

PORT OF COUPEVILLE

PO Box 577, 24 Front Street, Coupeville, WA 98239
New Office at Greenbank Farm
Telephone: (360) 222-3151, Fax: (360) 222-3484

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Coupeville Masonic Lodge 804 North Main, Coupeville, Washington 98239

Wednesday March 9, 2016 at 10 a.m.

AGENDA DRAFT

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. CHANGES TO AGENDA

4. PUBLIC COMMENT

If you wish to speak, regarding items on or not on the agenda,
please sign in and provide your name and address for the public record.

Each person has 3 minutes to comment – Secretary will signal at 2 min 30 sec.

5. CONSENT AGENDA

5.1 Approval of monthly financial statements for January 2016

5.2 Approval of current vouchers as presented

5.3 Approval of minutes of February 10, 2016 Regular Meeting

6. PRESENTATIONS --- Barbara Bennett, Sound Water Stewards wharf display

7. EXECUTIVE DIRECTOR'S REPORT -- Forrest Rambo

- Port Administration and General Operations
 - Staffing, space, supporting logistics, supporting systems
 - Required State reports, completed and outstanding
- Coupeville Wharf/Marina Operations
 - Kim's Café heating
 - Proposal from Penn Cove Sailing
- Greenbank Farm
 - Deferred facilities maintenance issues
 - Volunteers and committees, tenant feedback
 - Event/marketing issues, introduce Kristi O'Donnell, Event Coordinator

(OVER)

8. UNFINISHED BUSINESS

- Proposal from Coupeville Maritime Heritage Foundation – SUVA operations

9. NEW BUSINESS/COMMISSIONER DISCUSSION

Format: Presentation, Commission deliberation, public comment, action

- 9.1 Approve Resolution #210 amending Resolution #129 regarding Port issued Credit Card
- 9.2 Approve Resolution #211 appointing Auditing Officer and Deputy Auditing Officer
- 9.3 Approve Resolution #212 appointing a Claims Agent
- 9.4 Commissioner Mishasek's items (see attachment)

10. PRESIDING OFFICER'S REPORT

11. COMMISSIONER COMMENTS/COMMITTEE REPORTS

12. EXECUTIVE SESSION (if required)

13. PUBLIC COMMENT

14. ADJOURN

Next regular meeting
Wednesday April 13, 2016 at 10 a.m.

Coupeville Masonic Lodge 804 North Main
Coupeville, Washington 98239

Posted to:

Port of Coupeville website – www.portofcoupeville.org

United States Post Office – Coupeville, Washington

Email: Editor, Whidbey Examiner – mhansen@whidbeynewsgroup.com

Town of Coupeville – clerktreasurer@townofcoupeville.org

**Attachment to Agenda Draft for
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
Wednesday 9 March 2016
Submitted by Commissioner John Mishasek**

1. Conduct annual election of Officers
2. Select Officer to be claims agent
3. Appoint Public Records Officer for Port
4. Appoint Auditing Officer and Alternate Auditing Officer
5. Review requirement for/use of Reimbursement Form
6. Update mileage reimbursement form requirements
7. Initiate Port Policy and Procedure Manual development
8. ED Report: re uncompleted greenbankfarm.com website/cost over run
9. Need for written communication with event organizers confirming 2016 dates
10. Review copy of published port meeting dates, time and location for 2016
11. Status of event agreement and rates for use with event organizers, set deadlines
12. Review timeframe for removing wood burning stove at Kim's café & ELNHR approval process
13. Update CR&M Plan for 2016
14. Review grant application status for March submission of Rural Development Fund
15. Review and establish POC process recording meetings and drafting minutes
16. Review and approve new employees, and all employees' compensation and job descriptions
17. Review delays in posting minutes and other updates and error corrections for Port website
18. Review that "Changes to Agenda" mean only order, not addition of routine items
19. Review committee assignments and establish representation only for approved outside entities
20. Review process for ED to contact port attorney at direction of Port President
21. Review need for Port credit card that requires Resolution #129 to be amended
22. Review any new accounting firm agreement including rates, cancellation terms, start date, changes, etc.
23. Review Bylaws VI (a) that Standing Committees are established by Resolution, not consensus or motion
24. Per Bylaws need to have Board delegate duties of Board Secretary to ED
25. Review #13 of ED's Delegated Administrative Powers and Duties re processes to review/revise website
26. Set up Special Meeting schedule to develop Port's Business Plan with target goals and measurable results
27. Review Port office procedures for maintaining files re written/verbal contact w persons/organizations
28. Status of Whidbey Camano Land Trust lease and inclusion of space 202.
29. Need verification of title transfer of Barn C to Port 10 years following certificate of occupancy.

Executive session (staffing issues, 90 day review)

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