

PORT OF COUPEVILLE

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REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Wednesday September 13th, 2017 at 10 AM
765 Wonn Road, Suite E, Jim Davis House, 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):** Commission review of vouchers, payroll, and minutes.
2. **CALL TO ORDER and PLEDGE OF ALLEGIANCE**
3. **ROLL CALL-** Commissioners John Mishasek, Bob Monroig, William Bell, Accountant Donna Carter and Executive Director, Chris Michalopoulos were all present. Staff: Orion Gudgell, Administrative Assistant was present.
4. **CHANGES TO AGENDA** – Introduction of a modified GF fee structure was introduced by Chris Michalopoulos. Was added to the agenda under NEW BUSINESS 10.6
5. **COMMISSIONER ACTION:**

5.1 Approval of minutes, payroll, and vouchers.

- A. A motion was made to approve the Minutes for the Port of Coupeville Regular Meeting on August 9th. The motion was discussed and approved unanimously.
- B. A motion was made to approve the Minutes for the Port of Coupeville Special Meeting on August 29th. The motion was discussed and approved unanimously
- C. A motion was made to approve the following vouchers, warrants, and electronic payment from August for payment:

Voucher (warrant) numbers: 9-1 through 9-28 \$32,886.36

Payroll warrant numbers: 9-29 through 9-36 \$13,982.79

Electronic payments dates: (No voucher number needed) \$4,187.26

Total: \$51,056.41

The Motion was approved unanimously.

6. PUBLIC COMMENT – Public Comment was given by Iize Zigurs of the Master Gardeners Club. She discussed the potential partnership between them and the POC. She shared Chris Michalopoulos' thoughts about how to better market the gardens as a main attraction for visitors entering the farm, similar to what Meerkerk Gardens does today.

7. FINANCIAL UPDATE

7.1 2018 Budget Progress Update – The preliminary budget was discussed and William Bell asked for a Business Development fund to be added to the budget for marketing purposes. It was suggested this be a percentage of total rent revenues from the GF.

7.2 Financial statement through July 2017 – The P&L statement is showing expenses are declining but there is a need to build reserves and plan for reserves.

8. EXECUTIVE DIRECTOR REPORT - Chris Michalopoulos answered questions about activities in August. There was discussion about the needs of repairs and maintenance items and an updated CR&M Schedule. Chris agreed to update the CR&M Schedule to prepare for .09 funds applications.

9. OLD BUSINESS

9.1 Decision: Approve Resolution 237, Port of Coupeville Employee Handbook - A motion was made to approve Resolution 237. The motion was approved unanimously.

9.2 Decision: Comprehensive Plan Update – Discussions took place on the timing of the last scheduled meetings and first draft of the plan.

9.3 Decision: Executive Assistant Recruitment Approval, Part-Time position, Job Description and Financial Commitment (Analysis) – The passing of Resolution 246 allows for the posting of the open position. Position to be 20 hours per week up to \$20 per hour.

9.3.1 Decision: Approval Resolution 246 Executive Assistant Job Description - A motion was made to approve Resolution 246. The motion was approved unanimously.

9.4 Decision: Alarm system Barn A replacement – Update on installation date of new system and cost to the Port. Merchants will take over monitoring costs as of the date of installation.

9.5 Discussion: Insurance claim for fire support pumps – Still no word of a final decision.

9.6 Discussion: Wharf roof progress – Chris met with Gary Sturdy of Sturdy Engineering. Gary will produce a report by the end of next week so we can begin the bid process.

9.7 Discussion: FOGF Contract- An updated draft contract was presented and there was further feedback for input into a newer draft version. Our goal is to sign the contract at our October 11th meeting.

10. NEW BUSINESS

10.1 Discussion/Decision: Consideration of adoption of the 2018 Preliminary Budget – The budget was discussed earlier and final adjustments will be made for the Special Meeting on September 20th

10.2 Discussion/Decision: Commissioner Board Commitment – Assignments for participating in area council meetings were made as follows: John will serve on the EDC and COG Board. Bob will serve on the IRTPO Board. William will serve on the MRSC Board. The Commission discussion agreed to the assignments made to eliminate any vagueness in the process of assigning each commissioner responsibility in representing the POC in area council meetings.

10.3 Discussion/Decision: Erin Knight Department of L & I Claim – Chris Michalopoulos informed the Board the POC will contest the L & I claim by Erin Knight. A letter of contest was submitted the morning of the 13th.

10.4 Discussion/Decision: Employee Reward/Bonus Program – Employee bonuses may be awarded if approved by the Board and backed up by exceeded performance standards.

10.5 Discussion/Decision: Raise to Brian Hutchins to \$15/hour immediately – This was discussed with Action planned for the September 20th Special Meeting.

10.6 Discussion/Decision: Updated event fee schedule was Introduced with changes proposed by Chris Michalopoulos. This will be discussed at the September 20th special meeting with Action possibly taken at the October 11th Regular Meeting.

11. PRESIDING OFFICER'S REPORT – John talked about .09 funds and possible application dates.

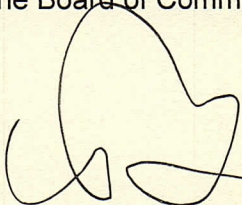
12. COMMITTEE REPORTS – Bob discussed updates to the marsh project and possible support by WASDOT.

13. EXECUTIVE SESSION (If Needed)

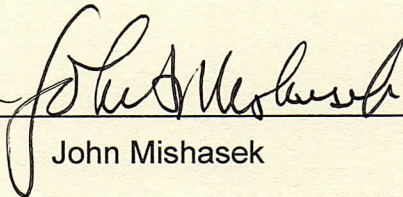
13.1 To discuss matters relating to litigation or potential litigation (RCW 42.30.110i)

14. ADJOURN-The meeting was adjourned at 12:27pm.

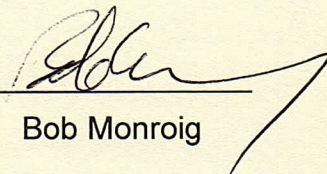
The Board of Commissioners approved the foregoing Minutes on October 11, 2017



William Bell



John Mishasek



Bob Monroig

Next regular meeting: Wednesday, October 11th, 2017, 10 AM at the Masonic Lodge, 804 North Main Street, Coupeville WA.

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