

# PORT OF COUPEVILLE

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## MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Wednesday April 12<sup>th</sup>, 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 was 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 William Bell, John Mishasek and Bob Monroig were all present. Staff: Damon Stadler (Facilities Maintenance) and Orion Gudgell (Admin. Assistant) were all present. Executive Director Jan-Marc Jouas was absent.
4. **CHANGES TO AGENDA:** None
5. **COMMISSIONER ACTION: CONSENT AGENDA**

A motion to approve the following vouchers, warrants, and electronic payments for payment was unanimously approved:

	(Funds) Total
Voucher (warrant) numbers: 12-49 through 12-76	\$30,835.39
Payroll warrant numbers: 12-77 through 12-83	\$15,591.28
Electronic payments:	\$11,779.96
Total	\$58,206.63

A Motion to approve the Minutes of March 8, 2017 and March 15, 2017 passed unanimously.

6. **PUBLIC COMMENT:** Public comment was provided on displays, SUVA, Greenbank Farm and rents.
7. **DETERMINATION OF LEASE RATES FOR GREENBANK FARM AND COUPEVILLE WHARF** (*public comment welcome during this discussion*)

A Motion was made to set the 2017 lease rates at Greenbank Farm at \$.80 (per square foot) retail, \$.70 (per square foot) office, and \$.60 (per square foot) storage over a five-year period, with the Anchor Tenant getting a special deal. This motion is made with the understanding that Whidbey Camano Land Trust would receive a five-year lease per a requirement of their

Board. (With CPI adjustments and sales tax 12.84 included over that time.) Due to disagreement on the matter over how many years the lease could over, the Motion did not pass

A Motion was made to set the 2017 target rates at Greenbank Farm for a three-year agreement wherein the rental rates would increase to \$.85 retail, \$.70 office, \$.60 storage, \$.75 commercial (20% discount from retail for the anchor tenant), and \$.30 unimproved storage. The Motion did not pass.

A Motion was made to set the 2017 target rates at Greenbank Farm at \$.80 retail, \$.70 office, \$.60 storage, \$.30 unimproved storage, \$.55 for anchor tenant and \$.50 for Commercial Kitchen space, over a three-year period that would include an annual CPI increase. The Motion did not pass.

A Motion was made to set the 2017 target rental rates at Greenbank Farm at \$.80 retail (\$.55 retail for the Anchor Tenant), \$.70 office, \$.60 storage, \$.30 unimproved space, and \$.60 Commercial Kitchen, to be realized over a three-year period with CPI factored annually. The motion was unanimously approved.

An Amendment to the motion to provide an exception for the Whidbey Camano Land Trust to receive a five-year lease (per a requirement of its Board) was unanimously approved.

A subsequent motion to set the 2017 target rental rates at Greenbank Farm at \$.80 retail (\$.55 retail for the Anchor Tenant), \$.70 office, \$.60 storage, \$.30 unimproved space, and \$.60 Commercial Kitchen, to be realized over a three-year period with CPI factored annually, and providing a five-year lease to the Whidbey Camano Land Trust, passed unanimously.

**This agenda item was put on hold to allow State Auditors who arrived after the meeting was in progress to present the results of the Port's triennial audit to the Board. Following the State Auditors' presentation the meeting returned to the business of lease rates.**

A Motion to set the 2017 target rental rates for Coupeville Wharf at \$.95 retail and \$.30 for unimproved storage passed unanimously.

**8. PRESENTATION:** Results of the Port's triennial State audit.

Ms. Amanda Robinson, State Auditor, and Ms. Jessica Costigan, Assistant State Auditor, presented the results of the 2013-2015 Washington State Audit of the Port of Coupeville. Several exit items that require attention by the Port were identified, however, there were no findings in this audit.

**9. FINANCIAL UPDATE**

The February 2016 Financial Statement was presented by Donna Carter, Deputy Auditing Officer.

Commissioner Mishasek postulated that there might be a drop in fuel sales to the Penn Cove Mussel Farm due to a lack of plankton, which is impacting mussel health and numbers.

**10. STAFF REPORTS**

The Facilities Maintenance Manager reported on current tasks and repairs at Greenbank Farm and the Coupeville Wharf.

**11. OLD BUSINESS**

- 11.1 A Motion to approve Resolution 232, Appointment of Executive Director as Claims Agent, passed unanimously.
- 11.2 A Motion to Approve a Fee Schedule for Port Facilities at Greenbank Farm passed unanimously.
- 11.3 A Motion was made to set fees for non-profit organizations at 50% of the regular rates for moorage or rental. The Deputy Auditing Officer stated that a leasehold tax would not apply to SUVA, as it is a mobile business and not stationary, nor would CPI, but rate increases would apply. An Amendment to the original Motion was passed to provide the Executive Director latitude for establishing an agreement with the Coupeville Maritime Heritage Foundation. The original Motion to give a 50% discount to Non-Profit Organizations using Port facilities, amended to give the Executive Director latitude in negotiations with the Coupeville Maritime Heritage Foundation, passed unanimously.

## **12. NEW BUSINESS**

- 12.1 A Motion to approve Resolution 233, rescinding Resolution 217 and closing the Port bank account for direct deposit payroll, passed unanimously.
- 12.2 A Motion to approve Resolution 234, appointing new Port Investment and Auditing Officers, passed unanimously. Amber O'Brien of O'Brien Bookkeeping and Charles Edwards of Edwards and Associates are appointed Investment Officers. Amber O'Brien of O'Brien Bookkeeping, Charles Edwards of Edwards and Associates, and Sandy Gaback of Edwards and Associates are appointed Auditing Officers.
- 12.3 A Motion to authorize the Executive Director to publish a Request for Proposals for signage at Greenbank Farm passed unanimously.
- 12.4 The commissioners deferred the selection of individuals to interview for the position of Executive Director until after the executive session. Following the executive session the commissioners discussed which applicants were best qualified for the position. A motion to interview the following candidates passed unanimously: Mr. Brian Beecher, Ms. Leslie McConnell, Mr. Chris Michalopoulos, Mr. Peter Milnes, Mr. Mohammad Mostafavinassab, Mr. Nicholas Vande Griend, and Mr. Timothy Voss.

## **13. PRESIDING OFFICER'S REPORT**

The Port and Whidbey Telecom desire to explore the possibility of bringing the "BiG GiG" to the Port. A Motion to approve a MOU regarding a potential Private/Public partnership between Whidbey Telecom and the Port of Coupeville passed unanimously.

## **14. COMMITTEE REPORTS**

Commissioner Mishasek reported The Council of Governments is on hiatus and currently not accepting applications for .09 funds.

Commissioner Bell stated that the EDC presented its annual plan to the County Commissioners. Commissioner Bell missed the March meeting as it was on the same day as the Port meeting. Commissioner Bell also attended the Marine Resources Council meeting.

Commissioner Monroig attended the Island Regional Transit Planning Organization meeting last month and added provisions to their organization per RCWs.

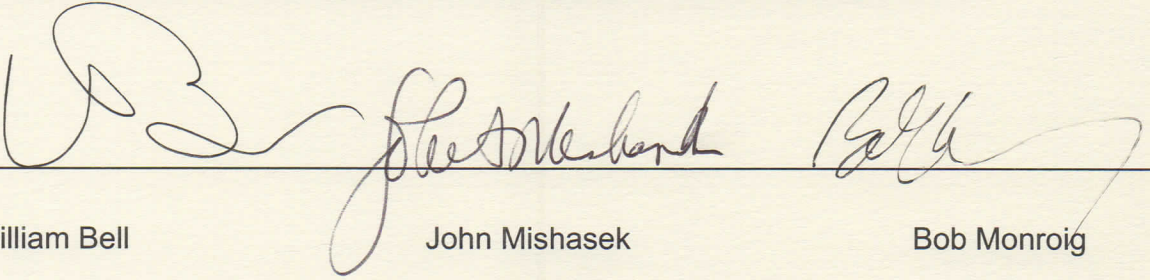
**15. EXECUTIVE SESSION:** The executive session began at 1:30 pm and ended at 2:00 pm, for a total of 30 minutes.

15.1 To evaluate the qualifications of an applicant for public employment (RCW 42.30.110g).

15.2 To discuss with legal counsel representing the agency matters relating to litigation or potential litigation (RCW 42.30.110i).

**16. ADJOURN-** The Meeting adjourned at 2:04 pm.

The Board of Commissioners approved the foregoing Minutes on 10 May 2017



William Bell                      John Mishasek                      Bob Monroig