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, September 8, 2026, at 4:00 p.m.

AGENDA

Join Zoom Meeting
https://us02web.zoom.us/j/84592196378

Meeting ID: 845 9219 6378

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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
Consent Agenda:
- Approval of Minutes from the Regular Meeting of August 11, 2026
- Approval of Minutes from Special Meeting of August 17, 2026
- Approval of August Vouchers in the amount of $ 110,858.66
  (With this payment of vouchers, we will have $422,705 left in Bond and Operating funds)

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
- July 2026 Financial Statement
- July P&L
- July 2026 Balance Sheet
- August Purchase and Payables
- 2026 Financial Forecast

1. **Surplus of Port Backhoe**

2. **Rental of Coffman Building**

3. **Draft 2027 Budget and Schedule**

Operations

- Operations Report

Fairgrounds

- Fairgrounds 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
September 8, 2026
Held in Freeland, Washington
and online via Zoom Meeting Service

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

Port Staff Present: Jim Pivarnik (Executive Director), Christian Tomisser (Operations 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, September 8, 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 Greg Easton (President) called the Regular Meeting to order at 4:00 p.m., followed by the Pledge of Allegiance.

COMMISSIONER ACTIONS

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 from the Regular Meeting of August 11,2026
- Approval of Minute from Special Meeting of August 17,2026
- Approval of August vouchers in the amount of $110,858.66

ACTION

Motion made by Gordon and seconded by Easton to approve the Consent Agenda including Minutes from August 11th August 17th and the authorization and acceptance of August Vouchers in the amount of $110,858.66; Motion passed unanimously.

PUBLIC COMMENT – *This is time is 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.*

Nancy Thelen, Fair Association Director, made a comment and asked a question about the lease being discussed later in the agenda. Her concerns are that the Coffman building is a very important building during Fair and she's worried that having a long-term lease arrangement will affect their ability to use that space. Director Pivarnik stated that as part of this long-term agreement, the tenant will need to vacate the space during Fair and staff will work with her to give her ample days to set up and tear down in the Coffman building.

EXECUTIVE DIRECTOR REPORT

Financial Update Executive Director Pivarnik reported that in July we received approximately $88,566 in operating, tax and capital revenue; and incurred approximately $106,462 in operating & capital expenses. As of July 31, 2026, our cash balance was $457,023 and we had $ 70,786 in our Bond accounts for a total of $527,809.

Director Pivarnik presented to the commissioners the top line numbers for our Harbor Hopper program which transported 1500 passengers between Everett and Langley. After studying the dates, Saturday was

by far the biggest day of transport and August was better than both June and July combined. We will be sending out a survey in the next month to get input from everyone that booked through our booking system so we can come up with a plan if the ports want to continue this program in 2027. Results from that survey should be available in late October.

Director Pivarnik spoke to the state auditor this week and they will be scheduling our two-year audit starting at the end of September and wrapping up by the end of October. A report for the commissioners should be done by mid- to late-November.

Surplus of Port's Backhoe
Operations Manager Tomisser reported that the Port's backhoe has been down for a month. We have had repair companies look at trying to repair it and it was deemed that repair costs would far exceed its value. Now that we have our new skidsteer in place, the Port would like the authority to surplus the backhoe and sell it through auction. We believe the value to be around $7500.

ACTION
Motion made by Commissioner Gordon and seconded by Commissioner Ng to approve the surplus of the Port's backhoe; motion passed unanimously.

Rental of the Coffman Building at Whidbey Island Fairgrounds
Director Pivarnik addressed Nancy Thelen's concerns that the Coffman building will be available during and after Fair for the setup and teardown protocol. The proposed Jiu Jitsu studio would generate over $25,000-$27,000/year for the Port in rental income and this income will go toward continuing to maintain all facilities at the fairgrounds. Discussion continued about other options. Mike Gallan made a comment that he wants to be sure that whatever decision is made wouldn't impact anything to do with Fair activities nor hamper any kitchen activities. Director Pivarnik stated that those facilities will be protected for their current use including Fair. Hearing no negatives from the Commission, Director Pivarnik will use his Executive Director's delegation of authority to sign a on- year lease with Robert Lee's Jiu Jitsu studio.

2027 Budget
Director Pivarnik presented a draft budget that he and Operations Manager Tomisser prepared. This will show projections for the rest of 2026 and an operating and capital budget for 2027. He said a workshop will be scheduled in the coming weeks with the Commission to get any input and direction they would like to see for 2027.

Operations
Christian Tomisser reported that the focus had been working on landscaping and cleaning around Possession Beach. Also, because of the condition of the Black Box Theater handicap ramp his crew was able to rebuild and make it safe for the upcoming season. In addition, he has been working with the EV Charger contractors and WSDOT. He is also working with the organization that installed the blue handicamp mats at Clinton Beach Park.

Fairgrounds
Fairgrounds Manager David Stern reported that increased commercial kitchen usage has been happening in all of the Fairgrounds Commercial kitchens. He has signed up a new three day a week bakery tenant in the pole kitchens. He also reported that the fair and other summer events went really well this year with no issues.

South Whidbey Harbor
Harbormaster Kevin Murphy reported he is diligently working on getting more winter overs into the marina this year. He is also putting time into a local marketing program to encourage more day stops this

winter. In his report he is also looking at recommending raising the rates for day stops and will provide a new rate sheet for approval in the coming months.

ACTIVITIES/INVOLVEMENT REPORTS

Gordon:
Clinton Community Council (CCC): Commissioner Gordon was not able to attend.

Council of Governments (COG): Cancelled

Island Regional Transportation Planning Organization (IRTPO): Was able to discuss the Harbor Hopper during the meeting with Mayor Horsman. Discussion ensued about Harbor Hopper experiences in comments to the Commission.

Ng:
WPPA: Nothing to report.

Marketing & Promotion: Nothing to report.

Easton:
Marine Resources Committee (MRC): Meeting on Oct 15 about Shoreline Master Plan to talk about the shoreline master program.

WPPA Legislative Committee: Continued with previous similar discussions. Proposed legislation to streamline legislation for shore power for cruise and commercial vessels. Task force on jobs package for economic development statewide. Committee will recommend priorities for lobbying next year to take to WPPA.

City of Langley Council Meetings: In budget process.

Met with Main Street President Tim Callison wants him to attend the October general meeting to give an update on Port activities.

UNFINISHED BUSINESS: None

ADJOURNMENT: Without any further action, the meeting was adjourned at 5:05 p.m.

Approved:

Commissioner Jack Ng, Freeland

Commissioner Greg Easton, Langley

Commissioner Curt Gordon, Clinton

Minutes prepared and submitted by:

Jim Pivarnik, Executive Director

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