



MEETING AGENDA

January 22, 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=VkhBWVI5QUt6NTNGMWRkVzVuUDhsQT09>

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

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

ANNOUNCE RECORDING OF MEETING

CALL TO ORDER

ANNUAL BOARD BUSINESS

1. Announcements
 - a. Welcome Commissioner Schuh
 - b. Update on Port Commissioner Stipends
2. Elections
 - a. 2024 Board Chair
 - b. 2024 Board Secretary

AGENDA AMENDMENTS

PUBLIC ACCESS

MONTHLY BUSINESS

1. Previous Minutes
 - a. 12/18/2023 Regular Meeting
2. Approval of Vouchers
 - 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 – to be posted online
2. Financial Reports – posted online

OLD BUSINESS

1. WA Department of Commerce - EV Charge Grant
 - a. Review Reduced Award Offer
 - b. Motion Authorizing Manager to Accept Offer
 - c. Establish EV Charge Project Committee
2. Noise Abatement Procedures Review
3. Fuel Station Options
4. Bipartisan Infrastructure Law Funding Priorities – Discussion
5. Policy on Commissioner Duties – Tabled until February
6. Annual contact with neighbors – Commissioner Triplett



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

MEETING AGENDA, continued

January 22, 2024, 5:00 P.M.

NEW BUSINESS


1. Discussion of Commissioner Training and Travel Reimbursement
2. 10 Year Budget Review
3. Annual Pay Increase for Port Manager

PUBLIC ACCESS

ANNOUNCEMENT OF UPCOMING MEETINGS:

1. Regular Meeting, Monday, February 26th, 2024, at 5:00 p.m.

ADJOURNMENT

From: Port Manager manager@portoforcas.com 

Subject: 2024 Commissioner Compensation

Date: January 12, 2024 at 12:34 PM

To:

Bcc: Jason Laursen jason@portoforcas.com, Mia Kartiganer Mia@portoforcas.com, Robert Hamilton robert@portoforcas.com, Michael Triplett michael@portoforcas.com, Annalies Schuh #19 annalies93@gmail.com

PM

Good afternoon Commissioners,

In accordance with RCW, the 2024 - 2028 commissioner stipend per meeting is increased to \$161 (up from the previous amount of \$128).

Also in accordance with RCW, as the Port's annual operating income dropped below the \$1-mil threshold for 2023 (\$702,248), commissioners will not be receiving the monthly base pay in 2024. Should the operating income for 2024 rise above \$1-mil, commissioner monthly base pay will increase to \$360 per month (up from the previous amount of \$285).

The financial reports from the county are below. If cross checking for revenue totals, be sure to subtract all transfer amounts between funds.

For more information and supporting RCW's, see the link below.

<https://mrsc.org/stay-informed/mrsc-insight/december-2023/2024-salary-increases-for-spd-officials>

Best,
Kim

Kim Kimple
Manager, Port of Orcas
Desk: (360) 376-5285
Cell: (360) 298-4465
www.portoforcas.com
orcasairport@rockisland.com



202312
Financi...rts.pdf

**PORT OF ORCAS
REGULAR MEETING MINUTES
DECEMBER 18, 2023**

Page 1 of 3

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

Commissioners Absent: Michael Triplett

Staff Present: Kim Kimple

Guests Present: Ed Addicks, Teri Nigretto, Tom Bridge, Eric Gourley, Annalies Schuh, Sadie Bailey

CALL TO ORDER/PRESENCE OF QUORUM

Chair Hamilton called the meeting to order, noting a quorum.

AGENDA AMENDMENTS

It was agreed that NB item #4 would become Hangar Flooding, NB item #6 would become #5, and NB item #4 would become #6. Addition of agenda item Recording of Public Meetings to take place following Agenda Amendments.

RECORDING OF PUBLIC MEETINGS

Kim requested discussion of recording the public meetings in the future, citing while it's not legally required, the Open Public Meeting Act (OPMA) recommends it as best practice.

PUBLIC ACCESS

Sadie Bailey congratulated the ability to watch recorded meetings if not present for zoom broadcasts.

Robert moved, Jason seconded that recorded meetings be available online for six months and kept for 5 years, and the motion passed with Bea voting nay. All future meetings will be recorded and posted in accordance with the OPMA.

MONTHLY BUSINESS

1. Previous Minutes Action

Jason moved, Mia seconded approval of minutes November 20, 2023, and the motion passed.

Mia moved, Jason seconded approval of minutes of October 23, 2023, and the motion passed.

2. Approval of Vouchers

Jason moved, Mia seconded approval of vouchers a.-d. as submitted, and the motion passed.

- a. 11/20/2023 payroll \$16,015.55
- b. 11/21/2023 b-aofe \$41,264.82
- c. 12/05/2023 a-aofe \$844.56
- d. 12/05/2023 b-aofe \$2,113.77

MONTHLY REPORTS

1. Manager's Report

The posted report was detailed on several points, including asking Ed Addicks to query Karen Miles, FAA, re recompense for action on the cement slab left upon removal of the biplane hangar; the old PAPI remains in service pending FAA check flight and certification; sources for information on fuel system action; noise abatement brochure progress and draft; fuel remaining at 3-month passage of delivery.

2. Financial Reports

The report, posted earlier online, were accepted with minimal comment.

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12/18/23

OLD BUSINESS

1. Noise Abatement Update

Commissioners were supplied with draft brochures for perusal, with the concept that additional input could change its appearance, and it was agreed to look further at this draft and postpone further discussion and possible adoption until the January 2024 meeting.

2. Capital Improvement Program Plan (CIP) 2025-2029---Fuel Options

Continuing discussion of the fuel system noted that the major decision of whether to continue to use the present facility, purchase a used system or buy a new system comes from the port's coffers. Robert moved, Bea seconded having Mascott Equipment expend \$1,000.00 to find a qualified evaluator of the current system to help the port decide which option to pursue, and the motion was amended to have Kim find such an evaluator and expend not more than \$1,500.00 to fulfill the intent of the motion. The motion passed unanimously.

3. 2024 Lease: San Juan Airlines

Robert moved, Mia seconded accepting the new lease as presented, and after discussion in which the benefits and language of the lease were questioned, the motion passed 3-1, with Jason voting nay.

NEW BUSINESS

1. Community Water Taxi

Tom Bridge, Crane Island, was present via zoom to present a summary of action taken to supplement the erratic service of the current interisland ferry routes and invited the port to take a leading role in what would become a public-private partnership in creating a passenger-only interisland service. After outlining possible funding sources and the fact that a questionnaire will be offered to passengers to look for information, Mia and Jason were appointed to serve on a committee to work on this concept.

2. Discuss: Establishing Westside Development Stakeholder Committee

Ed Addicks was present to present the concept of establishing a guidance committee from the user base to gather information re a 5-10-year plan for westside development. As head, Ed would manage expectations and develop concepts, including commercial, pilot, neighbor, local user, business owner input. Robert and Jason were appointed to serve on this guidance committee.

3. Bylaw Amendment Discussion: Port Commissioner Duties

Mia asked for information to be added to the port bylaws stressing the importance to those who run for election to the commission to know that, because of the unique powers granted to port districts, specific training is required and expected to be completed by those seeking office. To that end and noting that bylaw changes need to be presented for discussion prior

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12/18/23

to adoption, Mia will present verbiage to accompany this concept at the January 2024 meeting.

4. Hangar Drainage Concerns

Jason brought this concern to the commissioners as a result of hangar flooding after heavy rains during the preceding month. He noted that drains installed during construction of hangars adjacent to the Enderlein property were not operational or could not deal with the amount of water that inundated the system. Responsibility for the system needed to be defined and action taken.

5. Recognition of Service: Commissioner vonTobel

Robert read Resolution 2023 12 18 and presented Commissioner vonTobel with a card and inserts for her work at and with the Port of Orcas. Bea responded with heartfelt thanks.

6. Manager's Annual Review: Executive Session

Robert called for an executive session at 6:39pm to perform the annual review of the airport manager, under RCW 42.30.110 (1)(g), for a period of 30 minutes. Members of the public were excluded from the executive session, and zoom capabilities were disconnected. The executive session ended at 7:00pm, and the public meeting was reopened.

PUBLIC ACCESS

Kim read comments submitted by Sadie Bailey, including a thank-you to Bea, a desire to have a nonpilot on the westside development committee, thanks for information on the drainage program and comments about commissioner training.

NEXT MEETING AND ADJOURNMENT

The next regular meeting is scheduled for 5:00pm, January 22, 2024.
The meeting adjourned at 7:00pm.

Respectfully submitted,

Bea vonTobel, Secretary

CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6723

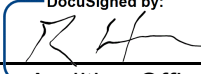
Page 1 of 13

DATE: 19-Dec-23

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$4,986.10

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:


12/19/2023

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 \$ 4,986.10 for the period ending December 19, 2023 We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

aplAVnn
12/19/2023 7:28:56AM

Invoice Accounting Report by Vendor Name
San Juan County

Page: 1

Vendor Number: cen657 Name: CENTURY LINK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
300515092	1	Phone 12/06/2023	E 6723.00.546.10.42.0020	263.98	in

Vendor Number: eas310 Name: EASTSOUND SEWER/WATER DISTRICT

Invoice Number	Line No	Line Description	Account Number	Amount	Type
0005	1	Sewer 12/01	E 6723.00.546.10.47.0003	63.65	in
0229	1	Sewer 12/01	E 6723.00.546.10.47.0003	147.40	in
0707	1	Sewer 12/01	E 6723.00.546.10.47.0003	83.75	in
Vendor Total:				294.80	

Vendor Number: eas350 Name: EASTSOUND WATER USERS ASSN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
10831.01	1	Water 11/30	E 6723.00.546.10.47.0001	103.15	in
10832.01	1	Water 11/30	E 6723.00.546.10.47.0001	87.34	in
10833.01	1	Water 11/30	E 6723.00.546.10.47.0001	56.69	in
Vendor Total:				247.18	

Vendor Number: oua101 Name: GUARDIAN SECURITY SYSTEMS. INC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
1436390	1	Alarm monitoring	E 6723.00.546.10.41.0003	96.63	in

Vendor Number: orc830 Name: OPALCO

Invoice Number	Line No	Line Description	Account Number	Amount	Type
2493001	1	Power 11/29	E 6723.00.546.10.47.0002	834.09	in
2493003	1	Power 11/29	E 6723.00.546.10.47.0002	127.28	in
2493007	1	Power 11/29	E 6723.00.546.10.47.0002	56.19	in
2493008	1	Power 11/29	E 6723.00.546.10.47.0002	57.88	in
2493009	1	Power 11/29	E 6723.00.546.10.47.0002	59.28	in
2493010	1	Power 11/29	E 6723.00.546.10.47.0002	56.61	in

Page: 1

apInAVnn
12/19/2023 7:28:56AMInvoice Accounting Report by Vendor Name
San Juan County

Page: 2

2493011	1 Power 11/29	E	6723.00.546.10.47.0002	309.43 in
Vendor Total:				1,500.76

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>
2976	1	Internet 11/25	E 6723.00.546.10.42.0030	129.95	in

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 11/30	E 6723.00.546.10.47.0004	181.57	in

Vendor Number: sta065 Name: STARR EXCAVATION & ORCAS

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
I24163	1	Sani can 12/08	E 6723.00.546.10.47.0005	210.00	in

Vendor Number: sta890 Name: STATE AUDITOR'S OFFICE

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
L158168	1	2022 Audit 12/11	E 6723.00.546.10.41.0002	1,921.50	in

Vendor Number: off003 Name: THE OFFICE CUPBOARD

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
985082	1	Office supplies	E 6723.00.546.10.31.0002	14.71	in
	2	Office supplies	E 6723.00.546.10.31.0002	13.30	in
	3	Janitorial supplies	E 6723.00.546.10.31.0004	61.72	in
Vendor Total:				89.73	

Vendor Number: was290 Name: WA PUBLIC PORTS ASSN

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
023-665	1	Small Ports Seminar	E 6723.00.546.30.49.0030	50.00	in

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12/19/2023 7:28:56AM

Invoice Accounting Report by Vendor Name
San Juan County

Page: 3

Grand Total: 4,986.10

CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6727

Page 1 of 2

DATE: 19-Dec-23

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$62,090.58

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:



12/19/2023

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 \$ 62,090.58 for the period ending December 19, 2023 We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

apInAVnn
12/19/2023 9:09:11AM

Invoice Accounting Report by Vendor Name
San Juan County

Page: 1

Vendor Number: bos001 **Name:** BOSS CONSTRUCTION, INC

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
01-23007	1	Grant # 3-53-0023-021-2022 BiPlane	E 6727.00.594.46.61.0001	49,067.50	in

Vendor Number: col144 **Name:** COLVICO, INC.

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
02	1	Grant #3-53-0023-018-2021	E 6727.00.594.46.61.0001	13,023.08	in

Grand Total: 62,090.58

CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6723

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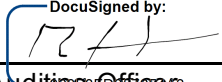
DATE: 31-Dec-23

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$6,865.38

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:



1/2/2024

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 \$ 6,865.38 for the period ending December 31, 2023 We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

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01/02/2024 1:23:56AM

Invoice Accounting Report by Vendor Name

San Juan County

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Vendor Number: asc155 **Name:** ASCENT AVIATION GROUP, INC.

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
M299941	1	Fuel station supplies	E 6723.00.546.10.31.0006	292.55	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	Maint supplies	E 6723.00.546.20.31.0009	9.19	in
	2	Field electrical	E 6723.00.546.20.31.0006	37.87	in
	3	Meeting supplies	E 6723.00.546.10.31.0005	58.49	in
	4	Janitorial supplies	E 6723.00.546.10.31.0004	67.10	in
Vendor Total:				172.65	

Vendor Number: kar195 **Name:** KARTIGANER, MIA

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
20231206	1	Meal reimbursement - 2023 Conference	E 6723.00.546.30.43.0001	51.50	in
	2	Ferry fare reimbursement - 2023	E 6723.00.546.30.43.0001	36.02	in
	3	Mileage reimbursement - 249 miles	E 6723.00.546.30.43.0001	199.12	in
Vendor Total:				286.64	

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>
202312	1	Janitorial	E 6723.00.546.20.41.0001	965.51	in
	2	Tax - Janitorial	E 6723.00.546.20.41.0001	80.14	in
	3	Landscaping	E 6723.00.546.20.48.0006	263.13	in
	4	Tax - Landscaping	E 6723.00.546.20.48.0006	21.84	in
Vendor Total:				1,330.62	

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	12/29/2023 Power	E 6723.00.546.10.47.0002	892.00	in

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San Juan County

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2493003	1	12/29/23 Power	E	6723.00.546.10.47.0002	124.58	in
2493007	1	12/29/23 Power	E	6723.00.546.10.47.0002	56.06	in
2493008	1	12/29/23 Power	E	6723.00.546.10.47.0002	57.84	in
2493009	1	12/31/23 Power	E	6723.00.546.10.47.0002	58.99	in
2493010	1	12/29/23 Power	E	6723.00.546.10.47.0002	56.56	in
2493011	1	12/29/23 Power	E	6723.00.546.10.47.0002	310.51	in
Vendor Total:					1,556.54	

Vendor Number: pet513

Name: PETTY CASH - PORT OF ORCAS

Invoice Number	Line No	Line Description	Account Number	Amount	Type	
202312	1	Refund to Annual Auto payment	E 6723.00.546.20.31.0007	350.00	in	
	2	Amazon - Office supplies	E 6723.00.546.10.31.0002	23.82	in	
	3	CenturyLink	E 6723.00.546.10.42.0020	503.37	in	
	4	Swire Coca Cola	E 6723.00.546.30.34.0001	200.20	in	
	5	Amazon - vehicle maint	E 6723.00.546.20.31.0007	84.46	in	
	6	Droobox - office	E 6723.00.546.10.31.0002	215.52	in	
	7	Amazon - Gate parts	E 6723.00.546.20.31.0011	46.36	in	
	8	Amazon - Gate parts	E 6723.00.546.20.31.0011	75.76	in	
	9	Island Market - Meeting supplies	E 6723.00.546.10.31.0005	24.68	in	
	10	Orcas Island Hardware - Fuel station	E 6723.00.546.10.31.0006	15.79	in	
	11	Aircraft Spruce - Radio antenna	E 6723.00.546.20.35.0001	39.45	in	
	12	Docusion - annual	E 6723.00.546.10.31.0005	324.90	in	
	13	Adobe Acrobat - OCT	E 6723.00.546.10.31.0002	21.65	in	
	14	Adobe - InDesign Nov	E 6723.00.546.10.31.0002	34.10	in	
	15	Adobe Acrobat - Nov	E 6723.00.546.10.31.0002	21.65	in	
	16	Adobe InDesign - Dec	E 6723.00.546.10.31.0002	37.35	in	
	17	Quickbooks - Annual	E 6723.00.546.10.31.0002	346.56	in	
	18	Adobe Acrobat - Dec	E 6723.00.546.10.31.0002	21.65	in	
	19	Amazon - Janitorial supplies	E 6723.00.546.10.31.0004	13.00	in	
	20	Swire Coca cola	E 6723.00.546.30.34.0001	123.20	in	
	21	Adobe InDesign - Jan	E 6723.00.546.10.31.0002	37.35	in	
	22	Amazon - apron maint	E 6723.00.546.20.31.0008	238.37	in	
	23	Amazon - Meeting supplies	E 6723.00.546.10.31.0005	117.82	in	
	24	Vista print - business cards	E 6723.00.546.10.31.0002	36.81	in	
	25	Amazon - building maint	E 6723.00.546.20.31.0009	36.81	in	
	26	USPS - Annual PO Box renewal	E 6723.00.546.10.42.0010	82.00	in	
	27	Orcas Island Hardware - Field electrical	E 6723.00.546.20.31.0006	23.80	in	
Vendor Total:					3,096.43	

Page: 2

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01/02/2024 1:23:56AM

Invoice Accounting Report by Vendor Name
San Juan County

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>
2976	1	Internet 12/25/23	E 6723.00.546.10.42.0030	129.95	in
Grand Total:				<u>6,865.38</u>	

CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6723

Page 1 of 2

DATE: 31-Dec-23 Paid 01/09/2024 - 2023 Expenditures

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$8,187.97

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:



1/9/2024

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 \$ 8,187.97 for the period ending December 31, 2023 We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

aplnAVnn
01/09/2024 7:32:41AM

Invoice Accounting Report by Vendor Name

San Juan County

Page: 1

Vendor Number: eas310

Name: EASTSOUND SEWER/WATER DISTRICT

Invoice Number	Line No	Line Description	Account Number	Amount	Type
0005	1	Sewer 12/31	E 6723.00.546.10.47.0003	70.02	in
0229	1	Sewer 12/31	E 6723.00.546.10.47.0003	162.15	in
0707	1	Sewer 12/31	E 6723.00.546.10.47.0003	92.13	in
Vendor Total:				324.30	

Vendor Number: isl144

Name: ISLAND PETROLEUM SERVICES

Invoice Number	Line No	Line Description	Account Number	Amount	Type
PortOrcas	1	Fuel 12/31	E 6723.00.546.10.32.0001	58.82	in

Vendor Number: rsi144

Name: RSINET, LLC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
7723	1	AWOS Q4 2023	E 6723.00.546.20.41.0002	180.00	in

Vendor Number: san125

Name: SAN JUAN CO TREASURER

Invoice Number	Line No	Line Description	Account Number	Amount	Type
GENE23-14	1	2023 General Election	E 6723.00.546.30.41.0149	7,341.84	in

Vendor Number: sta065

Name: STARR EXCAVATION & ORCAS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
124468	1	Sanican 12/31	E 6723.00.546.10.47.0005	140.00	in

Vendor Number: off003

Name: THE OFFICE CUPBOARD

Invoice Number	Line No	Line Description	Account Number	Amount	Type
5285	1	Printina services	E 6723.00.546.10.31.0003	143.01	in

Grand Total: 8,187.97

Page: 1

CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6727


Page 1 of 2

DATE: 31-Dec-23 Paid 01/09/2024 - 2023 Expenditures

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$16,617.27

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:  1/9/2024
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 \$ 16,617.27 for the period ending December 31, 2023 We approve payment with our signatures below.

Commissioner Date

Commissioner Date

Commissioner Date

Commissioner Date

aplAVnn
01/09/2024 7:51:41AM

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>
361582	1	Grant # 3-53-0023-021-2022 Drainage	E 6727.00.594.46.61.0001	13,805.52	in
364457	1	Grant #3-53-0023-018-2021 PAPI	E 6727.00.594.46.61.0001	1,456.25	in
364468	1	Grant# 3-53-0023-021-2022 BiPlane	E 6727.00.594.46.61.0001	1,355.50	in
Vendor Total:				16,617.27	
Grand Total:				16,617.27	

CLAIMS PAYMENT REQUEST

Batch#

FROM: **Port of Orcas** Fund# **6723.00**

EFT

31-Dec-23

Page 1 of 1

Inv#/Acct#/ID	Description	Inv. Date	Vendor #	Vendor Name	Amount	Grant #	Bars #	1099
601-040-478	Combined Excise Tax	12/31/23	sta888	Washington State Dept Rev	626.59		546.30.44.0002	
TOTAL THIS PAGE					626.59			



Signed

Airport Manager
Title

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

Airport Manager
Title

Board Authorization

As the duly elected board for this district we have reviewed the claims listed above(including original backup materials) totaling \$626.59 for the period ending above. We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

Note: It is the DISTRICTS' responsibility to maintain adequate, original, records to substantiate these claims.

2023

Washington State Department of Revenue

Your Return has been submitted and your confirmation number is **0-037-533-328**

Below is information from your Quarterly Return for the period ending December 31, 2023

Filing Date	January 3, 2024
Account ID	601-040-478
Primary Name	PORT OF ORCAS
Payment Method	No Payment
Total Tax	730.68
Total Credits	104.09
Total Due	626.59

We noticed the email address on this return is different from the one in your profile.

Please verify that the email address in your profile is correct. To update your email address click the Profile menu icon at the top of this page, select My Profile, click the *Profile* tab, and click **Use your SAW profile.**



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE
1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000
www.commerce.wa.gov

January 3, 2024

Port of Orcas
147 Schoen Ln
Eastsound, WA 98245

Re: Contingent award of the CEF 5 Electrification of Transportation Systems Grant

Dear Bruce Benton,

Congratulations! The Department of Commerce is conditionally awarding Port of Orcas a grant under the Energy Clean Energy Fund 5 Electrification of Transportation Systems Program for the Orcas Island EV Charging Project. The award amount is not to exceed \$274,000. This award is made from state and/or federal funding.

This award letter is contingent on no successful protests of the award decisions and the execution of a Grant Agreement with Commerce. Details such as obligations for deliverables, schedules, coordination and reporting will be negotiated.

In light of the contingent nature of this grant, we require a counter-signature below by an authorized Port of Orcas official. We also require a commitment letter showing a match has been secured as of the signing date below. Commerce will announce that the grant has been awarded, however no project information will be shared at this time, only apparent awards. Port of Orcas, including its directors, employees and agents, agree to make no public statements regarding this award until the Grant Agreement is executed, unless Commerce provides prior consent.

Next Steps:

1. Sign and return this letter by 5:00 PM on January 18, 2024.
2. Kaitlyn Sledge will be your contract manager and will be assisted by Jane Lunbeck. They will contact you regarding next steps once your signed letter has been received.
3. Contracts will be processed in the order that completed pre-contract information is received.

If you have any questions, please call Kaitlyn Sledge at 360-725-5084 or email us at cef@commerce.wa.gov.

Commerce looks forward to working with you and your team on this important project.

Sincerely,

Accepted on behalf of Port of Orcas:

DocuSigned by:
Signature: Jennifer Grove
7BBCBF83E1F34AE...
Jennifer Grove
Managing Director, Energy Division

DocuSigned by:
Signature: Bruce Benton
4DE9CBDEA219403...
Title: EV Charger Project Director

Date: 1/5/2024 | 12:10 PM PST

Date: 1/11/2024 | 10:14 AM PST