

# PORT OF COUPEVILLE

Mailing address: 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

Coupeville Masonic Lodge 804 North Main, Coupeville, Washington

**Wednesday December 14th, 2016 at 10 a.m.**

### MINUTES

1. **WORKSHOP (9:45 – 10:00 AM):** Commission review of vouchers and minutes.
2. **CALL TO ORDER and PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:** Commissioners Mike Diamanti, John Mishasek, William Bell present  
Staff Present: Jan-Marc Jouas, Orion Gudgell, Damon Stadler
4. **CHANGES TO AGENDA –** Whale bell update added to section 7.
5. **COMMISSIONER ACTION: CONSENT AGENDA - None**
  - 5.1 Approval of minutes and December vouchers.  
  
**Action:** Motion made to approve November Vouchers passed unanimously  
**Action:** Motion to approve Prior Minutes approved unanimously (edited for the purpose of turning into Action Minutes) for 2016: May 11, June 23, July 13 and 28, August 10 and 25, September 14 and 29, October 12, 18 and 27.
6. **PUBLIC COMMENT -** *This time is set aside for members of the public to speak to the Board regarding subjects of concern, 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 city of residence. 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.*
7. **PRESENTATIONS**
  - 7.1 Completion of installation of security system at Greenbank Farm
  - 7.2 Whale bell update
8. **FINANCIAL UPDATE**

## 8.1 October 2016 Financial Statement

### 9. EXECUTIVE DIRECTOR'S REPORT (attached)

### 10. OLD BUSINESS

10.1 Resolution 226, seeking the Commission's approval to transfer funds from the general account to the bond account for the purpose of paying the installment due to Island County in December 2016.

**Action:** Motion was made to approve Resolution #226 and passed unanimously.

10.2 Construction, Repair, and Maintenance List for Greenbank Farm and Coupeville Wharf

### 11. NEW BUSINESS/COMMISSIONER DISCUSSION

11.1 Proposal: That the Port of Coupeville conduct a study of the "Visitor Experience" at Coupeville Wharf and Greenbank Farm.

Due for completion 3/31/2017, this study would review all aspects of the visitor experience. Including hwy signage, on-site information signage, printed material regarding history, what to do and see, and more.

11.2 Proposal: That the Port of Coupeville establish a Financial Plan for 2017 and beyond.

This plan would identify elements for the development of the Port's Comprehensive Scheme, a plan for Wharf/Farm construction and investment opportunities, and development objectives that include deadlines, finance opportunities/alternatives, and identification of community partnerships necessary for project(s) success. Anticipated completion 31 March 2017.

11.3 Proposal: That the Port of Coupeville conduct a business analysis for fuel sales at the Coupeville Wharf.

An analysis of true costs, income, profit, and recommendations for future operations, including: can fuel sales be a stand-alone business opportunity; can operational costs can be reduced to improve cost efficiency; and determining the market value of the enterprise.

11.4 Proposal: That the Port of Coupeville update or replace its current Comprehensive Plan. The Executive Director will develop a Request for Proposal seeking a qualified consulting firm to prepare a new Port of Coupeville Comprehensive Scheme, in accordance with RCW 53.20.010, and a Strategic Plan.

**Action:** Motion was made to update Comprehensive Scheme and Comp. Plan through a qualified consulting firm to prepare a new Comprehensive Scheme and Comp. Plan. Motion passed unanimously

11.5 Proposal: That the Commissioners review the existing Bylaws of the Port of Coupeville and submit recommended changes to the Executive Director for adoption as a resolution no later than the March 2017 regular meeting.

**Action:** Motion was made to review the existing Bylaws of the Port of Coupeville and submit changes to the Exec. Director no later than the March 2017 regular meeting. Motion passed unanimously.

11.6 Proposal: That the Port of Coupeville adopt an updated resolution at the January 2017 regular meeting establishing policies governing the reimbursement and payment of travel and other business expenses incurred by Port Commissioners, officers and employees, per RCW 53.08.176. Motion passed unanimously.

**Action:** Motion was made to adopt an updated resolution at the January 2017 regular meeting establishing policies governing the reimbursement and payment of travel and other business expenses incurred by Port Commissioners, officers and employees, per RCW 53.08.176. Motion passed unanimously.

11.7 Proposal: That the Board approve reimbursement of the Executive Director's travel and lodging expenses related to attending the October 2016 Washington Small Ports Seminar. Motion passed unanimously.

**Action:** Motion was made That the Board approve reimbursement of the Executive Director's travel and lodging expenses related to attending the October 2016 Washington Small Ports Seminar. Motion passed unanimously.

11.8 Proposal: That the Board approve the following recommended changes to the leases at Greenbank Farm:

- The elimination of verbiage regarding costs associated with maintenance of common areas, which will henceforth be considered to be part of the base rent.
- To allow Lessees to establish their own business hours.
- To establish a flat monthly rate for water and sewage of \$10 for the first 1000 square feet of leased space and \$5 for every 500 feet thereafter.
- Where allowed by Island County, to permit Lessees to place signs along Lessor's entrance driveway, Wonn Road, North Bluff Road, and State Highway, subject to Lessor's prior written approval.
- That leases for the 2017 year be one year leases with multiyear lease options available from 2018 onward. For the tenants that arrange multiyear leases in the future, there will be no Consumer Price Index increase for the duration of their lease.

The board approved items 1-4; item 5 was disapproved. Leases for 2017 will be single-year and reflect the 4% increase previously approved by the Commission. The commissioners will discuss setting a standard price per square foot for leased space at Greenbank Farm at a future regular meeting.

11.9 Discussion: Combined Port of South Whidbey and Port of Coupeville application for Island County Rural County Economic Development Funds to hire a business recruitment specialist.

The Port of Coupeville will partner with the Port of South Whidbey as regards their application for .09 Rural County Economic Development Funds. (RCEDF)

11.10 Discussion: Should the Port of Coupeville pursue a ballot initiative to increase Port levy in 2017?

The deadline for filing an Island County ballot initiative to increase the Port's tax levy is March 1, 2017. Within this timeframe determine the costs, risks, and reasons why a tax increase will support community economic development. (Resolution 146, dated July 8/2008)

**10. PRESIDING OFFICER'S REPORT** -none

11. COMMITTEE REPORTS -none
12. EXECUTIVE SESSION (if required) -none
13. ADJOURN -1:18pm

The Board of Commissioners approved the foregoing Minutes on January 11th, 2017

**Next regular meeting**  
**Wednesday, January 11, 2017 at 10 a.m.**  
**Coupeville Masonic Lodge 804 North Main**  
**Coupeville, Washington 98239**

**Posted to:**

**Port of Coupeville Web Page -- [www.portofcoupeville.org](http://www.portofcoupeville.org)**

**United States Post Office – Coupeville, Washington**

**Email: Editor, Whidbey Examiner – [mhansen@whidbeynewsgroup.com](mailto:mhansen@whidbeynewsgroup.com)**

**Town of Coupeville – [clerktreasurer@townofcoupeville.org](mailto:clerktreasurer@townofcoupeville.org)**