

PORT OF COUPEVILLE

PO Box 128, Greenbank, WA 98253 // 765 Wonn Road, Greenbank
Telephone: (360) 222-3151, Fax: (360) 222-3484

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Wednesday February 8th, 2017 at 10 AM
Masonic Lodge at 804 Main Street North, Coupeville, 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):** Commission review of vouchers and minutes.
2. **CALL TO ORDER and PLEDGE OF ALLEGIANCE**
1. 3. **ROLL CALL:** Commissioners Bob Monroig, John Mishasek, William Bell present
Staff Present: Jon-Marc Jouas, Orion Gudgell, Damon Stadler
 - Neither Accountant Donna Carter nor Bookkeeper Amber O'Brien were able to attend.
4. **CHANGES TO AGENDA-None**
5. **COMMISSIONER ACTION: CONSENT AGENDA-None**
 - 5.1 Approval of minutes and vouchers.
 - Action:** A motion was made to approve the Minutes of the January 11, 2017 meeting along with Vouchers:
11-75 through 12-11 in the amount of \$42,878.48.
 - The motion to approve the Jan. 11 minutes and vouchers passed unanimously.
6. **PUBLIC COMMENT** - *This time is set aside for members of the public to speak to the Board regarding subjects of concern, interest, or items on the Agenda. The Board will take all information under advisement, but generally will not take any action unless it is emergent in nature. To ensure your comments are recorded, please state your name and city of residence. Please limit comments to 5 minutes. If you have any documents to present to the Board, please hand them to the Port Clerk prior to speaking.*
7. **PRESENTATIONS-None**
8. **FINANCIAL UPDATE**
 - 8.1 December 2016 Financial Statement
 - With Donna and Amber unable to attend. Jan-Marc discussed his contact with various Port vendors and his efforts to adjust their billing cycles in order to avoid paying late fees. All vendors except Comcast were willing to adjust their billing cycles.

9. EXECUTIVE DIRECTOR'S REPORT:

- Jan-Marc touched on the matters of the Coupeville Wharf steps, the repair of the Wharf pilings, the updating of the Comp Plan and the upcoming Commissioner elections in District #2 and District #3.
- Damon Stadler, the Facilities Maintenance manager for the Port discussed his work on the Fire Suppression Replacement Project, the moorage floats, the Barn A roof and windows in need of replacement at the Wharf.
 - Action:** A motion was made to place up to \$6,000 for the repair of the corrugated roof on Barn A. The motion was passed unanimously.
- Orion Gudgell, the Administrative Assistant at the Port, discussed his work for Port with regards to the updating of the Port's website, his creation of a new Port Facebook page and his work on weddings and events at Greenbank Farm.

10. OLD BUSINESS

10.1 Approve: Letter to US Navy re. Environmental Impact statement for the EA-18G Growler Airfield Operations at NAS Whidbey Island Complex.

- Action:** A motion was made to draft a letter to the US Navy providing the Port's comments on the Environmental Impact statement for the EA-18G Growler Airfield Operations at NAS Whidbey Island Complex. The motion passed unanimously. After discussion, the letter was amended by motion with unanimous approval.

10.2 Discussion: Responses to Request for Qualifications for Consultant Services for Preparation of Port Comprehensive Scheme and Strategic Plan.

- Eight consultants were contacted by the Executive Director and the options will be looked into by the Commissioners.

10.3 Approve: Resolution 228, establishing a credit card policy for the Port of Coupeville and a draft Port policy establishing the spending authority for officers and the staff.

- Action:** A motion was made to approve Resolution #228 which was unanimously approved. Resolution #228 replaces Resolution #216, Credit Card Policy, which did not meet RCW requirements.

10.4 Discussion: Updates to Bylaws of the Commission of the Port District of Coupeville.

10.5 Discussion: Proposed increase to the Port of Coupeville tax levy.

10.6 Approve: Draft Interlocal Agreement between the Port and Island County for Rural County Economic Development Funding in the amount of \$25,000, to be used for the Port's Coupeville Wharf Building Fire Suppression Components Replacement Project.

- **Action:** A motion was made to approve the Draft Interlocal Agreement between the Port and Island County for Rural County Economic Development Funding in the amount of \$25,000, to be used for the Port's Coupeville Wharf Building Fire Suppression Components Replacement Project. The motion passed unanimously.

11. NEW BUSINESS

11.1 Approve: Selection of appraiser to determine the fair market value of rental space at Greenbank Farm and Coupeville Wharf. Twelve appraisers were contacted, followed by careful analysis by the Executive Director, which reduced the number to three. After commissioner discussion at the meeting, the Commissioners chose the Mount Appraisal Group to be the Appraiser for the task.

- Action:** A motion was passed to have the Mount Appraisal Group determine the fair market value of rental space at Greenbank Farm and Coupeville Wharf.

11.2 Approve: Advertisement for permanent Executive Director

-Action: A motion was made to advertise to commence and advertise for the next Executive Director for the Port of Coupeville. The motion passed unanimously.

11.3 Approve: Contract with Whidbey Tractors for field maintenance of Greenbank Farm

-Action: A motion was made to contract with Whidbey Tractors for the field maintenance of Greenbank Farm. The motion was approved unanimously.

11.4 Approve: Harbormaster job description and responsibilities

-Action: A motion was made to update the Harbormaster's job description and responsibilities. The motion passed unanimously.

11.5 Approve: Letter to WA Public Ports Association expressing support of legislation allowing Ports to implement a public works bid limit of \$40,000.

-Action: A motion was made to write a letter to the WPPA expressing support of legislation allowing Ports to implement a public works bid limit of \$40,000.00. The motion passed unanimously.

11.6 Discuss: Resolution 229, Revision of Marina Policies and Fees

11.7 Discuss: Resolution 230, Public Records Act Policy

12. PRESIDING OFFICER'S REPORT- Commissioner Mishasek went to the Whidbey Telecom Headquarters to discuss public/private partnerships with regards to broadband services and economic developments from it that may benefit the Port.


11. COMMITTEE REPORTS- Commissioner Monroig discussed his notes from attending the Island Regional Transit Planning Organization meeting in January, 2017. Commissioner Mishasek discussed his notes from attending the Council of Governments meeting in January, 2017.

12. EXECUTIVE SESSION-Was held beginning at 1:18pm.

13. ADJOURN- 1:57pm

Next regular meeting: Wednesday, March 8th, 2017 at 10 a.m. at the Coupeville Masonic Lodge, 804 North Main, Coupeville, Washington 9823

The Board of Commissioners approved the foregoing Minutes on **8 March, 2017**


William Bell


John Mishasek


Bob Monroig

**Posted to: Port of Coupeville Web Page -- www.portofcoupeville.org
United States Post Office – Coupeville, Washington
Whidbey News Times – mhansen@whidbeynewsgroup.com
Town of Coupeville – clerktreasurer@townofcoupeville.org**