

# PORT OF COUPEVILLE

Mailing address: PO Box 577, Coupeville, WA 98239

New Office at Greenbank Farm

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

**Coupeville Masonic Lodge 804 North Main, Coupeville, Washington**

**Thursday September 29, 2016 at 10 a.m.**

### **DRAFT 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 (optional) 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 current vouchers as presented

5.2 Approve financial reports for June 2016 and July 2016

5.3 Approve Minutes of May 11, 2016 and May 26, 2016

**6. PRESENTATIONS – None scheduled**

**7. EXECUTIVE DIRECTOR'S REPORT -- Forrest Rambo**

(Also see written ED reports)

- Update on "SUVA" billing
- Update on Coupeville Wharf tenants electricity billings
- Sound Water Stewards – Contract language revisions, prohibitions from Enduris
- Status of search for replacement of Jones Accounting
- Status of search for replacement of Events Coordinator

**8. UNFINISHED BUSINESS**

- Approve Elavon as service provider for Port Credit Card Processing  
Motion made seconded and passed to make Elavon be the Port's Credit Card provider and vendor
- Status of contract and work underway with Design Dance /Kathy Lull for web site design on greenbankfarm.com and portofcoupeville.org sites

## **9. NEW BUSINESS/COMMISSIONER DISCUSSION**

- Consider Commissioner Code of Ethics – Commissioner Diamanti, first touch
- Consider request from Whidbey Pies regarding installing heat pump at their expense - E.D.
- Consider lease to new owners/operators of wharf café (currently Kim's Café ) – Commissioner Bell
- **Public Hearing 2017 Final Budget**
  - Open Public Hearing for Public Input**
  - Close public input portion – return to public hearing**
- Change in Type of Minutes Taken – Commissioner Mishasek
- Refund of unauthorized revenue from July 7-12 2016 – Commissioner Bell
- Status of Legal Review of Employee Handbook – Commissioner Bell

## **10. PRESIDING OFFICER'S REPORT**

## **11. COMMISSIONER COMMENTS/COMMITTEE REPORTS**

## **12. EXECUTIVE SESSION**

## **13. PUBLIC COMMENT**

## **14. ADJOURN**

**Next regular meeting**  
**Wednesday October 12, 2016 at 10 a.m.**  
**Coupeville Masonic Lodge 804 North Main**  
**Coupeville, Washington 98239**

### **Posted to:**

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

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