



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

# **MEETING AGENDA**

## **May 20, 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**

### **MANAGER SEARCH**

1. Manager Search Update – Prothman
2. EXECUTIVE SESSION

In accordance with RCW 42.30.110(g) Commissioners will convene in Executive Session to:

- *Evaluate the qualifications of an applicant for public employment; and*
- *To review the performance of a public employee.*

### **MONTHLY BUSINESS**

1. Previous Minutes
  - a. 04/22/2024 Regular Meeting
2. Approval of Vouchers
  - a. 04/23/2024 payroll \$6,956.14
  - b. 05/07/2024 a-aofe \$2,314.23
  - c. 05/07/2024 b-aofe \$2,862.99
  - d. 05/07/2024 c-cfe \$9,973.76
  - e. 05/21/2024 d-aofe \$TBD
  - f. 05/21/2024 e-aofe \$TBD
  - g. 05/21/2024 f-cfe \$TBD

### **MONTHLY REPORTS**

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

### **OLD BUSINESS**

1. Annual contact with neighbors – Commissioner Schuh
2. Hangar Drainage Concerns
3. Through the Fence (TTF) Fee – Commissioner Triplett
4. ESWD Use of Road and Property
  - a. Resolution 2024 05 20a Rescinding Resolution 2018 12 13c
  - b. Update on contact with ESWD
5. Policy Review, Commissioner Duties – Commissioner Kartiganer



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# **MEETING AGENDA**

**May 20, 2024, 5:00 P.M.**

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

- a. Resolution 2024 05 20b Adopting Policy on Commissioner Training
6. Projects and Planning
  - a. Capital Improvement Program Plan (CIP) 2025-2029 – Discuss Options
  - b. BIL Funding Discussion
  - c. EV Charge Grant – Commissioner Kartiganer, Bruce Benton
  - d. Westside Development Update – Ed Addicks, PAE
7. Update on DOR Fuel Sales Tax
8. Board of Commissioner Meeting Schedule – discuss increasing frequency

## **NEW BUSINESS**

1. Termination of professional services contract with T-O/Ardurra Engineering

## **PUBLIC ACCESS**

## **ADJOURNMENT**

## **UPCOMING MEETINGS:**

**Regular Meeting: June 24<sup>th</sup>, 2024**

DATE: 4/23/24		PAYROLL WORKSHEET						
		April 2024						
Port of Orcas								
	EMPLOYEE	FUND	BARS	L&I	REG	AMOUNT	multiple line total	
RATE	EMPLOYEE NAME	NUMBER	#		HRS	DUE	per employee	
161.00	Jason Laursen	LAU672	6723.00.	546.10.10.2001	5306-07	0	\$0.00	
161.00	Michael Triplett	TRI150	6723.00.	546.10.10.2001	5306-07	0	\$0.00	
161.00	Mia Kartiganer	KAR100	6723.00.	546.10.10.2001	5306-07	0	\$0.00	
161.00	Robert Hamilton	HAM300	6723.00.	546.10.10.2001	5306-07	0	\$0.00	
161.00	Annalies Schuh	TBD	6723.00.	546.10.10.2001	5306-07	0	\$0.00	
53.85	Kimberley Kimple	KIM250	6723.00.	546.10.10.2002	5306-07	58	\$3,123.34	
	Kimberley Kimple	KIM250	6723.00.	546.10.10.2002	N/A	0	PTO-Holiday	
	Kimberley Kimple	KIM250	6723.00.	546.10.10.2002	N/A	0	PTO-Vacation	
	Kimberley Kimple	KIM250	6723.00.	546.10.10.2002	N/A	0	PTO-Sick	
28.44	James Reid	REI200	6723.00.	546.10.10.2003	4201-02	120	\$3,412.80	
	James Reid	REI200	6723.00.	546.10.10.2003	N/A	0	PTO-Holiday	
	James Reid	REI200	6723.00.	546.10.10.2003	N/A	0	PTO-Sick	
420.00	James Reid	REI200	6723.00.	546.10.20.0005	N/A	x	\$420.00	\$3,832.80 Medical
TOTALS					178.00	\$6,956.14		

I, the undersigned, do hereby certify under penalty of perjury that the claim is a just, due and unpaid obligation against the Port of Orcas, and that I am authorized to certify to said claim.

Signed

Auditing Officer

Title

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against San Juan County, and that I am authorized to authenticate and certify to said claim.

Signed

Chairman

Date

CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6723

Page 1 of 7

DATE:


7-May-24

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS

\$2,314.03

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:  


5/7/2024

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 \$ 2,314.03 for the period ending May 7, 2024 We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

aplAVnn  
05/07/2024 6:14:14AM

# Invoice Accounting Report by Vendor Name

San Juan County

Page: 1

Vendor Number: per400

Name: DEPT OF RETIREMENT-OASI

Invoice Number	Line No	Line Description	Account Number	Amount	Type
1611129	1	OASI 2023	E 6723.00.546.10.20.0003	25.00	in

Vendor Number: eas310

Name: EASTSOUND SEWER/WATER DISTRICT

Invoice Number	Line No	Line Description	Account Number	Amount	Type
0005	1	Sewer 20240429	E 6723.00.546.10.47.0003	66.31	in
0229	1	Sewer 20240429	E 6723.00.546.10.47.0003	139.93	in
0707	1	Sewer 20240429	E 6723.00.546.10.47.0003	87.25	in
Vendor Total:				293.49	

Vendor Number: isl730

Name: ISLAND HARDWARE & SUPPLY

Invoice Number	Line No	Line Description	Account Number	Amount	Type
40846	1	Cleaning supplies	E 6723.00.546.10.31.0004	13.52	in
	2	Building maint	E 6723.00.546.20.31.0009	11.82	in
Vendor Total:				25.34	

Vendor Number: mid002

Name: MIDNIGHT VENTURE

Invoice Number	Line No	Line Description	Account Number	Amount	Type
202404	1	Janitorial - April	E 6723.00.546.20.41.0001	965.51	in
	2	Tax - Janitorial	E 6723.00.546.20.41.0001	81.10	in
	3	Landscaping - April	E 6723.00.546.20.48.0006	263.13	in
	4	Tax - Landscaping	E 6723.00.546.20.48.0006	22.10	in
Vendor Total:				1,331.84	

Vendor Number: pet513

Name: PETTY CASH - PORT OF ORCAS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20240430	1	Adobe	E 6723.00.546.10.31.0002	21.67	in
	2	Zoom	E 6723.00.546.10.31.0005	183.33	in
	3	Amazon - supplies	E 6723.00.546.10.31.0001	21.67	in

Page: 1

aplAVnn  
05/07/2024 6:14:14AM

Invoice Accounting Report by Vendor Name  
San Juan County

4	Todoist	E	6723.00.546.10.31.0001	48.00	in
5	Amazon - supplies	E	6723.00.546.10.31.0001	63.84	in
Vendor Total:				338.51	

Vendor Number: roc201                      Name: ROCK ISLAND COMMUNICATIONS INC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
RI00002976	1	Internet 20240425	E 6723.00.546.10.42.0030	139.85	in

Vendor Number: sta065                      Name: STARR EXCAVATION & ORCAS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
I25725	1	Sanican service 202404	E 6723.00.546.10.47.0005	160.00	in

Grand Total: 2,314.03

CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6723


Page 1 of 4

DATE: 6-May-24

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$2,862.99

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:  


5/7/2024

Signed as Auditing Officer

Date

Signed as Chairman / Commissioner

Date

Board Authorization  
As the duly elected board for this district we have reviewed the claims attached (including original backup materials) totaling \$ 2,862.99 for the period ending May 6, 2024 We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

aplAVnn  
05/07/2024 6:16:07AM

Invoice Accounting Report by Vendor Name  
San Juan County

Vendor Number: sta895      Name: STATE OF WASHINGTON

Invoice Number	Line No	Line Description	Account Number	Amount	Type
600-200-128	1	2024 Q1 LHT	E 6723.00.589.30.00.0000	840.37	in
601-040-0478	1	2024Q1 Combined Excise	E 6723.00.589.30.00.0001	2,022.62	in
Vendor Total:				2,862.99	
Grand Total:				2,862.99	



CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6727

Page 1 of 2

DATE:

6-May-24

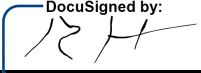
SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS

\$9,973.76

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:



5/7/2024

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 \$ 9,973.76 for the period ending May 6, 2024 We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

aplAVnn  
05/07/2024 6:15:28AM

Invoice Accounting Report by Vendor Name  
San Juan County

Vendor Number: ard657                      Name: ARDURRA GROUP, INC.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
220463 - 8	1	PAPI professional services - no grant	E 6727.00.594.46.61.0001	1,620.00	in

Vendor Number: pre144                      Name: PRECISION APPROACH ENGINEERING

Invoice Number	Line No	Line Description	Account Number	Amount	Type
6338	1	3-53-0023-022-2023 ALPU	E 6727.00.594.46.61.0001	1,451.00	in

Vendor Number: whp100                      Name: WHPACIFIC, INC.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
385976	1	Drainage Analysis w/ wetland	E 6727.00.594.46.61.0001	6,902.76	in

Grand Total: 9,973.76

## **May 2024 Manager's Report**

1. Bi-Plane Hangar Slab—No updates.
2. PAPI project – The PAPI fabrication is in progress, NV5 is going to test it on a local airport before bringing it here, mid-June. We're aware there's an urgent need to close this project out.
3. The FAA informed us last week that our current inspector would not have the increased level of certification necessary going forward. Bill Kelsey at AVCOM, Roche Harbor airport is coming by in the next couple weeks to assess. Annual inspection required by 8/30.
4. Exploring an interlocal for ramp and taxiway sweeping
5. Squalicum Mtn Ecological was here for wetland maintenance last week, reports all look good, they'll be back mid-June
6. Westside Development –The San Juan County Dept of Community Development reports they're consulting with Environmental Planner Brooke Sullivan to see if there is any possible way to reduce the wetland buffers. Expect they'll continue to review and report on next steps shortly.
7. EV Charging – Met with Bruce Benton Friday, we're targeting 5/31 for paperwork completion.
8. Eastside Hangar drainage – Working with CSD for clarification
9. ESWD – Cessna Road is close to being reopened, their legal's looking, asking for any considerations in an interlocal...

FUND: 6721.00 PORT OF ORCAS

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			718,913.76	
310	TAXES	99,124.34			
320	LICENSES AND PERMITS				
330	INTERGOVERNMENTAL REVENUE	70.41			
340	CHARGES FOR GOODS AND SERVICES				
360	MISCELLANEOUS REVENUES				
380	NONREVENUES				
390	OTHER FINANCING SOURCES				
	TOTAL RECEIPTS		99,194.75		
540	TRANSPORTATION	177.59			
580	NONEXPENDITURES				
590	DEBT SERVICE AND OTHER	100,000.00			
	TOTAL DISBURSEMENTS		100,177.59		
101	ENDING CASH BALANCE				717,930.92
				GL ENDING CASH BALANCE	717,930.92
				NET VARIANCE	0.00
241	PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	NET CHANGE		0.00		
241	BONDS OUTSTANDING (ENDING BALANCE)				0.00
151	BEGINNING INVESTMENT BALANCE			0.00	
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
151	ENDING INVESTMENT BALANCE				0.00

## Revenue and Expenditure by Fund

San Juan County

Fiscal Year: 2024 Through Period: 4

	2024 Budget	4 - 4 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	99,124.34	136,295.45	0.00	139,172.55	49.48
6721.00.337.20.00.0000 Leasehold Tax - Port of Orcas	0.00	34.74	88.29	0.00	(88.29)	0.00
6721.00.337.40.00.0000 Timber Harvest Tax - Private Land	0.00	35.67	35.67	0.00	(35.67)	0.00
<b>TOTAL REVENUES</b>	<b>275,468.00</b>	<b>99,194.75</b>	<b>136,419.41</b>	<b>0.00</b>	<b>139,048.59</b>	<b>49.52</b>
<b>EXPENDITURES</b>						
6721.00.546.10.20.0009 Unemployment	0.00	177.59	177.59	0.00	(177.59)	0.00
6721.00.597.46.00.6723 Transfers-out to Operations Fund	275,468.00	0.00	0.00	0.00	275,468.00	0.00
6721.00.597.46.00.6727 Transfers-out to Capital Fund	0.00	100,000.00	100,000.00	0.00	(100,000.00)	0.00
<b>TOTAL EXPENDITURES</b>	<b>275,468.00</b>	<b>100,177.59</b>	<b>100,177.59</b>	<b>0.00</b>	<b>175,290.41</b>	<b>36.37</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>0.00</b>	<b>(982.84)</b>	<b>36,241.82</b>	<b>0.00</b>	<b>(36,241.82)</b>	<b>0.00</b>
 <b>GRAND TOTAL REVENUES</b>	 <b>275,468.00</b>	 <b>99,194.75</b>	 <b>136,419.41</b>	 <b>0.00</b>	 <b>139,048.59</b>	 <b>49.52</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>275,468.00</b>	<b>100,177.59</b>	<b>100,177.59</b>	<b>0.00</b>	<b>175,290.41</b>	<b>36.37</b>
 <b>GRAND EXCESS OF REVENUES OVER EXPENDITURES</b>	 <b>0.00</b>	 <b>(982.84)</b>	 <b>36,241.82</b>	 <b>0.00</b>	 <b>(36,241.82)</b>	 <b>0.00</b>

FUND: 6723.00 PORT OF ORCAS - AIRPORT OPERATIONS

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			213,901.67	
212	SALARY PAYABLE	5,245.56			
231	OTHER ACCRUED LIABILITIES	2,834.90			
320	LICENSES AND PERMITS	267.75			
330	INTERGOVERNMENTAL REVENUE				
340	CHARGES FOR GOODS AND SERVICES	12,096.74			
360	MISCELLANEOUS REVENUES	5,876.73			
380	NONREVENUES	4,519.42			
390	OTHER FINANCING SOURCES				
	TOTAL RECEIPTS		30,841.10		
212	SALARY PAYABLE	5,245.56			
231	OTHER ACCRUED LIABILITIES	2,834.90			
540	TRANSPORTATION	61,977.65			
590	DEBT SERVICE AND OTHER				
	TOTAL DISBURSEMENTS		70,058.11		
101	ENDING CASH BALANCE				174,684.66
			GL ENDING CASH BALANCE		174,684.66
			NET VARIANCE		0.00
241	PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	NET CHANGE		0.00		
241	BONDS OUTSTANDING (ENDING BALANCE)				0.00
151	BEGINNING INVESTMENT BALANCE			895,000.00	
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
151	ENDING INVESTMENT BALANCE				895,000.00

## Revenue and Expenditure by Fund

San Juan County

Fiscal Year: 2024 Through Period: 4

	2024 Budget	4 - 4 Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>FUND: 6723 PORT OF ORCAS - AIRPORT OPERATIONS</b>						
<b>REVENUES</b>						
6723.00.321.80.00.0000 Vending Machine	2,000.00	267.75	848.75	0.00	1,151.25	42.44
6723.00.341.70.00.0000 Sales of Coffee Mugs	0.00	30.00	30.00	0.00	(30.00)	0.00
6723.00.343.40.00.0000 Utility Reimbursement (Water)	1,000.00	405.37	495.37	0.00	504.63	49.54
6723.00.344.50.00.0000 Aviation Fuel Sales	150,000.00	9,268.06	25,188.99	0.00	124,811.01	16.79
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	608.31	3,207.93	0.00	8,792.07	26.73
6723.00.344.61.00.0002 Tiedown Fees - Transient	14,000.00	585.00	1,110.00	0.00	12,890.00	7.93
6723.00.344.61.00.0003 Tiedown Fees - Annual	4,500.00	1,200.00	1,200.00	0.00	3,300.00	26.67
6723.00.344.61.00.0005 TTF User Fees	3,300.00	0.00	360.00	0.00	2,940.00	10.91
6723.00.362.30.00.0000 Auto Parking Transient	15,000.00	1,185.00	3,315.00	0.00	11,685.00	22.10
6723.00.362.50.00.0001 Auto Parking Annual	16,000.00	500.00	3,500.00	0.00	12,500.00	21.88
6723.00.362.50.00.0002 Hangar Lease	30,000.00	2,241.14	8,207.54	0.00	21,792.46	27.36
6723.00.362.50.01.0003 Land Lease	70,000.00	1,222.22	1,800.92	0.00	68,199.08	2.57
6723.00.362.50.01.0004 Terminal Rentals	13,000.00	669.37	3,209.40	0.00	9,790.60	24.69
6723.00.367.11.00.0000 Donations	2,200.00	59.00	149.00	0.00	2,051.00	6.77
6723.00.389.30.00.0000 Leasehold Tax Collected	13,000.00	598.77	1,248.60	0.00	11,751.40	9.60
6723.00.389.60.00.0001 Investment Interest - LGIP	33,000.00	3,920.65	15,847.67	0.00	17,152.33	48.02
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>22,760.64</b>	<b>69,719.17</b>	<b>0.00</b>	<b>584,848.83</b>	<b>10.65</b>
<b>EXPENDITURES</b>						
6723.00.546.10.10.2001 Commissioners	30,000.00	0.00	2,737.00	0.00	27,263.00	9.12
6723.00.546.10.10.2002 Airport Manager	112,000.00	0.00	30,760.55	0.00	81,239.45	27.46
6723.00.546.10.10.2003 Operations Assistant	42,000.00	3,412.80	14,128.98	0.00	27,871.02	33.64
6723.00.546.10.10.2004 Third Employee Pay	30,000.00	3,123.34	3,123.34	0.00	26,876.66	10.41
6723.00.546.10.20.0001 FICA & Medicare	16,300.00	532.15	4,137.91	0.00	12,162.09	25.39
6723.00.546.10.20.0002 Dept of Labor & Industries	5,000.00	230.16	982.38	0.00	4,017.62	19.65
6723.00.546.10.20.0003 Retirement/PERS	12,000.00	325.24	3,984.86	0.00	8,015.14	33.21
6723.00.546.10.20.0005 Medical Stipend	10,260.00	420.00	3,340.74	0.00	6,919.26	32.56



## Revenue and Expenditure by Fund

San Juan County

Fiscal Year: 2024 Through Period: 4

	2024 Budget	4 - 4 Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>FUND: 6723 PORT OF ORCAS - AIRPORT OPERATIONS EXPENDITURES</b>						
6723.00.546.10.20.0009 Unemployment	830.00	0.00	0.00	0.00	830.00	0.00
6723.00.546.10.20.0012 PFML Premium Assessments	1,243.00	36.77	285.85	0.00	957.15	23.00
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	129.35	344.01	0.00	655.99	34.40
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	9.64	295.85	0.00	1,004.15	22.76
6723.00.546.10.31.0005 Meeting Supplies	250.00	10.00	83.33	0.00	166.67	33.33
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	6,537.80	6,537.80	0.00	(3,537.80)	217.93
6723.00.546.10.32.0001 Fuel/Petrol Products	2,000.00	56.89	105.88	0.00	1,894.12	5.29
6723.00.546.10.32.0002 Aviation Fuel	127,500.00	37,938.38	37,938.38	0.00	89,561.62	29.76
6723.00.546.10.41.0001 SJC Auditor	2,300.00	0.00	843.45	0.00	1,456.55	36.67
6723.00.546.10.41.0002 State Auditor	28,000.00	0.00	3,503.05	0.00	24,496.95	12.51
6723.00.546.10.41.0003 Security	2,800.00	0.00	96.72	0.00	2,703.28	3.45
6723.00.546.10.41.0005 Legal Services	5,000.00	320.00	944.00	0.00	4,056.00	18.88
6723.00.546.10.41.0006 Professional Services	4,000.00	0.00	821.60	0.00	3,178.40	20.54
6723.00.546.10.41.0044 Advertising	2,000.00	0.00	0.00	0.00	2,000.00	0.00
6723.00.546.10.42.0010 Postage	200.00	0.00	0.00	0.00	200.00	0.00
6723.00.546.10.42.0020 Telephone	3,000.00	260.37	1,025.10	0.00	1,974.90	34.17
6723.00.546.10.42.0030 Internet	1,500.00	134.90	404.70	0.00	1,095.30	26.98
6723.00.546.10.44.0001 Storm Water Utility Tax	1,200.00	0.00	1,249.49	0.00	(49.49)	104.12
6723.00.546.10.46.0003 Bonding/Fire/Liability Insurance	2,500.00	845.00	845.00	0.00	1,655.00	33.80
6723.00.546.10.47.0001 Water	3,400.00	168.28	1,185.54	0.00	2,214.46	34.87
6723.00.546.10.47.0002 Electricity	1,500.00	3,255.09	6,492.59	0.00	(4,992.59)	432.84
6723.00.546.10.47.0003 Sewer	3,800.00	274.07	922.67	0.00	2,877.33	24.28
6723.00.546.10.47.0004 Refuse	3,200.00	253.57	834.27	0.00	2,365.73	26.07
6723.00.546.10.47.0005 Sani cans	1,000.00	160.00	160.00	0.00	840.00	16.00
6723.00.546.20.31.0006 Field Electrical Supplies	2,000.00	0.00	0.00	0.00	2,000.00	0.00



# Revenue and Expenditure by Fund

San Juan County

Fiscal Year: 2024 Through Period: 4

	2024 Budget	4 - 4 Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>FUND: 6723 PORT OF ORCAS - AIRPORT OPERATIONS EXPENDITURES</b>						
6723.00.546.20.31.0007 Vehicle Maintenance Supplies	2,500.00	580.76	753.68	0.00	1,746.32	30.15
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	0.00	114.65	0.00	1,885.35	5.73
6723.00.546.20.31.0010 Road Maintenance Supplies	400.00	0.00	0.00	0.00	400.00	0.00
6723.00.546.20.31.0011 Fence Maintenance Supplies	4,200.00	0.00	60.49	0.00	4,139.51	1.44
6723.00.546.20.35.0001 Small Tools & Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00
6723.00.546.20.41.0000 Professional Services	6,000.00	0.00	0.00	0.00	6,000.00	0.00
6723.00.546.20.41.0001 Janitor	13,000.00	1,046.61	3,139.83	0.00	9,860.17	24.15
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	855.69	0.00	2,744.31	23.77
6723.00.546.20.48.0007 Mowing & Snow	5,400.00	0.00	3,252.00	0.00	2,148.00	60.22
6723.00.546.20.48.0008 Ditch/Tree Clearing	5,000.00	0.00	0.00	0.00	5,000.00	0.00
6723.00.546.20.48.0009 Wetland Maintenance	18,000.00	0.00	0.00	0.00	18,000.00	0.00
6723.00.546.30.34.0001 Pop for Resale	1,200.00	193.25	383.45	0.00	816.55	31.95
6723.00.546.30.34.0002 Airplane Oil for Resale	90.00	0.00	0.00	0.00	90.00	0.00
6723.00.546.30.43.0001 Travel	2,000.00	0.00	512.85	0.00	1,487.15	25.64
6723.00.546.30.43.0002 Barge Services	3,200.00	1,438.00	1,438.00	0.00	1,762.00	44.94
6723.00.546.30.44.0002 Business & Occupation Taxes	4,000.00	0.00	0.00	0.00	4,000.00	0.00
6723.00.546.30.49.0010 Memberships	2,200.00	0.00	362.68	0.00	1,837.32	16.49
6723.00.546.30.49.0030 Continued Education Workshops	5,000.00	0.00	2,425.00	0.00	2,575.00	48.50
6723.00.546.30.49.0090 Svc Fees, Finance Chgs, Lics, 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	0.00	(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>61,977.65</b>	<b>137,999.30</b>	<b>0.00</b>	<b>516,568.70</b>	<b>21.08</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>0.00</b>	<b>(39,217.01)</b>	<b>(68,280.13)</b>	<b>0.00</b>	<b>68,280.13</b>	<b>0.00</b>

## Revenue and Expenditure by Fund

San Juan County

Fiscal Year: 2024 Through Period: 4

	2024 Budget	4 - 4 Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
GRAND TOTAL REVENUES	654,568.00	22,760.64	69,719.17	0.00	584,848.83	10.65
GRAND TOTAL EXPENDITURES	654,568.00	61,977.65	137,999.30	0.00	516,568.70	21.08
GRAND EXCESS OF REVENUES OVER EXPENDITURES	0.00	(39,217.01)	(68,280.13)	0.00	68,280.13	0.00

FUND: 6727.00 PORT OF ORCAS CAPITAL PROJECTS

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			21,627.99	
310	TAXES				
360	MISCELLANEOUS REVENUES				
380	NONREVENUES	105.36			
390	OTHER FINANCING SOURCES	100,000.00			
	TOTAL RECEIPTS		100,105.36		
590	DEBT SERVICE AND OTHER	44,352.80			
	TOTAL DISBURSEMENTS		44,352.80		
101	ENDING CASH BALANCE				77,380.55
				GL ENDING CASH BALANCE	77,380.55
				NET VARIANCE	0.00
241	PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	NET CHANGE		0.00		
241	BONDS OUTSTANDING (ENDING BALANCE)				0.00
151	BEGINNING INVESTMENT BALANCE			25,000.00	
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
151	ENDING INVESTMENT BALANCE				25,000.00

## Revenue and Expenditure by Fund

San Juan County

Fiscal Year: 2024 Through Period: 4

	2024 Budget	4 - 4 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	0.00	41,535.90	0.00	58,464.10	41.54
6727.00.389.60.00.0000 Investment Interest - LGIP	0.00	105.36	425.84	0.00	(425.84)	0.00
6727.00.397.46.00.6721 Transfers-in from General Fund	0.00	100,000.00	100,000.00	0.00	(100,000.00)	0.00
6727.00.397.46.00.6723 Transfers-in from Operating Fund	91,145.00	0.00	0.00	0.00	91,145.00	0.00
<b>TOTAL REVENUES</b>	<b>191,145.00</b>	<b>100,105.36</b>	<b>141,961.74</b>	<b>0.00</b>	<b>49,183.26</b>	<b>74.27</b>
<b>EXPENDITURES</b>						
6727.00.588.10.00.0000 Prior Period Adjustments	0.00	0.00	(6,234.75)	0.00	6,234.75	0.00
6727.00.594.46.61.0001 AIP/RW/Apron Improvements	191,145.00	44,352.80	71,944.85	0.00	119,200.15	37.64
<b>TOTAL EXPENDITURES</b>	<b>191,145.00</b>	<b>44,352.80</b>	<b>65,710.10</b>	<b>0.00</b>	<b>125,434.90</b>	<b>34.38</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>0.00</b>	<b>55,752.56</b>	<b>76,251.64</b>	<b>0.00</b>	<b>(76,251.64)</b>	<b>0.00</b>
 <b>GRAND TOTAL REVENUES</b>	 <b>191,145.00</b>	 <b>100,105.36</b>	 <b>141,961.74</b>	 <b>0.00</b>	 <b>49,183.26</b>	 <b>74.27</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>191,145.00</b>	<b>44,352.80</b>	<b>65,710.10</b>	<b>0.00</b>	<b>125,434.90</b>	<b>34.38</b>
 <b>GRAND EXCESS OF REVENUES OVER EXPENDITURES</b>	 <b>0.00</b>	 <b>55,752.56</b>	 <b>76,251.64</b>	 <b>0.00</b>	 <b>(76,251.64)</b>	 <b>0.00</b>

# PORT OF ORCAS

## RESOLUTION #05-20-2024a

### Resolution Rescinding Resolution 2018-12-18c

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

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

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

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

**DATED THIS 20<sup>th</sup> DAY OF MAY, 2024.**

\_\_\_\_\_  
Robert Hamilton, Commissioner

\_\_\_\_\_  
Michael Triplett, Commissioner

\_\_\_\_\_  
Mia Kartiganer, Commissioner

\_\_\_\_\_  
Jason Laursen, Commissioner

\_\_\_\_\_  
Annalies Schuh, Commissioner

Attest: \_\_\_\_\_  
Chip Long, Interim Manager

# PORT OF ORCAS

## RESOLUTION #05-20-2024b

### Resolution Adopting Bylaw Article III Section 4.

**WHEREAS**, at the April 22<sup>nd</sup>, 2024 meeting, the Board of Commissioners passed a Motion to adopt Bylaw Article III, Section 4, stating, Incoming elected commissioners shall be strongly encouraged to attend the New Commissioner Training as provided by the Washington Public Ports Association during the period between election results and being sworn into office. This should be made clear to any community member filing for a seat on the commission.

**NOW, THEREFORE BE IT RESOLVED** that the Port of Orcas hereby adopts the updated Bylaws to include Article III, Section 4 as stated above.

**DATED THIS 20<sup>th</sup> DAY OF MAY, 2024.**

\_\_\_\_\_  
Robert Hamilton, Commissioner

\_\_\_\_\_  
Michael Triplett, Commissioner

\_\_\_\_\_  
Mia Kartiganer, Commissioner

\_\_\_\_\_  
Jason Laursen, Commissioner

\_\_\_\_\_  
Annalies Schuh, Commissioner

Attest: \_\_\_\_\_  
Chip Long, Interim Manager