



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

# **MEETING AGENDA**

## **February 26, 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)

### **CALL TO ORDER**

### **AGENDA AMENDMENTS**

### **PUBLIC ACCESS**

### **MONTHLY BUSINESS**

1. Previous Minutes
  - a. 12/18/2023 Regular Meeting – tabled from January
  - b. 01/22/2024 Regular Meeting
2. Approval of Vouchers
  - a. 12/20/2023 Payroll \$15,119.93
  - b. 01/24/2024 Payroll \$14,836.40
  - c. 01/30/2024 a-aofe \$7,576.93
  - d. 02/21/2024 a-aofe \$9,394.43
  - e. 02/21/2024 b-cfe \$18,385.00
  - f. 02/22/2024 Payroll \$14,492.45

### **MONTHLY REPORTS**

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

### **OLD BUSINESS**

1. Community Water Tax – Commissioner Kartiganer
2. Capital Improvement Program Plan (CIP) 2025-2029 – Discuss Options
3. BIL Funding Discussion
4. EV Charge Grant
5. 2022 Federal Audit Report
6. Annual contact with neighbors – Commissioner Schuh
7. Hangar Drainage Concerns
8. Third Employee
9. Through the Fence (TTF) Fee – Commissioner Triplett
10. Westside Development Update
11. 10-year Budget Review – Commissioner Hamilton
12. Policy Review
  - a. Commissioner Duties – Commissioner Kartiganer
  - b. Travel Reimbursement



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# **MEETING AGENDA**

## **February 26, 2024, 5:00 P.M.**

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

### **NEW BUSINESS**

1. Aviation Fuel Revenue Reporting and Sales Tax Remittance issue

### **PUBLIC ACCESS**

### **ADJOURNMENT**

**UPCOMING MEETINGS:** Regular Meeting: Monday, March 25<sup>th</sup>, 2024, at 5:00 p.m.

**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.

**Page 2 of 3**  
**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

**Page 3 of 3**  
**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

**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  
REGULAR MEETING MINUTES  
January 22, 2024**

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

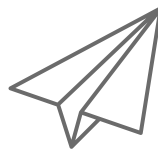
DRAFT



## FEBRUARY 2024 MANAGER'S REPORT

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1. **Bi-Plane Hangar Slab** – No updates at this time.
2. **PAPI project** – We are still awaiting a date on FAA flight check.
3. **Westside Development** – The Westside Development project is currently under review with our wetland monitoring group to determine any potential planning considerations surrounding the area.
4. **Federal Audit** – We have completed the 2022 Federal Audit and exit conference. A report will be available once received by the State Auditor.
5. **EV Charging Grant** – Commissioner Kartiganer and I met with the Department of Commerce to request direct communication and documentation of the EV Charge Grant process and award. We are awaiting the award letter for Port signature.
6. **Fuel Tracking** – the fuel level is currently at 4,900 gallons. Samples from the filter, nozzle, and bottom of the tank look good with no condensation or debris. The current fuel load is now 5 months, and a fresh load will need to be in the ground the week of March 18<sup>th</sup>. We've ordered a short load of 6,500 gallons (to be updated closer to the time of delivery). Unfortunately, this will impact the fuel price significantly.



DATE: **12/20/23**

**PAYROLL WORKSHEET**  
**DECEMBER 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	0	\$285.00	
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	124	\$8,916.67	
	Kimberley Kimple	KIM250	6723.00	546.10.10.2002	N/A	8		PTO-Holiday
	Kimberley Kimple	KIM250	6723.00	546.10.10.2002	N/A	32		PTO-Vacation
	Kimberley Kimple	KIM250	6723.00	546.10.10.2002	N/A	4		PTO-Sick
\$535.14	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	\$0.00	
27.17	James Reid	REI200	6723.00	546.10.10.2003	4201-02	120	\$3,260.40	
	James Reid	REI200	6723.00	546.10.10.2003	N/A	5.6	\$152.15	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	\$3,731.12 Medical
<b>TOTALS</b>						<b>297.60</b>	<b>\$15,119.93</b>	

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 by: Kimberley M. Kimple  
 Signed: 4631AA92B315424...

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 by: [Signature]  
 Signed: 923F8FD357254A3...

Chairman

12/21/2023

Date

DATE: 1/24/24

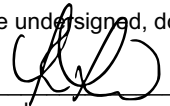
PAYROLL WORKSHEET

JANUARY 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	4	\$644.00	
161.00	Michael Triplett	TRI150	6723.00.	546.10.10.2001	5306-07	1	\$161.00	
161.00	Mia Kartiganer	KAR100	6723.00.	546.10.10.2001	5306-07	4	\$644.00	
161.00	Robert Hamilton	HAM300	6723.00.	546.10.10.2001	5306-07	1	\$161.00	
161.00	Annalies Schuh	TBD	6723.00.	546.10.10.2001	5306-07	0	\$0.00	
8916.67	Kimberley Kimple	KIM250	6723.00.	546.10.10.2002	5306-07	184	\$8,916.67	
	Kimberley Kimple	KIM250	6723.00.	546.10.10.2002	N/A	16		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
\$535.14	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	\$0.00	
27.17	James Reid	REI200	6723.00.	546.10.10.2003	4201-02	116	\$3,151.72	
	James Reid	REI200	6723.00.	546.10.10.2003	N/A	11.2	\$304.30	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	\$3,774.59 Medical
<b>TOTALS</b>						<b>337.20</b>	<b>\$14,836.40</b>	

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 \_\_\_\_\_

**CLAIMS PAYMENT REQUEST**

DISTRICT: PORT OF ORCAS

FUND # 6723

Page 1 of 2

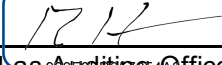
DATE: 30-Jan-24

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$7,576.93

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:



1/30/2024

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 \$ 7,576.93 for the period ending January 30, 2024 We approve payment with our signatures below.

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

aplAVnn  
01/29/2024 11:19:02PM

## Invoice Accounting Report by Vendor Name

San Juan County

Page: 1

Vendor Number: cen657                      Name: CENTURYLINK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
300515092	1	Phone 01/06/24	E 6723.00.546.10.42.0020	251.46	in

Vendor Number: chm100                      Name: CSD ATTORNEYS AT LAW

Invoice Number	Line No	Line Description	Account Number	Amount	Type
120667	1	General legal	E 6723.00.546.10.41.0005	168.00	in
120668	1	General Legal	E 6723.00.546.10.41.0005	456.00	in
<b>Vendor Total:</b>				624.00	

Vendor Number: eas310                      Name: EASTSOUND SEWER/WATER DISTRICT

Invoice Number	Line No	Line Description	Account Number	Amount	Type
0005	1	Sewer 12/31/24	E 6723.00.546.10.47.0003	76.39	in
0229	1	Sewer 12/31/24	E 6723.00.546.10.47.0003	176.90	in
0707	1	Sewer 12/31/23	E 6723.00.546.10.47.0003	100.51	in
<b>Vendor Total:</b>				353.80	

Vendor Number: eas350                      Name: EASTSOUND WATER USERS ASSN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
10831.01	1	Water 12/31/23	E 6723.00.546.10.47.0001	82.27	in
10832.01	1	Water 12/31/23	E 6723.00.546.10.47.0001	102.92	in
10833.01	1	Water 12/31/23	E 6723.00.546.10.47.0001	143.37	in
<b>Vendor Total:</b>				328.56	

Vendor Number: lau670                      Name: LAURSEN, JASON

Invoice Number	Line No	Line Description	Account Number	Amount	Type
202209	1	Travel reimbursement 202312	E 6723.00.546.30.43.0001	249.57	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
202401	1	Janitorial services	E 6723.00.546.20.41.0001	965.51	in
	2	Tax - Janitorial services	E 6723.00.546.20.41.0001	81.10	in
	3	Landscaping services	E 6723.00.546.20.48.0006	263.13	in
	4	Tax - landscaping services	E 6723.00.546.20.48.0006	22.10	in
<b>Vendor Total:</b>				<b>1,331.84</b>	

Vendor Number: san180                      Name: SAN JUAN COUNTY

Invoice Number	Line No	Line Description	Account Number	Amount	Type
03828	1	Quarterly fees - 2023Q4	E 6723.00.546.10.41.0001	843.45	in

Vendor Number: san275                      Name: SAN JUAN SANITATION, INC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
2905665-SJ	1	Trash 12/31/2024	E 6723.00.546.10.47.0004	181.57	in

Vendor Number: sch670                      Name: SCHUH, ANNALIES

Invoice Number	Line No	Line Description	Account Number	Amount	Type
202312	1	Travel reimbursement 202312	E 6723.00.546.30.43.0001	263.28	in

Vendor Number: sta890                      Name: STATE AUDITOR'S OFFICE

Invoice Number	Line No	Line Description	Account Number	Amount	Type
L158798	1	2022 Federal Audit	E 6723.00.546.10.41.0002	512.40	in

Vendor Number: was290                      Name: WA PUBLIC PORTS ASSN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
023-773	1	2023 Conference	E 6723.00.546.30.49.0030	2,425.00	in
024-039	1	2024 Membership dues remaining	E 6723.00.546.30.49.0010	212.00	in
<b>Vendor Total:</b>				<b>2,637.00</b>	

<b>Grand Total:</b>	<b>7,576.93</b>
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**CLAIMS PAYMENT REQUEST**

DISTRICT: PORT OF ORCAS

FUND # 6723

Page 1 of 12

DATE: 21-Feb-24

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$9,394.43

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:

2/21/2024

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 \$ 9,394.43 for the period ending February 21, 2024 We approve payment with our signatures below.

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

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**Invoice Accounting Report by Vendor Name**  
San Juan County

Page: 1

**Vendor Number:** cen657                      **Name:** CENTURLINK

<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 - 02/06	E 6723.00.546.10.42.0020	256.67	in

**Vendor Number:** eas310                      **Name:** EASTSOUND SEWER/WATER DISTRICT

<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 01/31/24	E 6723.00.546.10.47.0003	63.65	in
0229	1	Sewer 01/31/24	E 6723.00.546.10.47.0003	147.40	in
0707	1	Sewer 01/31/24	E 6723.00.546.10.47.0003	83.75	in
<b>Vendor Total:</b>				294.80	

**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 01/31/24	E 6723.00.546.10.47.0001	239.52	in
10832.01	1	Water 01/31/24	E 6723.00.546.10.47.0001	184.53	in
10833.01	1	Water 01/31/24	E 6723.00.546.10.47.0001	210.37	in
<b>Vendor Total:</b>				634.42	

**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 maintenance	E 6723.00.546.20.31.0009	14.70	in
	2	Janitorial supplies	E 6723.00.546.10.31.0004	15.49	in
	3	Vehicle Maintenance supplies	E 6723.00.546.20.31.0007	7.79	in
	4	Building maintenance supplies	E 6723.00.546.20.31.0009	64.80	in
<b>Vendor Total:</b>				102.78	

**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 01/31/2024	E 6723.00.546.10.32.0001	48.99	in

Page: 1

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**Invoice Accounting Report by Vendor Name**  
San Juan County

Page: 2

**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 01/31/24	E 6723.00.546.10.47.0002	970.44	in
2493003	1	Power 01/31/24	E 6723.00.546.10.47.0002	123.67	in
2493007	1	Power 01/31/24	E 6723.00.546.10.47.0002	56.71	in
2493008	1	Power 01/31/24	E 6723.00.546.10.47.0002	58.18	in
2493009	1	Power 01/31/24	E 6723.00.546.10.47.0002	59.27	in
2493010	1	Power 01/31/2024	E 6723.00.546.10.47.0002	57.20	in
2493011	1	Power 01/31/24	E 6723.00.546.10.47.0002	303.94	in
<b>Vendor Total:</b>				<b>1,629.41</b>	

**Vendor Number:** pet513

**Name:** PETTY CASH - PORT OF ORCAS

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
20240131	1	Amazon - Office supplies	E 6723.00.546.10.31.0002	19.48	in
	2	Adobe - acrobat	E 6723.00.546.10.31.0002	21.67	in
	3	Zoro - cups	E 6723.00.546.10.31.0002	98.20	in
	4	Zoom - meeting	E 6723.00.546.10.31.0005	4.84	in
	5	Adobe - InDesian final payment	E 6723.00.546.10.31.0002	37.39	in
<b>Vendor Total:</b>				<b>181.58</b>	

**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 01/25/24	E 6723.00.546.10.42.0030	134.90	in

**Vendor Number:** san124

**Name:** SAN JUAN COUNTY TREASURER

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
93-27398	1	Clean Water Utility Tax	E 6723.00.546.10.44.0001	1,133.14	in
93-68499	1	Clean Water Utility Tax	E 6723.00.546.10.44.0001	116.35	in
<b>Vendor Total:</b>				<b>1,249.49</b>	

**Vendor Number:** san275

**Name:** SAN JUAN SANITATION, INC

Page: 2

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**Invoice Accounting Report by Vendor Name**  
San Juan County

Page: 3

<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 01/31/24	E 6723.00.546.10.47.0004	117.78	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>
L159428	1	2022 Federal Audit	E 6723.00.546.10.41.0002	1,321.45	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>
5285	1	Office supplies	E 6723.00.546.10.31.0002	16.25	in
	2	Janitorial supplies	E 6723.00.546.10.31.0004	92.13	in
	3	Janitorial supplies	E 6723.00.546.10.31.0004	61.78	in

**Vendor Total:** 170.16

Vendor Number: tim145                      Name: TIMBERLINE CONSTRUCTION LLC

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
1525	1	Snow Removal 01/17/24	E 6723.00.546.20.48.0007	3,252.00	in

**Grand Total:** 9,394.43

Page: 3

**CLAIMS PAYMENT REQUEST**

DISTRICT: PORT OF ORCAS

FUND # 6727

Page 1 of 2

DATE: 21-Feb-24

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$18,385.00

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:

R / H

2/21/2024

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 \$ 18,385.00 for the period ending February 21, 2024 We approve payment with our signatures below.

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

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**Invoice Accounting Report by Vendor Name**  
San Juan County

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**Vendor Number:** pre144      **Name:** PRECISION APPROACH ENGINEERING

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
6229	1	Grant#3-53-0023-022-2023	E 6727.00.594.46.61.0001	18,385.00	in
				<b>Grand Total:</b>	<u>18,385.00</u>


DATE: **2/22/24**

**PAYROLL WORKSHEET**  
**FEBRUARY 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	
9333.33	Kimberley Kimple	KIM250	6723.00	546.10.10.2002	5306-07	142	\$9,333.33	
	Kimberley Kimple	KIM250	6723.00	546.10.10.2002	N/A	8		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	18		PTO-Sick
\$562.80	Kimberley Kimple	KIM250	6723.00	546.10.20.0005	N/A	x	\$562.80	\$9,896.13 Medical
60.00	Jeannie Frank Sharpe	SHA125	6723.00	546.10.10.2002	5306-07	0	\$0.00	
28.44	James Reid	REI200	6723.00	546.10.10.2003	4201-02	132	\$3,754.08	
	James Reid	REI200	6723.00	546.10.10.2003	N/A	5.6	\$159.26	PTO-Holiday
	James Reid	REI200	6723.00	546.10.10.2003	N/A	0	\$0.00	PTO-Sick
1.27	James Reid	REI200	6723.00	546.10.10.2003	N/A	11.2	\$14.22	Adjustment - Holiday pay Jan
1.27	James Reid	REI200	6723.00	546.10.10.2003	N/A	116	\$147.32	Pay adjustment - January
	James Reid	REI200	6723.00	546.10.20.0005	N/A		\$101.43	Medical adjustment - January
420.00	James Reid	REI200	6723.00	546.10.20.0005	N/A	x	\$420.00	\$4,596.32 Medical
<b>TOTALS</b>						<b>432.80</b>	<b>\$14,492.45</b>	

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 \_\_\_\_\_

\_\_\_\_\_

**FUND: 6721.00 PORT OF ORCAS**

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
<b>101</b>	<b>BEGINNING CASH BALANCE</b>			681,689.10	
310	TAXES	863.37			
320	LICENSES AND PERMITS				
330	INTERGOVERNMENTAL REVENUE	19.90			
340	CHARGES FOR GOODS AND SERVICES				
360	MISCELLANEOUS REVENUES				
380	NONREVENUES				
390	OTHER FINANCING SOURCES				
	<b>TOTAL RECEIPTS</b>		883.27		
540	TRANSPORTATION				
580	NONEXPENDITURES				
590	DEBT SERVICE AND OTHER				
	<b>TOTAL DISBURSEMENTS</b>				
<b>101</b>	<b>ENDING CASH BALANCE</b>				682,572.37
				<b>GL ENDING CASH BALANCE</b>	682,572.37
				<b>NET VARIANCE</b>	0.00
<b>241</b>	<b>PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)</b>			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	<b>NET CHANGE</b>		0.00		
<b>241</b>	<b>BONDS OUTSTANDING (ENDING BALANCE)</b>				0.00
<b>151</b>	<b>BEGINNING INVESTMENT BALANCE</b>			0.00	
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
<b>151</b>	<b>ENDING INVESTMENT BALANCE</b>				0.00



**Revenue and Expenditure by Fund**

San Juan County

Fiscal Year: 2024 Through Period: 1

	2024 Budget	0 - 1 Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>FUND: 6721 PORT OF ORCAS</b>						
<b>REVENUES</b>						
6721.00.311.10.00.0000 Property Tax Revenue	275,468.00	863.37	863.37	0.00	274,604.63	0.31
6721.00.337.20.00.0000 Leasehold Tax - Port of Orcas	0.00	19.90	19.90	0.00	(19.90)	0.00
<b>TOTAL REVENUES</b>	<u>275,468.00</u>	<u>883.27</u>	<u>883.27</u>	<u>0.00</u>	<u>274,584.73</u>	<u>0.32</u>
<b>EXPENDITURES</b>						
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
<b>TOTAL EXPENDITURES</b>	<u>275,468.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>275,468.00</u>	<u>0.00</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	0.00	883.27	883.27	0.00	(883.27)	0.00
<b>GRAND TOTAL REVENUES</b>	275,468.00	883.27	883.27	0.00	274,584.73	0.32
<b>GRAND TOTAL EXPENDITURES</b>	275,468.00	0.00	0.00	0.00	275,468.00	0.00
<b>GRAND EXCESS OF REVENUES OVER EXPENDITURES</b>	<u>0.00</u>	<u>883.27</u>	<u>883.27</u>	<u>0.00</u>	<u>(883.27)</u>	<u>0.00</u>

**FUND: 6723.00 PORT OF ORCAS - AIRPORT OPERATIONS**

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
<b>101</b>	<b>BEGINNING CASH BALANCE</b>			242,964.79	
212	SALARY PAYABLE	11,756.34			
231	OTHER ACCRUED LIABILITIES	5,725.03			
320	LICENSES AND PERMITS	141.85			
330	INTERGOVERNMENTAL REVENUE				
340	CHARGES FOR GOODS AND SERVICES	6,751.21			
360	MISCELLANEOUS REVENUES	4,283.19			
380	NONREVENUES	4,247.92			
390	OTHER FINANCING SOURCES				
	<b>TOTAL RECEIPTS</b>		32,905.54		
212	SALARY PAYABLE	11,756.34			
231	OTHER ACCRUED LIABILITIES	5,725.03			
540	TRANSPORTATION	25,058.30			
580	NONEXPENDITURES	-3,414.06			
590	DEBT SERVICE AND OTHER				
	<b>TOTAL DISBURSEMENTS</b>		39,125.61		
<b>101</b>	<b>ENDING CASH BALANCE</b>				236,744.72
				<b>GL ENDING CASH BALANCE</b>	236,744.72
				<b>NET VARIANCE</b>	0.00
<b>241</b>	<b>PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)</b>			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	<b>NET CHANGE</b>		0.00		
<b>241</b>	<b>BONDS OUTSTANDING (ENDING BALANCE)</b>				0.00
<b>151</b>	<b>BEGINNING INVESTMENT BALANCE</b>			895,000.00	
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
<b>151</b>	<b>ENDING INVESTMENT BALANCE</b>				895,000.00

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 Periods: 0 through 15

Revenue and Expenditure by Fund

San Juan County

Fiscal Year: 2024 Through Period: 15

	2024 Budget	0 - 15 Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>FUND: 6723 PORT OF ORCAS - AIRPORT OPERATIONS REVENUES</b>						
6723.00.321.80.00.0000 Vending Machine	2,000.00	259.60	259.60	0.00	1,740.40	12.98
6723.00.343.40.00.0000 Utility Reimbursement (Water)	1,000.00	45.00	45.00	0.00	955.00	4.50
6723.00.344.50.00.0000 Aviation Fuel Sales	150,000.00	8,946.17	8,946.17	0.00	141,053.83	5.96
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	1,763.75	1,763.75	0.00	10,236.25	14.70
6723.00.344.61.00.0002 Tiedown Fees - Transient	14,000.00	170.00	170.00	0.00	13,830.00	1.21
6723.00.344.61.00.0003 Tiedown Fees - Annual	4,500.00	0.00	0.00	0.00	4,500.00	0.00
6723.00.344.61.00.0005 TTF User Fees	3,300.00	360.00	360.00	0.00	2,940.00	10.91
6723.00.362.30.00.0000 Auto Parking Transient	15,000.00	1,240.00	1,240.00	0.00	13,760.00	8.27
6723.00.362.50.00.0001 Auto Parking Annual	16,000.00	2,500.00	2,500.00	0.00	13,500.00	15.63
6723.00.362.50.00.0002 Hangar Lease	30,000.00	2,241.14	2,241.14	0.00	27,758.86	7.47
6723.00.362.50.01.0003 Land Lease	70,000.00	578.70	578.70	0.00	69,421.30	0.83
6723.00.362.50.01.0004 Terminal Rentals	13,000.00	1,870.66	1,870.66	0.00	11,129.34	14.39
6723.00.367.11.00.0000 Donations	2,200.00	10.00	10.00	0.00	2,190.00	0.45
6723.00.389.30.00.0000 Leasehold Tax Collected	13,000.00	362.07	362.07	0.00	12,637.93	2.79
6723.00.389.60.00.0001 Investment Interest - LGIP	33,000.00	4,067.91	4,067.91	0.00	28,932.09	12.33
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
<b>TOTAL REVENUES</b>	<b>654,568.00</b>	<b>24,415.00</b>	<b>24,415.00</b>	<b>0.00</b>	<b>630,153.00</b>	<b>3.73</b>
<b>EXPENDITURES</b>						
6723.00.546.10.10.2001 Commissioners	30,000.00	1,610.00	1,610.00	0.00	28,390.00	5.37
6723.00.546.10.10.2002 Airport Manager	112,000.00	8,916.67	8,916.67	0.00	103,083.33	7.96
6723.00.546.10.10.2003 Operations Assistant	42,000.00	3,456.02	3,456.02	0.00	38,543.98	8.23
6723.00.546.10.10.2004 Third Employee Pay	30,000.00	0.00	0.00	0.00	30,000.00	0.00
6723.00.546.10.20.0001 FICA & Medicare	16,300.00	1,134.97	1,134.97	0.00	15,165.03	6.96
6723.00.546.10.20.0002 Dept of Labor & Industries	5,000.00	252.48	252.48	0.00	4,747.52	5.05
6723.00.546.10.20.0003 Retirement/PERS	12,000.00	1,179.12	1,179.12	0.00	10,820.88	9.83
6723.00.546.10.20.0005 Medical Stipend	10,260.00	853.71	853.71	0.00	9,406.29	8.32
6723.00.546.10.20.0009 Unemployment	830.00	0.00	0.00	0.00	830.00	0.00

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 Periods: 0 through 15

### Revenue and Expenditure by Fund

San Juan County

Fiscal Year: 2024 Through Period: 15

	2024 Budget	0 - 15 Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>FUND: 6723 PORT OF ORCAS - AIRPORT OPERATIONS REVENUES</b>						
6723.00.321.80.00.0000 Vending Machine	2,000.00	259.60	259.60	0.00	1,740.40	12.98
6723.00.343.40.00.0000 Utility Reimbursement (Water)	1,000.00	45.00	45.00	0.00	955.00	4.50
6723.00.344.50.00.0000 Aviation Fuel Sales	150,000.00	8,946.17	8,946.17	0.00	141,053.83	5.96
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	1,763.75	1,763.75	0.00	10,236.25	14.70
6723.00.344.61.00.0002 Tiedown Fees - Transient	14,000.00	170.00	170.00	0.00	13,830.00	1.21
6723.00.344.61.00.0003 Tiedown Fees - Annual	4,500.00	0.00	0.00	0.00	4,500.00	0.00
6723.00.344.61.00.0005 TTF User Fees	3,300.00	360.00	360.00	0.00	2,940.00	10.91
6723.00.362.30.00.0000 Auto Parking Transient	15,000.00	1,240.00	1,240.00	0.00	13,760.00	8.27
6723.00.362.50.00.0001 Auto Parking Annual	16,000.00	2,500.00	2,500.00	0.00	13,500.00	15.63
6723.00.362.50.00.0002 Hangar Lease	30,000.00	2,241.14	2,241.14	0.00	27,758.86	7.47
6723.00.362.50.01.0003 Land Lease	70,000.00	578.70	578.70	0.00	69,421.30	0.83
6723.00.362.50.01.0004 Terminal Rentals	13,000.00	1,870.66	1,870.66	0.00	11,129.34	14.39
6723.00.367.11.00.0000 Donations	2,200.00	10.00	10.00	0.00	2,190.00	0.45
6723.00.389.30.00.0000 Leasehold Tax Collected	13,000.00	362.07	362.07	0.00	12,637.93	2.79
6723.00.389.60.00.0001 Investment Interest - LGIP	33,000.00	4,067.91	4,067.91	0.00	28,932.09	12.33
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
<b>TOTAL REVENUES</b>	<b>654,568.00</b>	<b>24,415.00</b>	<b>24,415.00</b>	<b>0.00</b>	<b>630,153.00</b>	<b>3.73</b>
<b>EXPENDITURES</b>						
6723.00.546.10.10.2001 Commissioners	30,000.00	1,610.00	1,610.00	0.00	28,390.00	5.37
6723.00.546.10.10.2002 Airport Manager	112,000.00	8,916.67	8,916.67	0.00	103,083.33	7.96
6723.00.546.10.10.2003 Operations Assistant	42,000.00	3,456.02	3,456.02	0.00	38,543.98	8.23
6723.00.546.10.10.2004 Third Employee Pay	30,000.00	0.00	0.00	0.00	30,000.00	0.00
6723.00.546.10.20.0001 FICA & Medicare	16,300.00	1,134.97	1,134.97	0.00	15,165.03	6.96
6723.00.546.10.20.0002 Dept of Labor & Industries	5,000.00	252.48	252.48	0.00	4,747.52	5.05
6723.00.546.10.20.0003 Retirement/PERS	12,000.00	1,179.12	1,179.12	0.00	10,820.88	9.83
6723.00.546.10.20.0005 Medical Stipend	10,260.00	853.71	853.71	0.00	9,406.29	8.32
6723.00.546.10.20.0009 Unemployment	830.00	0.00	0.00	0.00	830.00	0.00

Revenue and Expenditure by Fund

San Juan County  
 Fiscal Year: 2024 Through Period: 15

	2024 Budget	0 - 15 Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>FUND: 6723 PORT OF ORCAS - AIRPORT OPERATIONS EXPENDITURES</b>						
6723.00.546.10.20.0012 PFML Premium Assessments	1,243.00	78.40	78.40	0.00	1,164.60	6.31
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	0.00	0.00	0.00	4,000.00	0.00
6723.00.546.10.31.0002 Office Supplies	1,000.00	192.99	192.99	0.00	807.01	19.30
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	169.40	169.40	0.00	1,130.60	13.03
6723.00.546.10.31.0005 Meeting Supplies	250.00	4.84	4.84	0.00	245.16	1.94
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	0.00	0.00	3,000.00	0.00
6723.00.546.10.32.0001 Fuel/Petrol Products	2,000.00	48.99	48.99	0.00	1,951.01	2.45
6723.00.546.10.32.0002 Aviation Fuel	127,500.00	0.00	0.00	0.00	127,500.00	0.00
6723.00.546.10.41.0001 SJC Auditor	2,300.00	843.45	843.45	0.00	1,456.55	36.67
6723.00.546.10.41.0002 State Auditor	28,000.00	1,833.85	1,833.85	0.00	26,166.15	6.55
6723.00.546.10.41.0003 Security	2,800.00	0.00	0.00	0.00	2,800.00	0.00
6723.00.546.10.41.0005 Legal Services	5,000.00	624.00	624.00	0.00	4,376.00	12.48
6723.00.546.10.41.0006 Professional Services	4,000.00	0.00	0.00	0.00	4,000.00	0.00
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	508.13	508.13	0.00	2,491.87	16.94
6723.00.546.10.42.0030 Internet	1,500.00	134.90	134.90	0.00	1,365.10	8.99
6723.00.546.10.44.0001 Storm Water Utility Tax	1,200.00	1,249.49	1,249.49	0.00	(49.49)	104.12
6723.00.546.10.46.0003 Bonding/Fire/Liability Insurance	2,500.00	0.00	0.00	0.00	2,500.00	0.00
6723.00.546.10.47.0001 Water	3,400.00	962.98	962.98	0.00	2,437.02	28.32
6723.00.546.10.47.0002 Electricity	1,500.00	1,629.41	1,629.41	0.00	(129.41)	108.63
6723.00.546.10.47.0003 Sewer	3,800.00	648.60	648.60	0.00	3,151.40	17.07
6723.00.546.10.47.0004 Refuse	3,200.00	299.35	299.35	0.00	2,900.65	9.35
6723.00.546.10.47.0005 Sani cans	1,000.00	0.00	0.00	0.00	1,000.00	0.00
6723.00.546.20.31.0006 Field Electrical Supplies	2,000.00	0.00	0.00	0.00	2,000.00	0.00
6723.00.546.20.31.0007 Vehicle Maintenance Supplies	2,500.00	7.79	7.79	0.00	2,492.21	0.31

**Revenue and Expenditure by Fund**

San Juan County  
 Fiscal Year: 2024 Through Period: 15

	2024 Budget	0 - 15 Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>FUND: 6723 PORT OF ORCAS - AIRPORT OPERATIONS EXPENDITURES</b>						
6723.00.546.20.31.0008 Runway/TW/Ramp Maintenance	500.00	0.00	0.00	0.00	500.00	0.00
6723.00.546.20.31.0009 Building Maintenance Supplies	2,000.00	79.50	79.50	0.00	1,920.50	3.98
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	0.00	0.00	4,200.00	0.00
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	1,046.61	0.00	11,953.39	8.05
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	285.23	0.00	3,314.77	7.92
6723.00.546.20.48.0007 Mowing & Snow	5,400.00	3,252.00	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	0.00	0.00	1,200.00	0.00
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	512.85	512.85	0.00	1,487.15	25.64
6723.00.546.30.43.0002 Barge Services	3,200.00	0.00	0.00	0.00	3,200.00	0.00
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	212.00	212.00	0.00	1,988.00	9.64
6723.00.546.30.49.0030 Continued Education Workshops	5,000.00	2,425.00	2,425.00	0.00	2,575.00	48.50
6723.00.546.30.49.0090 Svc Fees, Finance Chgs, Lics, Pt	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	(3,414.06)	(3,414.06)	0.00	16,414.06	(26.26)
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
<b>TOTAL EXPENDITURES</b>	<b>654,568.00</b>	<b>31,038.67</b>	<b>31,038.67</b>	<b>0.00</b>	<b>623,529.33</b>	<b>4.74</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>0.00</b>	<b>(6,623.67)</b>	<b>(6,623.67)</b>	<b>0.00</b>	<b>6,623.67</b>	<b>0.00</b>

### Revenue and Expenditure by Fund

San Juan County  
Fiscal Year: 2024 Through Period: 15

	2024 Budget	0 - 15 Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
GRAND TOTAL REVENUES	654,568.00	24,415.00	24,415.00	0.00	630,153.00	3.73
GRAND TOTAL EXPENDITURES	654,568.00	31,038.67	31,038.67	0.00	623,529.33	4.74
GRAND EXCESS OF REVENUES OVER EXPENDITURES	0.00	(6,623.67)	(6,623.67)	0.00	6,623.67	0.00

**FUND: 6727.00 PORT OF ORCAS CAPITAL PROJECTS**

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
<b>101</b>	<b>BEGINNING CASH BALANCE</b>			1,128.91	
310	TAXES				
330	INTERGOVERNMENTAL REVENUE	41,535.90			
360	MISCELLANEOUS REVENUES				
380	NONREVENUES	109.28			
390	OTHER FINANCING SOURCES				
	<b>TOTAL RECEIPTS</b>		41,645.18		
590	DEBT SERVICE AND OTHER				
	<b>TOTAL DISBURSEMENTS</b>				
<b>101</b>	<b>ENDING CASH BALANCE</b>				42,774.09
				<b>GL ENDING CASH BALANCE</b>	42,774.09
				<b>NET VARIANCE</b>	0.00
<b>241</b>	<b>PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)</b>			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	<b>NET CHANGE</b>		0.00		
<b>241</b>	<b>BONDS OUTSTANDING (ENDING BALANCE)</b>				0.00
<b>151</b>	<b>BEGINNING INVESTMENT BALANCE</b>			25,000.00	
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
<b>151</b>	<b>ENDING INVESTMENT BALANCE</b>				25,000.00



**Revenue and Expenditure by Fund**

San Juan County

Fiscal Year: 2024 Through Period: 15

	2024 Budget	0 - 15 Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>FUND: 6727 PORT OF ORCAS CAPITAL PROJECTS</b>						
<b>REVENUES</b>						
6727.00.331.20.10.0000 Direct Federal Grants - F.A.A.	100,000.00	41,535.90	41,535.90	0.00	58,464.10	41.54
6727.00.389.60.00.0000 Investment Interest - LGIP	0.00	109.28	109.28	0.00	(109.28)	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
<b>TOTAL REVENUES</b>	<b>191,145.00</b>	<b>41,645.18</b>	<b>41,645.18</b>	<b>0.00</b>	<b>149,499.82</b>	<b>21.79</b>
<b>EXPENDITURES</b>						
6727.00.594.46.61.0001 AIP/RW/Apron Improvements	191,145.00	18,385.00	18,385.00	0.00	172,760.00	9.62
<b>TOTAL EXPENDITURES</b>	<b>191,145.00</b>	<b>18,385.00</b>	<b>18,385.00</b>	<b>0.00</b>	<b>172,760.00</b>	<b>9.62</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>0.00</b>	<b>23,260.18</b>	<b>23,260.18</b>	<b>0.00</b>	<b>(23,260.18)</b>	<b>0.00</b>
<b>GRAND TOTAL REVENUES</b>	<b>191,145.00</b>	<b>41,645.18</b>	<b>41,645.18</b>	<b>0.00</b>	<b>149,499.82</b>	<b>21.79</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>191,145.00</b>	<b>18,385.00</b>	<b>18,385.00</b>	<b>0.00</b>	<b>172,760.00</b>	<b>9.62</b>
<b>GRAND EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>0.00</b>	<b>23,260.18</b>	<b>23,260.18</b>	<b>0.00</b>	<b>(23,260.18)</b>	<b>0.00</b>