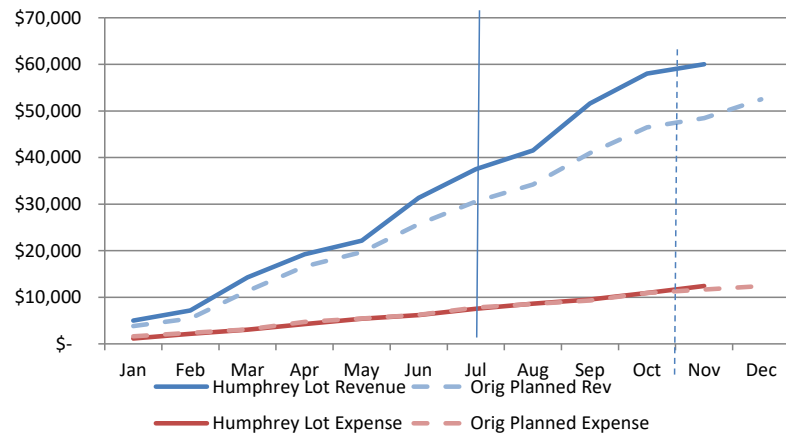
### 2025 Operating Revenue and Expenses



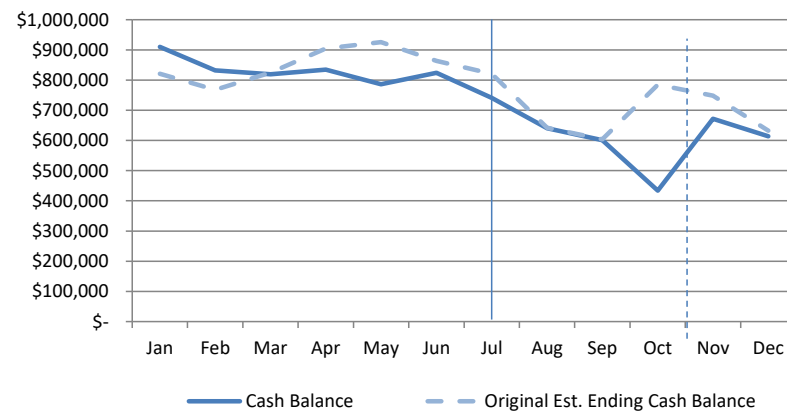
### 2025 Capital Projects



### Humphrey Lot Revenue & Expenses

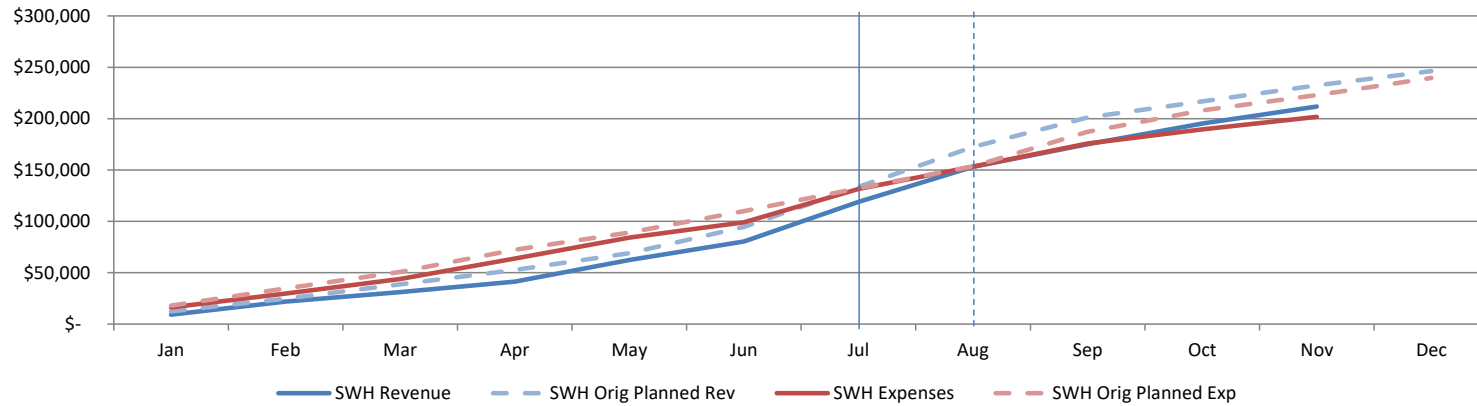


### Est. Ending Cash Balance

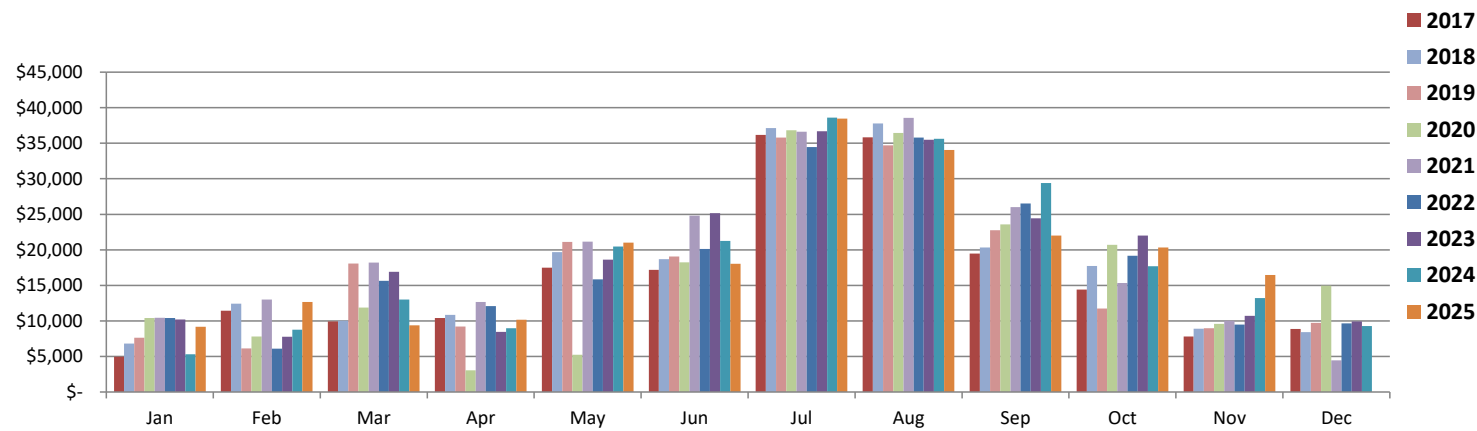


# Port of South Whidbey 2025 Projections

## South Whidbey Harbor Revenue & Expenses 2025



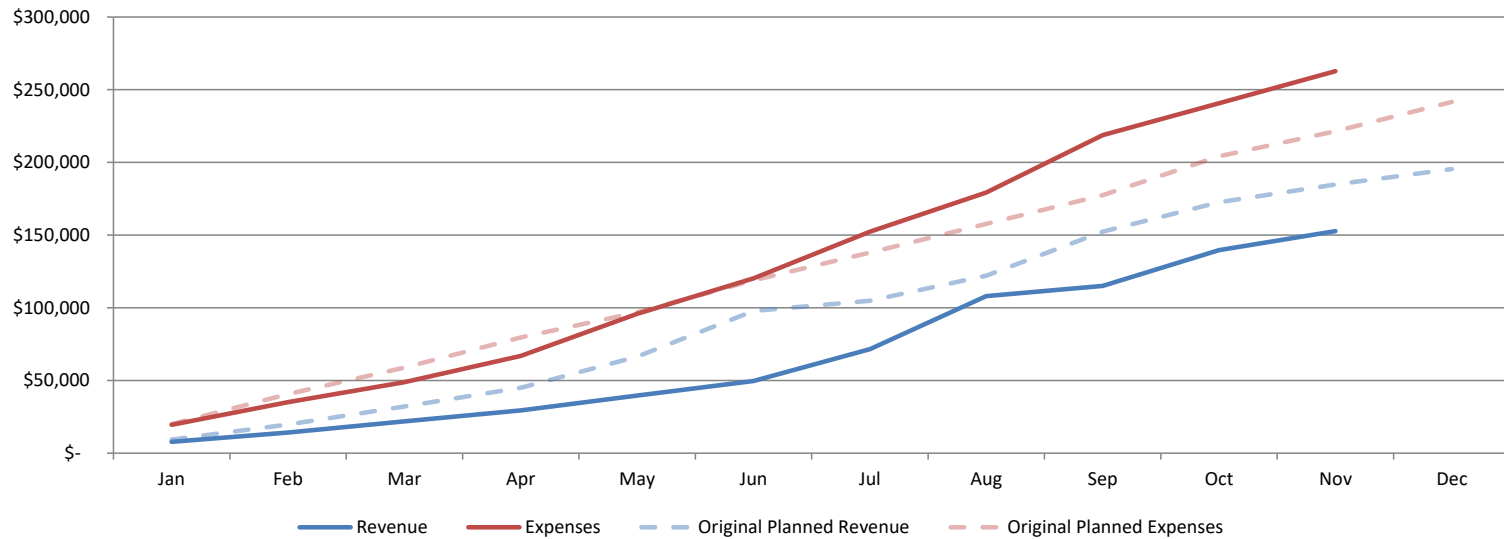
## Monthly SWH Revenue 2017-2025



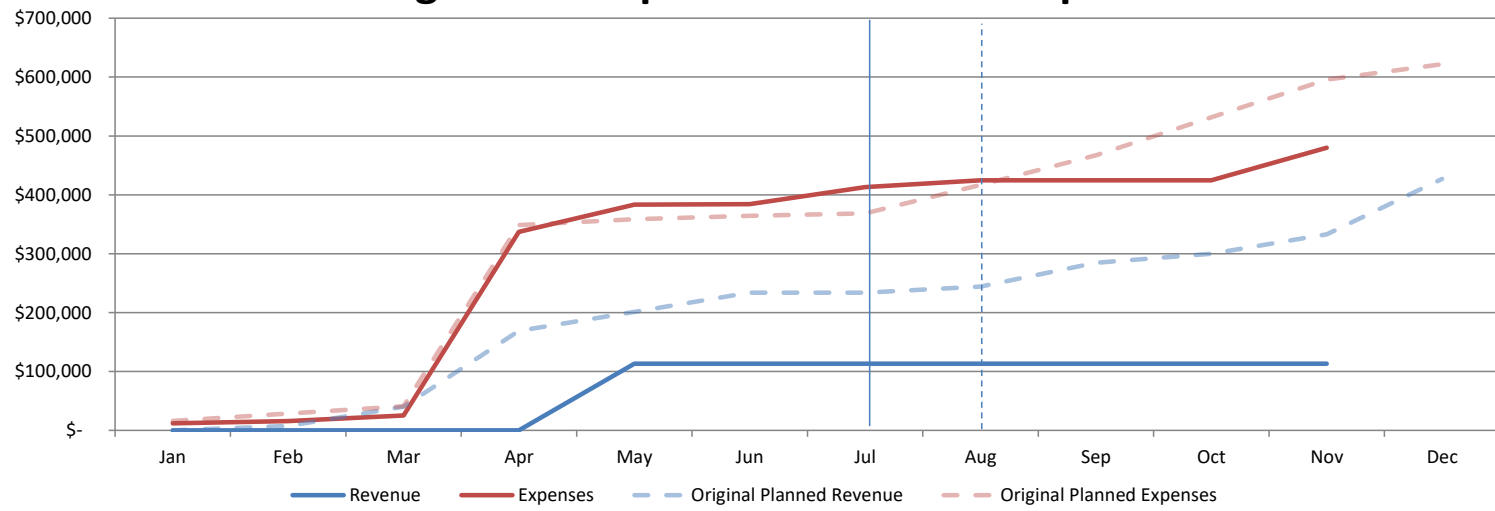
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>2025</b>	\$ 9,180	\$ 12,664	\$ 9,376	\$ 10,159	\$ 21,024	\$ 18,046	\$ 38,455	\$ 34,054	\$ 22,003	\$ 20,317	\$ 16,478	\$ -	\$ 211,756
<b>2025 budget</b>	\$ 12,341	\$ 12,341	\$ 14,129	\$ 13,891	\$ 16,393	\$ 25,448	\$ 39,031	\$ 38,977	\$ 28,517	\$ 15,645	\$ 15,586	\$ 13,971	\$ 246,270
<b>2017</b>	\$ 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
<b>2018</b>	\$ 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
<b>2019</b>	\$ 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
<b>2020</b>	\$ 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
<b>2021</b>	\$ 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
<b>2022</b>	\$ 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
<b>2023</b>	\$ 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

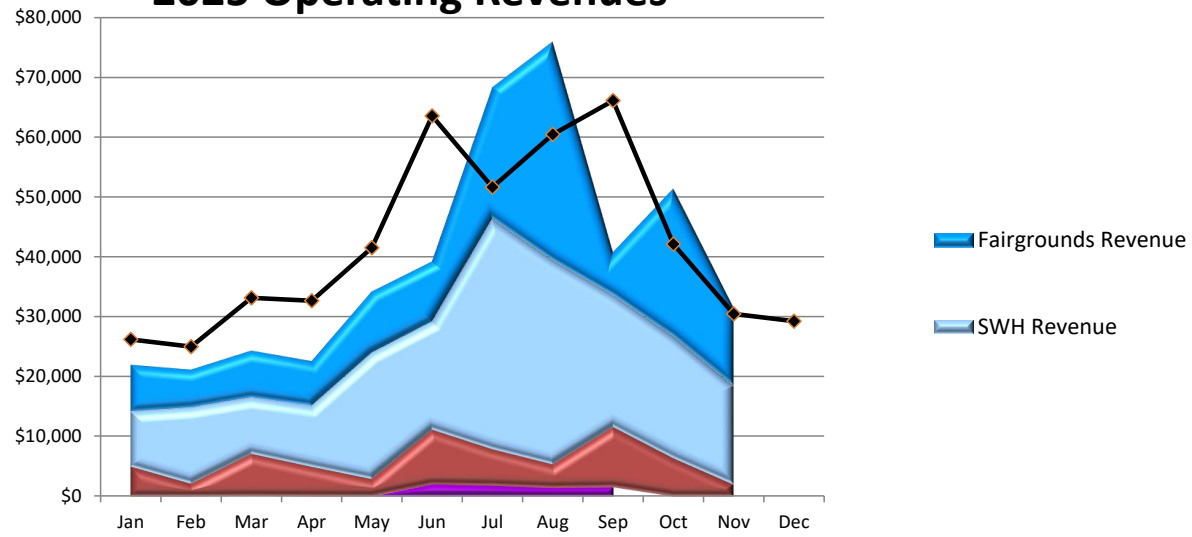


## 2025 Fairgrounds Capital Revenue and Expenses



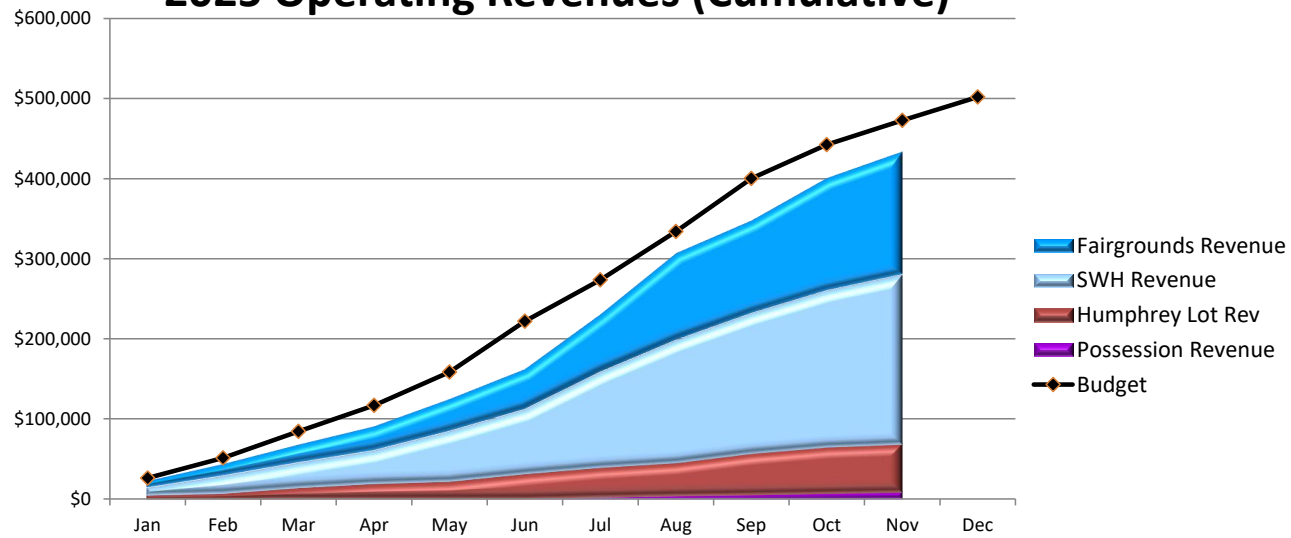
Port of South Whidbey  
2025 Projections

2025 Operating Revenues

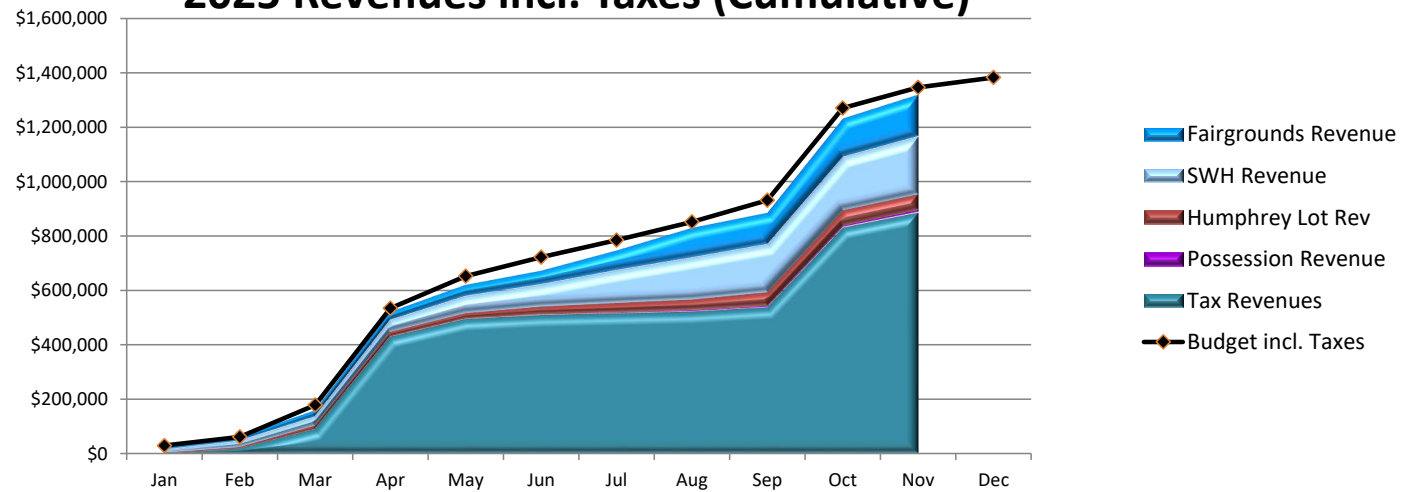


Port of South Whidbey  
2025 Projections

### 2025 Operating Revenues (Cumulative)



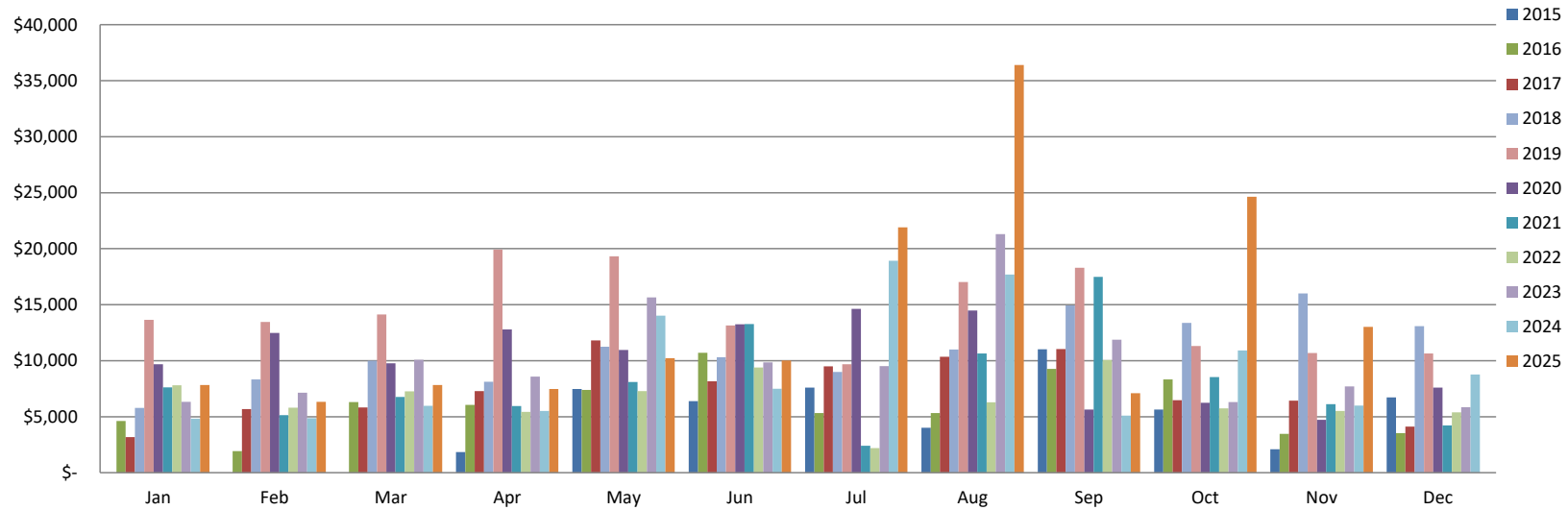
### 2025 Revenues incl. Taxes (Cumulative)





**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
<b>2025</b>	\$ 7,819	\$ 6,320	\$ 7,818	\$ 7,472	\$ 10,219	\$ 10,018	\$ 21,907	\$ 36,404	\$ 7,107	\$ 24,635	\$ 13,011	\$ -	\$ 152,730
<b>2025 budget</b>	\$ 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
<b>2015</b>	\$ -	\$ -	\$ -	\$ 1,837	\$ 7,464	\$ 6,380	\$ 7,601	\$ 4,014	\$ 11,009	\$ 5,642	\$ 2,085	\$ 6,713	\$ 52,745
<b>2016</b>	\$ 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
<b>2017</b>	\$ 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
<b>2018</b>	\$ 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
<b>2019</b>	\$ 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
<b>2020</b>	\$ 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
<b>2021</b>	\$ 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
<b>2022</b>	\$ 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
<b>2023</b>	\$ 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
<b>2024</b>	\$ 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										
Capital Expenditures	Clinton Dock - POF	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,535	\$ 2,955	\$ -	\$ -	\$ -	\$ -	\$ 12,490	
	Fairgrounds Capital Improvements	\$ 200,000	\$ 11,664	\$ 3,744	\$ 9,451	\$ 311,774	\$ 46,651	\$ 603	\$ 29,123	\$ 11,470	\$ -	\$ -	\$ 55,230	\$ -	\$ 479,710
	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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 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	\$ 19,553	\$ 2,006	\$ 913	\$ 57,932	\$ 84,558	\$ 648,234
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	\$ 49,858	\$ 50,834	\$ 706,630
	Sub-total Bush Point	\$ 11,700	\$ 314	\$ 739	\$ 37	\$ 532	\$ 1,510	\$ 210	\$ 335	\$ 1,431	\$ 1,961	\$ 2,850	\$ 1,297	\$ 1,300	\$ 12,516
	Sub-total Clinton	\$ 11,900	\$ 311	\$ 228	\$ 184	\$ 886	\$ 833	\$ 249	\$ 904	\$ 832	\$ 1,457	\$ 931	\$ 594	\$ 504	\$ 7,913
	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	\$ 22,003	\$ 19,363	\$ 282,109
	Sub-total Humphrey Lot	\$ 12,410	\$ 1,147	\$ 1,007	\$ 912	\$ 1,152	\$ 1,173	\$ 797	\$ 1,369	\$ 1,071	\$ 900	\$ 1,424	\$ 1,466	\$ 742	\$ 13,160
	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	\$ 1,428	\$ 1,432	\$ 48,475
	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	\$ 12,118	\$ 16,789	\$ 218,506
	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	\$ 88,764	\$ 90,964	\$ 1,289,309
Capital Revenue	Grant funding (RCO) - clean vessel program	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Grant funding (RCEDF) - Fairgrounds	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 113,221	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 113,221
	Grant funding (WSDA) - Fairgrounds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Grant funding (STBG/TA) - Clinton Dock	\$ 1,000,000	\$ -	\$ 27,482	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,482
	Grant funding (USDA) - Fairgrounds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	2018A Bond Interest Income	\$ 6,000	\$ 451	\$ 430	\$ 460	\$ 345	\$ 245	\$ 239	\$ 244	\$ 250	\$ 260	\$ 269	\$ 270	\$ 360	\$ 3,823
	2018B Bond Interest Income	\$ 6,000	\$ 451	\$ 430	\$ 460	\$ 345	\$ 245	\$ 239	\$ 244	\$ 250	\$ 260	\$ 269	\$ 270	\$ 360	\$ 3,823
	Total Capital Revenue	\$ 1,322,750	\$ 902	\$ 28,342	\$ 920	\$ 690	\$ 113,711	\$ 478	\$ 488	\$ 500	\$ 520	\$ 538	\$ 540	\$ 720	\$ 148,349
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	\$ 55,331	\$ 7,040	\$ 892,690
	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	\$ 13,013	\$ 10,567	\$ 163,302
	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	\$ 2,015	\$ 4,035	\$ 64,060
	Sub-total - Possession Point Revenue	\$ 7,810	\$ -	\$ -	\$ -	\$ -	\$ 57	\$ -	\$ 1,950	\$ 1,750	\$ 1,400	\$ 1,526	\$ 1,470	\$ 1,401	\$ 9,554
	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	\$ 16,478	\$ 13,971	\$ 225,726
	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	\$ 88,307	\$ 37,014	\$ 1,355,332
2025 Beginning															
Bond Fund Balance		\$ 390,487	\$ 391,389	\$ 392,249	\$ 393,169	\$ 393,859	\$ 394,349	\$ 394,827	\$ 395,315	\$ 40,216	\$ 190,601	\$ 191,139	\$ 191,680	\$ 207,400	
General Fund Balance		\$ 519,469	\$ 441,118	\$ 426,827	\$ 441,156	\$ 392,554	\$ 429,949	\$ 345,949	\$ 245,281	\$ 560,616	\$ 243,341	\$ 480,593	\$ 426,457	\$ 326,179	
Total Cash Balance		\$ 909,957	\$ 832,507	\$ 819,076	\$ 834,325	\$ 786,413	\$ 824,298	\$ 740,776	\$ 640,596	\$ 600,832	\$ 433,942	\$ 671,732	\$ 618,137	\$ 533,579	
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		<u>Budget</u>	<u>Expenditures</u>												
	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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 179,641	\$ 1,547,470
Total Operating Expenditures		\$ 1,269,635	\$ 87,111	\$ 75,677	\$ 71,752	\$ 96,499	\$ 101,812	\$ 103,729	\$ 130,499	\$ 101,796	\$ 218,053	\$ 105,722	\$ 87,410	\$ 89,576	\$ 1,269,635
Capital Revenue		<u>Budget</u>													
	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	\$ 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	\$ 8,333	\$ 100,000
	Grant funding (WSDA) - Fairgrounds	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,250	\$ 31,250	\$ 31,250	\$ 31,250	\$ 125,000
	RCO Boating Infrastructure Grant (Harbor)	\$ 93,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,438	\$ 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	\$ 2,500	\$ 30,000
	Grant funding (WSP) - clean vessel program	\$ 750	\$ 63	\$ 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	\$ 148,917	\$ 1,349,500
Total Operating Revenue		\$ 1,441,880	\$ 24,560	\$ 41,300	\$ 102,815	\$ 384,229	\$ 105,821	\$ 55,430	\$ 79,265	\$ 87,941	\$ 59,606	\$ 367,589	\$ 93,946	\$ 39,378	\$ 1,441,880
		<u>2026 Beginning</u>													
	Bond Fund Balance	\$ 207,400	\$ 207,400	\$ 207,400	\$ 207,400	\$ 207,400	\$ 207,400	\$ 207,400	\$ 207,400	\$ 207,400	\$ 207,400	\$ 207,400	\$ 207,400	\$ 182,400	
	General Fund Balance	\$ 326,179	\$ 262,774	\$ 227,542	\$ 257,752	\$ 544,628	\$ 547,782	\$ 459,017	\$ 406,929	\$ 321,907	\$ 146,981	\$ 391,319	\$ 381,376	\$ 325,454	
	Total Cash Balance	\$ 533,579	\$ 470,174	\$ 434,942	\$ 465,152	\$ 752,028	\$ 755,182	\$ 666,417	\$ 614,329	\$ 529,307	\$ 354,381	\$ 598,719	\$ 588,776	\$ 507,854	
	Planned Bond Fund Invoices													\$ (25,000)	



Humphrey Road Parking Lot

RATE CHANGES  
Effective February 1, 2026

*Daily Rates*

\$5 for      up to 12 Hours  
\$10 for    12 – 24 Hours

*Parking Permits*

Quarterly    \$200



March 26, 2025

Angi Mozer  
Port of South Whidbey, Executive Director  
228 Wharf St, Langley, WA 98260

**Re: Clinton Dock Float Replacement – Amendment 02 – Reserve Fund  
KPFF Scope and Fee Proposal  
Project No. 10092100189**

Angi,

This scope amendment is to supplement the current budget for the Clinton Dock Float Replacement project with funds in the management reserve budget. This scope includes additional environmental services including continued consultation with the Suquamish Tribe. It also includes some preliminary work to begin preparation of a Float Procurement package for procurement of the floating dock.

This scope of work will be performed by KPFF and subconsultant Confluence Environmental.

### ***KPFF Scope of Proposed Services***

KPFF proposes to provide the following services as part of this scope & fee proposal:

#### **Task 1: Project Management and Design Coordination**

KPFF will provide general project administration, invoicing and coordination with sub consultants and POSW staff. Monthly invoices will be provided for this work with a summary of work completed and project status. This task also includes regular monthly meetings with POSW to discuss questions and make collaborative decisions on the direction of the project.

#### **Task 2: Environmental Permitting, Natural Resources & Tribal Consultation**

The team will work with POSW to continue to engage in coordination with the Suquamish Tribe regarding their comments on the proposed design. This scope assumes up to 2 additional meetings will occur with the Suquamish Tribe for this task, including preparation and applicable follow up tasks.

##### ***Task 2 Deliverables:***

- Up to two Tribal coordination meetings

#### **Task 3: Float Procurement Package**

The team will begin to develop a package of drawings and specifications that can be used to procure the floating dock. Task 3 deliverables will be finalized and submitted under Amendment 03.

**Assumptions**

*This scope of work was assembled with the following assumptions:*

- 1. This scope will be amended to include project bidding and construction support services at a future date.*
- 2. The floats will be designed to accommodate a future above-grade platform for the POF but the platform itself will not be designed as part of this scope of work.*

**Fees**

The total estimated additional not-to-exceed maximum fee, including reimbursable expenses, for the services described in this letter is **\$10,070**. All work will be performed in accordance with the attached Terms and Conditions.

We are available to discuss this proposal at your convenience. Please contact me at (425) 501 6968 should you have any questions or require additional information.

Sincerely,



Ed DeBroeck, PE, DBIA

Principal

CC: Bob Riley, PE, Principal

Andy Bennett, PE, Principal

Attachments:

1. Fee Schedule
2. Confluence Scope

Port of South Whidbey  
Clinton Dock - Float Replacement  
3/26/2025

Summary		Category and Hours			Fee
		KPFF	Glosten	Confluence	
Task	Description				
<b>1.0</b>	<b>Project Management and Design Coordination</b>				
1.1	Monthly Meetings (1 month)	\$ 506	\$ -	\$ -	\$ 506
1.2	Monthly Progress Reporting (1 month)	\$ 368	\$ -	\$ -	\$ 368
1.3	General Coordination	\$ 756	\$ -	\$ -	\$ 756
		\$ 1,630	\$ -	\$ -	\$ 1,630
<b>2.0</b>	<b>Environmental Permitting, Natural Resources, &amp; Tribal Consultation</b>				
2.1	Tribal Coordination	\$ -	\$ -	\$ 5,475	\$ 5,475
		\$ -	\$ -	\$ 5,475	\$ 5,475
<b>3.0</b>	<b>Float Procurement Package</b>				
3.1	Preliminary Construction Drawings	\$ 2,965	\$ -	\$ -	\$ 2,965
		\$ 2,965	\$ -	\$ -	\$ 2,965
<b>Labor Subtotal</b>		\$ 4,595	\$ -	\$ 5,475	\$ 10,070
<b>Expense Subtotal</b>		\$ -	\$ -	\$ -	\$ -
<b>Total</b>		\$ 4,595	\$ -	\$ 5,475	\$ 10,070

		Category and Hours													2.79
KPFF		Sr. Tech Sp	Tech Sp	Princ	DE I	SE I	Sr. CAD I	SE II	PM	CAD	DE II	Pjt Crd	Admin		DSC+OH Mult.
Task	Description	\$ 126.89	\$ 108.65	\$ 91.24	\$ 42.44	\$ 58.60	\$ 58.05	\$ 81.16	\$ 89.82	\$ 53.04	\$ 51.24	\$ 42.00	\$ 27.93	\$ -	Fee
<b>1.0</b>	<b>Project Management and Design Coordination</b>														
1.1	Monthly Meetings (1 month)			1.0					1.0						\$ 506
1.2	Monthly Progress Reporting (1 month)								1.0			1.0			\$ 368
1.3	General Coordination			1.0					2.0						\$ 756
	Subtotal	0.0	0.0	2.0	0.0	0.0	0.0	0.0	4.0	0.0	0.0	1.0	0.0	0.0	\$ 1,630
<b>2.0</b>	<b>Environmental Permitting, Natural Resources, &amp; Tribal Consultation</b>														
2.1	Tribal Coordination														\$ -
	Subtotal	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$ -
<b>3.0</b>	<b>Float Procurement Package</b>														
3.1	Preliminary Construction Drawings	0.0	0.0	2.0	0.0	6.0	6.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	\$ 2,965
1	Cover Page					1.0	1.0								
2	Structural Notes					1.0	1.0								
3	Float Plan					1.0	1.0								
4	Float Elevation					1.0	1.0								
5	Float Design Criteria					1.0	1.0								
6	Float Details					1.0	1.0								
	Subtotal	0.0	0.0	2.0	0.0	6.0	6.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	\$ 2,965
	<b>Total</b>	-	-	4.0	-	6.0	6.0	-	6.0	-	-	1.0	-	-	\$ 4,595





March 24, 2025

Mr. Ed DeBroeck  
Associate  
KPFF Consulting Engineers  
1601 Fifth Ave, Suite 1300  
Seattle, WA 98101

**Re: Port of South Whidbey - Clinton Dock Float Replacement; Scope of Work and Fee Estimate for Additional Environmental Support**

Dear Mr. DeBroeck:

On behalf of Confluence Environmental Company (Confluence), we are pleased to submit to you this amendment to the scope of work (SOW) and fee proposal to support additional environmental services for the Port of South Whidbey - Clinton Dock Float Replacement. This SOW has been prepared to provide support associated with Tribal coordination specific to comments received on environmental documentation. This SOW is based on your email request dated December 13, 2024, for a scope and fee proposal from Confluence.

#### **TASK 4: NATURAL RESOURCES & TRIBAL COORDINATION (ADDITIONAL SUPPORT)**

This task includes additional tribal and environmental support as outlined below.

- Develop a strategy for, and execute the necessary steps to, coordinate with the Suquamish Tribe regarding comments provided by the Fish Committee about their objection to the proposed design. This will include the following sub-tasks:
  - Internal team coordination and strategy development
  - Engagement with WSDOT Local Programs and Ferries, and the Corps, as necessary
  - Preparation of meeting materials
  - Facilitation of up to 2 meetings with the Suquamish Tribe representatives
  - An assessment of future tasks or services in response to tribal meeting outcomes

#### **Assumptions:**

- Up to 2 2-hour meetings with Suquamish Tribe may be required.
- No supporting technical documentation will be required as an outcome of Tribal coordination. Any future documentation will be covered by a subsequent contract amendment, if necessary.

Mr. Ed DeBroeck  
March 24, 2025



## **Deliverables:**

The deliverables proposed for this task include the following:

- Meeting notes and recommendations regarding Suquamish Tribe coordination outcomes.

## **FEE ESTIMATE**

The fee estimate for Tribal coordination is **\$5,475**.

The work described above will be performed on a time and materials basis. We will not exceed the approved cost estimate without your prior agreement and written authorization. If changes to the scope of work, deliverables, or completion date are required to complete this effort, then we will negotiate a contract modification with you.

Mr. Ed DeBroeck

March 24, 2025



Please let me know if you have any comments or questions.

Respectfully,

A handwritten signature in blue ink, appearing to read "Christopher Berger".

**CHRISTOPHER BERGER, PWS**

Principal Ecologist

206.604.9059

[chris.berger@confenv.com](mailto:chris.berger@confenv.com)

## Clinton Dock Float Replacement

TASK 4: TRIBAL COORDINATION (ADDITIONAL SUPPORT)	Consulting Staff										
	Labor Classification	Senior Principal	Principal	Project Planner III	Subtotal	Editor	Accountin g				Subtotal
Tribal Coordination					\$0		2	\$270	\$270		
Strategy and prep	2	6			\$1,921			\$0	\$1,921		
Meetings	4	4			\$2,108			\$0	\$2,108		
Response to meeting outcomes	1	4			\$1,177			\$0	\$1,177		
Total hours	7	14	0			0	2				
Billing Rate	\$ 310.31	\$ 216.67	\$ 154.13			\$ 129.92	\$ 133.56				
Subtotals	\$ 2,172	\$ 3,033	\$ -	\$ 5,206	\$ -	\$ 270	\$ 270	\$ 5,475			
Direct Expenses											
Direct expense total										\$0	
Total price											\$5,475



March 26, 2025

Angi Mozer  
Port of South Whidbey, Executive Director  
228 Wharf St, Langley, WA 98260

**Re: Clinton Dock Float Replacement – Amendment 03 – Float Procurement**  
**KPFF Scope and Fee Proposal**  
**Project No. 10092100189**

Angi,

We have prepared this amendment to the original contract in order to finalize the design of the Clinton Dock Float Replacement Project. This scope includes additional environmental services including NEPA preparation for the construction of the floating dock. It also includes finishing the preparation of a Float Procurement package for procurement of the floating dock.

This scope of work will be performed by KPFF and subconsultants Glosten and Confluence Environmental.

#### ***KPFF Scope of Proposed Services***

KPFF proposes to provide the following services as part of this scope & fee proposal:

##### **Task 1: Project Management and Design Coordination**

KPFF will provide general project administration, invoicing and coordination with sub consultants and POSW staff. Monthly invoices will be provided for this work with a summary of work completed and project status. This task also includes regular monthly meetings with POSW to discuss questions and make collaborative decisions on the direction of the project.

##### **Task 2: Environmental Permitting, Natural Resources & Tribal Consultation**

Confluence will prepare a Documented Categorical Exclusion (DCE) Checklist for the float procurement and fabrication. See attached Confluence proposal for more detailed scope information.

##### ***Task 2 Deliverables:***

- Draft and Final DCE Checklist

##### **Task 3: Float Procurement Package**

The team will develop a package of drawings and specifications that can be used to procure the floating dock. See attached Glosten proposal for more detailed scope information.

*Task 3 deliverables:*

- Float Procurement Package
  - Float Plans
  - Float performance specifications

***Assumptions***

*This scope of work was assembled with the following assumptions:*

1. *This scope will be amended to include project bidding and construction support services at a future date.*
2. *The floats will be designed to accommodate a future above-grade platform for the POF but the platform itself will not be designed as part of this scope of work.*

***Fees***

The total estimated additional not-to-exceed maximum fee, including reimbursable expenses, for the services described in this letter is **\$28,715**. All work will be performed in accordance with the attached Terms and Conditions.

We are available to discuss this proposal at your convenience. Please contact me at (425) 501 6968 should you have any questions or require additional information.

Sincerely,



Ed DeBroeck, PE, DBIA

Principal

CC: Bob Riley, PE, Principal  
Andy Bennett, PE, Principal

**Attachments:**

1. Fee Schedules
2. Glosten Scope
3. Confluence Scope

Port of South Whidbey  
Clinton Dock - Float Replacement  
3/26/2025

Summary		Category and Hours			Fee
		KPFF	Glosten	Confluence	
Task	Description				
<b>1.0</b>	<b>Project Management and Design Coordination</b>				
1.1	Monthly Meetings (1 month)	\$ 506	\$ -	\$ -	\$ 506
1.2	Monthly Progress Reporting (1 month)	\$ 368	\$ -	\$ -	\$ 368
1.3	General Coordination	\$ 756	\$ -	\$ -	\$ 756
		\$ 1,630	\$ -	\$ -	\$ 1,630
<b>2.0</b>	<b>Environmental Permitting, Natural Resources, &amp; Tribal Consultation</b>				
2.1	DCE Checklist	\$ 502	\$ -	\$ 6,810	\$ 7,312
		\$ 502	\$ -	\$ 6,810	\$ 7,312
<b>3.0</b>	<b>Float Procurement Package</b>				
3.1	Construction Drawings	\$ 2,965	\$ -	\$ -	\$ 2,965
3.2	Performance Specifications	\$ 8,058	\$ 4,406	\$ -	\$ 12,464
3.3	QA/QC	\$ 4,344	\$ -	\$ -	\$ 4,344
		\$ 15,367	\$ 4,406	\$ -	\$ 19,773
<b>Labor Subtotal</b>		\$ 17,499	\$ 4,406	\$ 6,810	\$ 28,715
<b>Expense Subtotal</b>		\$ -	\$ -	\$ -	\$ -
<b>Total</b>		\$ 17,499	\$ 4,406	\$ 6,810	\$ 28,715

		Category and Hours															2.79
KPFF		Sr. Tech Sp	Tech Sp	Princ	DE I	SE I	Sr. CAD I	SE II	PM	CAD	DE II	Pjt Crd	Admin				DSC+OH Mult.
Task	Description	\$ 126.89	\$ 108.65	\$ 91.24	\$ 42.44	\$ 58.60	\$ 58.05	\$ 81.16	\$ 89.82	\$ 53.04	\$ 51.24	\$ 42.00	\$ 27.93	\$ -			Fee
1.0	Project Management and Design Coordination																
1.1	Monthly Meetings (1 month)			1.0					1.0								\$ 506
1.2	Monthly Progress Reporting (1 month)								1.0			1.0					\$ 368
1.3	General Coordination			1.0					2.0								\$ 756
	Subtotal	0.0	0.0	2.0	0.0	0.0	0.0	0.0	4.0	0.0	0.0	1.0	0.0	0.0			\$ 1,630
2.0	Environmental Permitting, Natural Resources, & Tribal Consultation																
2.1	DCE Checklist								2.0								\$ 502
	Subtotal	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0			\$ 502
3.0	Float Procurement Package																
3.1	Construction Drawings	0.0	0.0	2.0	0.0	6.0	6.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0			\$ 2,965
1	Cover Page					1.0	1.0										
2	Structural Notes					1.0	1.0										
3	Float Plan					1.0	1.0										
4	Float Elevation					1.0	1.0										
5	Float Design Criteria					1.0	1.0										
6	Float Details					1.0	1.0										
3.2	Performance Specifications			2.0		40.0			4.0								\$ 8,058
3.3	QA/QC			8.0		4.0	4.0		4.0								\$ 4,344
	Subtotal	0.0	0.0	12.0	0.0	50.0	10.0	0.0	10.0	0.0	0.0	0.0	0.0	0.0			\$ 15,367
	Total	-	-	14.0	-	50.0	10.0	-	16.0	-	-	1.0	-	-			\$ 17,499





# Glostén

10 January 2025  
File No. P0146.24-A

Ed DeBroeck, PE, DBIA  
KPFF Consulting Engineers  
1601 Fifth Avenue, Suite 1300  
Seattle, Washington 98101

Subject: Clinton Dock Float Performance Specification Support

References: 1. Kim, M., *Notes from 2024.07.31 Meeting*, Glostén, 31 July 2024.

Dear Ed:

We appreciate the opportunity to offer our services for the Clinton floating dock project. We are pleased to provide this proposal to support KPFF with this work.

## SCOPE OF WORK

Glostén initially provided a stability and pile load analysis for the floating dock in Clinton, Washington. As KPFF moves to the bid phase of the project as noted in Reference 1, Glostén will support KPFF with the performance specification for float stability.

## DELIVERABLES

Our project deliverable will be a section of the performance specification document related to float stability.

## COST AND TERMS

We estimate that the engineering effort for performing these tasks will cost USD\$4,406.37 using the Glostén's WSDOT-reviewed ANTE rates. The breakdown of the estimated costs is shown in the table below:

Job Classifications	Direct Labor Hourly Billing Rate NTE	Overhead NTE*	Fixed Fee NTE	All Inclusive Hourly Billing Rate NTE	Hours	Total
		197.31%	30.00%			
Administrative	\$81.86	\$161.52	\$24.56	\$267.94		
Designer/Eng. Technician/Eng Writer	\$64.89	\$128.03	\$19.47	\$212.39	2	\$424.78
Eng/ Staff Eng / Eng Intern	\$59.51	\$117.42	\$17.85	\$194.78		
Project Engineer	\$70.86	\$139.81	\$21.26	\$231.93	11	\$2,551.23
Sr. Engineer / Marine Consultant	\$80.39	\$158.62	\$24.12	\$263.12		
Principal / Marine Consultant	\$109.25	\$215.56	\$32.78	\$357.59	4	\$1,430.36
<b>Total</b>					<b>17</b>	<b>\$4,406.37</b>

We will bill you monthly on a time-and-materials basis. We have attached our standard terms and conditions of service. This proposal is valid for 60 days.

We assume that travel will not be required. Should travel become necessary, travel expenses will be billed at cost.

## SCHEDULE

We are prepared to start within two weeks of execution of your contract or purchase order, or your signature below indicating your acceptance of the terms provided. We will work with your team to determine the project schedule.

I will be your main point of contact. Thank you for the opportunity to submit our proposal for this project.

Sincerely,

Mark Kim, PE  
Ocean Engineer

CMK:mm

Enclosures: 1. Standard Terms & Conditions of Service

PROPOSAL TITLE: KPFF Clinton Dock Float Performance Specification Support

Glosten Proposal No. P0146.24-A

ACCEPTED BY KPFF Consulting Engineers

Signature and Date

---

Printed Name and Title

---

# TERMS AND CONDITIONS OF SERVICE

1. PROFESSIONAL SERVICES – FIXED FEE. Where the scope of services, including reimbursable expenses, subcontracts, and outside services can be clearly defined, Glosten will customarily bill for services on a fixed fee basis. Invoices for fixed fee services will be issued monthly based on estimated percent of work scope complete unless other billing milestones and schedules are established.

2. PROFESSIONAL SERVICES – TIME & MATERIALS. When fixed fee services are not appropriate, Glosten will bill on a time & materials basis to a mutually agreed-upon budget. Invoices for time & materials services will be issued monthly for:

**Hourly fees for services** – at current published billing rates based on time, including travel time, expended on the project by professional, technical, and administrative personnel.

**Expenses** – billed at cost, including costs for travel as well as items such as non-routine communication, reproduction, and delivery charges.

**Materials and equipment** – billed at cost plus 10%

**Subcontracts and outside services** – billed at cost plus 10%.

**Equipment and software usage fees** – at current published rates.

3. INVOICING AND PAYMENT. Invoices will be submitted monthly for the prior month's services. Payment is due upon the invoice date and becomes delinquent thirty (30) days thereafter. A late charge will be added to delinquent amounts at the rate of 1½ percent for each thirty (30) days delinquency.

4. SCOPE OF PROFESSIONAL SERVICES. The entire basic scope of professional services to be provided by Glosten is described in the attached proposal. If mutually agreed to in writing by Client and Glosten, additional services may be added to the basic scope of service, understanding that payment and schedule will be adjusted accordingly.

5. PUBLIC LIABILITY & WORKERS' COMPENSATION. Glosten is protected by public liability insurance for bodily injury and property damage, and will furnish a certificate thereof upon request. Glosten is also protected by Washington State Industrial Insurance as required by state statute.

6. LIMITATIONS OF PROFESSIONAL LIABILITY. No warranty, express or implied, is made or intended by our proposal for consulting services, by our furnishing oral or written reports, or by our inspection of work. In recognition of the relative risks and benefits of the project to the Client and to Glosten, the Client agrees, to the fullest extent permitted by law, to limit the liability of Glosten and all Glosten subcontractors supporting the project for any and all claims, losses, damages, or incurred expenses from any cause, so that the total aggregate liability to Glosten and all subcontractors supporting the project is limited to \$50,000 or the total fee paid for the project, whichever is less. Such claims and losses include, but are not limited to negligence, professional errors or omissions, strict liability, and breach of contract.

7. OTHER PROVISIONS.

(i) One or more waivers by either or both parties of any provision, part of any provision, term, condition, or covenant of this agreement shall not be construed as a waiver by either party of any other provision, part of any other provision, term, condition, or covenant of this agreement.

(ii) Unless specifically stated in the attached proposal, Glosten and all Glosten subcontractors have no responsibility for discovery, presence, handling, removal, disposal, or exposure of personnel to hazardous or toxic materials in any form as part of the project scope.

(iii) Unless specifically stated in the attached proposal, it is understood that Glosten will not provide design and construction review services relating to safety precautions of any contractor or subcontractor on the project and further, it is understood that Glosten will not provide any supervisory services relating to the construction of the project. Any opinions from Glosten relating to any such review or supervisory services shall be considered only as general information and shall not be the basis for any claim against Glosten.

(iv) Any opinion of project cost offered by Glosten represents the judgment of a design professional and is supplied only for general guidance, but Glosten does not warrant the accuracy of its opinion as compared to actual contractor bids or actual cost.

8. DELAYS. Glosten will prepare drawings and specifications in a timely manner, consistent with professional care and the orderly progress of work. It is understood that a time extension will be granted to Glosten for any and all delays beyond our control (including delays in work being done by subcontractors) and which could not reasonably have been foreseen at the time this agreement was executed.

9. TERMINATION. Either party may terminate this agreement with seven (7) days' written notice to the other in the event of a substantial failure of performance, including non-payment, by the other party through no fault of the terminating party. If this agreement is terminated, Glosten shall be paid for services performed up to the termination notice date, including reimbursable expenses and subcontract obligations.

10. OWNERSHIP OF DOCUMENTS. Drawings, specifications and other documents, including those in electronic form, prepared by Glosten and its subcontractors are instruments of service for use solely with respect to this project. Glosten is the owner of these instruments of service and retains all common law, statutory and other reserved rights, including copyrights. Glosten grants to Client a non-exclusive license to reproduce Glosten's instruments of service solely for purposes of constructing, and using and maintaining the project, provided the Client complies with all obligations, including payment of all sums when due, under this agreement. Any termination of this agreement prior to completion of the project shall terminate this license. Any subsequent use or changes to the instruments of service not made or specifically approved by Glosten shall be at Client's sole risk and without liability to Glosten or its subcontractors.

11. ELECTRONIC DOCUMENT TRANSMITTAL. Glosten accepts liability and responsibility only for instruments of service that can be verified as having been produced and released by Glosten or its subcontractors as indicated in hard copies by a hand-applied signature or in electronic copies by a verifiable digital signature. Drawings, specifications, and other documents supplied in electronic form as editable or native format files are provided solely for convenience of the Client as non-verifiable information and therefore will not be considered instruments of service. By accepting delivery of non-verifiable electronic files, the Client acknowledges that information in the electronic files may be incorrect and/or in conflict with the contracted instruments of service.

12. VENUE. This agreement shall be interpreted and enforced in accordance with the laws of the State of Washington. The venue of any action brought to interpret or enforce any of the terms of this agreement or otherwise adjudicate the rights or liabilities of the parties hereto shall be in King County, Washington.



March 24, 2025

Mr. Ed DeBroeck  
Associate  
KPFF Consulting Engineers  
1601 Fifth Ave, Suite 1300  
Seattle, WA 98101

**Re: Port of South Whidbey - Clinton Dock Float Replacement; Scope of Work and Fee Estimate for Additional Environmental Support**

Dear Mr. DeBroeck:

On behalf of Confluence Environmental Company (Confluence), we are pleased to submit to you this amendment to the scope of work (SOW) and fee proposal to support additional environmental services for the Port of South Whidbey - Clinton Dock Float Replacement. This SOW has been prepared to provide support associated with National Environmental Policy Act (NEPA) documentation specific to float construction. This SOW is based on your email request dated December 13, 2024, for a scope and fee proposal from Confluence.

#### **TASK 4: ENVIRONMENTAL PERMITTING, NEPA DOCUMENTATION (ADDITIONAL SUPPORT)**

This task includes additional environmental support to prepare a Documented Categorical Exclusion (DCE) Checklist (WSDOT Local Programs NEPA documentation) for the float procurement and fabrication.

#### **Assumptions:**

- No supporting technical documentation (e.g., cultural, endangered species, air and noise) on the natural and built environment will be required for DCE Checklist.
- One round of review will be completed by the internal Project team prior to submittal to WSDOT Local Programs.
- Only one round of comments or requests for additional information from WSDOT Local Programs and responses to comments are included in this task.
- WSDOT Local Programs' comments, or additional information requests made will be minor and will not require significant changes to the DCE Checklist.

Mr. Ed DeBroeck  
March 24, 2025



## **Deliverables:**

The deliverables proposed for this task include 1 Draft and 1 Final DCE Checklist, in electronic format.

## **FEE ESTIMATE**

The below fee estimate for the DCE Checklist is **\$6,810**.

The work described above will be performed on a time and materials basis. We will not exceed the approved cost estimate without your prior agreement and written authorization. If changes to the scope of work, deliverables, or completion date are required to complete this effort, then we will negotiate a contract modification with you.

Mr. Ed DeBroeck

March 24, 2025



Please let me know if you have any comments or questions.

Respectfully,

A handwritten signature in blue ink, appearing to read "Christopher Berger".

**CHRISTOPHER BERGER, PWS**

Principal Ecologist

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## Clinton Dock Float Replacement

TASK 4: ENVIRONMENTAL PERMITTING, NEPA DOCUMENTATION (ADDITIONAL SUPPORT)	Consulting Staff								Direct Expenses	Total Price
				Subtotal			Subtotal			
			Accountin g							
	Labor Classification	Senior Principal			Project Planner III	Editor				
NEPA DCE Floats		16	20	\$6,550	2		\$260	\$6,810		
Total hours	0	16	20		2	0				
Billing Rate	\$ 310.31	\$ 216.67	\$ 154.13		\$ 129.92	\$ 133.56				
Subtotals	\$ -	\$ 3,467	\$ 3,083	\$ 6,550	\$ 260	\$ -	\$ 260	\$ 6,810		
Direct Expenses										
Direct expense total									\$0	
Total price										\$6,810

## Fairgrounds Director Report December 2025

### December Events:

Langley Holly Jolly Parade December 6<sup>th</sup>

Winter Market December 6-7

Country Christmas Market Nov 28-December 8<sup>th</sup>

### Tenants:

As we move in to the New Year there will be turn over in kitchen and commercial spaces. rePurpose Whidbey has found a new location and is moving on, but simultaneously I have started early talks with two local businesses who are interested in becoming part of the Fairgrounds Community.

Nisi48 is graduating from their space in the Pole kitchen. We are always so pleased when the businesses that start at the Fairgrounds grow and move on. The space will be taken by Ad Astra, who has been using the Coffman Kitchen.

### Projects and Repairs:

The Fair AGR grant was released for a second round of funding opportunities. The ask I put together is for \$40,000 (max amount) for updating and repairs to the Fairground main entrance.

Energize Langley Micro Grid Study- Initially the Fairground did not make the cut for this project, but after another organization backed out we received a last minute call to join. I met with the engineers and planners from Cascadia renewables as well as Langley City Planner and others from the community. The lead engineers from the project made a visit to the fairgrounds to begin collecting information about the buildings to determine where the project could be conducted on the property. The Malone, Burrier and Turner buildings were selected for planning, which includes plans for solar, needed electrical upgrades, and power storage.

One key need on the part of the Port is completing the 3phase power upgrade. Once the study is complete the Port will have all the needed information to apply for the energy grant from the state of Washington, probably within the next 2 grant cycles. This gives the port 3-4 years to accomplish the rest of the 3phase project. The benefit of both the work from this study and the grant itself include: Advanced Emergency Preparedness, protection for the local food supply chain, the possibility for a generator, opportunities for additional support and grants, and of course providing a renewable energy source for Langley.

Main Restroom Renovation: We will be starting the renovation project for the main restrooms in the near future. I am currently working on permits with the City of Langley. This project is funded by the Fair AGR grant.



# December 2025 Maintenance Report

December proved to be a very productive month for the Maintenance Department. We have focused on cleaning, reorganizing, and restructuring, while addressing the immediate needs of the Winter season. My goal is to have a clear path through a very busy year ahead, thus I have used my time in December to prepare our facilities and new personnel to begin critical maintenance work before the Spring season. This month brought freezing temperatures and severe weather which gave us plenty to work on.

## **Facility Updates:**

### **Clinton Beach:**

In December we reorganized our maintenance closet to better suit the needs of the facility. We have been renovating the interiors of the bathrooms on site, as we plan on doing with each facility's restrooms. Our new Maintenance Techs spent a few days landscaping and powerwashing the facility to prepare for the Winter season.

### **Bush Point:**

At Bush Point we cleaned out and reorganized the on-site shop in preparation for our inventory update in January. This was a multi day process that gave us the ability to dispose of broken or useless material across multiple Port locations. During the storm, the on-site boat ramp filled with debris, which we cleared. Otherwise there was no other damage sustained during the storm to this location.

### **Fairgrounds:**

The property has now been fully winterized to ensure we don't experience damage to water infrastructure during freezing temperatures. In the course of this project I have been developing a clear and efficient map of the facility's water and sewer systems. Due to the age and the long history of the property, our current watermaps have yet to be compiled into a single user-friendly guide. Creating one allows for streamlined maintenance in the future. There was no reportable impact by the storm at this location.

### **Possession Beach:**

The workshop at Possession Beach is in the final process of being cleaned and reorganized. Going forward we will use this shop to store extra material supplies from our other locations. There was no reportable impact by the storm at this location.

### **South Whidbey Harbor**

The Harbor has been one of our main focuses for maintenance work this month. I am coordinating with a new volunteer who has ideas to improve the appearance of the Phil Simon Memorial Park. We are repairing sunken pavers and coordinating improvements to the park's sign. With the Winter weather we have had an increase in debris clogging our boat ramp. We are working with the tides to produce as much ramp clearance as the sea allows. We sustained

some minor impact to the docks during the storm due to large driftwood entering the harbor, however most issues were immediately addressed by the maintenance team. We will be having a specialist come out to assess a few minor repairs to the dock whalers. Otherwise, we accomplished minor improvements and repairs to the docks electrical and water systems. I had a plumber come out to the Harbor's restrooms to assess a minor flow issue. He will be submitting an estimate to correct an oddity with our pipe venting, which will improve the outflow of the bathroom fixtures.

### **Important Accomplishments:**

**Facility Storage Reorganization** — Thoroughly cleaned and reorganized storage spaces at the Bush Point, Clinton Beach, and the Fairgrounds. This has improved accessibility, safety, and efficiency. Work is underway to complete similar improvements at the South Whidbey Harbor and Possession Beach, with finalization scheduled for early January.

**Community Engagement & Events** — Represented the Port by participating in the Holly Jolly Parade and Winter Market, promoting positive visibility and community goodwill.

**Staffing & Training** — Successfully hired and onboarded two new Maintenance Technicians. Both have progressed rapidly and are now performing duties independently, strengthening our operational capacity.

**Dock Repairs & Improvements** — Initiated a series of minor repairs and enhancements to the docks at the South Whidbey Harbor to maintain safe and reliable public access.

**Volunteer Program Launch** — Organized a small group of dedicated volunteers who have proactively identified opportunities to enhance the appearance of Port properties. This initiative promises ongoing improvements to landscaping and aesthetics with community involvement. Our Volunteers are currently focusing on improvements to the Phil Simon Memorial park at the harbor, as well as the Clinton Beach Park.

**Storm Response** — Swiftly addressed the aftermath of the severe storm that deposited logs and debris on boat ramps and demanded minor repairs across several sites. Cleanup and assessments were completed promptly to restore full functionality and safety.

**Fairgrounds Winterization** — Completed winterization procedures at the Fairgrounds. Additionally, began developing a clear, concise map and description of the water and drainage systems to support future maintenance and planning.

**Public Safety Coordination** — Collaborated with the Rotary Club of Whidbey Westside to arrange the installation of AEDs at the Possession Beach and Bush Point locations. Installations are on track for completion in early January, enhancing emergency preparedness at these high-use locations.

Respectfully submitted,

**Christian Tomisser**  
*Maintenance Manager*  
*Port of South Whidbey*



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## December Harbormaster Report

Day Stops: 17  
Overnight: 34  
Winter moorage full term: 8  
Winter moorage monthly: 7

2025 Totals:  
Day Stops: 1157  
Overnight: 1718  
Reciprocal: 42  
Clubs: 11

### ***Guest service***

We had a great 2025 season and we look forward to 2026!

### ***Maintenance***

We had some storm damage. The corner of the dock by the dinghy moorage has metal framing under the dock. The corner rusted through. We have it coned off and temporarily secured the corner. We hope to get AMO out to look at it and some other needed whaler repairs. Regular maintenance continues and weather and staffing allow.

Kathy Myers  
Harbormaster