

PORT OF COUPEVILLE

Mailing address: PO Box 577, Coupeville, WA 98239

New Office at Greenbank Farm

765 Wonn Road, Greenbank

Telephone: (360) 222-3151, Fax: (360) 222-3484

SPECIAL MEETING OF THE BOARD OF COMMISSIONERS

NOTE SPECIAL ADDRESS FOR MEETING

Port of Coupeville Office, 765 Wonn Rd., Greenbank, Washington 98253

Tuesday, October 18, 2016 at 10 a.m.

MINUTES

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

2. ROLL CALL-Commissioners: William Bell and John Mishasek present

Staff present: Damon Stadler, Facilities Maintenance

Orion Gudgell, Administrative Assistant

3. CHANGES TO AGENDA-None

4. PUBLIC COMMENT-Discussion was held

5. CONSENT AGENDA—None

6. PRESENTATIONS – None

7. EXECUTIVE DIRECTOR’S REPORT – None

7.1 Office Report

- Weavers Guild
- Website/Online Training-Kathy Lull

7.2 Coupeville Wharf/Marina Operations

- Storm Damage; repairs

7.3 Greenbank Farm

- Weavers Guild event, Nov 2-5

8. UNFINISHED BUSINESS

8.1 Advertising for new bookkeeper, Exec. Director, and Commissioner for District 3

8.2 New Coupeville Wharf Leases/MOU

Motion made and seconded and passed to adjust the fans/flues in the Cove Café (the old Kim’s Café) space in either November or December for proper air flow and heat circulation.

Motion made, seconded and passed to put in a \$1,000 cap on leasehold improvements only for Cove Cafe.

Motion made, seconded and passed to approve the lease for the Cove Café (Michelle Lynn and Jerry as owners and approve the letter of agreement that identifies the two months for which they will pay utilities for the space.

8.3 Loganberry Festival—Profit/Loss

9. NEW BUSINESS/COMMISSIONER DISCUSSION

9.1 Jan-Marc Jouas acting Exec. Director agreement.

Motion made, seconded and passed to enter into an agreement, subject to an attorney providing a final Independent Contractor Agreement for the Active Executive Director position include the maximum compensation of \$6,000.00 a month, mileage expense reimbursable, educational expenses specific to a small Ports meeting (per IRS rules) a \$40 a month allowance for cell phone use.

10. EXECUTIVE SESSION

11. PUBLIC COMMENT-Discussion was held

12. ADJOURN—11:01am

**Next regular meeting
Wednesday, November 9, 2016 at 10 a.m.
Coupeville Masonic Lodge 804 North Main
Coupeville, Washington 98239**

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

William Bell

John Mishasek