



147 Schoen Lane, P.O. Box 53  
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orcasairport@rockisland.com  
www.portoforcas.com

# **MEETING AGENDA**

**June 23, 2025, 4:00 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=VkhBWVl5QUt6NTNGMWRkVzVuUDhsQT09>

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
2. Approval of Vouchers
  - a) 03/30/2025 GFE Payroll \$21,175.30
  - b) 05/20/2025 AOFE \$6,519.05
  - c) 06/03/2025 AOFE \$4,963.34 – see original and corrected totals
  - d) 06/03/2025 GFE \$28,176.70
  - e) 06/17/2025 AOFE \$2,520.68
  - f) 06/17/2025 CFE \$80,000.00

## **MONTHLY REPORTS**

1. Manager's Report
2. Financial Report
  - a. DOR Sales Tax Update

## **OLD BUSINESS**

1. ESWD/Port Interlocal – Chip
2. PAPI Update – Chip
3. Projects and Planning

- a) Pavement Rehab Project/Resolution-PAE-Mason
- b) Vierthaler Property – Kartiganer/Laursen
- c) EV Charger Project –Chip

#### **NEW BUSINESS**

- 1.Port Staff Compensation Adjustment – Mia
- 2. 197 Aviator Dr Utilities - Michael

#### **PUBLIC ACCESS**

#### **ADJOURNMENT**

#### **UPCOMING MEETINGS:**

**Regular Meeting July 28, 2025**



SAN JUAN COUNTY  
Auditor's Office

## JUNIOR TAXING DISTRICT CLAIMS PAYMENT REQUEST FORM

Junior taxing districts (JTD) must complete this form to request claims payments for all  
accounts payable and payroll disbursements.

NOTE: It is the district's responsibility to maintain adequate records to substantiate claims.

Submit completed form to San Juan County Payroll Deputy by 10:00 A.M. on appropriate processing day, as  
outlined by the Junior Taxing District Accounts Payable & Payroll Calendar.

**Date of request:** 04/01/2025

**District name:** Port of Orcas

**Requestor name:** Kim Ihlenfeldt

**Requestor email address:** finance@portoforcas.com

**Requestor phone number:** 360-298-4465

**Total amount:** \$21,175.30

**BARS code:** 6721.00.589.40.00.0000

**Description of claim(s):**

Payroll (6721) transmit to account ending in \*1085

**Warrant delivery:** Select one

Auditing Officer Certification:

*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.*

Auditing Officer or Commissioner Signature(s) for Approval of Claims:

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Name and title Robert Hamilton Commissioner</td> </tr> <tr> <td style="padding: 5px;">Signature and date  4/1/2025</td> </tr> </table>	Name and title Robert Hamilton Commissioner	Signature and date  4/1/2025	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 40px; vertical-align: top;">Name and title</td> </tr> <tr> <td style="height: 40px; vertical-align: top;">Signature and date</td> </tr> </table>	Name and title	Signature and date
Name and title Robert Hamilton Commissioner					
Signature and date  4/1/2025					
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Signature and date					
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Port of Orcas.

## Total payroll cost report

From Mar 31, 2025 to Mar 31, 2025 from all locations

Item	Amount
<b>Total pay</b>	
Paycheck wages	\$17,846.75
Non-paycheck wages	\$0.00
Reimbursements	\$0.00
<b>Subtotal</b>	<b>\$17,846.75</b>
<b>Company contributions</b>	
PERS Employer	\$1,535.60
<b>Subtotal</b>	<b>\$1,535.60</b>
<b>Employer taxes</b>	
Social Security Employer	\$1,106.49
Medicare Employer	\$258.78
FUTA Employer	\$0.00
WA SUI Employer	\$144.92
WA Employment Administrative Fund	\$0.00
WA Paid Family and Medical Leave ER	\$46.76
WA Workers' Compensation Tax Employer	\$236.00
<b>Subtotal</b>	<b>\$1,792.95</b>
<b>Total payroll cost</b>	<b>\$21,175.30</b>

Port of Orcas.

Payroll summary report

31-Mar-25

Name	Hours	Gross pay	Other pay	Employee taxes	Aftertax deduction	Net pay	Employer taxes	Company contributions	Total payroll cost
Ihlenfeldt, Kimberley	46	\$ 2,070.00		-\$ 270.68	-\$ 131.65	\$ 1,667.67	\$ 187.73	\$ 188.58	\$ 2,446.31
Long, Kenneth	173.33	\$ 11,716.43	570.60*	-\$ 2,237.62	-\$ 708.87	\$ 8,769.94	\$ 1,046.99	\$ 1,015.39	\$ 13,778.81
Reid, James	128	\$ 4,060.32	420.00*	-\$ 712.79	-\$ 231.52	\$ 3,116.01	\$ 558.23	\$ 331.63	\$ 4,950.18
<b>Total</b>	<b>347.33</b>	<b>\$ 17,846.75</b>		<b>-\$ 3,221.09</b>	<b>-\$ 1,072.04</b>	<b>\$ 13,553.62</b>	<b>\$ 1,792.95</b>	<b>\$ 1,535.60</b>	<b>\$ 21,175.30</b>

\$990.60\* \*this medical stipend is included in Gross pay



**SAN JUAN COUNTY**  
Auditor's Office

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Junior taxing districts (JTD) must complete this form to request claims payments for all accounts payable and payroll disbursements.

NOTE: It is the district's responsibility to maintain adequate records to substantiate claims.

**Submit completed form to San Juan County Payroll Deputy by 10:00 A.M. on Tuesday morning.**

<b>Date of request:</b>	05/20/2025		
<b>District name:</b>	Port of Orcas		
<b>Requestor name:</b>	Kim Ihlenfeldt		
<b>Requestor phone &amp; email address:</b>	360-298-4465, finance@portoforcas.com		
<b>Total amount:</b>	\$6,519.05		
<b>BARS code:</b>	6723		.00.589.40.00.0000
<b>Request type:</b>	Payroll EFT		
<b>Description of claim(s):</b>	Accounts Payable - 6723 General Fund		
<b>Last four digits of bank account (EFT's ONLY):</b>	*1076		
<b>Warrant delivery:</b>	EFT (Not Applicable)		▼

Auditing Officer Certification:

*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.*

Auditing Officer or Commissioner Signature(s) for Approval of Claims:

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Name and title Robert Hamilton</td> <td style="width: 40%;">Commissioner</td> </tr> <tr> <td colspan="2">Signature and date  5/20/2025</td> </tr> </table>	Name and title Robert Hamilton	Commissioner	Signature and date 5/20/2025		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 30px;">Name and title</td></tr> <tr><td style="height: 30px;">Signature and date</td></tr> </table>	Name and title	Signature and date
Name and title Robert Hamilton	Commissioner						
Signature and date 5/20/2025							
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**Submit completed form to San Juan County Payroll Deputy by 10:00 A.M. on Tuesday morning.**

**Date of request:** 06/03/2025

**District name:** Port of Orcas

**Requestor name:** Kim Ihlenfeldt

**Requestor phone & email address:** 360-298-4465 / finance@portofoforcas.com

**Total amount:** \$5,588.44

**BARS code:** 6723 .00.589.40.00.0000

**Request type:** Accounts Payable EFT

**Description of claim(s):**

**Last four digits of bank account (EFT's ONLY):** \*1093

**Warrant delivery:** EFT (Not Applicable) ▼

**Auditing Officer Certification:**

*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.*

**Auditing Officer or Commissioner Signature(s) for Approval of Claims:**

<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>Name and title</b> Robert Hamilton         </div> <div style="border: 1px solid black; padding: 5px;"> <b>Signature and date</b>  <div style="display: flex; justify-content: space-between;"> <span style="font-size: small;">Signed by: 6F9CF742D9FE415...</span> <span>6/3/2025</span> </div> </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>Name and title</b> </div> <div style="border: 1px solid black; padding: 5px;"> <b>Signature and date</b> </div>
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**Submit completed form to San Juan County Payroll Deputy by 10:00 A.M. on Tuesday morning.**

**Date of request:** 06/03/2025

**District name:** Port of Orcas

**Requestor name:** Kim Ihlenfeldt

**Requestor phone & email address:** 360-298-4465 / finance@portofoarcas.com

**Total amount:** 28,176.70

**BARS code:** 6721 .00.589.40.00.0000

**Request type:** Payroll EFT

**Description of claim(s):**

Payroll - 6721 General Fund

**Last four digits of bank account (EFT's ONLY):** \*1085

**Warrant delivery:** EFT (Not Applicable)

**Auditing Officer Certification:**

*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.*

**Auditing Officer or Commissioner Signature(s) for Approval of Claims:**

<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>Name and title</b> Robert Hamilton         </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>Signature and date</b>  <div style="display: flex; justify-content: space-between;"> <span>6E9CF742D9FE415...</span> <span>6/3/2025</span> </div> </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>Name and title</b> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>Signature and date</b> </div>
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## Port of Orcas.

Total Cost

From Jun 02, 2025 to Jun 02, 2025 from all locations

Item	Amount
<b>Total pay</b>	
Paycheck wages	\$ 23,874.55
Non-paycheck wages	\$ 0.00
Reimbursements	\$ 0.00
<b>Subtotal</b>	<b>\$ 23,874.55</b>
<b>Company contributions</b>	
PERS Employer	\$ 1,952.73
<b>Subtotal</b>	<b>\$ 1,952.73</b>
<b>Employer taxes</b>	
Social Security Employer	\$ 1,480.21
Medicare Employer	\$ 346.20
FUTA Employer	\$ 8.71
WA SUI Employer	\$ 193.84
WA Employment Administrative Fund	\$ 0.00
WA Paid Family and Medical Leave ER	\$ 62.55
WA Workers' Compensation Tax Employer	\$ 257.91
<b>Subtotal</b>	<b>\$ 2,349.42</b>
<b>Total payroll cost</b>	<b>\$ 28,176.70</b>

Port of Orcas.

Payroll summary report

2-Jun-25

Name	Hours	Gross pay	Other pay	Employee taxes	Aftertax deduction	Net pay	Employer taxes	Company contributions	Total payroll cost
Hamilton, Robert	1	\$ 161.00		-\$ 14.41		\$ 146.59	\$ 15.17		\$ 176.17
lhlenfeldt, Kimberley	142	\$ 6,390.00		-\$ 1,289.40	-\$ 406.40	\$ 4,694.20	\$ 579.52	\$ 582.13	\$ 7,551.65
Kartiganer, Mia	1	\$ 161.00		-\$ 14.41		\$ 146.59	\$ 15.17		\$ 176.17
Laursen, Jason	1	\$ 161.00		-\$ 14.41		\$ 146.59	\$ 15.17		\$ 176.17
Long, Kenneth	173.33	\$ 11,716.43	570.60*	-\$ 2,237.63	-\$ 1,465.90	\$ 8,012.90	\$ 1,046.99	\$ 1,015.39	\$ 13,778.81
Reid, James	137.1	\$ 4,319.12	420.00*	-\$ 767.80	-\$ 247.98	\$ 3,303.34	\$ 586.39	\$ 355.21	\$ 5,260.72
Schuh, Annalies	1	\$ 161.00		-\$ 14.40		\$ 146.60	\$ 15.17		\$ 176.17
Triplett, Michael	5	\$ 805.00		-\$ 72.06		\$ 732.94	\$ 75.84		\$ 880.84
<b>Total</b>	<b>461.43</b>	<b>\$ 23,874.55</b>	<b>990.60*</b>	<b>-\$ 4,424.52</b>	<b>-\$ 2,120.28</b>	<b>\$ 17,329.75</b>	<b>\$ 2,349.42</b>	<b>\$ 1,952.73</b>	<b>\$ 28,176.70</b>

\*this medical stipend is included in Gross pay



**SAN JUAN COUNTY**  
Auditor's Office

## JUNIOR TAXING DISTRICT CLAIMS PAYMENT REQUEST FORM

Junior taxing districts (JTD) must complete this form to request claims payments for all accounts payable and payroll disbursements.

NOTE: It is the district's responsibility to maintain adequate records to substantiate claims.

**Submit completed form to San Juan County Payroll Deputy by 10:00 A.M. on Tuesday morning.**

<b>Date of request:</b> 06/17/2025
<b>District name:</b> Port of Orcas
<b>Requestor name:</b> Kim Ihlenfeldt
<b>Requestor phone &amp; email address:</b> 360-298-4465 / finance@portoforcas.com
<b>Total amount:</b> \$2,520.68
<b>BARS code:</b> 6723 .00.589.40.00.0000
<b>Request type:</b> Accounts Payable EFT
<b>Description of claim(s):</b>  Accounts Payable - 6723 Airport Operations Fund
<b>Last four digits of bank account (EFT's ONLY):</b> *1093
<b>Warrant delivery:</b> EFT (Not Applicable) <span style="float: right;">▼</span>

Auditing Officer Certification:

*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.*

Auditing Officer or Commissioner Signature(s) for Approval of Claims:

<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Name and title Robert Hamilton</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">           Signature and date   6/17/2025  <small>DocuSigned by: 6F9CF742D9FE415...</small> </div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Name and title</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Signature and date</div>
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<b>6723 Port of Orcas Accounts Payable Summary 06/17/2025</b>		
<b>Vendor</b>	<b>Amount</b>	<b>Category</b>
EWUA	289.28	Water
Guardian Security	100.68	Security
Island Petroleum	241.05	Fuel
Office Cupboard	80.26	Janitorial Supplies
OPALCO	1224.72	Power
Orcas Towing	\$195.12	Professional services
Petty Cash	\$44.50	Various
San Juan Sanitation	\$185.07	Refuse
Starr Excavation	\$160.00	Sanican
<b>Total:</b>	<b>\$2,520.68</b>	

EWUA	
Total	Invoice #
\$ 90.18	10832.01
\$ 58.01	10833.01
\$ 90.39	10831.01
\$ 50.70	11222.01
<b>\$ 289.28</b>	

Petty Cash		
\$ 12.00	ORS	Trash - tire disposal
\$ 8.67	Ace Hardw	Building maint suppl
\$ 23.83	Amazon	Office supplies
<b>\$ 44.50</b>		

OPALCO	
Total	Inv
\$ 409.30	2493001
\$ 170.56	2493002
\$ 135.63	2493003
\$ 63.13	2493007
\$ 64.59	2493008
\$ 66.06	2493009
\$ 63.93	2493010
\$ 251.52	2493011
<b>\$ 1,224.72</b>	



**SAN JUAN COUNTY**  
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## JUNIOR TAXING DISTRICT CLAIMS PAYMENT REQUEST FORM

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NOTE: It is the district's responsibility to maintain adequate records to substantiate claims.

**Submit completed form to San Juan County Payroll Deputy by 10:00 A.M. on Tuesday morning.**

**Date of request:** 06/17/2025

**District name:** Port of Orcas

**Requestor name:** Kim Ihlenfeldt

**Requestor phone & email address:** 360-298-4465/ finance@portoforcas.com

**Total amount:** \$80,000.00

**BARS code:** 6727 .00.589.40.00.0000

**Request type:** Accounts Payable EFT

**Description of claim(s):**

AP - 6727

**Last four digits of bank account (EFT's ONLY):** \*1093

**Warrant delivery:** EFT (Not Applicable)

**Auditing Officer Certification:**

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**Auditing Officer or Commissioner Signature(s) for Approval of Claims:**

<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>Name and title</b> Robert Hamilton         </div> <div style="border: 1px solid black; padding: 5px;"> <b>Signature and date</b>  <div style="display: flex; justify-content: space-between;"> <span>6/17/2025</span> </div> </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>Name and title</b> </div> <div style="border: 1px solid black; padding: 5px;"> <b>Signature and date</b> </div>
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6727 Port of Orcas Accounts Payable Summary 06/17/2025		
Vendor	Amount	Category
Blacklight	\$21,000.00	EV
OPALCO	5532.96	EV
Precision Approach	\$53,467.04	AIP

**Total:** **\$80,000.00**



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

## **Manager's Report 6/23/2025**

1. Vierthaler Property – CSD discussion, work through the surplus process IAW RCW's
2. Pavement Rehab – Grant applications submitted, permitting and scheduling meetings held with PAE and Granite
3. PAPI – FAA “unit realigning” discussion continues with NV5, in review process,
4. Passport Payment parking system proposal to consider
5. Eastside Hangar Drainage – Discussions with individual hangar owners continue,
6. EV Charger project – 21 total installed, Port L3 installed
7. ORS Fly-In Aug 1-3
8. Westside Development – Tabled
9. Airport Neighbors – Contact continues
10. EAA Young Eagles – 23 flown

# Passport Labs, Inc.

## Solutions Proposal

**Port of Orcas Airport: 05/19/2025**

*Passport's pricing assumes the purchase of all listed products, services, and platform integrations. The pricing and proposal details below are based upon the project's scope as Passport understands it under a 3-year contract duration. Should the scope of the project change, Passport reserves the right to update its pricing accordingly.*

***This proposal is valid for up to 90 days from receipt.***

### Implementation Services

Product/Service	Cost
Project Implementation <i>Platform Setup, Project Management, and Training</i>	\$2,000

### Passport Parking for Mobile Payments

Product/Service	Paid by the Port	Paid by the Parker
Mobile Pay Transaction Fee	\$0.45	\$0.00
Mobile Pay Convenience Fee	\$0.00	\$0.45

### Passport Payment Services

*This applies to parking sessions, online citation payments, and permit sales*

Product/Service	Paid by the Port	Paid by the Parker
Merchant Processing	2.9% + \$0.25	\$0.00
Gateway	\$0.05	\$0.00

## Product/Service Overview:

### Implementation Services

Passport's detailed implementation process includes key milestones, deliverables, and the parties responsible for them as shown below:

Implementation Phases	Key Milestones	Parties Involved	Deliverables
Pre-Implementation			
Discovery	<ul style="list-style-type: none"> <li>Complete Scope of Work (SOW)</li> <li>Complete Solutions Design Workbook (SDW)</li> </ul>	<ul style="list-style-type: none"> <li>Client</li> <li>Solutions Engineer</li> <li>Sales</li> </ul>	<ul style="list-style-type: none"> <li>SOW</li> <li>SDW</li> </ul>
Implementation			
Configuration	<ul style="list-style-type: none"> <li>Kick-Off Meeting</li> <li>Review of solution</li> <li>Build-out of the Port's environment</li> <li>Creation of Customer Portal</li> <li>Import of legacy data*</li> </ul>	<ul style="list-style-type: none"> <li>Client</li> <li>Project Manager</li> <li>Implementation Consultant</li> <li>Client Success</li> </ul>	<ul style="list-style-type: none"> <li>Project Plan</li> <li>Customer Portal</li> <li>Merchant Processing Application*</li> </ul>
Marketing / Public Relations	<ul style="list-style-type: none"> <li>Review Marketing Package</li> <li>Development of Press Release</li> </ul>	<ul style="list-style-type: none"> <li>Client</li> <li>Project Manager</li> <li>Marketing / Design</li> </ul>	<ul style="list-style-type: none"> <li>Marketing Package</li> <li>Press Release*</li> </ul>
Testing / Training	<ul style="list-style-type: none"> <li>Testing of the Port's environment</li> <li>Training</li> </ul>	<ul style="list-style-type: none"> <li>Client</li> <li>Project Manager</li> <li>Implementation Consultant</li> </ul>	<ul style="list-style-type: none"> <li>How-to Guides</li> <li>Recorded training sessions</li> </ul>
Launch	<ul style="list-style-type: none"> <li>Signing of System Setup Approval Form</li> <li>Hand-off to Client Success &amp; Support Services</li> </ul>	<ul style="list-style-type: none"> <li>Client</li> <li>Project Manager</li> <li>Client Success</li> </ul>	<ul style="list-style-type: none"> <li>System Setup Approval Form</li> <li>Hand-Off meeting</li> </ul>
Post-Implementation			
Post-Launch	<ul style="list-style-type: none"> <li>Quarterly reviews to ensure Port satisfaction</li> <li>Ongoing change management reviews and updates</li> <li>New software release updates deployed to Port at no additional cost</li> </ul>	<ul style="list-style-type: none"> <li>Project Manager</li> <li>Client Success</li> </ul>	<ul style="list-style-type: none"> <li>Action plans</li> <li>Release notes</li> <li>Standard upgrades</li> </ul>

## **Passport Parking for Mobile Payments**

At its foundation, the Passport Parking mobile payments application allows a Port to accept digital payments for parking while customers experience a seamless digital parking transaction. The Port is provided with Passport's portal -- a robust back-end system for real-time parking management.

- Convenient and free extensions
- Minimize reliance on hardware
- Intuitive UI enables parking sessions in seconds, and features like Quick Park allow for repeat parking sessions in two clicks

## **Passport Payment Services**

Passport's platform comes integrated with payment services, Passport Payments, which eliminates the need for third-party gateways and processors. In choosing a Passport for Mobile Parking and payment needs, the Port will benefit from one partner for cohesion across its parking environment and end-to-end service connecting the Passport system to all the major card networks. Passport Payments also provides an online portal for program reporting, maintenance, and managing cardholder chargeback requests.

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SAN JUAN COUNTY

Fiscal Year: 2025

START DATE: 5/1/2025 END DATE: 5/31/2025

FUND: 6721.00 PORT OF ORCAS

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			671,991.27	
310	TAXES	29,878.40			
320	LICENSES AND PERMITS				
330	INTERGOVERNMENTAL REVENUE	51.03			
340	CHARGES FOR GOODS AND SERVICES				
360	MISCELLANEOUS REVENUES				
380	NONREVENUES				
390	OTHER FINANCING SOURCES				
	TOTAL RECEIPTS		29,929.43		
540	TRANSPORTATION				
580	NONEXPENDITURES	22,455.82			
590	DEBT SERVICE AND OTHER				
	TOTAL DISBURSEMENTS		22,455.82		
101	ENDING CASH BALANCE				679,464.88
					679,464.88
					0.00
241	PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
241	BONDS OUTSTANDING (ENDING BALANCE)			0.00	0.00
	NET CHANGE				
151	BEGINNING INVESTMENT BALANCE				0.00
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
151	ENDING INVESTMENT BALANCE				0.00

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SAN JUAN COUNTY

Fiscal Year: 2025

START DATE: 5/1/2025 END DATE: 5/31/2025

FUND: 6723.00 PORT OF ORCAS - AIRPORT OPERATIONS

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			152,872.70	
320	LICENSES AND PERMITS				
330	INTERGOVERNMENTAL REVENUE				
340	CHARGES FOR GOODS AND SERVICES				
360	MISCELLANEOUS REVENUES				
380	NONREVENUES	16,714.44			
390	OTHER FINANCING SOURCES				
	TOTAL RECEIPTS		16,714.44		
540	TRANSPORTATION				
580	NONEXPENDITURES	13,712.70			
590	DEBT SERVICE AND OTHER				
	TOTAL DISBURSEMENTS		13,712.70		
101	ENDING CASH BALANCE				155,874.44
					155,874.44
					0.00
241	PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
241	BONDS OUTSTANDING (ENDING BALANCE)			0.00	0.00
	NET CHANGE				
151	BEGINNING INVESTMENT BALANCE				895,000.00
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
151	ENDING INVESTMENT BALANCE				895,000.00

6/10/2025 9:57:58AM

SAN JUAN COUNTY

Fiscal Year: 2025

START DATE: 5/1/2025 END DATE: 5/31/2025

FUND: 6727.00 PORT OF ORCAS CAPITAL PROJECTS

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			129,885.35	
310	TAXES				
330	INTERGOVERNMENTAL REVENUE				
360	MISCELLANEOUS REVENUES				
380	NONREVENUES	88.23			
390	OTHER FINANCING SOURCES				
	TOTAL RECEIPTS		88.23		
580	NONEXPENDITURES				
590	DEBT SERVICE AND OTHER	126,499.45			
	TOTAL DISBURSEMENTS		126,499.45		
101	ENDING CASH BALANCE				3,474.13
					3,474.13
					0.00
241	PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
241	BONDS OUTSTANDING (ENDING BALANCE)			0.00	0.00
	NET CHANGE				
151	BEGINNING INVESTMENT BALANCE			25,000.00	
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
151	ENDING INVESTMENT BALANCE				25,000.00



## **HAUL ROUTE INTERLOCAL COOPERATION AGREEMENT BETWEEN EASTSOUND SEWER & WATER DISTRICT AND THE PORT OF ORCAS**

THIS Haul Route Interlocal Cooperation Agreement ("AGREEMENT") is made and entered into pursuant to RCW 39.34.080, by and between Eastsound Sewer & Water District ("DISTRICT") and The Port of Orcas ("PORT"), each of which are municipal corporations duly organized and existing under the State of Washington. DISTRICT and PORT may be individually referred to herein as a "Party" and may be collectively referred to herein as the "Parties."

**WHEREAS**, PORT owns, maintains, and repairs certain taxiways and roadways, including without limitation Schoen Lane (collectively, "Port Access Roads"), located at or adjacent to the Orcas Island Airport (the "Airport") as depicted on **Exhibit "A"** attached hereto;

**WHEREAS**, DISTRICT owns, maintains, and operates a water and sewer facility located at 143 Cessna Road, Eastsound, Washington, adjacent to the Airport;

**WHEREAS**, DISTRICT, from time to time, desires the use of Port Access Roads for hauling operations by heaving trucks operated by DISTRICT and/or DISTRICT's contractors, services providers, and agents ("District Vehicles");

**WHEREAS**, District Vehicle hauling operations may cause accelerated deterioration of Port Access Roads, thereby requiring repairs or improvements beyond routine repairs and maintenance, costing PORT additional maintenance expenses; and

**WHEREAS**, the Parties desire to enter into this AGREEMENT to memorialize their agreement concerning DISTRICT's obligations to PORT so that PORT may approve the use of Port Access Roads by District Vehicles without incurring any additional costs or liabilities arising out of District Vehicle Use of Port Access Roads.

**THEREFORE**, for and in consideration of the above recitals that are incorporated herein, and terms and conditions contained herein, the Parties mutually agree as follows:

### **1. PURPOSE**

The purpose of this AGREEMENT is to establish a cooperative framework for the coordination and execution of services related to the use of Port Access Roads by District Vehicles thereby ensuring safety and minimizing disruption to airport operations and ensuring that such use does not result in any additional cost or liability to PORT.

### **2. SCOPE OF RESPONSIBILITIES**

**2.1 Avoidance of Taxiways:** DISTRICT shall avoid the use of airport taxiways by District Vehicles without first obtaining the PORT's prior consent. Any PORT-approved use or crossing of taxiways by District Vehicles will be coordinated with PORT to ensure minimal interference with airport operations.

**2.2 Debris Management:** DISTRICT will ensure that anytime a District Vehicle, regardless of its size, uses or crosses a taxiway, there will be immediate inspection and clearance of any gravel, or foreign object debris ("FOD") left behind. A representative from DISTRICT will be available on-site to perform this task in coordination with PORT personnel. DISTRICT shall reimburse PORT for all costs PORT incurs for the inspection and clearance, including without limitation, PORT staff time and overhead ("Taxiway FOD Costs").

**2.3 Use of Schoen Lane:** District Vehicles are permitted to access and use Schoen Lane for the purpose of a haul route to transport wastes and materials to and from DISTRICT's wastewater treatment plant located at 143 Cessna Road, Eastsound, WA.

**2.4 Restoration of Schoen Lane:** DISTRICT understands and agrees that by virtue of District Vehicles' use of Port Access Roads beyond what is common or usual, DISTRICT assumes responsibility for all damage and additional maintenance costs of Port Access Roads resulting from its use of such Port Access Roads as a haul route. "Additional maintenance" means grading, reshaping, repair, and/or modification in excess of the same operations performed as routine maintenance by PORT. Any improvements to or widening of Port Access Roads necessitated by District Vehicles' operations shall be considered incidental to the hauling performed and shall be made at DISTRICT's sole cost and expense unless otherwise authorized by addendum in this AGREEMENT and shall remain in place or be removed at PORT's sole and exclusive discretion.

**2.5 Insurance.** DISTRICT and anyone operating District Vehicles on Port Access Roads shall maintain, during the life of this AGREEMENT commercial general liability insurance with limits of no less than Two Million Dollars (\$2,000,000) per occurrence for bodily injury and property damage, naming PORT, its elected officials, officers, employees, representatives, and agents as additional insureds by way of endorsement. Additionally, said Parties shall maintain auto liability insurance with a combined single limit of no less than One Million Dollars (\$1,000,000) for bodily injury and property damage, as well as workers' compensation insurance with statutory limits. The DISTRICT may satisfy its insurance obligations under this Section through participation in a state-approved risk management pool for water and sewer districts. In the alternative, either party to this agreement may fulfill the insurance obligations contained herein by maintaining membership in a joint self-insurance program authorized by RCW 48.62. In this regard, the parties understand that the party to this agreement who is a member of such a program is not able to name the other party as an "additional insured" under the liability coverage provided by the joint self-insurance program. Notwithstanding the foregoing self-insured retention provision, the DISTRICT shall immediately defend and indemnify the PORT from any claims associated with, resulting from, or arising from the uses authorized under this Agreement.

### **3. TERM**

This AGREEMENT shall remain in effect indefinitely until terminated by either Party pursuant to the terms herein.

### **4. COMPENSATION AND FINANCING**



**4.1 District Reimbursement of Port Costs:** During the period for which this AGREEMENT is in effect, DISTRICT shall reimburse the PORT for all costs of additional maintenance and repair necessitated by District Vehicles' use of Port Access Roads. Reimbursement of such additional maintenance and repair shall be limited to the actual cost to PORT of labor, including, without limitation, overhead, equipment, and materials plus fifteen percent (15%) for administration (collectively, the "Haul Route Costs"). DISTRICT shall make payment to PORT of Haul Route Costs upon receipt of detailed invoices supported by written documentation. DISTRICT shall pay the invoiced amount of Haul Route Costs to PORT within forty-five (45) days from the invoice date.

**4.2 Bond:** PORT may request but shall not require a bond from the DISTRICT, acknowledging that government agencies generally do not pose a collection risk. PORT may execute on the Bond in the event an invoiced amount of Taxiway FOD Costs or Haul Route Costs is not paid by the DISTRICT within forty-five (45) days of the date of the invoice.

**4.3 Disputes:** The Parties shall make good faith efforts to resolve any dispute arising from this AGREEMENT. In the event a dispute over DISTRICT's obligation to reimburse PORT for Taxiway FOD Costs or Haul Route Costs under this AGREEMENT cannot be resolved between the Parties, the dispute shall be submitted to an independent civil engineer registered in the State of Washington who is experienced in taxiway and road design, construction, and maintenance (the "Arbitrator") for resolution and determination. A Party's belief that a dispute should be submitted to the Arbitrator shall be transmitted to the other Party in writing with as much detail as possible. DISTRICT shall pay all total Taxiway FOD Costs and Haul Route Costs invoice amounts when payment is due under this AGREEMENT. Any disputed sums shall be held in escrow until the dispute is resolved.

The Arbitrator shall be selected by agreement of the Parties. If the Parties cannot agree on an Arbitrator within sixty (60) days of notice of an arbitrable dispute to the other Party, the Arbitrator shall be appointed by the PORT Commission. The findings of the Arbitrator shall be final and conclusive as to the Parties. Arbitration shall be completed within sixty (60) days of the selection of the Arbitrator. The costs of Arbitration, including attorney fees, shall be apportioned based on the principle that the substantially losing Party should pay the substantially prevailing Party's costs, including reasonable attorney fees as provided in Section 10.9.

The Parties acknowledge that disputes concerning public funds are often best resolved through the judicial system, ensuring transparency and accountability. Therefore, either Party may elect to resolve disputes in court instead of arbitration.

## **5. ADMINISTRATION**

The following individuals are designated as representatives of the respective Parties and are responsible for administration and coordination under this AGREEMENT:

**5.1 PORT'S Representatives:** The Port Manager or other designee(s).

**5.2 DISTRICT'S Representatives:** The General Manager or other designee(s).

## **6. MAINTENANCE AND INSPECTION OF RECORDS**

**6.1 Record Keeping:** The Parties shall each maintain books, records, and documents which sufficiently and properly reflect all work related to the performance of this AGREEMENT. These records shall be subject to inspection, review, or audit by the other Party or authorized governmental officials.

**6.2 Retention Period:** The Parties shall retain all relevant records for six (6) years after the expiration of this AGREEMENT, or in accordance with the Party's public records retention schedule, whichever period is longer.

## **7. TERMINATION**

**7.1 Notice of Termination.** Any Party may terminate this AGREEMENT upon thirty (30) days' written notice to the other Party.

**7.2 Survival.** All obligations of DISTRICT as provided for herein shall not cease upon termination of this AGREEMENT and shall continue as obligations until fully performed. All clauses of this AGREEMENT which require performance beyond the termination date shall survive the termination date of this AGREEMENT.

## **8. ASSUMPTION OF RISK AND INDEMNIFICATION**

**8.1 Assumption of Risk.** PORT has not made and does not herein make any representations as to the present or future conditions of the Port Access Roads or the character of the traffic on any of the Port Access Roads. DISTRICT assumes all risks of damage to property of or injury to DISTRICT or anyone acting under the authority granted to DISTRICT by this AGREEMENT.

**8.2 Release and Hold Harmless.** To the extent permitted by law, DISTRICT shall release, protect, defend, indemnify, and hold harmless PORT, its elected officials, officers, employees, representatives, and agents from and against any and all claims, costs, expenses, and liabilities for any damage including, but not limited to damage to PORT property and for any bodily or personal injury, including but not limited to wrongful death, arising from the acts or omissions of the DISTRICT or its agents in the performance of this AGREEMENT, except to the extent caused by the negligent acts or omissions or willful misconduct of PORT.

## **9. LIMITED WAIVER OF IMMUNITY UNDER TITLE 51**

FOR PURPOSES OF THE INDEMNIFICATION PROVISIONS IN THIS AGREEMENT, AND ONLY TO THE EXTENT OF CLAIMS AGAINST DISTRICT BY PORT UNDER SUCH INDEMNIFICATION PROVISION, DISTRICT SPECIFICALLY WAIVES ANY IMMUNITY IT MAY BE GRANTED UNDER THE WASHINGTON STATE INDUSTRIAL INSURANCE ACT, TITLE 51 RCW OR ANY OTHER SIMILAR WORKERS' COMPENSATION SCHEMES. THE INDEMNIFICATION OBLIGATION UNDER THIS AGREEMENT SHALL NOT BE LIMITED IN ANY WAY BY ANY LIMITATION ON THE AMOUNT OR TYPE OF DAMAGES, COMPENSATION, OR BENEFITS PAYABLE TO OR



FOR ANY THIRD PARTY UNDER WORKERS' COMPENSATION ACTS, DISABILITY BENEFIT ACTS, OR OTHER EMPLOYEE BENEFIT ACTS. THE FOREGOING PROVISION WAS SPECIFICALLY NEGOTIATED AND AGREED UPON BY THE PARTIES HERETO.

\_\_\_\_\_  
DISTRICT

\_\_\_\_\_  
PORT

## 10. MISCELLANEOUS

**10.1 No Partnership or Joint Venture:** This AGREEMENT does not create a partnership or joint venture between the Parties.

**10.2 No Third-Party Beneficiaries:** This AGREEMENT is not intended to create rights in any third parties.

**10.3 Compliance with Laws:** The Parties shall comply with all applicable laws in performing this AGREEMENT.

**10.4 Notices.** All notices and payments hereunder may be delivered or mailed. If delivered by messenger or courier (including overnight air courier), they shall be deemed delivered when received at the street addresses listed below. All notices and payments mailed, whether sent by regular post or by certified or registered mail, shall be deemed to have been given on the second business day following the date of mailing, if properly mailed to the mailing addresses provided below, and shall be conclusive evidence of the date of mailing. The Parties may designate new or additional addresses for mail or delivery by providing notice to the other Party as provided in this section.

**To PORT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To DISTRICT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**10.5. Waiver.** No failure by the Parties to insist upon the strict performance of any term or condition of this AGREEMENT or to exercise any right or remedy upon a breach thereof, shall constitute a waiver or breach of any other term or condition of this AGREEMENT.

**10.6. Severability.** In the event any term or condition in this AGREEMENT or application thereof to any person or circumstances is held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other term or condition hereof,

and the Parties will reasonably cooperate to modify this AGREEMENT to achieve the purposes set forth herein.

**10.7. Captions.** The captions of the paragraphs of this AGREEMENT are only to assist the Parties in reading and understanding this AGREEMENT and shall have no effect upon the construction or interpretation of any part thereof.

**10.8 Interpretation.** This AGREEMENT has been submitted to the scrutiny of the Parties and their counsel if desired. In any dispute between the Parties, the language of this AGREEMENT shall in all cases be construed as a whole according to its fair meaning and not for or against either Party. If any provision is found to be ambiguous, the language shall not be construed against either Party solely on the basis of which Party drafted the provision.

**10.9 Attorneys' Fees.** Should any dispute commence between the Parties concerning the rights and duties arising out of this AGREEMENT, the substantially prevailing party in such dispute, whether the dispute be resolved by litigation or other proceeding, shall be entitled, in addition to such other relief as may be granted to it, a reasonable sum as and for its costs and attorneys' fees.

**10.10 Assignment.** This AGREEMENT shall not be assigned by either Party without the prior written consent of the other Party, which consent is in the other Party's sole and exclusive discretion.

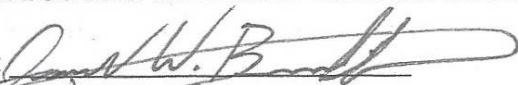
**10.11 Modifications.** No alteration, modification, amendment, or waiver of this AGREEMENT shall be valid unless it is in writing and signed by both the Parties.

**10.12 Counterparts.** This AGREEMENT may be signed in any number of counterparts, each of which shall be an original and all of which shall constitute one and the same AGREEMENT. Any Party hereto may execute and deliver this AGREEMENT by transmitting an authorized signature by email and copies of this AGREEMENT executed and delivered by means of emailed signatures shall have the same effect as copies executed and delivered with original signatures.

**10.13 Entire Agreement.** This AGREEMENT represents the entire agreement between the Parties concerning the subject matter and this AGREEMENT supersedes all of their previous understandings and agreements, written and oral, with respect to this AGREEMENT.

IN WITNESS WHEREOF, the Parties hereto have executed this AGREEMENT as of the last date written below.

**EASTSOUND SEWER & WATER DISTRICT**

By:   
Name: Jason W. Bradshaw  
Title: General Manager  
Date: 6/6/2025

**THE PORT OF ORCAS**

By: DP/ONG

Name: HALOOG

Title: Executive Director - Port of Orcas

Date: 3/6/25

Exhibit "A"

Figure Depicting Port Access Roads Subject to this AGREEMENT