

**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.

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 **\$96,894.02**

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

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

January 13, 2026

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 Christian Tomisser (Maintenance Manager)

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, January 13, 2026, 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.

COMMISSIONER ACTIONS

Election of Board Officers for 2026

ACTION: Motion made by Commissioner Curt Gordon and seconded by Commissioner Jack Ng to elect Commissioner Greg Easton as President. Motion passed unanimously.

ACTION: Motion made by Easton and seconded by Gordon to elect Ng as Vice President. Motion passed unanimously.

ACTION: Motion made by Easton and seconded by Ng to elect Gordon as Secretary. Motion passed unanimously.

The following slate of officers were elected for 2026:

- Commissioner Greg Easton – President
- Commissioner Jack Ng – Vice President
- Commissioner Curt Gordon – Secretary

Gordon turned the meeting over to Easton to preside over the remainder of the meeting.

Resolution No. 26-01: Appointment of Executive Director Jim Pivarnik as Investment Officer

ACTION: Motion made by Gordon and seconded by Ng to Approve Resolution No. 26-01 as presented. Motion passed unanimously.

Review of Commissioner Appointments & Committee Assignments for 2026: The Commissioners agreed to retain the same Appointments & Committee Assignments as 2025. Gordon requested adding a Committee Assignment to attend Passenger-Only Ferry meetings. The Commission agreed and appointed Gordon to be the representative for those meetings.

CONSENT AGENDA

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

Approval of Minutes: Minutes from the Regular Meeting of December 9, 2025.

ACTION: Motion made by Gordon and seconded by Ng to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated January 2026 as signed today in the amount of \$96,894.02. Motion passed unanimously.

PUBLIC COMMENT

Mike Gallion asked if the Fairgrounds could be made more ADA accessible.

Lourdes Snow from Whidbey Telecom thanked the Port and the Fairgrounds Staff for organizing Langley's Holly Jolly Parade. She will be attending future Port meetings on behalf of Whidbey Telecom.

Krista Loercher, Whidbey Island Kayaking Company said she and her staff are looking forward to joining other volunteers to clean up Clinton Beach Park.

EXECUTIVE DIRECTOR REPORT

Financial Update and November 2025 Financial Statement: The Commission acknowledged receipt of the November 2025 Financial Statement, the Preliminary Profit & Loss for December 2025, and the performance graphs which were distributed to them previously. Executive Director Jim Pivarnik reported the Port received approximately \$88,000 in operating, tax, and capital revenue and incurred approximately \$146,000 in operating and capital expenses during November 2025. Ending cash balance at 11/30/25 was \$618,000, consisting of \$426,400 in the General Fund and \$191,600 in the Bond Fund. **Whidbey Island Fairgrounds and South Whidbey Harbor** continue to underperform projected revenues. The increases in rates in 2026 should help both facilities to balance the budget more.

Proposed Parking Rate Increase: Staff has proposed a new two-tier rate schedule for **Humphrey Road Parking Lot** of \$5 for the first 12 hours and \$10 for up to 24 hours. The quarterly parking permit rate will increase to \$200. The rates will still be considerably lower than the parking lot below. The Commission agreed.

KPFF Amendments #2 and #3 Clinton Dock Passenger Only Ferry:

- **Amendment #2, Scope and Fee Proposal - \$10,070:** Scope includes additional environmental services including consultation with the Suquamish Tribe and some preliminary work to begin prep of a Float Procurement package.
- **Amendment #3, Float Procurement - \$28,715:** Scope includes additional environmental services including NEPA preparation for the construction of the floating dock, and finishing the preparation of a Float Procurement package for the floating dock.

ACTION: Motion made by Gordon and seconded by Ng to approve KPFF Amendments #2 and #3 as submitted for the total amount of \$38,785. Motion passed unanimously.

Memorandum of Understanding with Washington State Ferries: Pivarnik reported the MOU has been signed and WSF Project Manager Tammy Binschus will work on a draft agreement for the Port to review.

Electric Vehicle Charging Station Grant Submittals: The Port has submitted three grant applications to the Department of Commerce for funding rankings. Commerce has \$9.7 million for EV Chargers for grant funding across Washington. The three applications are for a charging station at Humphrey Road Parking Lot, a charging station at the Fairgrounds and an innovative grant for a micro grid at the Fairgrounds to supplement power to the charging station. Ranking will be available by Summer with awards in the Fall.

STATUS REPORTS

Fairgrounds: Fairgrounds Director Amanda Ellis presented her December report. All rental increases at the facility have been implemented and there were no issues. There will be some turnover in kitchen and commercial spaces as two tenants are leaving but two new tenants are interested in renting space. The Fair AGR grant was released for a 2nd round of funding, and Ellis submitted a \$40,000 request for updating and repairs of the Fairgrounds' main entrance. The **Energize Langley Micro Grid Study** project includes the Fairgrounds now, and the lead engineers visited the property to collect information. The Malone, Burrier & Turner Buildings were selected for planning, including solar, electrical upgrades and power storage. The Port will need to complete the 3-phase power upgrade. Once the study is complete, the Port will apply for the state energy grant. The Port will have 3-4 years to complete the 3-phase upgrade. Benefits from the study and the grant include advanced emergency preparedness, protection for food supply chain, possibility for a generator, and a renewable energy source for Langley. She is working on permits for the Main Restroom Renovation Project; it is funded by the Fair AGR grant.

Maintenance: Maintenance Manager Christian Tommisser provided his monthly report. In December, he hired two full time Maintenance Technicians. The team focused on cleaning and organizing all of the Port's facilities, particularly the shops and maintenance closets in preparation for the inventory update. Tommisser is developing a tight, scheduled maintenance plan. Gordon asked for an update on replacement of the boarding floats at **Possession Beach Waterfront Park**. Pivarnik reported the project is still in permitting. The \$350,000 Recreation & Conservation Office (RCO) requires \$88,000 in Port matching funds and must be spent by the 1st quarter of 2028. Island County is still reviewing permitting. After that, the Port can finalize permits with the Army Corps of Engineers. Pivarnik will bill RCO soon to recoup the money spent so far on permitting. He will be meeting with the County to see when applications for RCEDF monies might be available for 2026. He will be asking for help with the Port's match requirements.

South Whidbey Harbor

There were 17 day stops, 34 overnight stays, 8 full-term winter moorage and 7 winter monthly customers in December. For 2025, the annual totals were 1,157 day stops, 1,718 overnight stays, 42 reciprocal visits, and 11 clubs.

ACTIVITIES/INVOLVEMENT REPORTS

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

COG: No meeting held in December.

IRTPPO: Pivarnik and Gordon will continue to meet with the County and keep them apprised about permitting progress for the Passenger-only Ferry.

CCC: The group met early in December in order to respond to Island County's request for comments on the Comp Plan update. In order to meet state housing requirements, Clinton will become a Non-Municipal Urban Growth Area.

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

WPPA: Gordon and Ng are not able to attend Port Day in February; Easton will attend.

P&M: Ng reported the Committee meets quarterly now; he will schedule the meeting with Pivarnik and Ellis soon.

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

MRC: The January meeting was focused on reviewing Island County's Comp Plan.

WPPA Legislative Committee: WPPA staff set up a dashboard for legislative proposals and WPPA priorities. He will forward the information to Pivarnik.

Langley: The City's January meeting was brief; they welcomed new members.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None

ADJOURNMENT: Without any further action, the Meeting was adjourned at 4:54 p.m.

Approved:

Commissioner Jack Ng, Freeland

Commissioner Greg Easton, Langley

Commissioner Curt Gordon, Clinton

Minutes prepared and submitted by:

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

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