

PORT OF COUPEVILLE

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FINANCIAL WORKSHOP MEETING OF THE BOARD OF COMMISSIONERS

Coupeville Masonic Lodge 804 North Main, Coupeville, Washington

Thursday September 29, 2016 at 10 a.m.

MINUTES

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. CHANGES TO AGENDA

4. PUBLIC COMMENT—No Public Comment given at Financial Workshops

5. CONSENT AGENDA

5.1 Approve current vouchers as presented

- William Bell and John Mishasek said that they had not received the vouchers for this meeting so they would not be able to sign off of the vouchers.

5.2 Approve financial reports for June 2016 and July 2016

- None of the Commissioners received the Financial Reports until viewing them in the packets that morning and did not feel comfortable approving the financial reports for June and July of 2016.

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

- Minutes were not approved as more time is needed on the matter.

6. PRESENTATIONS – None scheduled

7. EXECUTIVE DIRECTOR'S REPORT –

7.1 Rambo provided ED Reports and Progress report through the end of August

7.2 Update on "SUVA" billing

- Billing June-Sept.

7.3 Update on Coupeville Wharf tenants' electricity billings

- Broken out by tenant, but incomplete.

7.4 Sound Water Stewards – Contract language revisions, prohibitions from Enduris

- Insurance

7.5 Status of search for replacement of Jones Accounting

7.6 Status of search for replacement of Events Coordinator

8. UNFINISHED BUSINESS

8.1 Approve Elavon as service provider for Port Credit Card Processing

Motion made, seconded and approved to make Elavon be our Credit Card Processing Service

Motion amended to add, seconded and passed unanimously to approve Elavon to be our Credit Card Processing Services (showing the costs involved for the Service (\$720 setup for the terminals and readers, plus tax, and the fees that are quoted per charge).

8.2 Status of contract and website training and work underway with Design Dance /Kathy Lull

Motion made, seconded with one dissension to spend up to \$1,500 to work with Kathy Lull to get the Port's website capable of being used by staff and that Rambo will draw up a contract that states these particulars and present that at the Oct. 12 meeting. (John Mishasek dissented).

9. NEW BUSINESS/COMMISSIONER DISCUSSION

9.1 Consider Commissioner Code of Ethics, First Touch – Commissioner Diamanti

A Motion was made, seconded and passed that the Port Commission not consider the “Code of Ethics” for the rest of this year. (Diamanti voted against)

9.2 Consider request from Whidbey Pies regarding installing heat pump at their expense - E.D.

A Motion was made and seconded to accept the proposal from Whidbey Pies, LLC to install a heat pump to Barn D; with the understanding that an amendment will be added to the lease with regards to ownership of property later on.

9.3 Consider lease to new owners/operators of wharf café (currently Kim's Café) – Commissioner Bell

10 Minute Break-11:33 am

Presentation: Kathy Jones: Cash Flow Projection Sheet

9.4 Public Hearing 2017 Budget

Open Public Hearing for Public Input

Close public input portion – return to public hearing

9.5 Change in Type of Minutes Taken – Commissioner Mishasek

A Motion was made, seconded and unanimously passed to change all Minutes written since May 1st and going forward, to edit/write them in the “Action” Minutes style rather than narrative.

9.6 Refund of unauthorized revenue from July 7-12, 2016 – Commissioner Bell

9.7 Status of Legal Review of Employee Handbook – Commissioner Bell

10. PRESIDING OFFICER'S REPORT

11. COMMISSIONER COMMENTS/COMMITTEE REPORTS

The Port's .09 money was approved by Island County with regards to reimbursement money and will be coming our way. EDC, IRTPO and COG Meetings were discussed. Committee assignments given at the beginning of each year.

12. EXECUTIVE SESSION

A motion was made, seconded and passed to terminate the at will employment of Executive Director, Forrest Rambo, immediately, with input from the Port of Coupeville Attorney for final compensation. (Commissioner Diamanti dissented).

13. PUBLIC COMMENT --No Public Comment given at Financial Workshops

14. ADJOURN-12:10pm

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

The Board of Commissioners approved the foregoing Minutes on December 14th, 2016.

William Bell

John Mishasek

Michael Diamanti

Posted to:

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