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 December 12th, 2018 at 10 AM Masonic Lodge, 804 North Main Street, Coupeville WA 98239

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

AGENDA

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**
4. **CHANGES TO AGENDA**
5. **COMMISSIONER ACTION:**

   5.1 Approval of minutes, payroll, and vouchers.

6. **PUBLIC COMMENT** - *This time is set aside for members of the public to speak to the Board regarding subjects of concern, interest, or items on the Agenda. The Board will take all information under advisement, but generally will not take any action unless it is emergent in nature. To ensure your comments are recorded, please state your name and city of residence. Please limit comments to 5 minutes. If you have any documents to present to the Board, please hand them to the Port Clerk prior to speaking.*
7. **FINANCIAL UPDATE**

   7.1 Financial Statement November 2018

8. EXECUTIVE DIRECTOR REPORT

9. OLD BUSINESS

9.1 Action: Resolution #256 - Updated Fee Schedule for Events
9.2 Action: Resolution #255 - Updated Moorage Fee Schedule
9.3 Action: Resolution #254 - Executive Director Contract Authority
9.4 Discussion: Wharf Manager Hiring Update
9.5 Action: Resolution #260 Employee Deferred Compensation Program
9.6 Discussion: Strategic Planning Meeting for 2019
9.7 Discussion: 2019 Election of Officers
9.8 Action: Resolution #259 CERB Grant Feasibility Study

10. NEW BUSINESS

10.1 Introduction: Family Medical Leave Act Updated
10.2 Action: Resolution #257 Auditing Officers
10.3 Action: Resolution #258 Authorizing ICTIP LGIP Participation
10.4 Action: Approved Meeting Substitutions (COG, IRTPO, MRC)
10.5 Introduction: Commissioner Performance Standards

11. PRESIDING OFFICER'S REPORT

12. COMMITTEE REPORTS

13. ADJOURN

Next regular meeting: Wednesday, January 9th, 2019, 10 AM at 765 Wonn Road, Suite E, Jim Davis House, Greenbank, WA 98253

Per Port of Coupeville Resolution 224 the meeting will be preceded by a work session at 9:45 AM.

Posted to: **Port of Coupeville Web Page -- www.portofcoupeville.org**
United States Post Office – Coupeville & Greenbank, Washington
Whidbey News Times – editor@whidbeynewsgroup.com
Town of Coupeville – clerktreasurer@townofcoupeville.org

12.10.2018/V3

EXECUTIVE DIRECTOR REPORT
PORT OF COUPEVILLE
Month of November 2018

The following is a general summary of my activity:

Administration:

I processed and ranked over 50 Wharf Manager applications. There are some strong candidates as far as resume experience. I chose the top eleven candidates to participate in a first round of phone interviews. I then conducted phone interviews on six of the top eleven candidates, ranking them in a matrix on a scale of 1 – 5, depending on how they answered the questions. I will be conducting the last five interviews on December 3, 2018. I will then set up live interviews the second week in December. I will be including Vickie Chambers from CHWA and Pat and David from the Salty Mug as a panel during the interviews. I will be working with Long to understand the wharf processes/procedures and with Kellie's help, construct a training/processes manual to better aid in training and management of the wharf.

I installed a security program on our website as we were fighting off hack attempts almost every day. We average hundreds of hacking attempts per month, and an annual $99 firewall fee can help prevent one from getting through. I did this myself saving the port excess expenses through a vendor.

POC General Business: Kellie and I are still planning on putting up some dates for a community forum in the near months to solicit feedback and participate in a listening tour for the wharf pile rehabilitation project.

We continue to excel with our monthly eNewsletter. This is one of my goals stemming from the Comprehensive Scheme. Here are the November stats:

- November Newsletter:
  - 52% open rate (industry average is 25%)
  - 70% of readers opened on desktop computer vs. mobile.
  - 31% click-through rate for more content.
  - Most read story? OLF letter on historic impact to structures!

I am now the lead on a rural broadband project initiated by Commissioner Mishasek. I presented at COG with Commissioner Mishasek and Joe Poire (Port of Whitman County), to discuss first steps and the CERB Grant process. The meeting produced excellent questions and ultimately showed support to help fund the 25% matching that is needed for the grant. I have already met with Joe to review the CERB Grant application and needed information. We will also be meeting to assemble a letter explaining our in-kind strategy towards the matching portion of the grant.

I am confident the employees of the Port of Coupeville can now participate in a Deferred Compensation Program though the state called a 457(b). This would require little effort from Donna to administer. It would require little investment on the Ports side as far as matching funds. I am looking to start this program January 1, 2019 with the Boards approval in December.

With changes coming to the States Family Medical Leave Act and a possible DCP benefit implementation, I will need to update the Ports Employee Manual.

A special Budget Meeting was held on November 6th to pass the 2019 budget. Donna then sent a budget to Actual for 2018 through October. We are continuing to provide more data analysis and detail in our financial reporting processes.

Legal: Nothing new to report after the Executive Session in November.

Community: Here is a list of the community-based meetings attended during November:

- Attended Council of Governments monthly meeting. Presentation on CERB and fiber build
- Met with farm merchants to discuss Holiday Market
- Met with community volunteers to discuss donations for farm preservation fund

Leases: I wrote an Addendum to the lease with Whidbey Pies to increase the fixed monthly electrical expense. This was signed and will begin January 1, 2019. The new amount is reflected in the 2019 budget. I will be sending an Addendum A to Seaside & Sylvan as their new 5-year lease did not include the updated CPI amounts for the rest of this year. These are based on 2017 numbers. I am looking to get that signed in December.

Funding: Kellie will be researching grant opportunities in December on both the farm and the wharf. She also finished up reporting requirements for grant reimbursements on the pond and roof projects (down payment).

Coupeville Wharf: The last section needing bottom cleaning was the fuel dock. This was finished in November. It has been a couple years since this was done, there was significant mussel and organic matter build up. Island Dive Service performed the service.

Brian finished the new fence hiding the electrical box to the left of the causeway entry. This was primed and painted to match the new sign and wharf building.

I am working with ELNHR to seek support for gutter guards on the wharf gutter system. This would allow for more efficient maintenance and less labor costs associated with managing waste and materials

brought about by birds. I am looking to get a verbal approval from Kristen so we are transparent about enhancements on the historic building.

Our fire suppression lines were tested by Commercial Fire this month. All lines are tight and no leaks detected.

We are looking for a call from the Department of Ecology to do our annual fuel tank inspection. I will ask that Brian be involved so we have more knowledge on our team of processes and reporting requirements.

Greenbank Farm: The merchants of the farm are executing a holiday market and celebration this December. Santa is to arrive on a firetruck and visit with kids the second and third weekends in December. As of the end of November, we have approximately 12 paying vendors spanning both weekends, with more interested. All proceeds earned from the event will be allocated to the farm restoration account. This is PoC sponsored and supported, but not driven.

Kellie conducted a second meeting with the farms new Ad Hoc Committee on dog walking. The committee consists of community members representing dog walkers, dog park managers, merchants and the Audubon Society. This Ad Hoc Committee is looking at current boundaries, future farming activities and how new rules and signage can support both farming and recreation.

New signs are being developed to close off certain areas of the farm that are in the path of progress with current and future agriculture programs. Water supply that is typically winterized is now being left on to support said programs.

We are hiring a tree specialist to analyze the diseased trees on the farm. This highly qualified person is going to teach us care and maintenance to save some of the fruit trees.

Construction on the Barn A roof finished the last week in November. The new metal sections look fantastic and now allow for winter events and an increase in off-season rentals.

We are seeking bids to replace large support beams along the entryway of Barn A leading to the Wine Shop and Café. These beams are completely rotted through and pose a hazard of roof collapse. The rubber roofing the beams support is reportedly failing as well as a poor design allowed the rotting to occur. This may be a large expense, so Kellie is looking at grants to support it.

We replaced old overhead string bulb lighting in Barn A with efficient LED lighting. The lights themselves look almost identical, but we will not have the monthly expenses associated with blown bulbs due to power surges with events. We will also save on monthly electrical usage due to LED's more efficient operational costs.

All farm exit signs have now been replaced with LED signs, saving maintenance costs and operational costs.

PORT OF COUPEVILLE

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REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Wednesday November 14, 2018 at 10 AM 765 Wonn Road, Suite E, Jim Davis House, Greenbank, WA 98253

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 a.m.): Commission review of vouchers, payroll, and minutes.

2. CALL TO ORDER and PLEDGE OF ALLEGIANCE

3. ROLL CALL: Commissioner William Bell, Commissioner John Mishasek, Commissioner Mohammad Mostafavinassab, Executive Director Chris Michalopoulos, and Accountant Donna Carter were all present.

4. CHANGES TO AGENDA - None requested.

5. COMMISSIONER ACTION

5.1 Approval of minutes, payroll, and vouchers.

A. Commissioner Mishasek moved to approve the following vouchers, warrants, and electronic payment from October for payment:

Voucher (warrant) numbers: 11-02 through 11-27 $16,428.85

Payroll warrants:	$16,725.72
Electronic payments dates: (No voucher numbers needed)	$ 5,138.80
Total:	$38,293.37

Motion was seconded and passed unanimously.

B. Commissioner Mishasek moved to approve the Meeting Minutes of Oct. 10 and the Special Meeting Minutes of Nov. 6, 2018. **Motion was seconded and passed unanimously.**

6. PUBLIC COMMENT

Commissioner Mishasek called for public comments. Gerry Swanson of Freeland shared a flyer for the upcoming holiday market at Greenbank Farm. He said merchants are working closely with Port staff and the event will be held two weekends in December. They will be coordinating volunteers and holiday décor. He said the community is excited to see the market return. Santa will also be at the farm on December weekends, and a tractor lighting ceremony will take place on Dec. 8. The public comment section was closed.

7. FINANCIAL UPDATE

7.1 Financial Statement through October 2018

Port Accountant Donna Carter shared two reports, one illustrating profit and loss by class and tax levy funding in October. She provided a copy of the pending budget and invited feedback.

Commissioner Mishasek inquired about variance between budget to actuals. Executive Director Michalopoulos and Ms. Carter said budget to actuals will be provided in the near future.

8. EXECUTIVE DIRECTOR REPORT

8.1 Commissioner Mishasek inquired about Port staff plans for grants. Executive Director Michalopoulos said staff are reviewing grant opportunities and will inform the board with a spreadsheet about future opportunities. Commissioner Bell suggested the topic be discussed more fully at the upcoming board planning workshop.

Commissioner Mishasek asked to inform the board about the broadband project. He said the Ports of Whitman and Skagit Counties can seek federal funding to support a broadband initiative, and the Port should consider driving a similar project in Island County, which would require an initial assessment. He said a CERB grant to conduct the assessment could be available, but it requires $25,000 in matching funds and it is uncertain where that funding will come from. Commissioner Mishasek made a motion which he read as follows:

"To have Port of Coupeville facilitate a CERB grant application within 60 days for a broadband needs assessment (engineering) project, using the assistance of the Ports of Skagit or Whitman County staff and including their optimization of in-kind match or including municipal and/or county financial support for the matching funds portion of the CERB grant."

Ms. Carter and Executive Director Michalopoulos said the motion was not on the agenda. Commissioner Bell asked if the Port does not find matching funds, will it be obligated to provide the match? He also expressed concern that the project was not included in the proposed budget and that it is a gray area.

Executive Director Michalopoulos said the Port cannot afford to pay for matching funds out of the budget, particularly with the pending wharf project. He said county commissioners may support the project through the RCED program or the City of Oak Harbor could play a role.

Commissioner Bell asked if Whidbey Telecom could play a role with engineering support? Executive Director Michalopoulos said an engineering firm would need to do a full viability study.

Motion was seconded and passed unanimously.

9. OLD BUSINESS

9.1 Discussion: Resolution #256 - Updated Fee Schedule for Events

Executive Director Michalopoulos said feedback has been updated into a new proposed fee schedule. He said the new schedule gives greater flexibility to the Port to manage and promote events, such as Ragnar. He asked the Commissioners to consider the schedule for final approval at the December meeting.

9.2 Discussion: Resolution #255 - Updated Moorage Fee Schedule

Executive Director Michalopoulos asked the commissioners to consider changes to the moorage fees based on input from the current harbormaster, Ms. Bechard. He also needs to update wharf signage to make instructions clearer and will do so in weeks ahead. He has had several complaints from wharf users about lack of sign clarity.

Executive Director Michalopoulos said he had eliminated mooring floats at the wharf. Commissioner Bell asked if the Port is renting land from the state for the mooring floats. Chris said he will inquire. Commissioner Bell also said the Port is responsible for removing the anchors and chain for the floats.

Commissioner Mishasek said that since overnight fee collection has been an issue, can the wharf evening moorage activities be monitored electronically? Executive Director Michalopoulos said he'd like to have staff at the wharf, to explain the system, along with clear signage. All commissioners agreed signage is inadequate and needs to be improved.

9.3 Discussion: Resolution #254 - Executive Director Contract Authority

Executive Director Michalopoulos said the existing Resolution 157, section C has some crossover with Resolution #254. If #254 passes, it would rescind section C in Resolution #157.

(Meeting break for executive session at 10:56 a.m.)

11. EXECUTIVE SESSION 11 A.M.

11.1 To discuss matters relating to litigation or potential litigation (RCW 42.30.110I)

The executive session ended at 11:55 a.m.

(Meeting resumes at 11:55 a.m.)

Executive Director Michalopoulos said Resolution # 254 will become action item in at the next board meeting on December 12.

9.4 Discussion: Wharf Manager Hiring Update

Executive Director Michalopoulos said he has received 47 applications and has begun reviewing and responding based on applicant experience. He plans to do phone screenings and will narrow to top candidates, and then interview in person. Commissioner Mostafavinassab suggested the Port include other people on the interview panel to help assess candidates for greater involvement. Commissioner Bell said he'd like to see a job description.

9.5 Action: Approval 2019 Budget Short Form

Commissioners approved and signed the 2019 Budget Short Form.

10. NEW BUSINESS

10.1 Introduction: Port of Coupeville Accounting Services

Commissioner Mishasek said Amber O'Brien is resigning from providing accounting services to the Port, effective December 12, 2108.

Commissioner Mishasek made a motion to approve an award of the accounting contract to Donna Carter and Associates accounting services. Commissioner Bell asked what the start date should be. Commissioner Mostafavinassab suggested the contract begin November 15, 2018 and to amend the contract to include a termination notification of 45 days should Ms. Carter wish to end the contract.

Commissioner Mishasek moved to approve the award of the accounting contract to Donna Carter and Associates, with a start date of November 15, and a modification requiring a 45-day notice of resignation to the other party. **Motion was seconded and passed unanimously.**

10.2 Introduction: 2019 Election of Officers

Executive Director Michalopoulos notified the Commissioners that the election of officers will occur in January, 2019.

10.3 Introduction: Strategic Planning Meeting for 2019

Commissioner Mishasek suggested a planning meeting be scheduled, with an agenda prepared by Executive Director Michalopoulos. Commissioner Bell suggested Executive Director Michalopoulos have adequate time to prepare his goals and objectives. The meeting will be scheduled at a later time.

10.4 Introduction: Employee Retirement Program

Executive Director Michalopoulos proposed consideration of an employee retirement benefit for Port employees. He said the state's Department of Retirement Services has a 457(B) program which is free and flexible. He said the Port would need to decide if the plan required automatic enrollment and if the Port would match 1% -3% for employee contributions.

The PERS program is another option, but he is waiting for more information on the plan. Ms. Carter said Commissioners can also participate. Executive Director Michalopoulos asked the Commissioners to consider the item for further discussion and action at the December meeting.

12. PRESIDING OFFICER'S REPORT

Commissioner Mishasek shared notes from a meeting he had about the broadband project.

13. COMMITTEE REPORTS

Commissioner Mostafavinassab said there was low attendance at the recent COG meeting. Commissioner Mishasek said the recent EDC meeting was cancelled.

14. ADJOURN – The Meeting was adjourned at 12:52 p.m.

The Board of Commissioners approved the foregoing Minutes on December, 12, 2018.

William Bell	John Mishasek	Mohammad Mostafavinassab

Next regular meeting: Wednesday, December 12, 2018, 10 a.m. at the Masonic Lodge, Coupeville, WA 98253. Per Port of Coupeville Resolution 224, the meeting will be preceded by a work session at 9:45 a.m.

11.21.2018/V3

PORT OF COUPEVILLE

ISLAND COUNTY, WASHINGTON
RESOLUTION NO. 254

A RESOLUTION of the Board of Commissioners of the Port of Coupeville, Island County, Washington, providing for the delegation of authority to the Executive Director of the Port of Coupeville for matters relating to Port Contracts, Work Orders, Change Orders, MOU's, Lease Agreements, Spending Limits, Contracts over $5000.00 and Contracts Under $5000.00. The following policies are adopted and the previously adopted policies contained in Resolution #157, Section C, are rescinded:

WHEREAS, the Port of Coupeville is a special purpose district established under the laws of the State of Washington; and

WHEREAS, Section 53.12.270 of the Revised Code of Washington provides authority to the Port Commission for delegation of powers to the Executive Director; and

WHEREAS, the Port Commission adopts policy directives delegating administrative authority to the Executive Director for the purpose of expeditious administration of the Port; and

WHEREAS, the Port Commission will from time to time find it necessary to amend and revise such directives due to changes in law and/or operations of the Port; and

WHEREAS, the Port Commission now wishes to provide a master policy directive providing for the delegation of authority to the Executive Director for matters related to Port Contracts, Work Orders, Change Orders, MOU's, Lease Agreements, Spending Limits, Contracts under $5000.00, and Contracts over $5000.00.

WHEREAS, the Executive Director will keep the Commission apprised of changes to Port administrative policies.

NOW THEREFORE, BE IT RESOLVED that the Executive Director of the Port of Coupeville is authorized on behalf of the Port to:

A. Negotiate and execute (1) contracts, maintenance contracts, personal services contracts, MOU's, and other agreements; and (2) amendments to any existing contracts and agreements where the total cost to the Port is projected to be no greater than $5000.00 per year, provided such funds have been allocated in the Port budget for the year of the expenditure and are available at the time of the execution of the contract or other agreement. The Executive Director shall advise the Commission of any such action within a reasonable period of time, not later than the next regular Commission meeting.

B. Negotiate contracts and other agreements, and amendments to existing contracts and agreements, including, without limitation, leases and purchase agreements, for presentation to and approval by the Commissioners in situations where the Executive Director has not otherwise been authorized to negotiate and execute contracts by this Resolution or by other direction of the Commission.

C. Represent the Port to the public, consistent with the Commissioners' direction and/or adopted Port policy.

D. Negotiate and execute new leases where the annual revenue projected to be generated does not exceed $25000.00, or minor modification to existing leases including payment deferrals, due dates for payments, adjustments to the leased premises, and the like, where the increase or decrease in annual revenue projected to be generated does not exceed $25000.00. The Executive Director shall advise the Commission of any such action within a reasonable period of time, not later than the next regular Commission meeting.

E. Authorize purchases up to $5000.00 provided such funds have been allocated in the Port budget for the year of the expenditure and/or are available at the time of the execution of the purchase.

F. Authorize purchases over $5000.00 only upon approval by the Commission provided such funds have been allocated in the Port budget for the year of the expenditure and/or are available at the time of the execution of the purchase.

G. Execute change orders on public works contracts, not to exceed the greater of $15,000 or 20% of the amount stated in the public works contract for any individual change order, up to a cumulative total of $50,000 for any single project, provided that funds are available in the most recently approved capital expenditure portion of the Port budget (taken as a whole) and at the time a change order is executed; provided further that the change order is in furtherance of the approved public works project and recommended by the architect or engineer of record. In the event a change order is recommended by the architect or engineer of record for an approved public works project and an immediate decision is required because the contractor is on-site (often referred to as a "field change order") and the delay in scheduling a special meeting of the Commission to approve the recommended change order will increase the expense thereof, then the Executive Director may approve such change order, provided the change order does not exceed the greater of $50,000 or 5% of the contract amount of the public works contract at issue. The Executive Director shall advise the Commission of the execution of any change order described herein within a reasonable time after execution of the change order, not later than the next regular Commission meeting.

H. Engage and direct consultants and advisors to the Port, including attorneys, auditors, engineers, and planners, consistent with the historical use of such services by the Port and as directed by the Commissioners.

BE IT FURTHER RESOLVED to insure uniform application of these policies, questions or requests for interpretation shall be directed to the Executive Director.

BE IT FURTHER RESOLVED that the Port of Coupeville Commission delegates the authority to the Executive Director to create procedures for the above listed policies. In addition, the Port Commission delegates the authority to the Executive Director to create other administrative policies and procedures as deemed necessary to ensure proper conduct by the Port of Coupeville employees.

BE IT FURTHER RESOLVED to ensure transparency in all aspects of Port operations, the Port will comply with legal requirements associated with public meetings, public records, and will ensure that information surrounding Port decisions are made available to the public though all reasonable means.

BE IT FURTHER RESOLVED that the Commission shall periodically review the Delegation of Authority contained in this Resolution, provided, however, that except as expressly set forth herein, this Delegation of Authority shall continue in effect until amended, modified or terminated by the Commission.

ADOPTED by the Board of Commissioners of the Port of Coupeville at the public meeting held this 12th day of December, 2018 and duly authenticated in open session by the signatures of the Commissioners being present and voting.

_____

William Bell John Mishasek Mohammad Mostafavinassab

Attest: This 12th day of December, 2018 _____

Chris Michalopoulos, Executive Director

PORT OF COUPEVILLE

ISLAND COUNTY, WASHINGTON
RESOLUTION NO. 255

A RESOLUTION of the Board of Commissioners of the Port of Coupeville, Island County, Washington, adopting updated policies and fees for marina operations.

WHEREAS, the Port of Coupeville owns and operates a small marina at the Coupeville Wharf in Penn Cove that provides fueling and mooring facilities for the general public,

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port of Coupeville that the following policies governing marina operations are adopted and the previously adopted policies contained in Resolution #244 are rescinded:

1. Fueling operations:

- **The Wharf Manager of the Port will be responsible for purchasing fuel at the lowest cost obtainable from the most responsive supplier.**
- **Fuel purchases will be arranged so as to provide the minimum levels of inventory consistent with anticipated demands.**
- **The price of existing fuel inventories will be adjusted upwards as fuel purchase prices increase.**
- **The price of existing fuel inventories will not be adjusted downwards if fuel purchase prices decrease.**
- **The Wharf Manager, in consultation with the Executive Director, will set an appropriate fuel price to boaters that is above the cost of fuel to the Port.**
- **Fuel prices may be discounted for large volume purchases, at $0.05 per gallon for purchases over 100 gallons and $0.10 per gallon for purchases over 1,000 gallons.**

2. Moorage fees:

- **Mooring Floats – Overnight (from 6:00 PM to 12:00 PM the following day)**
  - **May 1 thru September 30: $1 per foot**
  - **October 1 thru April 30: $0.50 per foot**

- **Mooring Floats – Temporary**
  - **Vessel length 1' through 29': $5 for three hours**
  - **Vessel length 30' through 50': $10 for three hours**
  - **Vessel length longer than 50': $20 for three hours**

- **Vessels moored at the mooring floats after 6:00 PM will be charged the overnight moorage fee. Temporary moorage fees will be applied to the overnight fee.**

- **At the discretion of the Wharf Manager, boats may be permitted to moor from 9:00 PM to 9:00 AM at the fuel floats at the same fee as that charged for mooring at the moorage floats, provided there is no interference with fueling operations.**

- **At the discretion of the Wharf Manager, boats may be charged temporary moorage rates, after 6 PM, depending on the length of stay, length of vessel, current moorage conditions and purpose of visit.**

3. Passenger based fees for commercial vessels (both for profit and non-profit):

- **Embarking from the Coupeville Wharf: $1.00 per passenger**
- **Commercial vessels bringing passengers from a port other than Coupeville shall pay no fee for passengers disembarking and/or re-embarking from that transient vessel.**

4. Boaters not paying an overnight moorage fee may:

- **deposit bagged trash in the Port receptacle on the wharf for $2.00 per bag**
- **fill water jugs on the wharf at the rate of $1.00 per container.**

Vessels paying for overnight moorage will not be charged an additional fee for solid waste disposal or water container refills.

5. Boat moorage will be on a first come first serve basis. Exceptions to this rule may be made at the discretion of the Wharf Manager to accommodate commercial vessels, vessels operated by a non-profit corporation performing non-profit work, or vessels that have a sublease for reserved moorage.

6. The Board of Commissioners for the Port of Coupeville may adjust fees at its discretion.

7. A fee of $150 plus cost of materials, labor and overhead of 20%, if applicable, will be assessed to boaters where emergency services are needed when:

- **A Sherriff or law enforcement officer is called to support unacceptable or unlawful behavior**
- **A Sherriff or law enforcement officer is called to support non-payment of fees**
- **Any Government or County agency is called to support an accident or fluid spill**

ADOPTED by the Board of Commissioners of the Port of Coupeville at the regular public meeting thereof held this 12th day of December, 2018 and duly authenticated in open session by the signatures of the Commissioners being present and voting.

John Mishasek **William Bell** **Mohammad Mostafavinassab**

Attest: This 12th day of December, 2018 _____

Chris Michalopoulos

PORT OF COUPEVILLE

ISLAND COUNTY, WASHINGTON
RESOLUTION NO. 256

A RESOLUTION of the Board of Commissioners of the Port of Coupeville, Island County, Washington, adopting policies and fees for event fees at Greenbank Farm.

WHEREAS, the Port of Coupeville owns and operates the Greenbank Farm in Greenbank, WA, containing facilities and land for the general public to conduct public and private events,

WHEREAS, Hourly rates are billed on an hourly basis, Half Day rates are billed for six (6) hours, All Day rates are billed for twelve (12) hours,

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port of Coupeville that the following policies governing Greenbank Farm event fees are adopted and the previously adopted policies contained in Resolution #247 are rescinded:

1. Event fees:

• **Parking Lots (only)**			**All Week**	
○ **Wonn Road Triangle**	**$40/Hour**	**$200/Half Day**	**$400/All Day**
○ **Main Parking Lot (South)**	**$40/Hour**	**$200/Half Day**	**$400/All Day**
• **Barn A (Includes assigned parking in one (1) lot, Wi-Fi)**			
○ **Private Events – Includes use of lawn area around the pond, lawn area left of Barn A, Gardens, Viewpoint, small prep kitchen and loft.**			
▪ **Weekdays**	**$75/Hour**	**$400/Half Day**	**$800/All Day**
▪ **Friday Night (5-11 PM)**		**$500/Half Day**	**$1600/All Day**
▪ **Saturday or Sunday**	**$150/Hour**	**$800/Half Day**	**$1600/All Day**
▪ **Saturday & Sunday**			**$2700/Both Days**
▪ **Friday, Saturday & Sunday (3) Days**			**$4300/All Three**
• **Barn A (Includes assigned parking in one (1) lot, Wi-Fi)**			**All Week**	
○ **Sales Event**	**$75/Hour**	**$350/Half Day**	**$600/All Day**
○ **Concert (no charge)**	**$75/Hour**	**$350/Half Day**	**$600/All Day**
○ **Concert w/admission fee**	**$125/Hour**	**$600/Half Day**	**$1100/All Day**
• **Barn A (includes assigned parking in one (1) lot, Wi-Fi)**			
○ **Business Meetings less than 40 people, Non-catered services, non-event, private meetings only**		**Monday – Friday 8 AM - 5 PM Only**	**$50/HR**

- **Private Event Lawn (Other than parking lots)**

  - **Under 20 people, max 12'x12' canopy, no utilities — All Week — $45/HR**
    No live or amplified music or sound, location
    Dependent on booked events

- **Private Meetings JD House — Monday – Friday 8 AM - 5 PM Only — $20/HR**

  - **Back conference room only**

2. The Board of Commissioners for the Port of Coupeville may temporarily or permanently adjust fees and rates at its discretion.

3. Further details concerning costs, fees, policies and procedures will be included in the event contract provided by the Port of Coupeville.

4. The Port of Coupeville may enter into special agreements where there is specific benefit to the Port and its residents/taxpayers.

5. Notes:

1. **Renter provides all entertainment, signage, equipment, staff, and food. Port of Coupeville provides one person to open and close and remain on call for emergencies.**
2. **Port of Coupeville provides the use of tables and chairs on site; Port of Coupeville has 20 8' x 30" tables and 57 white folding chairs (party may rent additional chairs and tables from an outside supplier).**
3. **Banquet permits apply.**
4. **Liability Insurance must be provided for public and private events. Excludes Business Meetings/Private Lawn Events.**
5. **Port of Coupeville staff will meet with the party and tour the facilities. A list of vendors will be provided for services and equipment rental if needed. The party will make their own arrangements with each vendor. Set up/take down is the responsibility of the lessee.**
6. **Set up can be as early as 8 AM. Take down must start before 10:00 PM.**
7. **Rental equipment may be delivered on Friday and picked up on Monday at no additional charge.**
8. **Set up/take down is the responsibility of the lessee.**
9. **Non-profits who provide proof of certificate will be entitled to a 50% discount on published rates. All proceeds from the event must directly benefit the mission of the non-profit whose name appears on the contract. Non-profits may not contract for the benefit of other businesses, groups or individuals to secure the non-profit rate.**
10. **Tenants of Greenbank Farm will be entitled to a 50% discount. All proceeds from the event must directly benefit the participating Tennant whose name appears on the contract. Tenants may not contract for the benefit of other businesses, private individuals or groups.**
11. **Password for the Wi-Fi will be provided once the fee has been paid. Do to the nature of providing Wi-Fi and the many different types of devices that utilize Wi-Fi, the fee for accessing the Wi-Fi connection is non-refundable. Performance per device cannot be guaranteed and use of the Wi-Fi connection is not guaranteed.**

ADOPTED by the Board of Commissioners of the Port of Coupeville at the regular public meeting thereof held this 12th day of December, 2018 and duly authenticated in open session by the signatures of the Commissioners being present and voting.

John Mishasek **William Bell** **Mohammad Mostafavinassab**

Attest: This 12th day of December, 2018

Chris Michalopoulos

11.15.2018/V2

PORT OF COUPEVILLE

ISLAND COUNTY,
WASHINGTON RESOLUTION
NO. #260

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF COUPEVILLE, ISLAND COUNTY, WASHINGTON, TO AUTHORIZE PARTICIPATION IN THE WASHINGTON STATE DEFERRED COMPENSATION PROGRAM (DCP).

WHEREAS, The Port of Coupeville, a political subdivision of Washington State, authorizes and approves this resolution, and

WHEREAS, this organization is requesting to participate in the Washington State Deferred Compensation Program, and

WHEREAS, RCW 41.50.770 permits counties, municipalities, and other political subdivisions to participate in the DCP automatic enrollment provision as outlined in WAC Chapter 415-501, and

WHEREAS, the Board of Commissioners of the Port of Coupeville are declining to participate in the automatic enrollment provision, and

WHEREAS, the Board of Commissioners of the Port of Coupeville are contributing a 3% employee match to the DCP account, and

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port of Coupeville, Island County, Washington, request participation in DCP, as allowed by RCW 41.50.770;

FURTHERMORE, the Board of Commissioners of the Port of Coupeville, Island County, Washington, have reviewed the program provisions and agrees to accept all terms and conditions, and understands and agrees that all employee deferrals are held in trust by the Washington State Investment Board for the exclusive benefit of program participants and eligible beneficiaries.

ADOPTED by the Board of Commissioners of the Port of Coupeville at the regular public meeting thereof held this 12th day of December, 2018 and duly authenticated in open session by the signatures of the Commissioners being present and voting.

William Bell **John Mishasek** **Mohammad Mostafavinassab**

Attest: This 12th day of December 2018 _____

Chris Michalopoulos

PORT OF COUPEVILLE

ISLAND COUNTY, WASHINGTON
RESOLUTION NO. 259

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF PORT OF COUPEVILLE WASHINGTON, AUTHORIZING SUBMISSION OF AN APPLICATION FOR A COMMUNITY ECONOMIC REVITALIZATION BOARD GRANT IN THE APPROXIMATE AMOUNT OF $50,000.00 FOR A BROADBAND FEASIBILITY ANALYSIS STUDY.

WHEREAS, Community Economic Development Board (CERB) funds are available to support feasibility and planning work in furtherance of economic development; and

WHEREAS, the Port of Coupeville desires to pursue an objective feasibility study analysis for Fiber Optic Broadband is consistent with the purposes of the CERB; and

WHEREAS, the CERB Project represents a commitment of resources toward enhancing the vitality of the area and expansion of economic and employment opportunities of Island County, together with increased tax revenues; and

WHEREAS, in the event the application for CERB funding is approved, and the grant is accepted by the Port of Coupeville, the Port of Coupeville will comply with all applicable federal and State requirements in regard to environmental impact of the project; and

WHEREAS, the project will not result in the transfer/relocation of jobs from one part of the state of Washington to another; and

WHEREAS, the matching portion of the grant is minimum of 25% of the project amount. The Port of Coupeville will investigate and evaluate options for joint participation in the matching obligations with the CERB grant; and

WHEREAS, the Port of Coupeville finds that an application should be submitted for consideration by CERB, and that such submission will promote economic development within Island County.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Port of Coupeville, Washington, as follows:

1. That the Executive Director, or his/her designee, is hereby authorized to submit an application to the Community Economic Revitalization Board, for and on

behalf of the Port of Coupeville, for CERB funding in the approximate amount of $50,000.00 for the CERB Project; and

2. That the Executive Director is hereby further authorized to provide such additional information as may be necessary to secure approval of such application; and

3. That, in the event such application is approved, the Executive Director is authorized to enter into an agreement for such funding; and

4. That this Resolution shall be effective upon passage and signatures heron in accordance with law.

PASSED this 12th day of December, 2018.

John Mishasek	Commissioner
William Bell	Commissioner
Mohammad Mostafavinassab	Commissioner

ATTEST:

Chris Michalopoulos	Executive Director

PORT OF COUPEVILLE

ISLAND COUNTY, WASHINGTON
RESOLUTION NO. #257

A RESOLUTION of the Board of Commissioners of the Port of Coupeville, Island County, Washington, to appoint investment and auditing officers and rescind prior Resolution #252.

WHEREAS, there frequently exist in the accounts of the Port of Coupeville funds that are not required for immediate expenditures, and which the Board of Commissioners consider it prudent to invest in the manner prescribed by RCW 36.29.020, and

WHEREAS, the timing of such investments does not necessarily coincide with the regularly scheduled meetings of the Commission at which investments might be addressed and timely decisions could enhance investment returns, and

WHEREAS, RCW 42.24.080 requires that all claims presented to a municipal corporation for materials provided or services rendered shall be authenticated and certified by an elected or appointed auditing officer prior to payment, and

WHEREAS, the Board of Commissioners has retained the Bookkeeping and Accounting services of Carter and Associates and wishes to replace the previously designated Investment and Auditing Officers,

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port of Coupeville, Island County, Washington that Donna Carter of Carter and Associates of Freeland, Washington and Chris Michalopoulos, Executive Director of the Port of Coupeville, Greenbank, Washington, are hereby appointed Investment Officers for this Port, and are empowered to commit funds from the accounts of the Port for investment with the Island County Treasurer for such periods as they consider prudent in consideration of the obligation and expenditure requirements of the Port;

FURTHERMORE, the Board of Commissioners of the Port of Coupeville, Island County, Washington, appoints Donna Carter of Carter and Associates as Auditing Officer and Chris Michalopoulos, Port of Coupeville Executive Director, as Alternate Auditing Officer; and Kellie Tormey, Port of Coupeville Administrative Assistant as Secondary Alternate Auditing Officer for the Port of Coupeville.

ADOPTED by the Board of Commissioners of the Port of Coupeville at the regular public meeting thereof held this 12th day of December, 2018 and duly authenticated in open session by the signatures of the Commissioners being present and voting.

Port Resolutions No. 252 is hereby rescinded.

William Bell **John Mishasek** **Mohammad Mostafavinassab**

Attest: This 12th day of December 2018 _____

Chris Michalopoulos

PORT OF COUPEVILLE

ISLAND COUNTY, WASHINGTON

RESOLUTION NO. 258

A RESOLUTION AUTHORIZING THE INVESTMENT OF *PORT OF COUPEVILLE* MONIES IN THE ISLAND COUNTY TREASURER INVESTMENT POOL, A LOCAL GOVERNMENT POOL.

WHEREAS, pursuant to RCW 36.29.022, one or several units of local government may request the County Treasurer to combine those units' moneys for the purposes of investment; and

WHEREAS, the Port of Coupeville does hereby find that the deposit and withdrawal of money in a local government investment pool in accordance with the provisions of the chapter for the purposes of investment as stated therein are in the best interests of the Port of Coupeville; and

WHEREAS, we attest by our signatures that we have been duly authorized and empowered to enter into this agreement;

NOW, THEREFORE, BE IT RESOLVED that the Port of Coupeville does hereby authorize the deposit and withdrawal of monies in a local government investment pool with the County Treasurer in accordance with this chapter for the purposes of investment as stated therein; and

BE IT FURTHER RESOLVED that pursuant to the attached form the following investment officer(s) shall be authorized to order the deposit or withdrawal of monies in a local government investment pool.

PASSED AND ADOPTED by the Port of Coupeville of Island County on this 12th day of December 2018.

_____

John Mishasek Commissioner

_____

William Bell Commissioner

_____

Mohammad Mostafavinassab Commissioner