

PORT OF COUPEVILLE

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MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Wednesday March 8th, 2017 at 10 a.m.
Barn A, Greenbank Farm, 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 and minutes
2. **CALL TO ORDER and PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:** Commissioners John Mishasek, William Bell and Bob Monroig were present. Executive Director Jan-Marc Jouas was away due to a death in the family. Damon Stadler and Orion Gudgell were present.
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. A second motion to approve voucher 12-48 was approved unanimously.

	(Funds) Total
Voucher (warrant) numbers: 12-12 through 12-40, 12-48	\$27,526.15
Payroll warrant numbers: 12-41 through 12-47	\$15,655.42
Electronic payments:	\$5,613.86
TOTAL	\$48,795.43

A Motion to approve the Minutes of the 8 February 2017 Regular Port Meeting was approved unanimously.

6. PUBLIC COMMENT – Public Comment was made.

- A request was made by the Island County Marine Resources Committee to appoint a Port representative to fill a vacant position on the MRC Board. Commissioner William Bell volunteered to be the Port's representative to the MRC.

7. PRESENTATIONS

- The Lions Club requested to set up a tent near the pier entrance to receive donations during White Cane Day, May 20-21. (Penn Cove Water Festival). The Board approved the request.

8. FINANCIAL UPDATE

- January 2017 Financial Statement from Edwards and Associates. Donna Carter presented the January 2017 Financial Statement at the meeting.

9. EXECUTIVE DIRECTOR & FACILITY MAINTENANCE MANAGER REPORTS

- The Executive Director was away. The Facilities Maintenance Manager reported on the Caretaker house at Greenbank Farm, Barn A roof, Fire Inspection (extinguishers and Farm), a new water meter at the Cove Café on the Coupeville Wharf, and the condition of the fence posts for the horse pastures and along the Highway.

10. OLD BUSINESS

10.1 The Mount Appraisal Group analysis of Fair Market Rent for Port Properties was presented.

10.2 Resolution 229, Revision of Marina Policies and Fees. A Motion to approve the revision of Marina Policies and Fees was approved unanimously.

10.3 Resolution 230, Updated Bylaws of the Port of Coupeville. A Motion to approve updated bylaws for the Port of Coupeville was approved unanimously.

10.4 Resolution 231, Public Records Act Policy. A Motion to revise the Public Records Request Policy of The Port of Coupeville was approved unanimously.

10.5 Selection of three firms to interview for the Port of Coupeville Comprehensive Scheme and Strategic Plan Contract. No decision was reached.

11. NEW BUSINESS

11.1 A motion was made to approve the 2017 Contract with Stonebridge Environmental, Inc. for Large On-site Sewage System (LOSS) Wastewater Treatment System Monitoring was approved unanimously.

11.2 Discussion: Board President attendance of Washington Public Ports Association (WPPA) Spring Conference

11.3 Introduction of Resolution 232, Appointment of Tort Claims Officer. A motion to approve the resolution will be introduced at the next regular meeting.

12. PRESIDING OFFICER'S REPORT -- Nothing significant to report.

13. COMMITTEE REPORTS: COG, EDC, IRTPO.

COG: The prior meeting was suspended.

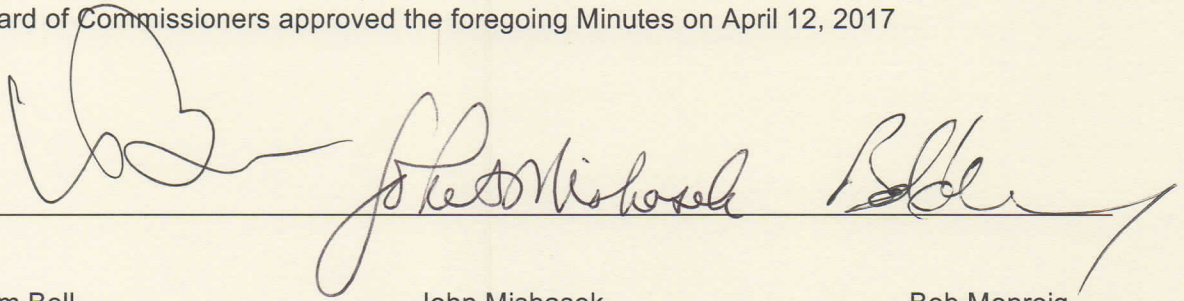
IRTPO: The prior meeting was cancelled.

EDC: Meeting will occur later in March

14. EXECUTIVE SESSION: An executive session was held to discuss potential litigation with legal counsel by telephone conference call, pursuant to RCW 42.30.110(1)(i). The executive session started at 11:30 am and concluded at 12:00 pm.

15. ADJOURN—Meeting Adjourned at 12 pm.

The Board of Commissioners approved the foregoing Minutes on April 12, 2017

A horizontal line is drawn across the page, and three handwritten signatures are written above it. From left to right, the signatures are: William Bell, John Mishasek, and Bob Monroig. The signatures are in black ink and are cursive in style.

William Bell

John Mishasek

Bob Monroig