PORT OF COUPEVILLE
PO BOX 577
COUPEVILLE, WA 98239

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS

April 28, 2016

Masonic Lodge
804 North Main, Coupeville WA

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE:
Meeting was called to order at 10: 09 a.m. by
Commission President Mike Diamanti followed by the Pledge of Allegiance.

2. ROLL CALL: Commissioners Present: Mike Diamanti. John Mishasek, William Bell
Staff: Forrest Rambo, Executive Director;
Kristi O'Donnelll, Events Coordinator
Damon Stadler, Facilities Maintenance Manager

Public Attending: See attached Sign-In Sheet.

3. CHANGES TO AGENDA –None
4. PUBLIC COMMENT -- None

5. CONSENT AGENDA

5.1 Monthly financial statements for March 2016 were presented by Katie Munoz of Jones Accounting Associates (JAA) who has had our account just since 1 April. Munoz went over specific line items in the Balance Statement and the Profit and Loss report responding to questions from Commissioners. She also noted that a 5% IRS penalty on our payroll taxes was narrowly averted and the Port had to be re-enrolled with the IRS. Monthly financial statements were approved as presented.

5.2 Approval of current vouchers. It was noted that JAA is having to re-enter payroll and other accounts information provided by our previous accounting services going back to December 2015. There was a lengthy discussion regarding the voucher process and warrant process touching on requirements of the RCW and the County's procedures. Vouchers were approved as presented;

Payroll	$ 10,313.67
Expenditures	$9,916.74
Total of	$20,230.41.

5.3 Minutes of the March 9, 2016 were approved as presented.

6. PRESENTATONS –Vicki Chambers, Executive Director of the Coupeville Historic Waterfront Association (CHWA), a participant in the national Main Street Program, involved with preservation of small town commercial districts via economic redevelopment. CHWA collaborates with other organizations including the Coupeville Chamber of Commerce and the Port with events and promotions, such as Mussel Fest, to attract

visitors to town. One project assists building owners by funding façade improvements through a "Pennies for Preservation" effort. In 2015 CHWA selected the Coupeville Wharf to be a recipient of these funds and set about putting donation jars in town businesses to collect people's spare change toward this project. As a result of their effort, along with grant help from the Coupeville Festival Association, they are making a "bagful o' pennies" donation of $ 2,681.52. This will be used specifically for repair and replacement of the public access steps leading to the beach adjacent to the wharf entryway. Linda Eccles of the Chamber noted that the preservation effort will continue with a goal of helping fund replacing the causeway's surface planking. Commissioner Diamanti noted that the Port now has a donation policy and procedure in place and thanked all of those who helped fund preservation needs in the past when the Port was very financially challenged.

7. **EXECUTIVE DIRECTOR'S REPORT** -- Rambo reported the following;
   - **Port Administration and General Operations**
     - Financial--In addition to the items covered earlier, noted that the PSE bill was in areas and a notice to terminate service at Greenbank Farm was issued because our previous accounting was behind in paying our bills. Likewise, our account with Comcast was also in arrears. Comcast was not aware that we are a governmental entity meeting only once monthly to approve bills and therefore needing more time to pay items presented. Comcast will change our account accordingly from Commercial to Government.
     - Staffing/Administrative Assistant ---- Newly hired employee resigned after only one day on job, stating the job was not a good fit and our computer system is on the brink of failing which she does not want to be accused of on her watch. There may have been other issues as well, related to the stress of a very busy day involving preparing photocopying for the Commission meeting and having telephone and computer upgrades being done at the same time. New admin hire is Orion Gudgell. This prompted discussion of computer system needs with Rambo stating that additional computers are needed to accommodate staff. (Also covered elsewhere in this meeting).
     - Staffing/Greenbank Farm --- Rambo stated he wants to create a job description for a Groundskeeper and move current employee Tawn Winger into that spot. and another person will be hired fill his Facilitieskeeper position. Rambo also said wants to create a new part-time position of Janitor/Custodian to work weekends and assist with events work as needed. He noted that we're entering the busy season and need staff to service restrooms multiple times daily. Rambo noted that we also need to install a landline to the caretaker's cottage because cell coverage is unreliable to support night security needs.
     - JDH, former OFS spaces (three rooms) conversion to small food service (Covered elsewhere in this meeting).
     - JDH, former OFS office spaces (one room) expansion of POC office. Rambo will move his office into this space with phone and computer service added at a later date. Freeing up space in the front office area where four people will be using two computers.
     - Existing computer system status, needs and plans. Rambo noted that we are working with Joel Kennedy at A-Tech to enable our existing and recently donated computer to link to our printers. Diamanti suggested that this might be an opportune time to authorize addition of another computer terminal. Bell suggested getting an appraisal and evaluation for an overall system to meet our

current and future needs. O'Donnell noted that at this time A-Tech is meeting our needs and we might want pursue some sort of monthly service agreement with them. Staff agreed to look into this and report back to Commissioners.

- Smart Procure public disclosure request. This was overlooked at the meeting but subsequently Smart Procure notified Rambo that they will be submitting a request later this year in addition to the one previously submitted.
- Port credit card application is in process through Whidbey Island Bank and includes switching the Port's existing credit card processing service to Elevon, a less expensive option than our current processing service. The new account will also provide the capability to do payroll by automatic deposit.

- **Coupeville Wharf/Marina Operations**
  - Barbara Bennett of Sound Water Stewards (SWS) reported on progress of the new marine environment display in the foyer. Demolition has been accomplished by volunteers from SWS and Coupeville Lions. Electrical work has been done to accommodate a new video system and an outlet to enable equipment to be used for meetings and cleaning equipment. Walls have been primed for painting and cutout murals will be attached to the wall next week.

Action: Upon motion made, seconded and approved unanimously the Port will pay the labor cost for the additional electrical outlet in the amount of $ 180.

  - A new cabinet with interactive capability will be installed next week allowing visitors to choose among several videos offered.
  - Bennett noted that the foyer should be routinely monitored to prevent delivery boxes, signs and other items not block the display elements.
  - There was discussion about allocating space in the foyer and having policy about placement of signs. Staff will discuss with tenants to determine best options.
- Fire suppression system (See Unfinished Business)
- "SUVA" Memorandum of Understanding (MOU) with Coupeville Maritime Heritage Foundation (CMHF). The updated draft was presented by Rambo and discussed with Commissioners.

Action: Motion made, seconded and passed unanimously to present the updated MOU to the CMHF for signature by their authorized representative.

- **Greenbank Farm**
  - Burglary of 25 April follow-up --- Stadler is doing an inventory of tools and equipment stolen and their cost, estimated at this time to be approximately $ 2,000. The inventory will be submitted to Port insurance provider Enduris.

  - Need for second public Port-a-Potty beginning May. Rambo will contact the vendor to have an additional unit positioned in the parking area nearest Barn D during the high season.

- Former tenant Elizabeth Polasek's request for reimbursement of electrical expenses she inadvertently paid following termination of her tenancy in Barn C #202. Commissioners agreed this was an understandable oversight and agreed to pay these for a total of $185.73.

Action: Motion made, seconded and passed unanimously to pay these in the amount of $185.73.

- Jim Davis House Spaces – Rambo is moving to former Organic Farm School space, opening a space for the Events Coordinator to work on-site. Current front office has only one electrical outlet serving computers, peripherals, copier, etc. Electrical system needs upgrading to meet use as multiple offices.
- A second phone is being added to downstairs office. A third computer will be needed soon. All computers will be wi fi enabled.
- Security system—Stadler said he has been in contact with Whidbey Telecom regarding integrating a security system for the JDH and Barn D.
- A landline phone will be installed in in the Caretaker's Cottage in order to provide more reliable service to any future security personnel residing on site.

- Marketing and Events, Plan of Action progress report – Kristi O'Donnell
  - We continue to get highly positive feedback from tenants, visitors and the community in general.
  - Our new website for "portofcoupeville.org" will be hosted through Go Daddy which will also provide our domain name and website hosting for "greenbankfarm.com". When in place, this will enable staff to quickly and easily post information and updates such as minutes and agendas. O'Donnell is coordinating this with Commissioner Bell and web designer Ken Kortlever.
  - She is attending monthly merchant meetings with good discussions and marketing ideas being put into play.
  - The farm has received a $1, 000 donation to be used exclusively to pay musicians at our fundraising and other events.
  - The world famous Alder Quartet will perform a benefit concert to fund chairs for Barn A, possibly in May.
  - Bookings/event calendar report was provided. Commissioners suggested future reporting could Indicate which of the events are income generating for the event holders and which are public/community *pro bono*.
  - Other ideas in the works are a Vintage Camper/Trailer Show combined with a Fiddlers Picking Festival, and a food truck round-up showcasing Whidbey Island's many mobile food vendors.
  - She and Rambo are in preliminary discussions regarding applying for funding through the Lodging Tax Advisory Committee (LTAC) to possibly fund establishment and volunteer staffing of a satellite visitor center in Barn A.
  - The farm's Earth Day activities were a front page story in the Whidbey Examiner newspaper.
  - She is developing a Facebook page for the farm.

11:30 Commissioner Diamanti called for a brief recess
11: 36 Meeting resumed

- O'Donnell continued, asking the Commissioners for a motion related to the farm's Special Review District which allows overnight camping if related to an event. She suggested $15 per night for site and $5 for parking. And also suggested requiring event holders to acknowledge the Port as a co-sponsor in their promotional materials. Diamanti suggested that these and other items should be addressed and focused on in a later -- perhaps Special -- Meeting with written proposals submitted to Commissioners in advance.
- O'Donnell noted that Go Daddy offers a Web Site Builder Plus program which results in a web site that can be easily altered and maintained by staff. Initial set up cost would not exceed $500 with a subsequent three year contract at a cost of $287.64. Discussion ensued.

Action: Motion made, seconded and passed unanimously to contract with Go Daddy per the conditions and costs as stated above.

Public Comment: Commissioner Diamanti recognized David Day who had indicated earlier he wished to speak.

- Mr. Day commented that the Jim Davis House should be advertised and leased to the best tenant.
- Day next stated the Lease for Kim's café is under market at $.55/sq.ft. Commissioner Bell then asked Rambo if that includes the loft space above the kitchen which would bring the lease to less than $.50 per sq. ft.. Rambo and Stadler replied that includes the loft space (500 sq.ft.). Stadler added that the space is used as office and storage space and unusable for dining.
- Next, Mr. Day noted that the Salty Mug signed a one year lease at the then current rate plus a CPI increase for 2015. He added that this rate is still a low median for Front Street.
- Lastly, Mr. Day asked if O'Donnell is using her personal computer for Port related business. Rambo replied that she was because this enabled other staff, including himself, greater access to the only two computers in the office.

Mr. Diamanti closed further Public Comment and continued with the agenda.

8. UNFINISHED BUSINESS

8.1 Rural Economic Development ".09" funding for wharf fire suppression system. April 30 is the deadline for submitting funding proposals to Island County. The Council of Governments (COG) will do the initial vetting and recommend appropriate applications to the Island County Commissioners for their review and approval. The Port is applying for $25,000 for this project which involves partial replacement of the system because a full replacement cannot be done until the wharf building is stabilized, requiring substantial capital improvement funding.

8.2 Guidelines Regarding Business Development, Marketing and Marketing Communications – Bell noted that he had not planned on addressing this topic in this meeting and suggested postponing until more financial information is in hand. Mishasek and Diamanti agreed.

9. NEW BUSINESS

9.1 Establishing matching fund for donations. There was a broad reaching discussion about donation policy and procedure and if people could offer dollar donations to be matched by the Port. Diamanti stated it was probably too early to address that circumstance but it could be at a later date. Regarding sending "Thank You" letters to donors, Commissioners agreed these should be signed by all three Commissioners when possible. It was suggested and agreed that an "Items Needed" section could be included in the Port's revised website.

9.2 Capital equipment needs and guidelines. Rambo noted that there has been discussion with the GBFMG regarding whether the Port needs/wants the fork lift and the Kubota Tractor. This led to discussion of developing a wish list and guidelines for what's needed at the farm going forward. There was also discussion regarding Port expectations for the Organic Farm School's compliance with conditions within their existing lease which expires in March 2017. No motions were made.

9.3 Public recognition and appreciation for Greenbank Farm Management Group. There was discussion about the appropriateness and timing of producing some type of public expression of thanks for the years of work by the management group. After some consideration, it was agreed that, because of her history with the farm over many years, O'Donnell would be an appropriate person to draft a letter of recognition and she agreed to do so. The final letter will be signed by the current Commissioners.

9.4 Greenbank Farm Concept for Organic Farm Market. Commissioner Bell introduce the idea of researching the viability for locating a farmer's market on-site. Discussion ensued and it was agreed that, during 2016, we would gather market data from existing farmers, vendors, host locations and customers. We will also publish a news release inviting interested parties to contact us with their ideas for 2017.

9.5. Regular meetings and cooperative projects with Port of South Whidbey Island. Mishasek suggested fellow Commissioners regularly attend these meetings. He noted it has been worthwhile for him to learn how they operate and about possible opportunities for future co-operation. Bell pointed out that Washington Public Ports Association (WPPA) is also an excellent resource for Ports to work together on many issues.

10. PRESIDING OFFICER'S REPORT-- None

11. COMMISSIONER COMMENTS/COMMITTEE REPORTS:

- **Island Transit Planning Organization (ITPO)** -- Mishasek noted that those meeting were informed of upcoming roadwork at Race Road and Sharp's Corner roundabout.
- **Council of Governments (COG) --** Diamanti noted that the group was advised by the County Emergency Management director that upcoming Water Festival would be affected by protests at Deception Pass related to the movement of oil drilling platforms leaving Puget Sound bound for Alaska.
- **Marketing Committee** -- Bell reported that he is putting together a committee of interested parties and they will meet soon, probably at Greenbank Farm.

12. EXECUTIVE SESSION - None

13. PUBLIC COMMENT - None

14. ADJOURN: The meeting was adjourned at 12:30 p.m.

Next regular meeting
Wednesday May 11, 2016 at 10 a.m.
at the
Masonic Lodge
804 North Main, Coupeville WA

The Board of Commissioners approved the foregoing Minutes on ***28 July 2016***

William Bell | John Mishasek | Michael Diamanti