

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

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Coupeville Masonic Lodge 804 North Main, Coupeville, Washington 98239

Wednesday May 11, 2016 at 10 a.m.

AGENDA

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 Approve monthly financial statements for March 2016

5.2 Approve current vouchers as presented

5.3 Approve minutes of March 9 regular meeting

6. PRESENTATIONS

Vickie Chambers, Coupeville Historic Waterfront Association updates

7. EXECUTIVE DIRECTOR'S REPORT -- Forrest Rambo

7.1 Port Administration and General Operations

- Financial reports
- Staffing; Admin Assistant, Facilitieskeeper, Greenbank Farm staff adjustments
 - (also under new business)
- Jim Davis House spaces, POC office and community meeting room/kitchen
- Office computer system and telephone system update
- Port credit card processor and issuer update

(OVER)

Executive director's report, continued

7.2 Coupeville Wharf/Marina Operations

- Wharf display – Sound Water Stewards progress report
- “SUVA” Memorandum of Understanding draft

7.3 Greenbank Farm

- Burglary follow up
- Second Portable Toilet
- Marketing, Events AND Barn A enhancements – Kristi O'Donnell

8. UNFINISHED BUSINESS (Second, Third or more touch)

8.1 Donated logo disposition

8.2 Greenbank Farm .com and website related items

8.3 Guidelines regarding Business Development, Marketing and Marketing Communications

8.4 Greenbank Farm Organic Farm Market proposal

8.5 Capital equipment needs and guidelines

8.6 Establishing matching fund for donations, musician specific donation

8.7 JDH, prospective uses for vacated space to enhance visitor experience

8.8 Fire suppression system (also under Unfinished Business)

9. NEW BUSINESS/COMMISSIONER DISCUSSION

Format: Presentation, Commission deliberation, public comment, action

9.1 Proposed staff adjustments at Greenbank Farm

- Change one Facilitieskeeper to Groundskeeper
- Add Janitor/Custodian weekends only

9.2 Acquiring a Costco Business account

10. PRESIDING OFFICER'S REPORT

11. COMMISSIONER COMMENTS/COMMITTEE REPORTS

12. EXECUTIVE SESSION (if required)

13. PUBLIC COMMENT

14. ADJOURN

Next regular meeting

Wednesday June 8, 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