

PORT OF COUPEVILLE

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REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Coupeville Masonic Lodge 804 North Main, Coupeville, Washington

Wednesday December 14th, 2016 at 10 a.m.

DRAFT AGENDA

1. **WORKSHOP (9:45 – 10:00 AM):** Commission review of vouchers and minutes.
2. **CALL TO ORDER and PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CHANGES TO AGENDA**
5. **COMMISSIONER ACTION: CONSENT AGENDA**
 - 5.1 Approval of minutes and December 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. **PRESENTATIONS**
 - 7.1 Completion of installation of security system at Greenbank Farm
8. **FINANCIAL UPDATE**
 - 8.1 October 2016 Financial Statement
9. **EXECUTIVE DIRECTOR'S REPORT**
10. **OLD BUSINESS**
 - 10.1 Resolution 226, seeking the Commission's approval to transfer funds from the general account to the bond account for the purpose of paying the installment due to Island County in December 2016.
 - 10.2 Construction, Repair, and Maintenance List for Greenbank Farm and Coupeville Wharf

11. NEW BUSINESS/COMMISSIONER DISCUSSION

- 11.1 Proposal: That the Port of Coupeville conduct a study of the "Visitor Experience" at Coupeville Wharf and Greenbank Farm.
- 11.2 Proposal: That the Port of Coupeville establish a Financial Plan for 2017 and beyond.
- 11.3 Proposal: That the Port of Coupeville conduct a business analysis for fuel sales at the Coupeville Wharf.
- 11.4 Proposal: That the Port of Coupeville update or replace its current Comprehensive Plan. The Executive Director will develop a Request for Proposal seeking a qualified consulting firm to prepare a new Port of Coupeville Comprehensive Scheme, in accordance with RCW 53.20.010, and a Strategic Plan.
- 11.5 Proposal: That the Commissioners review the existing Bylaws of the Port of Coupeville and submit recommended changes to the Executive Director for adoption as a resolution no later than the March 2017 regular meeting.
- 11.6 Proposal: That the Port of Coupeville adopt an updated resolution at the January 2017 regular meeting establishing policies governing the reimbursement and payment of travel and other business expenses incurred by Port Commissioners, officers and employees, per RCW 53.08.176.
- 11.7 Proposal: That the Board approve reimbursement of the Executive Director's travel and lodging expenses related to attending the October 2016 Washington Small Ports Seminar.
- 11.8 Proposal: That the Board approve the following recommended changes to the leases at Greenbank Farm:
- The elimination of verbiage regarding costs associated with maintenance of common areas, which will henceforth be considered to be part of the base rent.
 - To allow Lessees to establish their own business hours.
 - To establish a flat monthly rate for water and sewage of \$10 for the first 1000 square feet of leased space and \$5 for every 500 feet thereafter.
 - Where allowed by Island County, to permit Lessees to place signs along Lessor's entrance driveway, Wonn Road, North Bluff Road, and State Highway, subject to Lessor's prior written approval.
 - That for multi-year leases, adjustments to the base rent be limited to the percent change in the Consumer Price Index in the past twelve months for all items for all Urban Consumers in the Seattle-Tacoma-Bremerton area, which includes Island County.
- 11.9 Discussion: Combined Port of South Whidbey and Port of Coupeville application for Island County Rural County Economic Development Funds to hire a business recruitment specialist.
- 11.10 Discussion: Should the Port of Coupeville pursue a ballot initiative to increase Port levy in 2017?

10. PRESIDING OFFICER'S REPORT

11. COMMITTEE REPORTS

12. EXECUTIVE SESSION (if required)

13. ADJOURN

Next regular meeting
Wednesday, January 11, 2017 at 10 a.m.
Coupeville Masonic Lodge 804 North Main
Coupeville, Washington 98239

Posted to:

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