

PORT OF COUPEVILLE

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REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Wednesday July 12th, 2017 at 10 AM
Barn A, Greenbank Farm, Greenbank, WA 98253

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

MINUTES

1. **WORK SESSION (9:45 – 10:00 AM):** Workshop called to session at 9:45am. Commission review of vouchers, payroll, and minutes
2. **CALL TO ORDER and PLEDGE OF ALLEGIANCE:** 10am
3. **ROLL CALL:** Commissioners John Mishasek, Bob Monroig and Executive Director, Chris Michalopoulos were all present. Commissioner, William Bell was unable to attend. Staff: Orion Gudgell, Administrative Assistant was present.
4. **CHANGES TO AGENDA -** None
5. **COMMISSIONER ACTION:**

5.1 Approval of minutes, payroll, and vouchers.

A. A Motion was made to approve the Minutes of June 14th, 2017. The Motion was approved unanimously.

B. A motion was made to approve the following vouchers, warrants, and electronic payment from June for payment:

Voucher (warrant) numbers: <u>7-1</u> through <u>7-26</u>	<u>\$31,820.26</u>
Payroll warrant numbers: <u>7-27</u> through <u>7-35</u>	<u>\$13,974.13</u>
Electronic payments dates: (No voucher numbers needed)	<u>\$7,571.21</u>
Total:	<u>\$53,365.60</u>

The Motion was approved unanimously.

6. PUBLIC COMMENT – Public Comment was given.

7. FINANCIAL UPDATE

7.1 Financial Statement through June 2017

- Donna Carter, from O'Brien Bookkeeping, provided information on the Port of Coupeville's Finances through June 2017.

8. ED REPORT

- The Executive Director felt strongly about the progress made in outreach with the community and stakeholders with the Port of Coupeville.
- The ED talked about building a part time local talent pool to help with various projects such as repairs, enhancements and landscaping. This approach can achieve maintenance goals while saving the Port excess salary expenses funding a Facilities Maintenance Manager.
- The ED and the Commissioners discussed .09 fund options for repairs to the Wharf and Farm.
- Harbormaster, Long Bechard, was commended for saving port excessive expenses to replace bathroom heaters when only the grates needed replacement.
- Administrative Assistant, Orion Gudgell, validated the status of the Farms Organic Certification status. The ED will work with stakeholders to bring farming back where appropriate.
- The cleaning and repair of the of the Caretaker Cottage House, Greenbank Farm, is now complete. Facilities Technician, Brian Hutchins, will be moving in on or before August 1, 2017.
- Orion discussed the upcoming Annual Events (RAGNAR, the WAIF Wag 'n Walk and Weavers Guild) along with wedding events at the Farm.

9. OLD BUSINESS

9.1 Second Draft POC Employee Handbook

A. The Executive Director has been doing research vetting through Employee Handbooks from other Ports, and thinks the Employee Handbook will be ready to approve and implement in the August Open Public Port meeting.

9.2 Comprehensive Plan Update

A. The Executive Director discussed the results of the first Comp Scheme Meeting held on June 28th, 2017. The meeting included representative's CAI, the Citizens Advisory Committee and the Port of Coupeville.

9.3 Utilization of Jason Joiner (Windermere) to advertise and gather options for leasing unit C-103

A. After the Port researched and sought other bids to represent open office/retail space unit C-103 at the Greenbank Farm, Jason Joiner was selected to a 6-month contract.

9.4 Facilities Maintenance Employment Search

A. The Facilities Maintenance Manager position will be eliminated and most work will be assigned to our Facilities Maintenance Technician, Brian Hutchins. Part time staff and other companies/contractors will be called in to support projects on an "as needed" basis.

10. NEW BUSINESS

10.1 Presentation: Whidbey Island Conservation District Greenbank Marsh Update by Matt Zupich

10.2 Decision: Contract Amendment for Executive Director

- A Motion was made to approve an amendment to the Executive Director's employment contract affecting salary.

- A discussion was had regarding need for an annual review of performance as well as the need to instill stability at the Executive Director level.

- The Commissioners agreed the increase in salary was justified by the accomplishments made in the first two months of performance, saving the Port over \$75,000 in unnecessary expenses.

The Motion passed unanimously.

10.3 Discussion: Job Descriptions of Port Employees

- Job descriptions will be finalized and approved at the next Open Public Meeting

10.4 Discussion: Task Force for Barn B Powder Post Beetle

-The Executive Director discussed his research and assessment of the Barn B Powder Post Beetle along with a task force of local experts. It was determined there is no emergency response needed, but a maintenance plan needs to be created as a result of further data collected.

11. PRESIDING OFFICER'S REPORT

- Commissioner John Mishasek described the ways in which the Port is operating stronger than it has for some time. Excellent outreach has been made with the community and cost cutting measures have helped the Port operate with a leaner approach.

12. COMMITTEE REPORTS

- Commissioner Mishasek attended the Council of Governments meeting which touched on the aging demographics on Whidbey Island; the differences among age groups geographically on Whidbey and challenges that it presents to healthcare and general support.

- Commissioner Monroig reported the Ferry System was starting its new schedule to operate more efficiently and on time.

13. EXECUTIVE SESSION

- No Executive Session was held.

14. ADJOURN – Meeting was adjourned at 11:39am.

The Board of Commissioners approved the foregoing Minutes on 9 August, 2017

William Bell (not present)

John Mishasek

Bob Monroig

Next regular meeting: Wednesday, September 12th, 2017 at 10 AM at the Greenbank Farm, Ste. E (JDH), 765 Wonn Rd, Greenbank, WA 98253. Per Port of Coupeville Resolution 224 the meeting will be preceded by a work session at 9:45 AM.

7.14.2017/V3