



Meeting to be held online via Zoom

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MEETING AGENDA

April 24, 2023, 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=VkhBWVI5QUt6NTNGMWRkVzVuUDhsQT09>

Meeting ID: 829 5004 0879

Passcode: KORS

Dial: (253) 215-8782

One tap mobile

+12532158782,,82950040879#,,,,*522532# US (Tacoma)

CALL TO ORDER

AGENDA AMENDMENTS

PUBLIC ACCESS

MONTHLY BUSINESS

1. Approval of Previous Minutes – Regular Meeting March 27th
2. Approval of Vouchers
 - a. 03/29/2023 Port Operations \$1,888.11
 - b. 04/24/2023 Port Operations TBD
 - c. 04/24/2023 Port Capital TBD
 - d. 04/24/2023 Payroll \$15,198.12

MONTHLY REPORTS

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

OLD BUSINESS

1. Eastsound Sewer and Water Use of Port Property for Tank Storage

NEW BUSINESS

1. Janitorial/Landscaping Contract

PUBLIC ACCESS

ADJOURNMENT. NEXT MEETING: Regular Meeting, Monday May 22nd, 2023, at 5:00 p.m.

**PORT OF ORCAS
REGULAR MEETING MINUTES
MARCH 27, 2023**

Page 1 of 2

Commissioners Present: Robert Hamilton, Michael Triplett, Jason Laursen, Mia Kartiganer, Bea vonTobel.

Staff Present: Kim Kimple

Public Present: Pierrette Guimond, Rick Christmas, Lora York, Claire & Thomas Palmer, Bruce Benton, Ed Addicks, Jason Bradshaw, Rick Fant, et al not verified.

CALL TO ORDER

Chair Hamilton called the zoom and in-person meeting to order at 5:00pm, noting a quorum.

AGENDA AMENDMENTS

Two items were added under Old Business:

3. Weed Pulling Date

4. Deer Harbor Yacht Club Dock

One item was added under New Business

3. Drainage Analysis Study with Wetland Delineation Scope of Service

PUBLIC ACCESS

None at this time.

MONTHLY BUSINESS

1. Approval of Previous Minutes---Regular Meeting February 27, 2023

After corrections were made, Jason moved, Mia seconded approval of corrected minutes of the regular meeting of February 27, 2023, and the motion passed.

2. Approval of Vouchers Paid by Auditing Officer

Michael moved, Mia seconded approval of vouchers a.-b. as presented, and the motion passed.

a. 03/14/2023 Airport Operations \$3,735.30

b. 03/24/2023 Payroll \$15,133.42

The double-billing question from the preceding month has been resolved by the manager, but resolution of some utility invoices will be clarified and corrected.

MONTHLY REPORTS

1. Manager's Report

This report, previously posted online, was expanded on by the airport manager with input from the commissioners. Mia had contacted WPPA re the legal status of public payment for use of the EV charging station.

Work party/parties have been suggested to help with maintenance of wetland planted areas.

Conversations between SJC Public Works et al are needed to answer questions remaining on drainage mitigation work within the airport drainage basin.

2. Financial Reports

These reports have been posted online.

OLD BUSINESS

1. Eastsound Sewer and Water Use of Port Property for Passage Resolution Discussion

Jason Bradshaw, manager for ESWD, was present and inquired about use of port property for septage storage during the construction of a new treatment cell, noting that such use would be for a period of 10-12 months. After discussion, Jason was asked to provide a written proposal, as the district had not planned for possible costs involved, and the port had not approved use of space without recompense. The current resolution remains on the books.

2. Property Issues: County Airport Overlay

Mia reported her investigation noting that the overlay is currently in force with no action being taken to eliminate it. Bea reported that in a conversation with Heather Stansbury, current project manager for the Pea Patch Project, she was aware of the port's concern re density and noise concerns within the project area. Rick Fant added that in his contact with the county planning commission noted that the county is not in charge of changes with the overlay district, and to his knowledge, was not in favor of any changes.

3. Weed Pulling Dates

The airport manager, who has been in touch with the YCC and others, has scheduled April 15th and May 13th as possible days to engage the public in helping maintain wetland planted areas.

4. Deer Harbor Yacht Club Dock

Discussion centered on how any financial help in modernizing this facility might be offset, as help from SJCPW would provide free use if the county owned the facility. The situation might change if the port were to own the facility. In the end, this discussion leaned more toward the county as an investor in funding.

NEW BUSINESS

1. Commissioner Seat #3 and Seat #5 Election Filing: May 15-19, 2023

This item was noted as a reminder to the commissioners and public of upcoming elections.

2. Reminder: Personal Financial Affairs Disclosure Report Due April 17, 2023

This item was noted as a reminder for current commissioners.

3. Drainage Study Scope of Work and Fee Proposal

This SOW had been presented to the port, with the 90% funding level from the port, 5% from the state and 5% from the port (approximately \$5,000) for completion. As it is in the current master plan, after discussion Michael moved, Jason seconded allowing the port manager to proceed with the grant application, and the motion passed.

PUBLIC ACCESS

Rick Fant reminded participants that ports are essentially economic development agencies, which includes facilities that are not-for-profit and available to the public. Owning a year-round dock in Eastsound could generate benefits beyond dollars, augmenting the community.

Pierrette Guimond noted that boating is seasonal and questioned the need for port investment.

NEXT MEETING AND ADJOURNMENT

The next regular meeting is scheduled for 5:00pm Monday April 24, 2023, zoom and in person. The meeting was adjourned at 6:15pm.

Respectfully submitted,

Bea vonTobel, Secretary

CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6723

Page 1 of 8

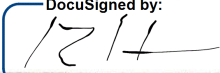
DATE: 29-Mar-23

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$1,888.11

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:



3/29/2023

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 \$ 1,888.11 for the period ending March 29, 2023 We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

aplAVnn
03/29/2023 8:36:05AM

Invoice Accounting Report by Vendor Name
San Juan County

Vendor Number: cen657 **Name:** CENTURYLINK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
300515092	1	Phone service - 3/6/23	E 6723.00.546.10.42.0020	246.84	in

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

Invoice Number	Line No	Line Description	Account Number	Amount	Type
10831.01	1	Water 2/28/23 Cessna Rd	E 6723.00.546.10.47.0001	68.50	in
10832.01	1	Water 2/28/23 107 Schoen Ln	E 6723.00.546.10.47.0001	78.03	in
10833.01	1	Water - 02/28/23 N.Beach/Mt.B	E 6723.00.546.10.47.0001	45.00	in

Vendor Total: 191.53

Vendor Number: gua101 **Name:** GUARDIAN SECURITY SYSTEMS, INC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
1336752	1	ALarm monitoring - Q2	E 6723.00.546.10.41.0003	92.92	in

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

Invoice Number	Line No	Line Description	Account Number	Amount	Type
40846	1	Building maint supplies	E 6723.00.546.20.31.0009	2.71	in

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

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20230331	1	Janitorial - March	E 6723.00.546.20.41.0001	910.00	in
	2	Tax - Janitorial March	E 6723.00.546.20.41.0001	75.53	in
	3	Landscaping - March	E 6723.00.546.20.48.0006	248.00	in
	4	Tax - Landscaping March	E 6723.00.546.20.48.0006	20.58	in

Vendor Total: 1,254.11

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

Invoice Number	Line No	Line Description	Account Number	Amount	Type
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DATE: 4/24/23

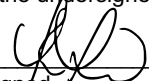
PAYROLL WORKSHEET

APRIL 2023

Port of Orcas

RATE	EMPLOYEE NAME	EMPLOYEE NUMBER	FUND #	BARS	L&I	REG HRS	AMOUNT DUE	multiple line total per employee
128.00	Jason Laursen	LAU672	6723.00.	546.10.10.2001	5306-07	1	\$413.00	
128.00	Michael Triplett	TRI150	6723.00.	546.10.10.2001	5306-07	1	\$413.00	
128.00	Bea vonTobel	VON100	6723.00.	546.10.10.2001	5306-07	1	\$413.00	
128.00	Robert Hamilton	HAM300	6723.00.	546.10.10.2001	5306-07	1	\$413.00	
128.00	Mia Kartiganer	KAR100	6723.00.	546.10.10.2001	5306-07	1	\$413.00	
8916.67	Kimberley Kimple	KIM250	6723.00.	546.10.10.2002	5306-07	170	\$8,916.67	
	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	6		PTO-Sick
	Kimberley Kimple	KIM250	6723.00.	546.10.20.0005	N/A	x	\$535.14	\$9,451.81 Medical
60.00	Jeannie Frank Sharpe	SHA125	6723.00.	546.10.10.2002	5306-07	0.8	\$48.00	
27.17	James Reid	REI200	6723.00.	546.10.10.2003	4201-02	122	\$3,314.74	
	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
318.57	James Reid	REI200	6723.00.	546.10.20.0005	N/A	x	\$318.57	\$3,633.31 Medical
TOTALS						303.80	\$15,198.12	

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 _____

Port 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.

Signed _____

Chairman

Date _____



APRIL 2023 MANAGER'S REPORT

- 1. EV Charging Stations** – The Draft Phase 1 Application for EV Charging stations has been approved and the Port has been invited to proceed with the Phase 2 application process. The application is due by Monday, May 29th, and will be presented to the Port Board of Commissioners at the May 22nd meeting.
 - 2. Bi-Plane Hangar** – In coordination with WHPacific and the FAA, and after feedback from multiple contractors, an addendum has been issued for the project including pushing the bid opening to May 3rd (previously April 25th), extending the NTP to be issued no later than November 1st, and further clarification on removal of posts.
 - 3. PAPI project** – We are still on track for a May 8th start in the field, which will require closure of the runway from 8:00 a.m. – 4:00 p.m. on Tuesday, May 9th, Wednesday, May 10th, and Thursday, May 11th. Reminders have gone out to the FAA and airport users.
 - 4. Wetland Maintenance** – Community work parties for deferred and preventative maintenance will take place on Saturday, May 13th, and Sunday, June 11th. A press release has been submitted to the Orcasonian and Island's Sounder. Port staff will also continue to conduct work in accordance with the mitigation goals.
 - 5. Planning Grant** – The FAA will be including the Floodplain Analysis along with the Westside Study/ALP update under an upcoming planning grant. The engineering firms for the projects will be WHPacific/NV5 and Precision Approach, respectively.
 - 6. Commissioner Seats #3 and #5** – The Port has two seats in the upcoming November General Election. These are currently filled by Commissioner Bea vonTobel, and Commissioner Mia Kartiganer. Members of the public who are interested in exploring candidacy for these seats are encouraged to find more information on the San Juan County Elections website. The window of filing for candidacy is May 15th – 19th.
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