

**PORT OF ORCAS**  
**Minutes of the Rescheduled Regular Meeting**  
**December 19<sup>th</sup>, 2018**

**Call to order and confirmation of a quorum**

The rescheduled meeting was called to order by Chair Ehrmantraut at 4:30 P.M. in the Airport Conference Room. The meeting was rescheduled from December 13<sup>th</sup> at 4:30 P.M. for lack of a quorum at that time. A quorum was present with commissioners Sawyer, Hopkins and Guss present. Attending were: Airport Manager Tony Simpson and five members of the public and press.

**Approval of Minutes**

Hopkins moved, Sawyer seconded approval of the Minutes of the Regular Meeting November 8th, 2018, and the motion was carried unanimously.

**Approval of Vouchers**

Hopkins moved, Guss seconded, approval of the November 2018 "B" General Fund Voucher in the amount of \$3,918.02, the November 2018 "B" Capital Fund Voucher in the amount of \$86,317.87, the December 2018 "A" General Fund Voucher in the amount of \$2,547.61, the December 2018 "A" Capital Fund Voucher in the amount of \$2,437.30, The November 2018 Payroll in the amount of \$10,386.23 for a total of \$105,607.23. The question was called and the motion was carried unanimously.

**Public Access Time**

The Chair opened Public access time for 10 minutes at 4:40 P.M. Three members of the public addressed the Port. Susan Malins made an extensive verbal request for public records. Chair Ehrmantraut asked her to submit them in written form and Ms. Malins indicated she would. The Chair closed public access time at approximately 4:59 P.M.

**Airport Manager's Report**

The Airport Manager's Report was limited to amending the finality and date of his resignation to February 24<sup>th</sup> from January 24<sup>th</sup>.

**Treasurer's Report**

The Airport Manager presented and reviewed the November 2018 Treasurer's Report.

**Unfinished Business**

1. The commission received the informal report of Chair Ehrmantraut and Commissioner Sawyer regarding Airport Manager Recruitment. Hopkins moved to advertise the position with the draft job description previously presented by the Airport Manager. Commissioner Sawyer seconded with a friendly amendment to redact the provision for compensatory time. Hopkins accepted the friendly amendment to his motion. The question was called and carried unanimously. Commissioner Sawyer indicated that Sam Gibboney, previously with San Juan County and the Port of Port Townsend and with experience in Wetlands might be available as an Interim Manager or for Program Management of the pending Wetland Mitigation. Sawyer moved, Guss seconded requesting Sam Gibboney submit a proposal to provide program management of the wetland mitigation effort. The question was called and carried 3-
2. The commissioners re-considered the draft Task Order 2 for WHPacific program management of the pending wetland mitigation. As noted above, Commissioner Sawyer will solicit a proposal from Sam Gibboney for program management services to execute the wetland mitigation. In addition, Commissioner Sawyer requested the Airport Manager investigate the possibility of revising the scope of work and/or seeking another Independent Fee Estimate.
3. Hopkins moved, Sawyer seconded approving the Draft Preferred Alternative Timeline and Roadmap as presented for DOWL to prepare report chapters. The question was called and carried unanimously.

**New Business**

1. Hopkins moved, Sawyer seconded approval of Resolution 12-19-2018C, Resolution Adopting Tariff#10, Vehicle Transit of Airport. The question was called and carried unanimously.
2. Sawyer moved, Hopkins seconded approval of Resolution 12-19-2018B, Wage Adjustment for James P. Reid, Facilities Manager. The question was called and carried unanimously.
3. Sawyer moved to approve Resolution 12-19-2018A, Salary Change for Anthony G. Simpson, Airport Manager at 3.55%. Hopkins offered a friendly amendment to adopt the proposal at 5% which was accepted by Sawyer with the redaction of language regarding compensatory time. The question was called for the language at 5% and compensatory time redacted and was carried unanimously. The signed resolution reflects the approved rate and redaction of language by pen and ink change.
4. The Airport Manager began discussion about Public Records Act compliance and potential policy updates to conform to changes to the RCW. The commissioners discussed outsourcing and software solutions to facilitate compliance. One possible software solution presented by Commissioner Sawyer was GovQA and the Airport Manager indicated his intent to investigate that solution.
5. Commissioner Guss discussed the attendance record of Commissioner Simpson and generally as it relates to informed and sound decision making of the commission. Commissioner Guss indicated his intent to discuss further with Commissioner Simpson.

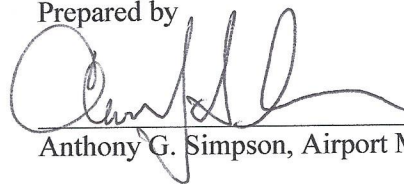
#### Next Meeting and Adjournment

The next Regular Meeting and was scheduled for January 10<sup>th</sup>, 2018 at 4:30 PM. The meeting was adjourned at 6:03 PM.



Steve Hopkins, Commissioner and Secretary

Prepared by



Anthony G. Simpson, Airport Manager