

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 The following policies are adopted and the previously adopted policies contained in Resolution #157, Section C, are rescinded: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.

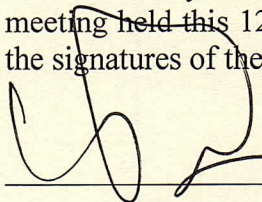
BE IT FURTHER RESOLVED to insure uniform application of these policies, questions or requests for interpretation shall be directed to the Executive Director.

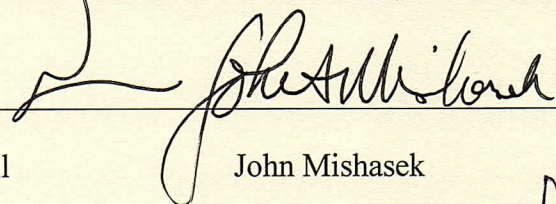
BE IT FURTHER RESOLVED that the Port of Coupeville Commission delegates the authority to the Executive Director to create procedures for the above listed policies. In addition, the Port Commission delegates the authority to the Executive Director to create other administrative policies and procedures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

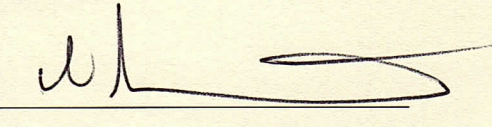
BE IT FURTHER RESOLVED to ensure transparency in all aspects of Port operations, the Port will comply with legal requirements associated with public meetings, public records, and will ensure that information surrounding Port decisions are made available to the public through all reasonable means.

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.

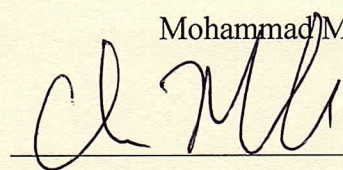
ADOPTED by the Board of Commissioners of the Port of Coupeville at the public meeting held this 12th day of December, 2018 and duly authenticated in open session by the signatures of the Commissioners being present and voting.


William Bell


John Mishasek


Mohammad Mostafavinassab

Attest: This 12th day of December, 2018


Chris Michalopoulos, Executive Director