



147 Schoen Lane, P.O. Box 53
Eastsound, WA 98245-0053
360.376.5285
orcasairport@rockisland.com
www.portoforcas.com

MEETING AGENDA

June 24, 2024, 5:00 P.M.

This Meeting will be on Zoom and in-person at the airport terminal conference room.

Join Zoom Meeting

<https://us02web.zoom.us/j/82950040879?pwd=VkhBWVl5QUt6NTNGMWRkVzVuUDhsQT09>

Dial-in: (253) 215-8782; Meeting ID: 829 5004 0879; Passcode: KORS

One tap mobile: +12532158782,,82950040879#,,,,*522532# US (Tacoma)

CALL TO ORDER

AGENDA AMENDMENTS

PUBLIC ACCESS

MONTHLY BUSINESS

1. Previous Minutes
 - a. 04/22/2024 Regular Meeting
 - b. 05/20/2024 Regular Meeting
 - c. 06/02/2024 continued to 06/03/2024 Special Meeting
 - d. 06/10/2024 Special Meeting
2. Approval of Vouchers
 - a. 04/23/2024 payroll \$6,956.14
 - b. 05/21/2024 d-aofe \$55,621.33
 - c. 05/21/2024 e-aofe \$581.55
 - d. 05/21/2024 f-cfe \$2,725.00
 - e. 05/22/2024 g-aofe \$181.57
 - f. 05/23/2024 payroll \$21,791.22
 - g. 06/04/2024 a-aofe \$2,688.82
 - h. 06/18/2024 b-aofe \$2,519.72
 - i. 06/18/2024 c-cfe \$3,314.50

MONTHLY REPORTS

1. Manager's Report – posted online.
2. Financial Reports – posted online.

OLD BUSINESS

1. Hiring of Port Executive Director – Commissioner Hamilton
2. Annual contact with neighbors – Commissioner Schuh
3. Hangar Drainage Concerns – Chip Long
4. Through the Fence (TTF)
5. ESWD Use of Road and Property
 - a. Resolution 2024 05 20a Rescinding Resolution 2018 12 13c
 - b. Update on contact with ESWD
6. Policy Review, Commissioner Duties – Commissioner Kartiganer
 - a. Resolution 2024 05 20b Adopting Policy on Commissioner Training



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June 24, 2024, 5:00 P.M.

This Meeting will be on Zoom and in-person at the airport terminal conference room.

7. Projects and Planning/Recommend we table a and b for upcoming Work/Study Session
 - a. Capital Improvement Program Plan (CIP) 2025-2029 – Discuss Options
 - b. BIL Funding Discussion
 - c. EV Charge Grant – Chip Long, Bruce Benton
 - d. Westside Development Update – Chip Long, Ed Addicks/PAE
8. Update on DOR Fuel Sales Tax
9. Board of Commissioner Meeting Schedule
 - a. Discuss increasing frequency
 - b. Establish date for Work/Study session

NEW BUSINESS

1. “Mastering Council Meetings” book – Commissioner Hamilton
2. Termination of professional services contract with T-O/Ardurra Engineering
3. Staging Contract/MOU – Chip Long
4. DSA/Data Sharing Agreement – Chip Long

PUBLIC ACCESS

ADJOURNMENT

UPCOMING MEETINGS:

Work/Study Session: Date TBD

Regular Meeting: July 22, 2024

PORT OF ORCAS
REGULAR MEETING MINUTES
January 22, 2024

Commissioners Present: Robert Hamilton, Jason Laursen, Michael Triplett, Annalies Schuh on zoom, Mia Kartiganer on zoom.

Commissioners Absent: none

Staff Present: Kim Kimple

Guests Present: Members of the Public

CALL TO ORDER/PRESENCE OF QUORUM

Chair Hamilton called the meeting to order at 5:00 p.m., noting a quorum. AN ANNOUNCEMENT WAS MADE STATING THIS MEETING WAS BEING RECORDED AND WILL BE AVAILABLE ON OUR PORT WEBSITE.

It was further announced that the 2024 pay for Commissioners as updated by the State of Washington was to be \$161 per meeting.

AGENDA AMENDMENTS

Several agenda amendments were offered and accepted.

PUBLIC ACCESS

Eric Gourley stated his understanding that the through the fence fee is not linked to the annual aircraft tiedown tariff and as such should not be changed.

ELECTION OF 2024 OFFICERS

By acclamation, Robert Hamilton was elected Chairperson and Michael Triplett was elected Secretary.

MONTHLY BUSINESS

1. Previous Minutes

Robert stated that he had not read the December 2023 minutes and by consensus tabled any motion to accept those minutes.

2. Approval of Vouchers

ACTION: Michael moved, Jason seconded approval of vouchers a-f. as submitted, and the motion unanimously passed.

- a. 12-19-2023 c-aofe \$4,986.10
- b. 12-19-2023 d-cfe \$62,090.58
- c. 12-31-2023 e-aofe \$6,865.38
- d. 12-31-2023 f-aofe \$8,187.97
- e. 12-31-2023 g-cfe \$16,617.27
- f. 12-31-2023 Excise Tax \$626.59

MONTHLY REPORTS

1. Manager's Report

The Port Manager explained that the report had not yet been posted online and stated some issues as follows:

**PORT OF ORCAS
REGULAR MEETING MINUTES
January 22, 2024**

- a. The remaining slab for the removed biplane hangar is of poor quality and since the airports apron is not scheduled to be resurfaced for about 6 years, options to make this slab area available to aircraft are being researched.
- b. The new PAPI for Runway 34 is awaiting the required FAA flight check before it is operational.
- c. The Westside Development Stakeholder Committee has yet to meet.
- d. Federal Audit will need a soon-to-be-scheduled exit interview after which we can expect the Port has passed that audit.
- e. Noise Abatement Brochure is finished and has been positively received. Praise for those involved in the development with special thanks to Eric Gourley and Rick Fant.
- f. Fuel tracking, 5000 gallons remain of the 10,000 gallons purchased 4 months ago. fuel now being sold at our cost in an effort to sell what we have and purchase a full load of fuel in about two months.

2. Financial Reports

The report was posted earlier online.

Kim further explained that the financial reports are always one month in arrears.

OLD BUSINESS

1. WA Dept of Commerce—EV Charge Grant

The EV Charge Project Committee is comprised of Commissioner Mia and Manager Kim. Bruce Benton was given the floor and he explained that the grant is to be only 70% of the requested amount. He feels we can still accomplish 11 of the 14 charging stations from the original request. He added that there is hope that the amount awarded will be increased to the original grant request. To avoid delay in accepting the Grant, it was suggested that Kim be authorized to accept the EV Grant on behalf of the Port.

ACTION: Robert moved, and Jason seconded that the Port authorize Kim to accept the EV Charge Grant when it is offered to expedite the programs start date. 4 Yeas with Michael abstaining.

2. Noise Abatement Procedures Review

The Noise Abatement procedure update is finished and available online as well as a printed brochure. Michael wanted to add that while the brochure is finished, it is a living document and the Port welcomes and will consider any changes as suggested by the public. Noise Abatement Procedures accepted by acclamation.

3. Fuel Station Options - Ed Addicks from Precision Approach Engineering

A new above ground fuel station will cost the Port \$1.2-1.45 Million. Decommissioning the existing underground tank (within 5-10 years of expected useful life) will cost the Port \$60-80K if we fill the existing tank to make it inert OR it will cost \$115-135K to remove the underground tank completely. Such decommissioning of the tank will be completely out of the Port's pocket as there are no known agencies that can help us with that cost. The Port can access the Bipartisan Infrastructure Law award \$\$\$ toward the project. Expecting that the Port will need to commit 10% of our own funds to the project and 100% of the decommissioning, we can expect \$250-300K out of the Port's pocket to purchase that new

**PORT OF ORCAS
REGULAR MEETING MINUTES
January 22, 2024**

above ground fueling station. At this point, the location of a new above ground fuel station is assumed to be the same location as our present fuel station.

There was some confusion as to the deadline that the Port is under to claim Bipartisan Infrastructure Law monies which seemed resolved when one Commissioner produced the document showing we have until Sept 30, 2025, to obligate to a project or we will lose the promised initial \$1M funding. Kim reviewed the costs for a new fuel station and costs expected to keep our current fuel station operational. The Commissioners were polled on whether they would like to commit to this new fueling station and one Commissioner stated they would prefer the Bipartisan Infrastructure Law money to be spent on Revenue producing projects--still another Commissioner suggested paying good money to keep our old fuel station operational was questionable...." Buy nice not twice" and if we hesitate, the new fuel station will only get more expensive due to inflation. No action was taken on this issue. Issue tabled by Chair.

4. Bipartisan Infrastructure Law Funding Priorities

Michael wanted to review with the board his opinion that the \$5M Bipartisan Infrastructure Law award "promised" to the Port of Orcas has within the legislation a caveat that airports that do not meet FAA standards and without a current Modification of Standards may not claim the award. Orcas has only been given verbal assurances that the money is available and our efforts to obtain a Modification of Standards has been rejected. On the one hand, this money, if realized, has the potential to create annual revenue for the Port. On the other hand, if we commit to a large project with the expectation of this money and the Federal Government decides to reverse their verbal commitment, we might find the Port in financial peril. Michael stated he prefers to "test the waters" a smaller project (\$250K) as a claim to the promised money and if the funds materialize, that should embolden the Port to embark on future projects with greater costs. There was much discussion with no solid conclusions or plan of action and no action was taken.

5. Commissioner Duties

This item was tabled to the next meeting.

6. Annual Contact with Neighbors

Michael suggested that the Port continue to contact our neighbors at least annually for two main purposes: to ask them how we can be a good neighbor and to remind them that while we are opposed to taking their property by eminent domain, we encourage them (should they desire to sell their property) to offer it to the Port first. Two properties in particular (Smugglers Marina and Larson Storage) are ongoing revenue producing entities that in likelihood would continue to produce revenue (under Port ownership) for the taxpayer benefit instead of for private benefit. Michael suggested Annalies resume this annual contact. Robert asked Annalies if she would accept this task and she agreed. Michael said he is happy to provide background help.

7. Community Water Taxi

Mia asked if the Port would be interested in providing a letter of support or commit to being a conduit for funds to establish a passenger ferry in the San Juans. There was some debate on the advisability of helping to create another taxpayer funded ferry to compete with our

**PORT OF ORCAS
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existing (poorly run) WSF system. There seems to be \$2M available in the State budget for a passenger ferry advisory study and Mia suggested we ask the Governor to commit the money to a passenger water taxi in the San Juans that would collect the data desired in the study. There was interest among the Commission to see the letter Mia planned to write before deciding on any action.

8. Hangar Drainage Concerns

This item was raised by Jason in previous meeting. It was still not clear as to whether the hangar owners or the Port is responsible for drainage problems around and inside the hangars. Kim was tasked with reviewing the land lease contracts the Port has with the eastside hangar owners and report at the next regular Port meeting. No action taken.

9. Third Employee

Kim gave a report on the number of applicants and suitability for the job description. At the time of this meeting, it was hoped there would be an interview soon but Kim cautioned that unless there is the right candidate, it might be better not to hire a third employee at this time. No action taken.

NEW BUSINESS

1. Reimbursement for Commissioner meals

Kim stated there seems to be no guidance as to meal reimbursement for Commissioners while they are attending training and education events. Kim was directed to find out the policy of our County or School systems for ideas. Kim will report back and no action was taken.

2. 10 Year Budget Review

Robert presented a simplified version of our annual budget for 2024. Robert warned that the numbers are not wholly accurate but are close enough for the document to have value as a quick reference tool. Michael felt the simplification was brilliant as most people do not have accounting backgrounds and this document provides a solid picture of the Ports finances without the exhausting details. In addition, Michael pointed out that 54.7% of the Ports revenue currently comes from property taxes. That 54.7% of our revenue can increase by just 1% each year while 100% of our expenses will likely increase by the rate of inflation annually. This trend projected into the future suggests a future need to ask for a property tax increase if we cannot find additional sources of revenue. No action taken.

3. Annual Pay Increase for Port Manager

ACTION: Robert moved, and Michael seconded a motion to increase the Port Manager pay to \$112K annually effective start of next pay period. Robert, Michael and Mia voted Yea, Jason voted Nay and Annalies was no longer on Zoom and the motion carried.

4. Through the Fence (TTF) fee

Jason relayed a conversation he had with a lawyer he met at conference who stated that when the annual aircraft tiedown tariff is increased, the TTF fee is also increased. Kim stated she has already sent out the 2024 TTF billings. Michael was tasked (as Secretary) to go over the past Minutes to find guidance from past Commission action on this issue.

**PORT OF ORCAS
REGULAR MEETING MINUTES
January 22, 2024**

PUBLIC ACCESS

There was no public comment.

NEXT MEETING AND ADJOURNMENT

The next regular meeting is scheduled for 5:00 PM February 26, 2024

The meeting adjourned at 7:08 pm

Respectfully submitted,

Michael Triplett, Secretary

DRAFT

PORT OF ORCAS
REGULAR MEETING MINUTES

May 20, 2024

Commissioners Present: Robert Hamilton, Annalies Schuh , Michael Triplett , Jason Laursen

Commissioners Present by ZOOM; Mia Kartiganer

Staff Present: Chip Long, Kim Kimple

CALL TO ORDER; At 5:00 Chair Robert Hamilton called the meeting to order and asked for any amendments to the agenda. Michael asked to have the update on contact with ESWD before the final vote on rescinding Resolution 2018-12-18c (which was the tariff for ESWD vehicles to transit airport property) Kim felt that since the first vote to rescind had already passed, there was no need for the ESWD update before final vote to rescind. There seemed to be consensus among the Commission to accept Michael's minor change to the agenda. Chip wanted to add two items to the New Business—one a report on Dept of Defense staging at our airport, and two an agreement with the State Auditor's office and consensus was given. Michael also asked to skip approval of the 4-22-24 minutes as he (Michael) was not able to prepare the minutes since staff did not post the recording of those minutes until one or two days prior to this meeting. Consensus given.

Robert outlined the general agenda of the meeting informing the public that soon the Port would break for executive session to discuss qualifications of Executive Director candidates for about an hour before resuming the public part of the meeting to do the regular monthly business. Next Robert asked for public comments.

PUBLIC ACCESS: (09:50)

Eric Gourley : Concerns were expressed on the following topics: The Port needs to find a long-term leader---the Commissioners need to make more effort to be present in person at ALL meetings—meetings are unstructured and there is much wasted time—Managers (due to their short stay) tend to be reactionary Managers and not proactive Managers---Runway-Taxiway maintenance has been deferred, we need to take care of the airport we already have—Vierthaler house can be useful to the Port so don't tear it down—There seems to be money mismanagement by the Port, the costs to tear down the biplane hangar, new PAPI costs, some of this may be due to FAA rules but the Port should do better.

Rick Fant: (17:14) Port has come to an inflection point—he is hoping the Port hires an extremely efficient Manager and hopes the Commission sees that they need to do more. Commissioners aren't getting the work done and they spend a lot of time on small stuff.

A member of the public : (18:55) He stated that he looked at the Manager position available and he decided not to apply because there is no vision or direction from the Commission. He believes the Commission should have Committees that report at each meeting. His perception is that the lack of leadership and vision from the Commission sets the future Manager up to be a scapegoat.

Executive Session; (20:18)

RCW 42.30,110e To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

General Session resumes: 01:35:44)

Robert stated that Prothman wanted the Commission to identify the top Manager prospects. Prothman will contact them to see if they have interest in coming to Orcas to interview. Dates of the evening of June 2 for a Community reception and separate interviews on June 3 with both the Commission and a set of Stakeholders were discussed.

Robert asked Prothman to move forward with candidates 2,4,5,7 with candidates 3 and 1 as alternates . Michael asked if that was a motion and Kim stated it was not necessary as it was consensus of the Commission. The Commission stated they were prepared to offer up to \$1500 reimbursement for each prospect (based on their receipts) for travel, lodging, food as they attend the interviews.

MONTHLY BUSINESS:

Approval of April minutes tabled until next regular meeting.

Vouchers: a. 04/23/2024 payroll \$6,956.14
b. 05/07/2024 a-aofe \$2,314.23
c. 05/07/2024 b-aofe \$2,862.99
d. 05/07/2024 c-cfe \$9,973.76
e. 05/21/2024 d-aofe \$TBD
f. 05/21/2024 e-aofe \$TBD
g. 05/21/2024 f-cfe \$TBD

Michael moved that we accept vouchers b,c,d as stated. Annalies second. Passed 5-0

Michael then questioned why the staff were paid on voucher a but the Commissioners were excluded. Michael then asked Kim if voucher a was for March 2024 payroll. Kim stated the Commissioners were already paid for March---Michael felt that was inaccurate and so he recommended that voucher a be tabled until the next regular meeting. Consensus was to table voucher a.

Kim stated that vouchers e,f,g represent recent payments made too late to provide timely details as to their purpose and amounts. Michael moved that we table vouchers e,f,g until the Commission has more time to look at them--- passed by consensus.

Ed Addicks (01;50;00) At this time in the meeting Ed Addicks from PAE (consultant) arrived on ZOOM and the Commission decided to respect his time and move his part of the agenda forward.

The Capital Improvement Program Plan, BIL funding, and Westside Development Update were discussed. Westside Development was being held up by Peter at San Juan County. It was suggested that Chip and Robert continue to urge Peter to come to a decision on the wetland buffer as every other step hinges on Peter and the County. Unless Westside development can be timely approved, the Port needs to identify another project by Oct 2024 or risk losing our promised 2022 \$1,005,969.00. It was suggested that while the legislation on the BIL funding gives the Port until September 2025 to identify the project, the FAA year starts Oct 2024 and the FAA wants us to identify where 2022 BIL monies will be spent by October 2024. An alternative project for BIL money is for Drainage mitigation for the Port. Ed worries that an Environmental Assessment may be required to do that project which would delay that project several years. Frustration was expressed that every project the Commission identifies as a BIL project seems to be blocked by County and Federal agencies—which could cause Orcas to lose that 2022 BIL money. Ed identified resurfacing the runway as a possible project that wouldn't be blocked by those agencies IF the current runway condition is deemed to need resurfacing. Developing the SE corner was mentioned by Ed but Robert had doubts the SE could be developed quickly. Michael mentioned the memorandum by Agnes Fisher from the FAA dated 1/11/24. It outlines their understanding of our CIP, AIP funding, planned usage of BIL money in the next 5-years. Michael cautioned the Commission that this memorandum shows us widening the runway from 60 to 75 feet by the end of 2027. Michael further stated that the Community does not wish to widen the runway because of their perception (false or true) that a wider runway encourages larger aircraft. Robert suggested the Commission come prepared at next meeting to commit the BIL money.

MANAGER UPDATE; (02:09:55) Chip received permission to quit updating us on the biplane slab until there is something to report. The PAPI update is that it is still not operational. Our AWOS machine is due to be recertified. Many different subjects were presented.

OLD BUSINESS (02:17:00)

1. Annual contact with neighbors: Annalies stated Michael and she went on a field trip around the airport and shared their knowledge on our airport neighbors and the perceived impacts they have on the airport and impacts the airport has on them. Final draft of the airport's letter to our neighbors is finished and will be shared with Commission and staff before it is sent.
2. Hangar drainage: Chip covered this item in his Managers Report (see 02:09:55)
3. TTF report: Michael stated the Port has received a letter from their legal team that was written in response to a letter from a neighbor's legal representative. The summary from the Port's legal team is that the Port is justified to increase the TTF user fee in a fair and reasonable manner and need not itemize actual expenses. Michael would like to draw up a resolution that ties the TTF user fee to the rate of inflation, consumer price index—some tangible formula that will enable the Port to adjust future TTF user fees annually. This will free up future Commissions from needing to revisit this subject and enable the TTF users to be assured of the Port's method of determining future adjustments. Robert commissioned Michael to create a Resolution on TTF user fee.
4. ESWD Use of road and property: Chip had covered the update on ESWD (see 02:09:55) Michael encouraged the Commission to form a policy to guide Chip as he deals with ESWD. A great debate ensued between Michael and Robert with Michael stating no policy had

been voted on and Robert arguing that since we had talked about this for months that Chip knows what to do. Chip stated he has adequate guidance and a clear direction to create an interlocal agreement. Robert wanted Resolution 2018-12-18c tabled as “ we are running out of time” consensus was perceived.

(02:31:10) Robert called for the Port to schedule a special meeting for June 2,3 for the Port to have the reception and interviews for the Candidates for Manager.

PUBLIC ACCESS;

Bob Wanch said that CPI has nothing to do with the Port’s costs to maintain TTF users.

NEW BUSINESS;

MOTION: Robert moved to rescind the contract with T-O/ Ardurra Engineering. Michael seconded. Motion passed 5-0

PUBLIC ACCESS;

Rick Fant; wants to know the actual costs to the Port to maintain the TTF users. Rick further stated that Chip should write down his plan as to what he understands the Commission wants in the interlocal agreement with ESWD and confirm with the Commission that this is what they want.

Meeting adjourned at 7:33

Respectfully submitted

Michael Triplett, Secretary

DATE: **4/23/24**

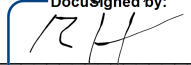
PAYROLL WORKSHEET

April 2024

Port of Orcas

RATE	EMPLOYEE NAME	EMPLOYEE NUMBER	FUND #	BARS	L&I	REG HRS	AMOUNT DUE	multiple line total per employee
161.00	Jason Laursen	LAU672	6723.00.	546.10.10.2001	5306-07	0	\$0.00	
161.00	Michael Triplett	TRI150	6723.00.	546.10.10.2001	5306-07	0	\$0.00	
161.00	Mia Kartiganer	KAR100	6723.00.	546.10.10.2001	5306-07	0	\$0.00	
161.00	Robert Hamilton	HAM300	6723.00.	546.10.10.2001	5306-07	0	\$0.00	
161.00	Annalies Schuh	TBD	6723.00.	546.10.10.2001	5306-07	0	\$0.00	
53.85	Kimberley Kimple	KIM250	6723.00.	546.10.10.2002	5306-07	58	\$3,123.34	
	Kimberley Kimple	KIM250	6723.00.	546.10.10.2002	N/A	0		PTO-Holiday
	Kimberley Kimple	KIM250	6723.00.	546.10.10.2002	N/A	0		PTO-Vacation
	Kimberley Kimple	KIM250	6723.00.	546.10.10.2002	N/A	0		PTO-Sick
28.44	James Reid	REI200	6723.00.	546.10.10.2003	4201-02	120	\$3,412.80	
	James Reid	REI200	6723.00.	546.10.10.2003	N/A	0	\$0.00	PTO-Holiday
	James Reid	REI200	6723.00.	546.10.10.2003	N/A	0	\$0.00	PTO-Sick
420.00	James Reid	REI200	6723.00.	546.10.20.0005	N/A	x	\$420.00	\$3,832.80 Medical
TOTALS						178.00	\$6,956.14	

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.

DocuSigned by:

 Signed 923F8FD357254A3...

Auditing Officer
 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.

Signed _____

Chairman _____

Date _____

CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6723

Page 1 of 2

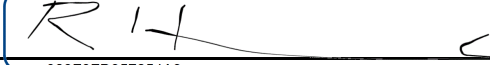
DATE: 21-May-24

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$55,621.33

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.

DocuSigned by:



5/20/2024

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 \$ 55,621.33 for the period ending May 21, 2024 We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

Returns

Excise Tax
601-040-478
PORT OF ORCAS

Balance
\$55,621.33

Periods



Period	Balance	Return Status	
Quarter 1 2024	\$295.77	Processed	⚠ Make Payment
Quarter 4 2023	\$2,158.64	Submitted	⚠ Make Payment
Quarter 3 2023	\$6,304.87	Submitted	⚠ Make Payment
Quarter 2 2023	\$2,368.05	Submitted	⚠ Make Payment
Quarter 1 2023	\$1,730.61	Submitted	⚠ Make Payment
Quarter 4 2022	\$2,833.77	Submitted	⚠ Make Payment
Quarter 3 2022	\$10,769.30	Submitted	⚠ Make Payment
Quarter 2 2022	\$6,090.25	Submitted	⚠ Make Payment
Quarter 1 2022	\$1,534.50	Submitted	⚠ Make Payment
Quarter 4 2021	\$1,634.33	Submitted	⚠ Make Payment
Quarter 3 2021	\$6,101.99	Submitted	⚠ Make Payment
Quarter 2 2021	\$3,653.19	Submitted	⚠ Make Payment
Quarter 1 2021	\$1,282.57	Submitted	⚠ Make Payment
Quarter 4 2020	\$270.36	Submitted	⚠ Make Payment
Quarter 3 2020	\$5,691.87	Submitted	⚠ Make Payment
Quarter 2 2020	\$1,801.95	Submitted	⚠ Make Payment
Quarter 1 2020	\$1,099.31	Submitted	⚠ Make Payment



Contact us

How are we doing?
Take our survey!

Don't see what you expected?
Check if your browser is supported

CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6723


Page 1 of 2

DATE: 21-May-24

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$581.55

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.

DocuSigned by:

823F8FD337234A5...
Signed as Auditing Officer _____ Date 5/20/2024

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 \$ 581.55 for the period ending May 21, 2024 We approve payment with our signatures below.

Commissioner _____ Date _____

Commissioner _____ Date _____

Commissioner _____ Date _____

Commissioner _____ Date _____

aplAVnn
05/20/2024 1:31:03PM

Invoice Accounting Report by Vendor Name

San Juan County

Vendor Number: cen657 **Name:** CENTURYLINK

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
300515092	1	phone 05/06/24	E 6723.00.546.10.42.0020	266.13	in

Vendor Number: eas350 **Name:** EASTSOUND WATER USERS ASSN

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
10831.01	1	Phone 04/30/24	E 6723.00.546.10.47.0001	132.64	in
10832.01	1	Water 04/30/2024	E 6723.00.546.10.47.0001	74.70	in
10833.01	1	Water 04/30/2024	E 6723.00.546.10.47.0001	7.55	in
Vendor Total:				214.89	

Vendor Number: isl144 **Name:** ISLAND PETROLEUM SERVICES

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
portoforcas	1	Fuel 202404	E 6723.00.546.10.32.0001	100.53	in
Grand Total:				581.55	

CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6727

Page 1 of 2

DATE: 21-May-24

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$2,725.00

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.

 5/20/2024

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 \$ 2,725.00 for the period ending May 21, 2024 We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

apInAVnn
05/20/2024 1:43:24PM

Invoice Accounting Report by Vendor Name
San Juan County

Page: 1

Vendor Number: ard657 **Name:** ARDURRA GROUP, INC.

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
220463-8	1	Professional services	E 6727.00.594.46.61.0001	1,620.00	in

Vendor Number: whp100 **Name:** WHPACIFIC, INC.

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
369556	1	Rwy 34 PAPI	E 6727.00.594.46.61.0001	472.00	in
369575	1	3-53-0023-021-2022	E 6727.00.594.46.61.0001	633.00	in

Vendor Total: 1,105.00

Grand Total: 2,725.00

Page: 1

CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6723

Page 1 of 2

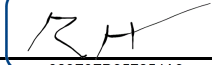
DATE: 22-May-24

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$181.57

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.

DocuSigned by:



6/4/2024

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 \$ 181.57 for the period ending May 22, 2024 We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

apInAVnn
05/22/2024 9:38:41AM

Invoice Accounting Report by Vendor Name
San Juan County

Vendor Number: san275 **Name:** SAN JUAN SANITATION, INC

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
2905665-SJ	1	Trash 04/30/2024	E 6723.00.546.10.47.0004	181.57	in
				Grand Total:	<u>181.57</u>

DATE: **5/23/24**

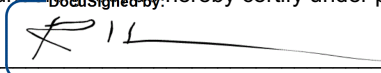
PAYROLL WORKSHEET

May 2024

Port of Orcas

RATE	EMPLOYEE NAME	EMPLOYEE NUMBER	FUND #	BARS	L&I	REG HRS	AMOUNT DUE	multiple line total per employee
161.00	Jason Laursen	LAU672	6723.00.	546.10.10.2001	5306-07	2	\$322.00	
62.00	Jason Laursen	LAU672	6723.00.	546.10.10.2001	5306-07	1	\$62.00	
161.00	Michael Triplett	TRI150	6723.00.	546.10.10.2001	5306-07	3	\$483.00	
161.00	Mia Kartiganer	KAR100	6723.00.	546.10.10.2001	5306-07	2	\$322.00	
62.00	Mia Kartiganer	KAR100	6723.00.	546.10.10.2001	5306-07	1	\$62.00	
161.00	Robert Hamilton	HAM300	6723.00.	546.10.10.2001	5306-07	2	\$322.00	
161.00	Annalies Schuh	TBD	6723.00.	546.10.10.2001	5306-07	0	\$0.00	
40.00	Chip Long	LON672	6723.00.	546.10.10.2002	5306-07	349.5	\$13,980.00	
53.85	Kimberley Kimple	KIM250	6723.00.	546.10.10.2002	5306-07	41.5	\$2,234.78	
	Kimberley Kimple	KIM250	6723.00.	546.10.10.2002	N/A	0		PTO-Sick
28.44	James Reid	REI200	6723.00.	546.10.10.2003	4201-02	126	\$3,583.44	
	James Reid	REI200	6723.00.	546.10.10.2003	N/A	0	\$0.00	PTO-Holiday
	James Reid	REI200	6723.00.	546.10.10.2003	N/A	0	\$0.00	PTO-Sick
420.00	James Reid	REI200	6723.00.	546.10.20.0005	N/A	x	\$420.00	\$4,003.44 Medical
TOTALS						528.00	\$21,791.22	

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.

Signed  923F8FD357254A3...
 Title **Auditing Officer**

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.

Signed _____ Chairman _____

 Date _____

CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6723

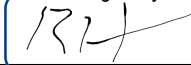
Page 1 of 2

DATE: 4-Jun-24

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$2,688.82

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.

DocuSigned by:

6/4/2024
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 \$ 2,688.82 for the period ending June 4, 2024 We approve payment with our signatures below.

Commissioner Date

Commissioner Date

Commissioner Date

Commissioner Date

aplnAVnn
06/04/2024 5:42:20AM**Invoice Accounting Report by Vendor Name**
San Juan County

Page: 1

Vendor Number: chm100 **Name:** CSD ATTORNEYS AT LAW

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
122866	1	Legal - TTF	E 6723.00.546.10.41.0005	733.00	in

Vendor Number: isl730 **Name:** ISLAND HARDWARE & SUPPLY

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
40846	1	Building maint	E 6723.00.546.20.31.0009	81.05	in

Vendor Number: mid002 **Name:** MIDNIGHT VENTURE

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
20240531	1	Janitorial	E 6723.00.546.20.41.0001	965.51	in
	2	Tax - Janitorial	E 6723.00.546.20.41.0001	81.10	in
	3	Landscaping	E 6723.00.546.20.48.0006	263.13	in
	4	Tax - Landscaping	E 6723.00.546.20.48.0006	22.10	in
	5	Landscaping supplies reimburse	E 6723.00.546.20.31.0009	363.08	in

Vendor Total: 1,694.92**Vendor Number:** roc201 **Name:** ROCK ISLAND COMMUNICATIONS INC

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
000510206	1	Internet	E 6723.00.546.10.42.0030	179.85	in

Grand Total: 2,688.82

Page: 1

CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6723

Page 1 of 3

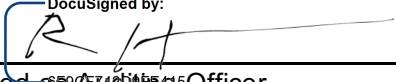
DATE: 18-Jun-24

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$2,519.72

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.

DocuSigned by:



6/18/2024

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 \$ 2,519.72 for the period ending June 18, 2024 We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

aplAVnn
06/18/2024 12:41:31AM

Invoice Accounting Report by Vendor Name
San Juan County

Page: 1

Vendor Number: cen657 **Name:** CENTURYLINK / LUMEN

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
300515092	1	Phone 06/06/2024	E 6723.00.546.10.42.0020	274.95	in

Vendor Number: eas310 **Name:** EASTSOUND SEWER & WATER DIST

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
0005	1	Sewer 05/31/2024	E 6723.00.546.10.47.0003	66.31	in
0229	1	Sewer 05/31/2024	E 6723.00.546.10.47.0003	153.56	in
0707	1	Sewer 05/31/2024	E 6723.00.546.10.47.0003	87.25	in
Vendor Total:				307.12	

Vendor Number: eas350 **Name:** EASTSOUND WATER USERS ASSN

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
10831.01	1	Water 05/31/2024	E 6723.00.546.10.47.0001	137.80	in
10832.01	1	Water 05/31/2024	E 6723.00.546.10.47.0001	84.69	in
10833.01	1	Water 05/31/2024	E 6723.00.546.10.47.0001	58.19	in
Vendor Total:				280.68	

Vendor Number: isl144 **Name:** ISLAND PETROLEUM SERVICES

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
Port of Orcas	1	Fuel 06/01/2024	E 6723.00.546.10.32.0001	198.86	in

Vendor Number: orc830 **Name:** OPALCO

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
2493001	1	Power 05/30/2024	E 6723.00.546.10.47.0002	295.69	in
2493003	1	Power 05/30/2024	E 6723.00.546.10.47.0002	127.89	in
2493007	1	Power 05/31/2024	E 6723.00.546.10.47.0002	56.71	in
2493008	1	Power 05/31/2024	E 6723.00.546.10.47.0002	58.11	in
2493009	1	Power 05/31/2024	E 6723.00.546.10.47.0002	59.18	in
2493010	1	Power 05/31/2024	E 6723.00.546.10.47.0002	57.31	in

Page: 1

aplAVnn
06/18/2024 12:41:31AM

Invoice Accounting Report by Vendor Name
San Juan County

2493011	1 Power 05/31/2024	E	6723.00.546.10.47.0002	203.90 in
				Vendor Total:
				858.79

Vendor Number: san275 **Name:** SAN JUAN SANITATION, INC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
2905665-SJ	1	Trash 05/31/2024	E 6723.00.546.10.47.0004	217.57	in

Vendor Number: sta065 **Name:** STARR EXCAVATION & ORCAS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
126148	1	Sanican May 2024	E 6723.00.546.10.47.0005	240.00	in

Vendor Number: off003 **Name:** THE OFFICE CUPBOARD

Invoice Number	Line No	Line Description	Account Number	Amount	Type
5285	1	Office supplies	E 6723.00.546.10.31.0002	7.36	in
	2	Janitorial supplies	E 6723.00.546.10.31.0004	134.39	in
				Vendor Total:	
				141.75	

Grand Total: 2,519.72

CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6727

Page 1 of 2

DATE: 18-Jun-24

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$3,314.50

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.

DocuSigned by:



6/18/2024

Signed as Accounting 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 \$ 3,314.50 for the period ending June 18, 2024 We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

aplAVnn
06/18/2024 12:56:21AM

Invoice Accounting Report by Vendor Name
San Juan County

Page: 1

Vendor Number: whp100

Name: WHPACIFIC, INC.

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
384852	1	Grant # 3-53-0023-018-2021	E 6727.00.594.46.61.0001	860.50	in
392895	1	Grant # 3-53-0023-018-2021	E 6727.00.594.46.61.0001	2,454.00	in
				Vendor Total:	3,314.50
				Grand Total:	3,314.50

Page: 1

Revenue and Expenditure by Fund

San Juan County

Fiscal Year: 2024 Through Period: 5

	2024 Budget	5 - 5 Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
FUND: 6727 PORT OF ORCAS CAPITAL PROJECTS						
REVENUES						
6727.00.331.20.10.0000 Direct Federal Grants - F.A.A.	100,000.00	0.00	41,535.90	0.00	58,464.10	41.54
6727.00.389.60.00.0000 Investment Interest - LGIP	0.00	108.90	534.74	0.00	(534.74)	0.00
6727.00.397.46.00.6721 Transfers-in from General Fund	0.00	0.00	100,000.00	0.00	(100,000.00)	0.00
6727.00.397.46.00.6723 Transfers-in from Operating Fund	91,145.00	0.00	0.00	0.00	91,145.00	0.00
TOTAL REVENUES	191,145.00	108.90	142,070.64	0.00	49,074.36	74.33
EXPENDITURES						
6727.00.588.10.00.0000 Prior Period Adjustments	0.00	0.00	(6,234.75)	0.00	6,234.75	0.00
6727.00.594.46.61.0001 AIP/RW/Apron Improvements	191,145.00	12,698.76	84,643.61	0.00	106,501.39	44.28
TOTAL EXPENDITURES	191,145.00	12,698.76	78,408.86	0.00	112,736.14	41.02
EXCESS OF REVENUES OVER EXPENDITURES	0.00	(12,589.86)	63,661.78	0.00	(63,661.78)	0.00
GRAND TOTAL REVENUES	191,145.00	108.90	142,070.64	0.00	49,074.36	74.33
GRAND TOTAL EXPENDITURES	191,145.00	12,698.76	78,408.86	0.00	112,736.14	41.02
GRAND EXCESS OF REVENUES OVER EXPENDITURES	0.00	(12,589.86)	63,661.78	0.00	(63,661.78)	0.00

FUND: 6721.00 PORT OF ORCAS

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			717,930.92	
310	TAXES	28,037.83			
320	LICENSES AND PERMITS				
330	INTERGOVERNMENTAL REVENUE	21.67			
340	CHARGES FOR GOODS AND SERVICES				
360	MISCELLANEOUS REVENUES				
380	NONREVENUES				
390	OTHER FINANCING SOURCES				
	TOTAL RECEIPTS		28,059.50		
580	NONEXPENDITURES				
	TOTAL DISBURSEMENTS		0.00		
101	ENDING CASH BALANCE				745,990.42
				GL ENDING CASH BALANCE	745,990.42
				NET VARIANCE	0.00
<hr/>					
241	PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	NET CHANGE		0.00		
241	BONDS OUTSTANDING (ENDING BALANCE)				0.00
<hr/>					
151	BEGINNING INVESTMENT BALANCE			0.00	
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
151	ENDING INVESTMENT BALANCE				0.00

FUND: 6723.00 PORT OF ORCAS - AIRPORT OPERATIONS

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			174,684.66	
212	SALARY PAYABLE	17,222.43			
231	OTHER ACCRUED LIABILITIES	7,016.56			
320	LICENSES AND PERMITS	255.69			
330	INTERGOVERNMENTAL REVENUE				
340	CHARGES FOR GOODS AND SERVICES	13,317.56			
360	MISCELLANEOUS REVENUES	20,990.40			
380	NONREVENUES	6,043.91			
390	OTHER FINANCING SOURCES				
	TOTAL RECEIPTS		64,846.55		
212	SALARY PAYABLE	17,222.43			
231	OTHER ACCRUED LIABILITIES	7,016.56			
540	TRANSPORTATION	27,316.14			
580	NONEXPENDITURES	58,484.32			
590	DEBT SERVICE AND OTHER				
	TOTAL DISBURSEMENTS		110,039.45		
101	ENDING CASH BALANCE				129,491.76
				GL ENDING CASH BALANCE	129,491.76
				NET VARIANCE	0.00
241	PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	NET CHANGE		0.00		
241	BONDS OUTSTANDING (ENDING BALANCE)				0.00
151	BEGINNING INVESTMENT BALANCE			895,000.00	
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
151	ENDING INVESTMENT BALANCE				895,000.00

FUND: 6727.00 PORT OF ORCAS CAPITAL PROJECTS

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			77,380.55	
310	TAXES				
360	MISCELLANEOUS REVENUES				
380	NONREVENUES	108.90			
	TOTAL RECEIPTS		108.90		
590	DEBT SERVICE AND OTHER	12,698.76			
	TOTAL DISBURSEMENTS		12,698.76		
101	ENDING CASH BALANCE				64,790.69
				GL ENDING CASH BALANCE	64,790.69
				NET VARIANCE	0.00
241	PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	NET CHANGE		0.00		
241	BONDS OUTSTANDING (ENDING BALANCE)				0.00
151	BEGINNING INVESTMENT BALANCE			25,000.00	
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
151	ENDING INVESTMENT BALANCE				25,000.00

Revenue and Expenditure by Fund

San Juan County

Fiscal Year: 2024 Through Period: 5

	2024 Budget	5 - 5 Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
FUND: 6721 PORT OF ORCAS						
REVENUES						
6721.00.311.10.00.0000 Property Tax Revenue	275,468.00	28,037.83	164,333.28	0.00	111,134.72	59.66
6721.00.337.20.00.0000 Leasehold Tax - Port of Orcas	0.00	21.67	109.96	0.00	(109.96)	0.00
6721.00.337.40.00.0000 Timber Harvest Tax - Private Land	0.00	0.00	35.67	0.00	(35.67)	0.00
TOTAL REVENUES	275,468.00	28,059.50	164,478.91	0.00	110,989.09	59.71
EXPENDITURES						
6721.00.546.10.20.0009 Unemployment	0.00	0.00	177.59	0.00	(177.59)	0.00
6721.00.597.46.00.6723 Transfers-out to Operations Fund	275,468.00	0.00	0.00	0.00	275,468.00	0.00
6721.00.597.46.00.6727 Transfers-out to Capital Fund	0.00	0.00	100,000.00	0.00	(100,000.00)	0.00
TOTAL EXPENDITURES	275,468.00	0.00	100,177.59	0.00	175,290.41	36.37
EXCESS OF REVENUES OVER EXPENDITURES	0.00	28,059.50	64,301.32	0.00	(64,301.32)	0.00
GRAND TOTAL REVENUES	275,468.00	28,059.50	164,478.91	0.00	110,989.09	59.71
GRAND TOTAL EXPENDITURES	275,468.00	0.00	100,177.59	0.00	175,290.41	36.37
GRAND EXCESS OF REVENUES OVER EXPENDITURES	0.00	28,059.50	64,301.32	0.00	(64,301.32)	0.00

Revenue and Expenditure by Fund

San Juan County

Fiscal Year: 2024 Through Period: 5

	2024 Budget	5 - 5 Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
FUND: 6723 PORT OF ORCAS - AIRPORT OPERATIONS						
REVENUES						
6723.00.321.80.00.0000 Vending Machine	2,000.00	255.69	1,104.44	0.00	895.56	55.22
6723.00.341.70.00.0000 Sales of Coffee Mugs	0.00	15.00	45.00	0.00	(45.00)	0.00
6723.00.343.40.00.0000 Utility Reimbursement (Water)	1,000.00	45.00	540.37	0.00	459.63	54.04
6723.00.344.50.00.0000 Aviation Fuel Sales	150,000.00	11,032.98	36,221.97	0.00	113,778.03	24.15
6723.00.344.51.00.0000 Sale of Airplane Oil	100.00	0.00	0.00	0.00	100.00	0.00
6723.00.344.61.00.0001 Landing Fees	12,000.00	1,069.58	4,277.51	0.00	7,722.49	35.65
6723.00.344.61.00.0002 Tiedown Fees - Transient	14,000.00	1,155.00	2,265.00	0.00	11,735.00	16.18
6723.00.344.61.00.0003 Tiedown Fees - Annual	4,500.00	0.00	1,200.00	0.00	3,300.00	26.67
6723.00.344.61.00.0005 TTF User Fees	3,300.00	0.00	360.00	0.00	2,940.00	10.91
6723.00.362.30.00.0000 Auto Parking Transient	15,000.00	2,066.00	5,381.00	0.00	9,619.00	35.87
6723.00.362.50.00.0001 Auto Parking Annual	16,000.00	4,000.00	7,500.00	0.00	8,500.00	46.88
6723.00.362.50.00.0002 Hangar Lease	30,000.00	3,659.08	11,866.62	0.00	18,133.38	39.56
6723.00.362.50.01.0003 Land Lease	70,000.00	9,914.40	11,715.32	0.00	58,284.68	16.74
6723.00.362.50.01.0004 Terminal Rentals	13,000.00	1,246.92	4,456.32	0.00	8,543.68	34.28
6723.00.367.11.00.0000 Donations	2,200.00	104.00	253.00	0.00	1,947.00	11.50
6723.00.389.30.00.0000 Leasehold Tax Collected	13,000.00	1,990.31	3,238.91	0.00	9,761.09	24.91
6723.00.389.60.00.0001 Investment Interest - LGIP	33,000.00	4,053.60	19,901.27	0.00	13,098.73	60.31
6723.00.397.46.00.6721 Transfers-in from General Fund	275,468.00	0.00	0.00	0.00	275,468.00	0.00
TOTAL REVENUES	654,568.00	40,607.56	110,326.73	0.00	544,241.27	16.85
EXPENDITURES						
6723.00.546.10.10.2001 Commissioners	30,000.00	1,573.00	4,310.00	0.00	25,690.00	14.37
6723.00.546.10.10.2002 Airport Manager	112,000.00	13,980.00	44,740.55	0.00	67,259.45	39.95
6723.00.546.10.10.2003 Operations Assistant	42,000.00	3,583.44	17,712.42	0.00	24,287.58	42.17
6723.00.546.10.10.2004 Third Employee Pay	30,000.00	2,234.79	5,358.13	0.00	24,641.87	17.86
6723.00.546.10.20.0001 FICA & Medicare	16,300.00	1,667.03	5,804.94	0.00	10,495.06	35.61
6723.00.546.10.20.0002 Dept of Labor & Industries	5,000.00	324.07	1,306.45	0.00	3,693.55	26.13
6723.00.546.10.20.0003 Retirement/PERS	12,000.00	366.50	4,351.36	0.00	7,648.64	36.26
6723.00.546.10.20.0005 Medical Stipend	10,260.00	420.00	3,760.74	0.00	6,499.26	36.65

Revenue and Expenditure by Fund

San Juan County

Fiscal Year: 2024 Through Period: 5

	2024 Budget	5 - 5 Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
FUND: 6723 PORT OF ORCAS - AIRPORT OPERATIONS EXPENDITURES						
6723.00.546.10.20.0009 Unemployment	830.00	0.00	0.00	0.00	830.00	0.00
6723.00.546.10.20.0012 PFML Premium Assessments	1,243.00	115.16	401.01	0.00	841.99	32.26
6723.00.546.10.31.0000 Indoor/Outdoor Furniture	1,000.00	0.00	0.00	0.00	1,000.00	0.00
6723.00.546.10.31.0001 Signs/Fee Boxes Supplies	4,000.00	133.51	133.51	0.00	3,866.49	3.34
6723.00.546.10.31.0002 Office Supplies	1,000.00	21.67	365.68	0.00	634.32	36.57
6723.00.546.10.31.0003 Printing and Copying Supplies	1,000.00	0.00	0.00	0.00	1,000.00	0.00
6723.00.546.10.31.0004 Janitorial Supplies	1,300.00	13.52	309.37	0.00	990.63	23.80
6723.00.546.10.31.0005 Meeting Supplies	250.00	183.33	266.66	0.00	(16.66)	106.66
6723.00.546.10.31.0006 Fuel Station Supplies	250.00	0.00	0.00	0.00	250.00	0.00
6723.00.546.10.32.0000 Fuel - Island Maintenance & Other	3,000.00	0.00	6,537.80	0.00	(3,537.80)	217.93
6723.00.546.10.32.0001 Fuel/Petrol Products	2,000.00	100.53	206.41	0.00	1,793.59	10.32
6723.00.546.10.32.0002 Aviation Fuel	127,500.00	0.00	37,938.38	0.00	89,561.62	29.76
6723.00.546.10.41.0001 SJC Auditor	2,300.00	0.00	843.45	0.00	1,456.55	36.67
6723.00.546.10.41.0002 State Auditor	28,000.00	0.00	3,503.05	0.00	24,496.95	12.51
6723.00.546.10.41.0003 Security	2,800.00	0.00	96.72	0.00	2,703.28	3.45
6723.00.546.10.41.0005 Legal Services	5,000.00	0.00	944.00	0.00	4,056.00	18.88
6723.00.546.10.41.0006 Professional Services	4,000.00	0.00	821.60	0.00	3,178.40	20.54
6723.00.546.10.41.0044 Advertising	2,000.00	0.00	0.00	0.00	2,000.00	0.00
6723.00.546.10.42.0010 Postage	200.00	0.00	0.00	0.00	200.00	0.00
6723.00.546.10.42.0020 Telephone	3,000.00	266.13	1,291.23	0.00	1,708.77	43.04
6723.00.546.10.42.0030 Internet	1,500.00	139.85	544.55	0.00	955.45	36.30
6723.00.546.10.44.0001 Storm Water Utility Tax	1,200.00	0.00	1,249.49	0.00	(49.49)	104.12
6723.00.546.10.46.0003 Bonding/Fire/Liability Insurance	2,500.00	0.00	845.00	0.00	1,655.00	33.80
6723.00.546.10.47.0001 Water	3,400.00	214.89	1,400.43	0.00	1,999.57	41.19
6723.00.546.10.47.0002 Electricity	1,500.00	0.00	6,492.59	0.00	(4,992.59)	432.84
6723.00.546.10.47.0003 Sewer	3,800.00	293.49	1,216.16	0.00	2,583.84	32.00
6723.00.546.10.47.0004 Refuse	3,200.00	181.57	1,015.84	0.00	2,184.16	31.75
6723.00.546.10.47.0005 Sani cans	1,000.00	160.00	320.00	0.00	680.00	32.00
6723.00.546.20.31.0006 Field Electrical Supplies	2,000.00	0.00	0.00	0.00	2,000.00	0.00

Revenue and Expenditure by Fund

San Juan County

Fiscal Year: 2024 Through Period: 5

	2024 Budget	5 - 5 Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
FUND: 6723 PORT OF ORCAS - AIRPORT OPERATIONS						
EXPENDITURES						
6723.00.546.20.31.0007 Vehicle Maintenance Supplies	2,500.00	0.00	753.68	0.00	1,746.32	30.15
6723.00.546.20.31.0008 Runway/TW/Ramp Maintenance S	500.00	0.00	0.00	0.00	500.00	0.00
6723.00.546.20.31.0009 Building Maintenance Supplies	2,000.00	11.82	126.47	0.00	1,873.53	6.32
6723.00.546.20.31.0010 Road Maintenance Supplies	400.00	0.00	0.00	0.00	400.00	0.00
6723.00.546.20.31.0011 Fence Maintenance Supplies	4,200.00	0.00	60.49	0.00	4,139.51	1.44
6723.00.546.20.35.0001 Small Tools & Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00
6723.00.546.20.41.0000 Professional Services	6,000.00	0.00	0.00	0.00	6,000.00	0.00
6723.00.546.20.41.0001 Janitor	13,000.00	1,046.61	4,186.44	0.00	8,813.56	32.20
6723.00.546.20.41.0002 AWOS M & O Service	2,500.00	0.00	0.00	0.00	2,500.00	0.00
6723.00.546.20.48.0006 Landscaping	3,600.00	285.23	1,140.92	0.00	2,459.08	31.69
6723.00.546.20.48.0007 Mowing & Snow	5,400.00	0.00	3,252.00	0.00	2,148.00	60.22
6723.00.546.20.48.0008 Ditch/Tree Clearing	5,000.00	0.00	0.00	0.00	5,000.00	0.00
6723.00.546.20.48.0009 Wetland Maintenance	18,000.00	0.00	0.00	0.00	18,000.00	0.00
6723.00.546.30.34.0001 Pop for Resale	1,200.00	0.00	383.45	0.00	816.55	31.95
6723.00.546.30.34.0002 Airplane Oil for Resale	90.00	0.00	0.00	0.00	90.00	0.00
6723.00.546.30.43.0001 Travel	2,000.00	0.00	512.85	0.00	1,487.15	25.64
6723.00.546.30.43.0002 Barge Services	3,200.00	0.00	1,438.00	0.00	1,762.00	44.94
6723.00.546.30.44.0002 Business & Occupation Taxes	4,000.00	0.00	0.00	0.00	4,000.00	0.00
6723.00.546.30.49.0010 Memberships	2,200.00	0.00	362.68	0.00	1,837.32	16.49
6723.00.546.30.49.0030 Continued Education Workshops	5,000.00	0.00	2,425.00	0.00	2,575.00	48.50
6723.00.546.30.49.0090 Svc Fees, Finance Chgs, Lics, Pe	300.00	0.00	0.00	0.00	300.00	0.00
6723.00.589.30.00.0000 Leasehold Tax Remitted to State	13,000.00	840.37	(2,573.69)	0.00	15,573.69	(19.80)
6723.00.589.30.00.0001 Sales Tax Remittances	0.00	57,643.95	57,643.95	0.00	(57,643.95)	0.00
6723.00.597.46.00.6727 Transfers-out to Capital Fund	91,145.00	0.00	0.00	0.00	91,145.00	0.00
TOTAL EXPENDITURES	654,568.00	85,800.46	223,799.76	0.00	430,768.24	34.19
EXCESS OF REVENUES OVER EXPENDITURES	0.00	(45,192.90)	(113,473.03)	0.00	113,473.03	0.00

Revenue and Expenditure by Fund

San Juan County

Fiscal Year: 2024 Through Period: 5

	2024 Budget	5 - 5 Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
GRAND TOTAL REVENUES	654,568.00	40,607.56	110,326.73	0.00	544,241.27	16.85
GRAND TOTAL EXPENDITURES	654,568.00	85,800.46	223,799.76	0.00	430,768.24	34.19
GRAND EXCESS OF REVENUES OVER EXPENDITURES	0.00	(45,192.90)	(113,473.03)	0.00	113,473.03	0.00

Revenue and Expenditure by Fund

San Juan County

Fiscal Year: 2024 Through Period: 5

	2024 Budget	5 - 5 Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
FUND: 6727 PORT OF ORCAS CAPITAL PROJECTS						
REVENUES						
6727.00.331.20.10.0000 Direct Federal Grants - F.A.A.	100,000.00	0.00	41,535.90	0.00	58,464.10	41.54
6727.00.389.60.00.0000 Investment Interest - LGIP	0.00	108.90	534.74	0.00	(534.74)	0.00
6727.00.397.46.00.6721 Transfers-in from General Fund	0.00	0.00	100,000.00	0.00	(100,000.00)	0.00
6727.00.397.46.00.6723 Transfers-in from Operating Fund	91,145.00	0.00	0.00	0.00	91,145.00	0.00
TOTAL REVENUES	191,145.00	108.90	142,070.64	0.00	49,074.36	74.33
EXPENDITURES						
6727.00.588.10.00.0000 Prior Period Adjustments	0.00	0.00	(6,234.75)	0.00	6,234.75	0.00
6727.00.594.46.61.0001 AIP/RW/Apron Improvements	191,145.00	12,698.76	84,643.61	0.00	106,501.39	44.28
TOTAL EXPENDITURES	191,145.00	12,698.76	78,408.86	0.00	112,736.14	41.02
EXCESS OF REVENUES OVER EXPENDITURES	0.00	(12,589.86)	63,661.78	0.00	(63,661.78)	0.00
GRAND TOTAL REVENUES	191,145.00	108.90	142,070.64	0.00	49,074.36	74.33
GRAND TOTAL EXPENDITURES	191,145.00	12,698.76	78,408.86	0.00	112,736.14	41.02
GRAND EXCESS OF REVENUES OVER EXPENDITURES	0.00	(12,589.86)	63,661.78	0.00	(63,661.78)	0.00



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24 June 2024

Port of Orcas
Eastsound, Washington

To: Kenneth "Chip" Long

Dear Chip,

On behalf of the Port of Orcas Commissioners I am pleased to offer you the salaried position of **Executive Director of the Port of Orcas**, effective July 1st, 2024.

Compensation: The salary offer is \$133,750 per annum, along with the following benefits:

- 10 Paid Holidays
- Medical, Dental, and Vision insurance coverage premiums paid at 90% of \$7,608 (\$6,847.20), as a monthly stipend in the amount of \$570.60 in addition to your base pay.
- Participation in the Washington State PERS retirement program.
- Paid sick leave accruing at the rate of 1 hour for every 40 hours worked.
- Paid Time Off in the following amounts:
 - 15 Days per year during years 0 through 3
 - 18 Days per year during year 3 through 7
 - 21 Days per year during year 7 and thereafter

At-Will Employment: Your employment is on an at-will basis, under which both the Port and you remain free to end the employment relationship for any reason, at any time, with or without cause or notice. You acknowledge that nothing in this letter shall be construed as an agreement, either express or implied, to guarantee employment for a definite period of time, or pay you any compensation or grant you any benefit beyond the end of your employment with the Port. This letter does not make any promises or create any contractual rights, and it is not binding on the Port.

Background Checks & Proof of Legal Right to Work: The Port has received a successful background check from Sterling Check, as initiated by Prothman. You agree to provide to the Port, within three (3) days of your date of hire, documentation demonstrating your eligibility to work in the United States, as required by the Immigration Reform and Control Act.

The Port of Orcas is an Equal Opportunity Employer.

PORT OF ORCAS

RESOLUTION #05-20-2024a

Resolution Rescinding Resolution 2018-12-18c

WHEREAS, in 2018, the Port of Orcas Board of Commissioners adopted Resolution 2018-12-18c, establishing Tariff #10 Fee for Vehicle Transit of Airport Property; and

WHEREAS, in the April 22nd, 2024 meeting, the Board of Commissioners passed a Motion to rescind Resolution 2018-12-18c.

NOW THEREFORE BE IT RESOLVED, that the Port of Orcas hereby rescinds Resolution 2018-12-18c, and with it, Tariff #10

THEREFORE, BE IT ALSO RESOLVED, the Port of Orcas does not intend to retroactively charge any user for activity relating to Resolution 2018-12-18c or Tariff #10

DATED THIS 20th DAY OF MAY, 2024.

Robert Hamilton, Commissioner

Michael Triplett, Commissioner

Mia Kartiganer, Commissioner

Jason Laursen, Commissioner

Annalies Schuh, Commissioner

Attest: _____
Chip Long, Interim Manager