



Meeting to be held online via Zoom

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

MEETING AGENDA

May 22nd, 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 Vouchers
 - a. 05/16/2023 Port Operations \$10,096.89
 - b. 05/16/2023 Port Operations \$98,906.51
 - c. 05/16/2023 Port Capital \$5,649.00

MONTHLY REPORTS

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

OLD BUSINESS

1. EV Charge Grant – establish committee to authorize proceeding
2. Eastsound Sewer and Water Use of Port Property update

NEW BUSINESS

1. Resolution 2023 05 22a – Planning Grant
2. Introduction of Port Commissioner Candidates
3. Schedule Community Port Candidate Q&A

PUBLIC ACCESS

ADJOURNMENT.

NEXT MEETING: Regular Meeting, Monday June 26th, 2023, at 5:00 p.m.

CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6723

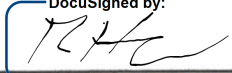
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DATE: 16-May-23

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$10,096.89

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:

5/16/2023
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 \$ 10,096.89 for the period ending May 16, 2023 We approve payment with our signatures below.

Commissioner Date

Commissioner Date

Commissioner Date

Commissioner Date

aplAVnn
05/16/2023 9:33:10AM

Invoice Accounting Report by Vendor Name
San Juan County

Page: 1

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 - April	E 6723.00.546.10.42.0020	490.14	in

Vendor Number: eastso **Name:** EASTSOUND SEWER AND 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 4/30/2023	E 6723.00.546.10.47.0003	133.67	in
0229	1	Sewer 4/30/2023	E 6723.00.546.10.47.0003	294.80	in
0707	1	Sewer 4/30/2023	E 6723.00.546.10.47.0003	167.50	in
Vendor Total:				595.97	

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 4/30/2023	E 6723.00.546.10.47.0001	212.16	in
10832.01	1	Water 4/30/2023	E 6723.00.546.10.47.0001	169.64	in
10833.01	1	water 4/30/2023	E 6723.00.546.10.47.0001	90.56	in
Vendor Total:				472.36	

Vendor Number: int159 **Name:** INTER ISLAND PROPANE LLC

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
107198	1	Propane - Generator	E 6723.00.546.10.32.0001	522.01	in
107199	1	Propane inspection	E 6723.00.546.10.32.0000	146.48	in
Vendor Total:				668.49	

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	E 6723.00.546.10.32.0001	50.59	in

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

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Invoice Accounting Report by Vendor Name
San Juan County

Page: 2

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20230430	1	supplies reimbursement	E 6723.00.546.10.31.0004	301.11	in
	2	supplies reimbursement	E 6723.00.546.10.31.0004	109.23	in
	3	supplies reimbursement	E 6723.00.546.10.31.0004	16.44	in
	4	Janitorial	E 6723.00.546.20.41.0001	910.00	in
	5	Tax - Janitorial	E 6723.00.546.20.41.0001	75.53	in
	6	Landscaping	E 6723.00.546.20.48.0006	248.00	in
	7	Tax - Landscaping	E 6723.00.546.20.48.0006	20.58	in
Vendor Total:				1,680.89	

Vendor Number: orc830

Name: OPALCO

Invoice Number	Line No	Line Description	Account Number	Amount	Type
2493001	1	Power - Terminal	E 6723.00.546.10.47.0002	1,278.55	in
2493003	1	Power - 34 Papi	E 6723.00.546.10.47.0002	242.13	in
2493007	1	Power - Commercial North Gate	E 6723.00.546.10.47.0002	112.46	in
2493008	1	Power - Aviator Gate	E 6723.00.546.10.47.0002	115.05	in
2493009	1	Power - Commercial West	E 6723.00.546.10.47.0002	117.36	in
2493010	1	Power Aeroview Gate	E 6723.00.546.10.47.0002	113.07	in
2493011	1	Power - Electrical Room	E 6723.00.546.10.47.0002	523.73	in
Vendor Total:				2,502.35	

Vendor Number: pet513

Name: PETTY CASH - PORT OF ORCAS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20230420	1	Amazon - Mowing supplies	E 6723.00.546.20.35.0001	23.73	in
	2	Amazon - Office supplies	E 6723.00.546.10.31.0002	32.28	in
	3	Amazon - Office supplies	E 6723.00.546.10.31.0002	119.91	in
	4	Zoom - Annual	E 6723.00.546.10.31.0002	162.34	in
	5	Swire Coca Cola - resale	E 6723.00.546.30.34.0001	123.20	in
	6	Amazon - Brush cutter	E 6723.00.546.20.35.0001	419.99	in
	7	Progressive - Auto ins	E 6723.00.546.10.46.0003	693.00	in
Vendor Total:				1,574.45	

Vendor Number: roc201

Name: ROCK ISLAND COMMUNICATIONS INC

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Invoice Accounting Report by Vendor Name
San Juan County

Page: 3

Invoice Number	Line No	Line Description	Account Number	Amount	Type
420150	1	Internet 3/25/23 - 4/24/23	E 6723.00.546.10.42.0030	129.95	in
426482	1	Internet - 4/25/23 - 5/24/23	E 6723.00.546.10.42.0030	129.95	in
Vendor Total:				259.90	

Vendor Number: rsi144 Name: RSINET, LLC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
7089	1	Q1 Monitoring	E 6723.00.546.20.41.0002	180.00	in

Vendor Number: san187 Name: SAN JUAN COUNTY TREASURER

Invoice Number	Line No	Line Description	Account Number	Amount	Type
92-27398	1	Clean Water Utility Tax	E 6723.00.546.10.44.0001	1,019.36	in
92-68499	1	2023 Conservation and Clean Water	E 6723.00.546.10.44.0001	124.02	in
Vendor Total:				1,143.38	

Vendor Number: san275 Name: SAN JUAN SANITATION, INC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
2905665-SJ	1	Trash - 4/30/2023	E 6723.00.546.10.47.0004	435.14	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	43.23	in

Grand Total: 10,096.89

CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6727

Page 1 of 4


DATE: 16-May-23

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$98,906.51

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:



5/16/2023

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 \$ 98,906.51 for the period ending May 16, 2023 We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

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05/16/2023 10:20:25AM

Invoice Accounting Report by Vendor Name
San Juan County

Page: 1

Vendor Number: dai150 **Name:** SEATTLE DAILY JOURNAL OF COM.

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
3387420	1	ITB Hangar Removal	E 6727.00.594.46.61.0001	783.75	in

Vendor Number: sou125 **Name:** SOUND PUBLISHING, INC

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
ISJ973837	1	ITB Hangar Removal	E 6727.00.594.46.61.0001	647.11	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>
293831	1	3-53-0023-018-2021	E 6727.00.594.46.61.0001	8,095.15	in
295437	1	3-53-0023-021-2022	E 6727.00.594.46.61.0001	2,715.50	in
301093	1	3-53-0023-021-2022	E 6727.00.594.46.61.0001	6,376.00	in
305397	1	3-53-0023-018-2021	E 6727.00.594.46.61.0001	1,273.00	in
305410	1	3-53-0023-018-2021	E 6727.00.594.46.61.0001	110.00	in
308571	1	3-53-0023-016-2018	E 6727.00.594.46.61.0001	62,666.50	in
312197	1	3-53-0023-018-2021	E 6727.00.594.46.61.0001	2,501.50	in
316168	1	3-53-0023-021-2022	E 6727.00.594.46.61.0001	7,861.00	in
327897	1	3-53-0023-018-2021	E 6727.00.594.46.61.0001	3,519.25	in
329195	1	3-53-0023-021-2022	E 6727.00.594.46.61.0001	2,357.75	in

Vendor Total: 97,475.65

Grand Total: 98,906.51

CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6727

Page 1 of 2

DATE: 16-May-23

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$5,649.00

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.

DocuSigned by:



5/16/2023

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 \$ 5,649.00 for the period ending May 16, 2023 We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

aplAVnn
05/16/2023 1:07:31PM

Invoice Accounting Report by Vendor Name
San Juan County

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>
305926	1	3-53-0023-021-2022	E 6727.00.594.46.61.0001	5,649.00	in
Grand Total:				5,649.00	



MAY 2023 MANAGER'S REPORT

- 1. EV Charging Stations** – The Phase 2 Application for EV Charging stations will be ready for review at the Monday meeting. The application is due by Monday, May 29th. We are seeking Board approval prior to the deadline on the 29th, either directly at the 5/22/23 meeting, or if the Board desires further review, by appointing a board committee to authorize.
- 2. Bi-Plane Hangar** – We received two bids for this project and have issued an intent to award to Boss Construction. Official award of the bid will take place after FAA concurrence.
- 3. PAPI project** – Crews have completed the groundwork and rough-in for the Runway 34 PAPI. We are awaiting the arrival of the PAPI units. Next steps will include installation, calibration, and an FAA flight check. The old units will remain operational until installation of the new units.
- 4. Wetland Maintenance** – A work party for deferred and preventative maintenance took place on Saturday, May 13th. We will hold a second party on **Sunday**, June 11th. We are coordinating with the SJC Youth Conservation Corp for additional work in the mitigation areas. Port staff will also continue to conduct work in accordance with goals.
- 5. Planning Grant** – The FAA planning grant for the Floodplain Analysis and Westside Study/ALPU is in process. We are currently seeking board approval by resolution for the state application to cover 5% of the project.
- 6. Commissioner Seats #3 and #5** – The two seats on the November ballot have candidates in both. We look forward to getting to know more about each and will be providing an opportunity for each candidate to share their voice with the public in the coming months.
- 7. Annual Audit** – We are working on completion of the 2022 Annual Audit and will have a report available in the June meeting.