

# 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 August 9<sup>th</sup>, 2017 at 10 AM  
Masonic Lodge at 804 Main Street North, Coupeville, 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 June 2017
8. **EXECUTIVE DIRECTOR REPORT**
9. **OLD BUSINESS**
  - 9.1 Decision: Approve Resolution 237, Port of Coupeville Employee Handbook
  - 9.2 Decision: Approve Resolution 238, Job Description for Harbor Master
  - 9.3 Decision: Approve Resolution 239, Job Description for Facilities Maintenance Technician
  - 9.4 Decision: Approve Resolution 240, Job Description for Facilities Caretaker

- 9.5 Decision: Approve Resolution 241, Job Description for Administrative Assistant
- 9.6 Decision: Approve Resolution 242, Volunteer Release and Waiver of Liability Form
- 9.7 Discussion: Comprehensive Plan Update

## **10. NEW BUSINESS**

- 10.1 Discussion: Assistant Executive Director Part-Time position
- 10.2 Decision: Approve Resolution 243, Transfer Security Funds
- 10.3 Discussion: Alarm system Barn A failure
- 10.4 Discussion: Insurance claim for fire support pumps
- 10.5 Discussion/Decision: Resolution 244 amendment for moorage operations

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

## **12. COMMITTEE REPORTS**

## **13. EXECUTIVE SESSION**

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

## **14. ADJOURN**

**Next regular meeting: Wednesday, September 13th, 2017 at 10 AM at Barn A, Greenbank Farm, Greenbank WA 98253, 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@whidbeynewsgroup.com](mailto:mhansen@whidbeynewsgroup.com)  
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