

PORT OF COUPEVILLE
PO BOX 577
COUPEVILLE, WA 98239

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS

May 11, 2016

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE: Meeting was called to order at 10:03 by Commission President Diamanti at the Coupeville Masonic Lodge, 804 North Main, Coupeville followed by the Pledge of Allegiance.

2. ROLL CALL: Commissioners Present: Mike Diamanti. John Mishasek, William Bell
Staff: Forrest Rambo, Executive Director;
Kristi O'Donnell, Events Coordinator
Damon Stadler, Facilities Maintenance Manager

Public Attending: See attached Sign in Sheet.

3. CHANGES TO AGENDA – None

4. PUBLIC COMMENT – None

5. CONSENT AGENDA

5.1 Monthly financial statements for March 2016 were presented by Katie Munoz of Jones Accounting Associates (JAA)

Action: A Motion was made, seconded, and passed unanimously to approve the Monthly Financials for March 2016.

5.2 Approval of current vouchers. Commissioners reviewed the vouchers presented.

- Vouchers were approved as presented, as follows;

Payroll of	\$10,313.67
Expenditures of	\$ 9, 916.24
Total	\$ 20,230.41

Action: Motion was made by Mike Diamanti, seconded by William Bell and passed unanimously to approve the current vouchers.

5.3 Minutes of the March 9, 2016 Port meeting

Action: A Motion was made by John Mishasek, seconded by Mike Diamanti and passed unanimously to approve the Minutes of the March 9, 2016 meeting.

6. PRESENTATIONS–Vicki Chambers, Executive Director of the Coupeville Historic Waterfront Association (CHWA), a participant in the national Main Street Program, involved with preservation of small town commercial districts via economic redevelopment. As a result of all their efforts, they are making a “bagful o’ pennies” donation of \$ 2,681.52. She asked that

this money be used specifically for repair and replacement of the public access steps leading to the beach adjacent to the wharf entryway.

7. EXECUTIVE DIRECTOR'S REPORT -- Rambo reported the following;

7.1 Port Administration and General Operations

- Staffing/Administrative Assistant ---- New Administrative Assistant, Orion Gudgell was introduced.
- Staffing/Greenbank Farm --- Rambo stated he wants to create a job description for a Groundskeeper and move current employee Tawn Winger into that spot. and another person will be hired to fill his Facilitieskeeper position. Rambo also said he wants to create a new part-time position of Janitor/Custodian to work weekends and assist with events work as needed.
- Jim Davis House spaces, POC office and community meeting room/kitchen -- Rambo said he is moving his office\ into is moving to the former Organic Farm School office space (one room), opening a space for the Events Coordinator to work on-site.
- Port credit card application is in process through Whidbey Island Bank and includes switching the Port's existing credit card processing service to Elevon, a less expensive option than our current processing service. The new account will also provide the capability to do payroll by automatic deposit.
- Existing computer system status, needs and plans.

7.2 Coupeville Wharf/Marina Operations

- Barbara Bennett of Sound Water Stewards (SWS) reported on progress of the new marine environment display in the foyer.

Action: Motion made, seconded and passed unanimously, stating that the Port will pay the labor cost for the additional electrical outlet in the amount of \$180.00.

- Fire Suppression System
- Memorandum of Understanding with Coupeville Maritime Heritage Foundation (CNHF) regarding schooner "SUVA".

Action: Upon motion made, seconded and passed unanimously, the Commissioners accepted the revised MOU for presentation to the CMHF for signature by their authorized representative.

7.3 Greenbank Farm

- April 25 burglary follow up

Action: Upon motion made, seconded and approved unanimously Commissioners agreed to the expenditure contingent on Commissioner Mishasek's favorable investigation of customer reviews on the products' performance.

- Second public Port-a-Potty.
- Marketing, Events and Barn A enhancements – O'Donnell

Action: Motion was made, seconded, and passed unanimously to expend \$751 for the described canvas curtain wall to separate the hallway from back service area of Barn A.

Recess: Commissioner Diamanti called for a brief recess at 12:25

Meeting resumed 12:31

- **Re-visit item 7.3 Burglary follow-up, additional actions**

- The estimated cost of an on-site security system from Whidbey Telecom for the JDH and Barn D is \$1,751.95.

Action – Motion made, seconded and passed unanimously authorizing Rambo to go forward with the purchase from Home Depot contingent on Mishasek’s research finding they are suitable to our needs at an acceptable price.

8. UNFINISHED BUSINESS

- 8.1 Donated logo disposition –

- Action: Motion made, seconded and passed unanimously to keep the current proposed logo and wording and re-visit this topic after 90 days of it being in general use.**

8.2 Greenbank Farm.com and website related items

8.3 Guidelines regarding Business Development, Marketing and Marketing Communications

8.4 Greenbank Farm Organic Market proposal

8.5 Capital equipment needs and guidelines

8.6 Establishing matching fund for donations, musician specific donation

8.7 Jim Davis House, prospective uses for vacated

9. NEW BUSINESS/COMMISSIONER DISCUSSION

Format: Presentation, Commission Deliberation, public comment, action

9.1 Proposed staff adjustments at Greenbank Farm, Rambo is proposing the following;

- Change one facilitieskeeper position to Groundskeeper
- Add janitor /custodian weekends only

10. PRESIDING OFFICERS REPORT – None other than already referenced in the meeting

11. COMMISSIONER COMMENTS/COMMITTEE REPORTS

12. EXECUTIVE SESSION-- None

13. PUBLIC COMMENT -- None

14. ADJOURN 1:51 p.m.

**Next regular meeting
Wednesday June 8, 2016 at 10 a.m.
at the Masonic Lodge
804 North Main, Coupeville WA**

The Board of Commissioners approved the foregoing Minutes on December 14th, 2016.

William Bell

John Mishasek

Michael Diamanti