

PORT OF COUPEVILLE

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REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Wednesday May 10th, 2017 at 10 AM
Barn A, Greenbank Farm, Greenbank, WA

Per Port of Coupeville Resolution 224 the regular meeting of the Board of Commissioners will be preceded by a work session at 9:45 AM

MINUTES

1. WORK SESSION (9:45 – 10:00 AM): Workshop called to session at 9:46am. Commission review of vouchers, payroll, and minutes.

2. CALL TO ORDER and PLEDGE OF ALLEGIANCE-10am

3. ROLL CALL-Commissioners William Bell, John Mishasek, Bob Monroig and Executive Director, Jan-Marc Jouas were all present. Staff: Damon Stadler (Facilities Maintenance) and Orion Gudgeall (Admin. Assistant) were all present. Incoming Executive Director, Chris Michalopoulos, was present.

4. CHANGES TO AGENDA

-RE: 9.2 Tabled until after the meeting as only the description of detail in leases is necessary during the meeting.

-RE: 10.3 Job description for Port employees was struck from the Agenda and replaced with the topic of increasing Dockhand pay to better hire and retain employees.

5. COMMISSIONER ACTION: CONSENT AGENDA

5.1 Approval of minutes, payroll, and vouchers.

A motion was made to approve the following vouchers, warrants, and electronic payment from April for payment. The Motion unanimously approved:

	(Funds) Total
Voucher (warrant) numbers: <u>12-84</u> through <u>12-109</u>	<u>\$17,360.70</u>
Payroll warrant numbers: <u>12-110</u> through <u>12-118</u>	<u>\$19,285.39</u>
Electronic payments dates: (No voucher numbers needed)	<u>\$6,664.30</u>
Total:	<u>\$44,310.39</u>

A Motion was made to approve the Minutes of April 5, 12 and 27. The motion was approved unanimously.

6. PUBLIC COMMENT – Public comment was given.

7. FINANCIAL UPDATE

7.1 Review of 2016 Budget, address 2017 Supplemental Budget

-Donna Carter, from O'Brien Bookkeeping, provided the 2016 budget results as well as the 2017 Supplemental Budget progress.

8. STAFF REPORTS

-Admin Assistant, Orion Gudgell, reported on reservations and events at the Farm, stating reservations and events had increased from the prior year.

-Facilities Maintenance Manager, Damon Stadler, reported on the status of the fuel floats and the memorial bench being installed at Greenbank Farm for Donald L. Stewart, a past Commissioner for the Port of Coupeville. The Caretaker's Cottage at Greenbank Farm will receive new carpet during the week of May 22, 2017. The sagging floor substructure of the cottage will be addressed on the week of June 1, 2017.

-Executive Director Jan-Marc discussed the development of a policy handbook for the Port of Coupeville. Jan-Marc touched on the importance of developing a strong relationship with the town of Coupeville. The approved Comprehensive Scheme will be the most important goal for this year, as well as over the next 10 years.

Joe Gunn of Whidbey Pies is considering renting the office space above the café for use.

9. OLD BUSINESS

9.1 Discussion/Decision: Five-year leases for Port tenants

A Motion was made to approve 5-year leases for tenants with a 3-year stipulation to achieve the target lease rate in year 3. CPI increases for year 4 & 5 was discussed. The Motion was discussed and passed unanimously. It was also mentioned that a commercial lease in WA over one year has to be notarized.

9.2 Approve/Sign Tenant Leases - Tabled for after the meeting.

9.3 Approve: Contract with Community Attributes Inc. for development of Port Comprehensive Scheme and Strategic Plan.

A Motion was made to approve the CAI Contract. The Motion was discussed and approved unanimously.

9.4 Discussion/Decision: Proposed terms for Suva moorage 2017-2019

A discussion to further discount moorage rates, Monday through Thursday, was denied.

10. NEW BUSINESS

10.1 Approve: Contract and Job Description for new Executive Director

A Motion was made to approve the Contract and job description for the new Executive Director for the Port of Coupeville, Chris Michalopoulos. The Motion was discussed and passed unanimously.

10.2 Approve: Resolution 235, Appointment of Public Records Officer

A Motion was made to Approve Resolution 235, Appointment of Public Records Officer to the Executive Director at the Port of Coupeville. The Motion was discussed and passed unanimously.

10.3 Approve: Dockhand Pay

A Motion was made to approve starting Dockhand pay at \$13 per hour, with 60 cents per hour increase on subsequent years they return for work. The Motion was discussed and approved unanimously.

10.4 Proposed fee for use of Coupeville Wharf Building

A Motion was proposed to charge \$50 per hour (\$25 per hour for non-profits) for use of the open internal foyer space of the Coupeville Wharf Facility. The Motion was discussed and approved unanimously.

10.5 Proposal by Ms. Carolee Laduke to rent Unit C-103 at Greenbank Farm.

Ms. Laduke brought a Letter of Intent to rent Unit-C103 of Greenbank Farm. Discussion followed with regards to her plan for going forward on the rental space. Commissioner Mishasek asked Commissioner Bell to recuse himself from the discussion due to conflict of interest on the matter. Executive Director Jouas explained that if the Board were to approve the proposal, it would be going against legal counsel and the WPPA's advice. Commissioners Monroig and Mishasek agreed. Further discussion on the matter was delayed while Commissioner Bell reviews his options.

11. PRESIDING OFFICER'S REPORT

11.1 Commissioner Mishasek presented departing Interim Executive Director Jan-Marc Jouas with a plaque honoring his time serving the Port of Coupeville.

12. COMMITTEE REPORTS

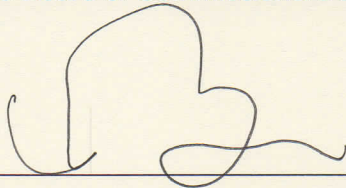
- Commissioner Monroig reviewed his meeting with the Island Regional Transit Office. He summarized the process of them working on their 6-year plan, as well as their repaving of Hwy 525 and the creation of a pedestrian walkway in Freeland.
- Commissioner Bell discussed his meeting with the Marine Resources Council and the discussion of a Salmon recovery run. The upcoming June 9th meeting would be regarding Grant Planning.
- Commissioner Mishasek explained that after a 2-month hiatus, the Council of Governments reconvened. Commissioner Mishasek learned that Whidbey Health has 13 locations on Whidbey Island.

13. EXECUTIVE SESSION (IF NECESSARY)—

13.1 To discuss with legal counsel representing the agency matters relating to litigation or potential litigation (RCW 42.30.110i). The Board recessed for 30 minutes at 11:25am

14. ADJOURN - 11:59am

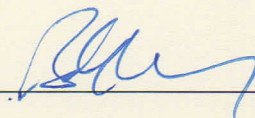
The Board of Commissioners approved the foregoing Minutes on 14 June, 2017



William Bell



John Mishasek



Bob Monroig