



Meeting to be held online via Zoom

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REGULAR MEETING AGENDA

Moved to 3rd Monday due to holidays.

Dec 20th, 2021 5:00 P.M.

Time: Dec 20, 2021 05:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86182819001?pwd=REVZZ1hLOXJuRUlZQ3JGcVoxWityUT09>

Meeting ID: 861 8281 9001

Passcode: 391066

One tap mobile

+12532158782, 86182819001#, *391066# US (Tacoma)

CALL TO ORDER – 5:00 p.m.

AGENDA AMENDMENTS

PUBLIC ACCESS

MONTHLY BUSINESS

1. Approval of Previous Minutes – November 22nd
2. Approval of Vouchers Paid by Auditing Officer
 - a. 11/24/21 Payroll \$11,186.27
 - b. 11/21/21 aofe \$11,011.07

MONTHLY REPORTS

1. Manager's & Facilities Report- to be posted to website
2. Financial Report-Posted to website

OLD BUSINESS

1. 10-Year Land Lease Appraisal

NEW BUSINESS

1. Heritage Ranch-Marci with San Juan Makers Guild

PUBLIC ACCESS

ADJOURNMENT. NEXT MEETING MONDAY JANUARY 24TH 2022

**PORT OF ORCAS
REGULAR MEETING MINUTES
NOVEMBER 22, 2021**

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Commissioners Present: Mia Kartiganer, Pierrette Guimond, Michael Triplett, Robert Hamilton, Bea vonTobel

Staff Present: Jeannie Sharpe

Members of the Public Present: Ranna MacNeil, Rick Fant, Leith Templin, Steven Davis, Nita Bryant, Jason Laursen, et al not verified

CALL TO ORDER/CONFIRMATION OF QUORUM

Chair Kartiganer called the Zoom meeting to order at 5:00pm noting presence of a quorum.

AGENDA AMENDMENTS

The single item under Old Business has been stricken from the agenda, as it is covered in New Business.

PUBLIC ACCESS

Leith Templin addressed the commissioners, noting that she was not in favor of the resolution passed at the last meeting concerning commissioner compensation (Resolution 2021 10 25A).

MONTHLY BUSINESS

1. Approval of Previous Minutes

Pierrette moved, Robert seconded approval of the draft minutes of October 25, 2021 as presented, and the motion passed.

2. Approval of Vouchers Paid by Auditing Officer

Pierrette moved, Robert seconded approval of vouchers a.-d. as presented, and the motion passed.

- a. 10/25/21 Payroll \$14,208.90
- b. 10/15/21 Airport Operations \$4,499.33
- c. 10/15/21 Airport Operations \$687.47
- d. 10/26/21 Airport Operations \$1,921.60

MONTHLY REPORTS

1. Manager's and Facilities Report

The airport manager expanded on her report, previously posted on the port website: the ESWD purchase and sales agreement has been pushed out 30 days to complete additional requirements and paperwork; follow up discussion regarding Hangar Condo Assoc periodic appraisal; food drive results; 3-year state audit materials are in Bellingham for evaluation. Regarding facilities, the avgas pump and the RW16 PAPI are back in service; seagulls have become more numerous during inclement weather, and alternative ways of discouragement are being sought; major flooding in hangars and at north end was reported, and an updated drainage study plan needs to be completed. To that end, a conversation with Kendra Smith of SJCPW occurred. Michael noted that the oldest hangars lack gutters and downspouts, which might contribute to localized flooding during major rain events. A email from Mike Parnell was received and taken under advisement. The manager also gave an update on CARES, ACRGP-CRRAA and ARPA funding and reimbursement.

Commissioner Guimond left the meeting at 5:30pm.

2. Financial Report

The financial reports have been posted to the website.

**10/22/21
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OLD BUSINESS

None.

NEW BUSINESS

1. Resolution 2021 11 22A Policy Reimbursement Commissioner Training Prior to Office

Bea moved, Michael seconded approval of the resolution as presented, and the motion passed.

2. Resolution 2021 11 22B 30 Day Extension of Purchase and Sale Agreement with ESWD

Bea moved, Robert seconded approval of the resolution to 1.31.22, and the motion passed with a nay from Triplett.

3. Resolution 2021 11 22C Transfer Cash from 6721 to new AOFE 6723

Bea moved, Robert seconded approval of the resolution as presented, and the motion passed.

4. Resolution 2021 11 22D Wage Adjustment James Reid

Robert moved, Michael seconded amending the motion to raise the adjustment from 3% to 6%, and the amendment passed 3-1, with a nay from vonTobel. The amended motion passed 3-1, with a nay from vonTobel.

5. 10 Year Appraisal for Land Lease-Condo Association

A discussion of this topic will continue to the next meeting, including the procurement of an acceptable appraiser and additional discussion between the parties concerned.

6. Acknowledgement of New Commissioner, and Election Results of Continuing Commissioners

The chair noted the election of Jason Laursen as an incoming commissioner in January 2022, and the continuing of terms for Michael Triplett and Robert Hamilton. All were congratulated for their continued service in the public sector.

NEXT MEETING/ADJOURNMENT

The next regular meeting was schedule3d for 5:00pm on December 27, 2021 via zoom unless otherwise announced.

The meeting was adjourned at 6:20pm.

Respectfully submitted,

Bea vonTobel, Secretary

DATE: 11/18/21

PAYROLL WORKSHEET

NOVEMBER 2021

Port of Orcas

RATE	EMPLOYEE NAME	EMPLOYEE NUMBER	FUND #	BARS	L&I	REG HRS	AMOUNT DUE	multiple the total per employee
0.00	Pierrette Guimond		6723.00.	546.10.10.2001	5306-07	1	\$0.00	waived
128.00	Michael Triplett	TRI150	6723.00.	546.10.10.2001	5306-07	1	\$128.00	
128.00	Bea vonTobel	VON100	6723.00.	546.10.10.2001	5306-07	1	\$128.00	
128.00	Robert Hamilton	HAM300	6723.00.	546.10.10.2001	5306-07	1	\$128.00	
128.00	Mia Kartiganer	KAR100	6723.00.	546.10.10.2001	5306-07	1	\$128.00	
6,166.67	Jeannie Frank Sharpe	FRA400	6723.00.	546.10.10.2002	5306-07	176	\$6,166.67	
	Jeannie Frank Sharpe	FRA400	6723.00.	546.10.10.2002	N/A	8	\$0.00	PTO-Holiday
	Jeannie Frank Sharpe	FRA400	6723.00.	546.10.10.2002	N/A	0	\$0.00	PTO-Sick
	Jeannie Frank Sharpe	FRA400	6723.00.	546.10.10.2002	N/A	6.75	\$0.00	Comp. earned
	Jeannie Frank Sharpe	FRA400	6723.00.	546.10.10.2002	N/A	29	\$0.00	Vacation
	Jeannie Frank Sharpe	FRA400	6723.00.	546.10.10.2002	N/A	0	\$0.00	Comp. used
418.90	Jeannie Frank Sharpe	FRA400	6723.00.	546.10.20.0005	N/A	x	418.90	\$6,585.57 Medical
25.63	James Reid	REI200	6723.00.	546.10.10.2003	4201-02	120	\$3,075.60	
	James Reid	REI200	6723.00.	546.10.10.2003	N/A	5.6	\$143.53	PTO-Holiday
	James Reid	REI200	6723.00.	546.10.10.2003	N/A	0	\$0.00	PTO-Sick
318.57	James Reid	REI200	6723.00.	546.10.20.0005	N/A	x	\$318.57	\$3,537.70 Medical
29.00	Kimberley Kimple	KIM250	6723.00.	546.10.10.2004	5306-07	19	\$ 551.00	
TOTALS						369.35	\$11,186.27	

I, the undersigned, do hereby certify under penalty of perjury that the claim is a just, due and unpaid obligation against the Port of Orcas, and that I am authorized to certify to said claim.

Jeannie Sharpe
 Signed

Airport Manager
 Title

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against San Juan County, and that I am authorized to authenticate and certify to said claim.

Mia Kartiganer

Signed

Chairman

11/18/2021

Date

CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6723

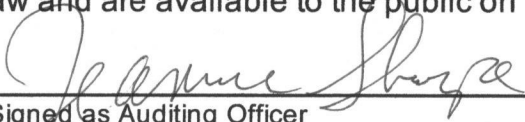
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DATE: 16-Nov-21

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$11,011.07

I do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is just, due, and unpaid obligation against the district. I am authorized to authenticate and certify to these claims. Materials backing up these claims will be retained by the district according to state law and are available to the public on request.

 11/16/21
Signed as Auditing Officer Date

Signed as Chairman / Commissioner Date

Board Authorization

As the duly elected board for this district we have reviewed the claims attached (including original backup materials) totaling \$ 11,011.07 for the period ending November 16, 2021 We approve payment with our signatures below.

Commissioner Date

Commissioner Date

Commissioner Date

Commissioner Date