

# PORT OF COUPEVILLE

Mailing address: PO Box 577, Coupeville, WA 98239

New Office at Greenbank Farm

765 Wonn Road, Greenbank

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## **SPECIAL MEETING OF THE BOARD OF COMMISSIONERS**

### **NOTE SPECIAL ADDRESS FOR MEETING**

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

**Thursday, Oct. 27, 2016 at 10am**

## **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** – *This is time set aside for members of the public to speak to the Board regarding subjects of concern or 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 address. 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.*

### **5. CONSENT AGENDA-N/A**

### **6. PRESENTATIONS** – None scheduled

### **7. EXECUTIVE DIRECTOR'S REPORT** – No ED, but office report

#### 7.1 Office Report

#### 7.2 Coupeville Wharf/Marina Operations

#### 7.3 Greenbank Farm

##### A. Events

- Weavers Guild, Barn A, Nov. 2-5

### **8. OLD BUSINESS**

#### **8.1 Accounting Services**

**A Motion was made, seconded and passed for the Port of Coupeville to enter into an Agreement with Edwards and Associates, Certified Public Accountants for the purposes of providing accounting and auditing services to the Port to include compilations of the Port's financial transactions, monthly, quarterly and annual financial statements as requested, and representation during the Port's triannual financial audit and other services as requested.**

**A Motion was made, seconded and passed that the Port of Coupeville enter into an agreement with O'Brien Bookkeeping, Inc. for the purpose of providing bookkeeping services to the Port to include the documentation of accounts payable, accounts receivable, annual W-2, 1099 preparation, invoice reconciliation, voucher preparation, financial budgeting forecasts, payroll processing and payroll tax preparation.**

**A Motion was made to amend the aforementioned Motion that a resolution will be stated to appoint Chuck Edwards as auditing officer and Donna Hilty as deputy auditing officer, which will be addressed at the Regular Port of Coupeville Meeting on November 9, 2016. The Motion was seconded and passed.**

8.3 Finalize Leases of Coupeville Wharf tenants

8.3 Tax Levy Resolution

- Will be brought up on the regular meeting of Nov. 9<sup>th</sup>.

**9. NEW BUSINESS**

9.1 Repeal of Resolution 208

**A Motion was made that resolution #208 be rescinded and #220 will serve in its place with regards to public comment.**

**10. PRESIDING OFFICER'S REPORT**

**11. COMMISSIONER COMMENTS/COMMITTEE REPORTS**

**12. EXECUTIVE SESSION**

**13. ADJOURN-11:15a.m.**

**Next regular meeting**  
**Wednesday, Nov. 9<sup>th</sup>, 2016 at 10am**  
**Coupeville Masonic Lodge 804 North Main**  
**Coupeville, Washington 98239**

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

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William Bell

John Mishasek

Posted to:

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