

# PORT OF COUPEVILLE

PO Box 128, Greenbank, WA 98253 // 765 Wonn Road, Greenbank  
Telephone: (360) 222-3151, Fax: (360) 222-3484

## REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Wednesday September 13<sup>th</sup>, 2017 at 10 AM  
765 Wonn Road, Suite E, Jim Davis House, Greenbank, WA

Per Port of Coupeville Resolution 224, the regular meeting of the Board of Commissioners will be preceded by a work session at 9:45 AM

### AGENDA

1. **WORK SESSION (9:45 – 10:00 AM):** Commission review of vouchers, payroll, and minutes.
2. **CALL TO ORDER and PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CHANGES TO AGENDA**
5. **COMMISSIONER ACTION:**
  - 5.1 Approval of minutes, payroll, and vouchers.
6. **PUBLIC COMMENT** - *This time is set aside for members of the public to speak to the Board regarding subjects of concern, interest, or items on the Agenda. The Board will take all information under advisement, but generally will not take any action unless it is emergent in nature. To ensure your comments are recorded, please state your name and city of residence. Please limit comments to 5 minutes. If you have any documents to present to the Board, please hand them to the Port Clerk prior to speaking.*
7. **FINANCIAL UPDATE**
  - 7.1 2018 Budget Progress Update
  - 7.2 Financial statement through July 2017
8. **EXECUTIVE DIRECTOR REPORT**
9. **OLD BUSINESS**
  - 9.1 Decision: Approve Resolution 237, Port of Coupeville Employee Handbook
  - 9.2 Decision: Comprehensive Plan Update
  - 9.3 Decision: Executive Assistant Recruitment Approval, Part-Time position, Job Description and Financial Commitment (Analysis)
    - 9.3.1 Decision: Approval Resolution 246 Executive Assistant Job Description

- 9.4 Decision: Alarm system Barn A replacement
- 9.5 Discussion: Insurance claim for fire support pumps
- 9.6 Discussion: Wharf roof progress
- 9.7 Discussion: FOGF Contract

## **10. NEW BUSINESS**

- 10.1 Discussion/Decision: Consideration of adoption of the 2018 Preliminary Budget
- 10.2 Discussion/Decision: Commissioner Board Commitment
- 10.3 Discussion/Decision: Erin Knight Department of L & I Claim
- 10.4 Discussion/Decision: Employee Reward/Bonus Program
- 10.5 Discussion/Decision: Raise to Brian Hutchins to \$15/hour immediately
- 10.6 Discussion/Decision:

## **11. PRESIDING OFFICER'S REPORT**

## **12. COMMITTEE REPORTS**

## **13. EXECUTIVE SESSION (If Needed)**

- 13.1 To discuss matters relating to litigation or potential litigation (RCW 42.30.110i)

## **14. ADJOURN**

**Next regular meeting: Wednesday, October 11th, 2017, 10 AM at the Masonic Lodge, 804 North Main Street, Coupeville WA.**

**Per Port of Coupeville Resolution 224 the meeting will be preceded by a work session at 9:45 AM.**

**Posted to: Port of Coupeville Web Page -- [www.portofcoupeville.org](http://www.portofcoupeville.org)  
United States Post Office – Coupeville, Washington  
Whidbey News Times – [mhansen@whidbeynewsgruop.com](mailto:mhansen@whidbeynewsgruop.com)  
Town of Coupeville – [clerktreasurer@townofcoupeville.org](mailto:clerktreasurer@townofcoupeville.org)**

**9.11.17/V2**