

PORT OF COUPEVILLE

PO Box 128, Greenbank, WA 98253 // 765 Wonn Road, Greenbank
Telephone: (360) 222-3151, Fax: (360) 222-3484

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Wednesday August 9th, 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 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 and Executive Director, Chris Michalopoulos were all present. 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 July 12th, 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>8-1</u> through <u>8-26</u>	<u>\$20,999.67</u>
Payroll warrant numbers: <u>8-27</u> through <u>8-36</u>	<u>\$15,522.73</u>
Electronic payments dates: (No voucher numbers needed)	<u>\$4,637.88</u>
Total:	<u>\$41,160.28</u>

The Motion was approved unanimously.

6. **PUBLIC COMMENT** - None

7. FINANCIAL UPDATE

7.1 2018 Budget Progress Update

7.2 Financial statement through June 2017

Port Accountant, Donna Carter, discussed the Port's finances through June 2017.

8. EXECUTIVE DIRECTOR REPORT

8.1 The Executive Director discussed Port matters and answered questions from the Port Commissioners.

9. OLD BUSINESS

9.1 Decision: Approve Resolution 237, Port of Coupeville Employee Handbook
A Motion was made to discuss and approve Resolution 237. The Motion was tabled until further Financial Analysis.

9.2 Decision: Approve Resolution 238, Job Description for Harbor Master
A Motion was made to discuss and approve the Job Description for the Harbor Master. The Motion was approved unanimously.

9.3 Decision: Approve Resolution 239, Job Description for Facilities Maintenance Technician
A Motion was made to discuss and approve the Job Description for the Facilities Maintenance Technician. The Motion was approved unanimously.

9.4 Decision: Approve Resolution 240, Job Description for Facilities Caretaker
A Motion was made to discuss and approve the Job Description for the Facilities Caretaker. The Motion was approved unanimously.

9.5 Decision: Approve Resolution 241, Job Description for Administrative Assistant
A Motion was made to discuss and approve the Job Description for the Administrative Assistant. The Motion was approved unanimously.

9.6 Decision: Approve Resolution 242, Volunteer Release and Waiver of Liability Form
A Motion was made to discuss and approve the Volunteer Release and Waiver of Liability Form. The Motion was approved unanimously.

9.7 Discussion: Comprehensive Plan Update
Updates were discussed from the first two CAC meetings. A suggestion was made for a Commissioner Open Public Meeting Workshop.

10. NEW BUSINESS

10.1 Discussion: Assistant Executive Director Part-Time position
A financial analysis was requested on how to fund the position.

10.2 Decision: Approve Resolution 243, Transfer Security Funds
A Motion was made to discuss and approve the Transfer of Security Funds from the Maintenance Fund to the Trust Fund. The Motion was approved unanimously.

10.3 Discussion: Alarm system Barn A failure
It was discussed that the POC may pay for the equipment and the tenants pay for monthly monitoring.

10.4 Discussion: Insurance claim for fire support pumps

10.5 Discussion/Decision: Resolution 244 Moorage Operations, rescinding Resolution 229
A Motion was made to discuss and approve Resolution 244. The Motion was approved unanimously.

11. PRESIDING OFFICER'S REPORT – No Report Given

12. COMMITTEE REPORTS

-Commissioner Monroig discussed the Island Regional Transportation Organization meeting and Wash DOT's Construction Updates. Comment was made that most community members are pleased with the progress that is being.

-Commissioner Monroig discussed his meeting with the Greenbank Marsh Restoration Work Group and the potential for creating a Whidbey Island Nature Center at Greenbank Farm.

-Commissioner Mishasek discussed the Council of Government meeting discussing the Clinton Market Study and business recruitment & attraction for Whidbey Island.

13. EXECUTIVE SESSION

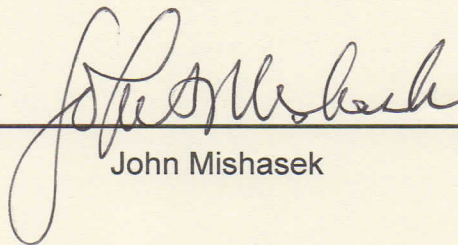
13.1 An Executive Session was called at 12:23 to discuss matters relating to litigation or potential litigation (RCW 42.30.110i). The Session ended at 12:35pm.

14. ADJOURN-12:35pm

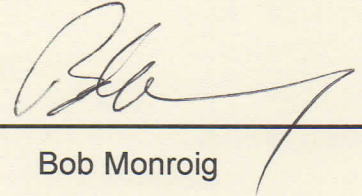
The Board of Commissioners approved the foregoing Minutes on September 13, 2017



William Bell



John Mishasek



Bob Monroig

Next regular meeting: Wednesday, October 11th, 2017 at 10 AM at Barn A, Greenbank Farm, Greenbank WA 98253, WA. Per Port of Coupeville Resolution 224 the meeting will be preceded by a work session at 9:45 AM