

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 January 11th, 2017 at 10 a.m.

Barn A, 765 Wonn Road, Greenbank, Washington

Per Port of Coupeville Resolution 218 the regular meeting of the Board of Commissioners will be preceded by a work session at 9:45 AM

MINUTES

1. **WORK SESSION (9:45 – 10:00 AM):** Commission review of vouchers and minutes
2. **CALL TO ORDER and PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**-Commissioners: William Bell, John Mishasek and Bob Monroig present
Staff: Jan-Marc Jouas present
4. **CHANGES TO AGENDA**-None
5. **COMMISSIONER ACTION: CONSENT AGENDA**
 - 5.1 Approval of minutes and December vouchers.
Motion made to approve Consent Agenda and for the regular POC meeting minutes of November 9th, 2016 and December 14, 2016
 - Vouchers dated: 1-5-17 and 1-13-17
 - Vendor # vouchers 11-48 through 11-74: \$17,845.70
 - Payroll voucher \$14,491.27
6. **PUBLIC COMMENT** – Comments were given with regards to locations of the Port meetings, the timing and location of meetings and leases.
7. **PRESENTATIONS**
 - 7.1 **Native Plant Stewards:** Greenbank Farm Wetlands – Biological Control Release & Monitoring Status Report for 2016. Barbara Kolar and Mark Fessler of the Native Plant Stewards were unable to attend the POC meeting; ED presented a summary of their findings which are also available online on the POC website. Native Plant Stewards have a five-year contract with the Port which will continue through 2018.
8. **FINANCIAL UPDATE**
 - 8.1 November 2016 Financial Statement
The Port received copies of the Accounts Payable. The Port has not received a December Treasurer's Report, but the Accountant for Island County relayed that the Port has \$347,000 in its maintenance account.

Edwards and Associates continues to rectify the Port's 2016 expenses and payroll and should have monthly financial reports concluded prior to the next regular POC meeting. Edwards and O'Brien bookkeeping are tracking expenditures from 2017 and will be providing monthly cash flow reports. Once 2016 income and expenses are accurately determined the Port will start the supplemental budget process for 2017. The Port realigned and consolidated several billing cycles over the past month to minimize late payments and fees.

- The Port reviewed their telephone accounts and were able to reduce costs by consolidating services or eliminating lines.

- A draft resolution (#228) will be introduced at the meeting to establish rules and regulations with regards to credit card usage as required by RCW #43.09.2855. In addition to this, a policy with regards to employee spending limits will also be introduced. A Port process to update purchasing procedures is also in the works.

- The triannual audit of the Port by the State should be completed next week.

- The Port will schedule a special meeting with the auditor to discuss the results.

9. EXECUTIVE DIRECTOR'S REPORT

- At next month's meeting, the ED will present a request to advertise for a permanent Executive Director. (See new business)

- With regards to leases, the ED met with every GBF tenant. Most would prefer a multiyear lease, but are awaiting the outcome of this meeting or the establishment of a fair market cost for retail office and storage space. Several leases are ready for signature by the Board President. Neither the Municipal Research and Services Center (MRSC), Revised Code of Washington (RCW)-see RCW #53.08.080, nor the Open Public Meetings Act (OPMA) or state law require execution of leases at public meetings. Terms of renewal of leases need to be discussed in a public meeting, however, there is no RCW, OPMA, or case law requirement to execute leases in a public meeting. The establishment of a fair market value will be discussed later in New Business.

- The cost to repair Coupeville Wharf stairwell will be between anywhere from \$5-7,500. The concrete pad, understructure and pier repairs will be approximately \$40,000 due to engineering costs. The cost of the white picket fences is \$1,000. The pilings project will be more complicated and lengthy than originally thought. ED recommended that the Port hire a consulting or engineering firm to work on the project.

- Moorage rates at the Wharf should be consistent with other ports in the Puget Sound; the ED and Harbormaster will come up with a fair and equitable rate.

- The Port will not sell the hoop houses to the Organic Farm School in lieu of a future tenant using them at Greenbank Farm.

- The Port has been reaching out to the P-Patch Farmers to determine if they would like to renew their leases for the coming year.

- The cost to repair the corrugated farm on Barn A will run between \$4-5,000. The item will come back up in February's regular Port meeting.

- The ED and Administrative Assistant attended the Friends of Greenbank Farm meeting on January 3rd, 2017, which they felt was very productive all around.

- The BMI bill was paid for 2016 by the Port, in light of the music events held at Greenbank Farm in 2016. In the future, the goal is to have sponsors be responsible for paying the BMI and ASCAP fees for the year.
- The Port renewed its membership with MRSC rosters.
- The Port will continue to improve their website and Facebook Page this month.
- The Harbormaster report was given for the month of December.

Facilities Report:

- At the Wharf, the piping replacement is complete and the compressor is in and working. Damon and Brian could cover the \$5,000, for an in-house repair of the stairs to the water; \$7,500 would be the cost for an outside contractor. The Port needs to submit for separate bids on the repair of the pier. A new life ring is now in place at the pier. The annual Fuel System inspection is complete and ready for the Department of Energy inspection. A thorough pressure washing of the causeway and roof is needed.
- Greenbank Farm. Security is now in place and online, but needs reconfiguring to work at peak efficiency.

10. OLD BUSINESS

10.1 Approve: Resolution 227 establishing the rules and regulations governing the reimbursement and payment of travel and other business expenses.

Action: Motion made to approve the revised resolution #227 for adoption (replacing resolution #129). This is a required action per RCW 5308.175 and 176. Motion passed unanimously.

10.2 Approve: Draft Interlocal Agreement between the Port and Island County for Rural County Economic Development Funding in the amount of \$25,000, to be used for the Port's Coupeville Wharf Building Fire Suppression Components Replacement Project.

Action: Motion made to put in place the Interlocal Agreement between the Port and Island County rural replacement project for \$25,000 to cover the Fire Suppression System Funds. Motion passed unanimously.

10.3 Discussion: Updates to Bylaws of the Commission of the Port District of Coupeville. Discussion was held. Discussion included a suggestion that the regular meeting of the Board alternate between Coupeville and Greenbank Farm. The Commissioners concurred.

10.4 Discussion/Decision: Request for Qualifications for Consultant Services for Preparation of Port Comprehensive Scheme and Strategic Plan.

Action: Motion made to approve draft Request for Qualifications for Consultant Services in preparation of the Port Comprehensive Scheme and Strategic Plan. Motion passed unanimously.

10.5 Discussion/Decision: Establish a fair market cost for rental space (retail, office, storage) at Greenbank Farm and the Coupeville Wharf. This agenda item was open to public comment.

Action: Motion was made to establish a fair market cost for rental space (retail, office, storage) at Greenbank Farm and the Coupeville Wharf.

Action: Motion was made to amend the prior Motion made to establish a fair market value of leases to find an appraiser to establish the fair market value of leasing spaces at the Coupeville Wharf and Greenbank Farm.

Action: Motion was made to table the initial motion and the amended motion.

Action: Motion was made to withdraw initial motion and amended motion. Move to withdraw initial motion and amended motion passed.

Action: Motion was made to hire an independent appraiser to determine fair market value for rent at the Greenbank Farm and Coupeville Wharf. Motion passed unanimously.

Action: Motion was made that the Port continue with 2016 leases until the results of the independent appraisal are presented to the Port of Coupeville. Motion passed unanimously.

10.6 Discussion/Decision: Reverting employee pay to a monthly basis to provide better visibility and approval of payroll to the Board of Commissioners.

Action: Motion was made to revert the employees pay schedule back to a monthly basis to provide better visibility and approval of payroll by the board of commissioners. Motion passed unanimously.

11. NEW BUSINESS

11.1 Discussion: Environmental Impact statement for the EA-18G Growler Airfield Operations at NAS Whidbey Island Complex. The Board decided to send a letter to the Navy expressing support for their mission and the Sailors at NAS Whidbey, and expressing support for Scenario C in the EIS (80% of training to take place at Ault Field, 20% at OLF).

11.2 Proposal: Introduction of a draft resolution establishing a credit card policy for the Port of Coupeville and a draft Port policy establishing the spending limits for officers and the staff.

- Draft Resolution #228 rescinds earlier Credit Card Resolution #216. This draft will be available for viewing online.

- A Draft policy was presented to establish the spending authority for officers and the staff.

11.3 Discussion: Salary for next permanent Executive Director. The Board unanimously approved an annual salary of \$60,000 for the next permanent executive director.

11.4 Decision: Election of Board President, Vice-President, and Secretary for the year 2017.

Action: A motion was made to call for the election of Board President and Secretary for 2017. After discussion and a runoff between John Mishasek and Bob Monroig for President the final Port Commission vote elected John Mishasek as President, William Bell as Vice President and Bob Monroig as Secretary. The Motion was passed unanimously.

11.5 Decision: Designating Port of Coupeville representatives to Island County Council of Governments, Island Regional Transportation Planning Organization, and Island County Economic Development Council.

Action: A motion was made to designate Port of Coupeville representatives to Island County Council of Governments, Island Regional Transportation Planning Organization, and Island County Economic Development Council (EDC). John Mishasek was selected to be the representative to Island County Council of Governments; Bob Monroig was selected to be the representative to the Island Regional Transportation Planning Organization and William

Bell was selected to be the representative to the Island County Economic Development Council. The motion passed unanimously.

12. PRESIDING OFFICER'S REPORT

12.1 Through the combined efforts of the Port of South Whidbey, the Port of Coupeville; Tim Callison, the Mayor of Langley, and Island County Commissioner, Helen Price-Johnson, an application was submitted for Island County Rural County Economic Development Funds to hire a business recruitment specialist for three years.

11. COMMITTEE REPORTS: There is an upcoming Planning Committee Meeting for the EDC.

12. EXECUTIVE SESSION (if required)-None was held.

13. ADJOURN-1:47pm

The Board of Commissioners approved the foregoing Minutes on February 8th, 2017

Next regular meeting: Wednesday, February 8th, 2017 at 10 a.m. at the Coupeville Masonic Lodge, 804 North Main, Coupeville, Washington 98239

**Posted to: Port of Coupeville Web Page -- www.portofcoupeville.org
United States Post Office – Coupeville, Washington
Email: Editor, Whidbey Examiner – mhansen@whidbeynewsgroup.com
Town of Coupeville – clerktreasurer@townofcoupeville.org**