

PORT OF COUPEVILLE

Mailing address: PO Box 577, Coupeville, WA 98239

New Office at Greenbank Farm

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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 June 8, 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 April 2016

5.2 Approve current vouchers as presented

5.3 Approve minutes of March 31 continuation of March 9 Regular Meeting,

5.4 Approve minutes of March 31 Special Meeting

6. PRESENTATIONS – None scheduled

7. EXECUTIVE DIRECTOR'S REPORT -- Forrest Rambo

7.1 Port Administration and General Operations

- Financial reports, update from Katie Munoz of Jones Accounting
- Rural Economic Development funding update regarding past projects
- Staffing; Admin Assistant, Facilitieskeeper, Groundskeeper, Custodian (weekends)
- Office computer “system” and needs update and
- Telephone system update, Jim Davis House and caretaker's cottage
- Port credit card; issuer and processor update, COSTCO Business account
- New and revised forms for time accounting and expense recording
- Request to attend WPPA training for Executive Directors

(OVER)

Executive director's report, continued

7.2 Coupeville Wharf/Marina Operations

- Wharf display status
- Fire suppression system -- .09 funding request presentation to COG
- "SUVA" Memorandum of Understanding and operating issues
- Fuel dispenser re-calibration

7.3 Greenbank Farm

- Marketing, Events AND Barn A enhancements – Kristi O'Donnell
Bookings and projected revenues update
Greenbank Farm .com and website related items,
Forms in work:
 - Post-Event Analysis Report (PEAR)
 - Cost of Providing Service (COPS)Business Development/Marketing/Marketing Communications Plan
- Donation "Thank You" letters
- Secure tool storage in shop

8. UNFINISHED BUSINESS

8.1 Capital equipment needs and acquisition guidelines discussion – Damon Stadler

9. NEW BUSINESS/COMMISSIONER DISCUSSION

Format: Presentation, Commission deliberation, public comment, action

9.1 Options/preferences for uses of leasable space in Jim Davis House

9.2 Electric car charging station update

(Related background information on Community Solar Project)

9.3 Begin discussion of budget development schedule

10. PRESIDING OFFICER'S REPORT

11. COMMISSIONER COMMENTS/COMMITTEE REPORTS

12. EXECUTIVE SESSION (if required)

13. PUBLIC COMMENT

14. ADJOURN

Next regular meeting

Wednesday July 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