

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

SPECIAL MEETING OF THE BOARD OF COMMISSIONERS

Coupeville Masonic Lodge 804 North Main, Coupeville, Washington 98239

Thursday April 28, 2016 at 10 a.m.

AGENDA

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 March 2016

5.2 Approval of current vouchers as presented

5.3 Approval of minutes of March 9 and 23 meetings

6. PRESENTATIONS --- None

7. EXECUTIVE DIRECTOR'S REPORT -- Forrest Rambo

- Port Administration and General Operations
 - Admin Assistant position advertising
 - JDH, former OFS office spaces (three rooms) conversion to small food service
 - JDH, former OFS office (one room) expansion of POC office
 - Existing computer system status, needs and plans
 - SmartProcure public records disclosure request
 - Credit card related information, Elavon and WIB as issuer
- Coupeville Wharf/Marina Operations
 - Wharf display – Sound Water Stewards progress report
 - Fire suppression system (also under Unfinished Business)

(OVER)

Executive director's report, continued

- Greenbank Farm
 - Need for second public Port-a-Potty beginning May
 - Former tenant Elizabeth Polasek's reimbursement request
 - Marketing and Events, Plan of Action progress report – Kristi O'Donnell
 - Special Review District considerations for events

8. UNFINISHED BUSINESS

8.1. Rural Economic Development Funds Application
for wharf fire suppression system partial replacement

8.2 Guidelines regarding Business Development, Marketing and Marketing
Communications

9. NEW BUSINESS/COMMISSIONER DISCUSSION

Format: Presentation, Commission deliberation, public comment, action

9.1 Establishing matching fund for donations

9.2 Capital equipment needs and guidelines

9.3 Public recognition and appreciation for Greenbank Farm Management Group

9.4 Greenbank Farm, concept for Organic Farm Market

9.5 Regular meetings and cooperative projects with Port of South Whidbey

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