

PORT OF COUPEVILLE

Mailing address: PO Box 577, Coupeville, WA 98239

New Office at Greenbank Farm

765 Wonn Road, Greenbank

Telephone: (360) 222-3151, Fax: (360) 222-3484

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Coupeville Masonic Lodge 804 North Main, Coupeville, Washington 98239

Wednesday April 13, 2016 at 10 a.m.

AGENDA DRAFT

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. CHANGES TO AGENDA

4. PUBLIC COMMENT

If you wish to speak, regarding items on or not on the agenda,
please sign in and provide your name and address for the public record.

Each person has 3 minutes to comment – Secretary will signal at 2 min 30 sec.

5. CONSENT AGENDA

5.1 Approval of monthly financial statements for February 2016

5.2 Approval of current vouchers as presented (Yes...Katie Munoz)

5.3 Approval of minutes of March 9 and 23 meetings --- NOT WRITTEN AT THIS TIME

6. PRESENTATIONS --- None

7. EXECUTIVE DIRECTOR'S REPORT -- Forrest Rambo

- Port Administration and General Operations
 - Staffing, space, supporting logistics, supporting systems
- Coupeville Wharf/Marina Operations
 - Wharf display – Sound Water Stewards progress report
 - Fire suppression system (also under New Business)
- Greenbank Farm
 - Marketing and Events, Plan of Action – Kristi O'Donnell

(OVER)

8. UNFINISHED BUSINESS

- 8.1 Approve contract with Sound Water Stewards regarding wharf display
- 8.2 Approve policy for paying staff twice monthly, explore automatic deposit
- 8.3 Provide guidelines regarding Business Development, Marketing and Marketing Communications
- 8.4 Approve Policy and Procedure for acquisition and use of a Port credit card

9. NEW BUSINESS/COMMISSIONER DISCUSSION

Format: Presentation, Commission deliberation, public comment, action

- 9.1 Policy and Procedure for Accepting donations
- 9.2 Process for capital equipment acquisition and repair expenditures
- 9.3 Rural Economic Development “.09” funding for wharf fire suppression system
- 9.4 Organic Farm School departure from Greenbank Farm, lease termination items

10. PRESIDING OFFICER’S REPORT

11. COMMISSIONER COMMENTS/COMMITTEE REPORTS

12. EXECUTIVE SESSION (if required)

13. PUBLIC COMMENT

14. ADJOURN

Next regular meeting
Wednesday May 11, 2016 at 10 a.m.

Coupeville Masonic Lodge 804 North Main
Coupeville, Washington 98239

Posted to:

Port of Coupeville website – www.portofcoupeville.org
United States Post Office – Coupeville, Washington

Email: Editor, Whidbey Examiner – mhansen@whidbeynewsgroup.com
Town of Coupeville – clerktreasurer@townofcoupeville.org

