

PORT OF COUPEVILLE
PO BOX 577
COUPEVILLE, WA 98239

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS

July 28, 2016

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE:

- The regular meeting was called to order at 10:00 a.m. by Commissioner Diamanti at the Coupeville Masonic Lodge, 804 North Main, Coupeville, Washington 98239 followed by the Pledge of Allegiance.

2. ROLE CALL: Commissioners Mike Diamanti, John Commissioner Mishasek, William Bell present

Staff Present: Forrest Rambo, Executive Director,
Damon Stadler, Facilities Maintenance Manager
Kristi O'Donnell, Events Coordinator
Orion Gudgell, Administrative Assistant
Katie Munoz, Accountant

Public Attending: See Sign in Sheet.

3. CHANGES TO AGENDA-No changes were made

4. PUBLIC COMMENT: None

5. CONSENT AGENDA

A. Approve financial statements for May 2016-Continue discussion from July 13, 2016 Meeting

Action: Motion made to approve Financial statements for May 2016; seconded and passed unanimously.

5.2 Approve current vouchers presented

A. Vouchers #07-28 through #07-46 for \$10,736.66

Action: Motion made to approve Financial statements for May 2016; seconded and passed unanimously.

5.3 Approve minutes of April 28, 2016

Action: Motion made to approve Minutes for April 28 as presented; seconded and passed unanimously.

5.4 Approve and sign letters thanking individuals and groups for donations.

A. Letters to Pam Torrance for donation of lights and Gloria Mickunas for the donation of her computer system.

Action: Action: Motion made to approve and sign letters thanking individuals and groups for donations to the Port of Coupeville’s (Greenbank Farm’s), “Buy a Chair” and “Musicians’ Fund”; seconded and passed unanimously.

6. Presentations

6.1 Coupeville Historic Waterfront Association (CWhA)-Vickie Chambers

- A. CWhA presented a model of Coupeville Wharf as a donation box for funds as part of the “Pennies for Preservations” campaign.

7. Executive Director’s Report

7.1 Port Administration and General Operations

- A. Telephone and computer systems update
- B. Request CPR/First Aid Training

7.2 Coupeville Wharf/Marina Operations

A. Buoys status

Rambo brought up the mooring sign (documentation provided in the packets) and how it confused boaters about the correct amount to pay. He also noted the new moorage envelopes being printed will explain the amount much more clearly to boaters.

7.3 Greenbank Farm

- A. There is a need of a part time Custodian/Janitor primarily at Greenbank Farm but could also include work at the Coupeville Wharf.
- B. Marketing and Events Update—Kristi O’Donnell

Commission called for a brief recess at 11:23; Meeting resumed at 11:33

8. Unfinished Business

8.1 2017 Budget Development

9. NEW BUSINESS/COMMISSIONER DISCUSSION

9.1. Financial Format of Budget

10. PRESIDING OFFICER’S REPORT

12. EXECUTIVE SESSION

12.1 Personnel Matters- The Executive Session started at 12:37 and ended at 12:43pm.

13. PUBLIC COMMENT

14. ADJOURN

The Meeting adjourned at 12:44pm.

Next regular meeting
Wednesday, August 10th, 2016, 10am
Coupeville Masonic Lodge 804 North Main
Coupeville, WA 98239

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

William Bell

John Mishasek

Michael Diamanti