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 February 14th, 2017 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 through December 2017

8. **EXECUTIVE DIRECTOR REPORT**

9. **OLD BUSINESS**

   9.1 Action: Approve Resolution #250 New Updated Comprehensive Scheme
   9.2 Discussion: Strategic Planning Workshop(s) to Support Comp Scheme (Commissioner Bell)
   9.3 Action: Approve New POC Logo
   9.4 Action: Approve Cell Phone Stipend of $40/Month for Brian Hutchins and new Employee Handbook insert (Updated resolution to Employee Handbook at next meeting)
   9.5 Action: B & O Tax Contribution Amount for Coupeville Historic Waterfront Association

9.6 Discussion: Prospective Tax Levy Lift for November 2018
9.7 Discussion: Fundraiser for Barn A Roof Repair "Raise The Roof"
9.8 Action: Sick Leave Carryover Limit Policy for POC (Updated resolution to Employee Handbook at next meeting)
9.9 Discussion: Moving Executive Assistant to 30 hours per week

10. NEW BUSINESS

10.1 Introduction: Kiosk signage switching to accommodate ELNHR and new wharf signage
10.2 Introduction: Greenbank Farm signage, Wonn Road Entrance, Joe Gunn
10.3 Action: Board President signature on Stonebridge Environmental Septic Maintenance contract
10.4 Discussion: Approval for matching a grant from ELNHR for wharf roof construction and window repair

11. PRESIDING OFFICER'S REPORT

12. COMMITTEE REPORTS

13. ADJOURN

Next regular meeting: Wednesday, March 14th, 2017, 10 AM at 765 Wonn Road, Suite E, Jim Davis House, Greenbank, WA

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 – mhansen@whidbeynewsgroup.com
Town of Coupeville – clerktreasurer@townofcoupeville.org

02.08.18/V4

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 January 10th, 2018 at 10 AM
765 Wonn Road, Jim Davis House, 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, 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, Executive Assistant Sami Postma, and Accountant Donna Carter were all present.

4. CHANGES TO AGENDA – 9.1 Comprehensive Scheme will be moved from an action item to a discussion item.

5. COMMISSIONER ACTION:

5.1 Approval of minutes, payroll, and vouchers.

A. Commissioner Mostafavinassab moved to approve the Minutes of December 13th, 2017. Commissioner Bell seconded. The motion was approved unanimously.

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

Voucher (warrant) numbers: 1-1 through 1-27	$18,835.52
Payroll warrants:	$11,447.32
Electronic payments dates: (No voucher numbers needed)	$6,546.20
Total:	$36,829.04

Commissioner Bell seconded. The Motion was passed unanimously.

6. PUBLIC COMMENT – None

7. FINANCIAL UPDATE

7.1 Financial Statement Through December 2017

Port Accountant Donna Carter discussed the Port's finances through December 2017. There is a current seeming net profit of $80,367.36, but that includes an insurance payment that still needs to be made. Donna Carter is still waiting on the treasurer's report for December. The December Harbormaster's report needs amendment, because Penn Cove Shellfish didn't pay their December fuel bill until January.

Next month's financial statement will offer a better picture of 2017. Donna Carter is going to start working on the auditor's report. We average approximately $10,000 a month from tenant rent, and $12,584.54 in annual collections for utilities.

8. EXECUTIVE DIRECTOR REPORT

8.1 The Executive Director discussed Port matters and answered questions from the Port Commissioners. The CPI rate will change in May. There is no CPI for Island County, so the Port uses one based in Seattle / Bremerton / Tacoma. We will use a previous full year of CPI so we have a better annualized average to base it on. An April letter will be sent out to tenants letting them know what the CPI rate increase will be and that is will show on their May invoices.

January 10th at 4 PM, County Commissioner Helen Price Johnson is holding a round-table to get District 1 community leaders together to start working better with one another. Executive Director Michalopoulos hopes to get information at that meeting on the timeline for the county Rural Development grant applications.

Executive Director Michalopoulos is working with Anne from Puget Sound Energy to explore replacement lighting for Greenbank Farm. There will be no expenses in regards to this project in Quarter 1. Executive Director Michalopoulos will need to talk to contractors, get quotes for the work, and discover the cost of the project versus potential reimbursement grants from Puget Sound Energy. The lighting chosen will fit into requirements for historic conservation, not disrupting bird migrations, etc.

9. OLD BUSINESS

9.1 Discussion: Comprehensive Scheme

Executive Director Michalopoulos just received the updated comprehensive scheme from the contractor late last night, and there are still a few changes to be made, such as adding the CRM schedule. The Executive Director will get the InDesign files to make those changes in-house. Executive Director Michalopoulos is also researching the state approved protocols for approving the Comprehensive Scheme.

9.2 Action: Amber O'Brien Contract Renewal Signature

Commissioner Mishasek moved to accept the O'Brien Bookkeeping Contract. Commissioner Bell seconded. Motion approved unanimously.

9.3 Discussion: Concept Port of Coupeville Logo Designs

Executive Director Michalopoulos wants to move forward on the logo design since Executive Assistant Postma's last day with the port is January 31st, and we still need to make signs that will be laminated and distributed appropriately. The logo with a swooping P is future proof, generic and safe. The facilities-based logo is more creative and appealing, but isn't future proof, and would bring cost of projects such as embroidery

up quite a bit. Commissioners Mishasek and Mostafavinassab expressed preference for the swooping P logo. Commissioner Bell remained neutral, but requested future logos brought to them be printed in single color and business-card size for reference.

9.4 Discussion: Cell phone stipend for Brian Hutchins

Brian Hutchins works out in the field as a Facilities Maintenance Technician and is rarely in his office, so should be granted a stipend for use of his cell phone for business purposes. Accountant Donna Carter outlined the issues with providing a Port phone instead: if you set up a Port phone contract and provide the phone, there are policies, contracts, and other legal requirements to remain in compliance, such as ensuring the phone is used only for business purposes and never personal. A stipend is legally easier; we would need to modify the existing stipend policy to allow cellphone stipends. Executive Director Chris Michalopoulos and Brian Hutchins would both need to sign the policy. The stipend for Brain Hutchins will be an action item on the next agenda.

10. NEW BUSINESS

10.1 Introduction: B & O Tax contribution amount for Coupeville Historic Waterfront Association (CHWA)

The Department of Revenue offers a program where businesses and organizations can donate to a historic entity and 75% of their donation can be credited against their B & O tax bill. You can donate at any time, but you don't get the credit until Quarter 4. The Commissioners can decide how much they want to donate. Commissioner Bell recommends Vickie Chambers from CHWA come to a meeting and make a presentation about the program. Executive Director Michalopoulos commented that CHWA is a good partner to the Port, and has fully paid for the repair of the Beach steps through Pennies for Preservation. The Port is legally allowed to donate as a government entity.

10.2 Introduction: Prospective Tax levy lift for November 2018

Commissioner Bell instructed Executive Director Michalopoulos to look into how to legally campaign for a tax levy lift. The Coupeville Chamber, CHWA, and Ebey's Landing could be the main campaign carriers. The Port also needs to do an assessment on the possibilities of the Levy being approved, the risk of running a campaign, potential competition, etc. Executive Director Michalopoulos would recommend hiring a consultant to oversee the areas staff is weak on. He will do more research, but would like to pull together an ad hoc committee of community leaders and those with levy experience. He is still in exploration mode to figure out what we need to get together, what questions to ask, and who we need to talk to for advice. A timeline is the first priority, if the levy needs to be filed in or around May.

10.3 Introduction: Fundraiser for Barn A roof repair "Raise the Roof"

Mikel from Seaside & Sylvan (our newest tenant) did not want to do a grand opening for just her store. At their own expense, Mikel, Gloria from Whidbey Party Girls, and Sherrye Wyatt are going to throw a fundraiser for the Barn A roof and heat pump on the 3rd Sunday in March. There are no additional details yet, because they are still planning, but Executive Director Michalopoulos will pass along details as he has them. Commissioners should make efforts to be present.

10.4 Discussion: Sick leave carryover limits

With the new State sick leave requirements kicking in January 1, 2018, the Port needs to determine allowable carryover. Washington State mandates a minimum of 40 hours annual carryover, but we have the opportunity to allow more. Sick leave does not have a cash-out value, so providing additional sick leave carries no financial risk to

the Port. The State does not require sick leave if you already offer Paid Time Off, but Accountant Donna Carter advises against that. New employees cannot collect or use sick leave for the first 90 days of employment.

Commissioner Bell would be open to Accountant Donna Carter and Executive Director Michalopoulos providing a recommendation on an allowance that would take care of employees while remaining compliant. O'Brien Bookkeeping's recommendation to all their clients is to continue giving what they currently offer, with an additional 40 hours sick leave, so that those show were getting nothing but are now covered don't gain more than those who had benefits before. Executive Director and Accountant Donna Carter will offer suggestions for next month's meeting. This will be an Action item on the February agenda.

10.5 Action: Election of Officers (President, Vice President, & Secretary)

Commissioner Mostafavinassab moved to elect the slate of officers as presented below:

President – Commissioner John Mishasek
Vice President – Commissioner William Bell
Secretary – Commissioner Mohammad Mostafavinassab

Commissioner Bell seconded the motion. Motion approved unanimously.

11. PRESIDING OFFICER'S REPORT – Commissioner Mishasek attended the South Whidbey Fairgrounds Community Advisory Committee meeting. Executive Assistant Sami Postma is leaving the Port after January 31st.

12. COMMITTEE REPORTS

- Commissioner Mishasek discussed that the Council of Governments has taken the last 2 months off, but there will be a meeting in January. Executive Director Michalopoulos will be replacing Commissioner Mishasek on the EDCIC board as Mishasek is acting as the EDC's interim Executive Director.

- Commissioner Bell was unavailable to attend the Marine Resource Council meeting in January, but will try to reconnect with them in February.

- The other committee assignment is the Regional Transportation Advisory Committee, which meets the 4th Wednesday at 11 AM in the County Commissioner's Hearing Room in Coupeville. Commissioner Mostafavinassab will begin attending those meetings starting this month.

13. ADJOURN – The meeting was adjourned at 11:30 AM.

The Board of Commissioners approved the foregoing Minutes on February 14th, 2018.

William Bell	John Mishasek	Mohammad Mostafavinassab

Next regular meeting: Wednesday, February 14th, 2018, 10 AM at Masonic Lodge, 804 North main Street, Coupeville WA. Per Port of Coupeville Resolution 224 the meeting will be preceded by a work session at 9:45 AM

2.12.2018/V4

EXECUTIVE DIRECTOR REPORT

PORT OF COUPEVILLE

Month of January 2018

The following is a general summary of my activity:

Administration: The new and highly improved website was successfully launched January 31st, 2018! The ability for the community to navigate to desired information was vastly improved. Along with our ability to communicate through weekly/monthly blogs, collect email addresses for newsletters, and view a calendar of events at the Greenbank Farm and Wharf. Community events can also be populated on the calendar if they are POC related.

I am still needing to work on the performance review template for POC employee reviews. I am seeking a template that can be used by all employed positions within the POC. My goal is to have performance reviews finished by February 28th, 2018.

The appeal filed on the Erin Knight claim to challenge the percentage of applied liability is active. It looks like the appeal board is going to change the percentage of liability, but we are waiting for Erin to submit past employer information. The 100% claim of liability, at this point, is denied, but she has 60 days to provide the information to keep the case open.

I have renegotiated the contract with ThyssenKrupp Elevator Service. Our monthly fee dropped from $368/month to $175/month. This is a savings of $2316.00/year.

Job posting for the Executive Assistant position went live and applications will be taken through February 2, 2018. I advertised in the Whidbey News Times and on Indeed.com. At the time this report was written, approximately 42 applications came through Indeed.com, one was a referral, and none have come through from the newspaper.

Received and completed a Public Records Request by SmartProcur. Information was provided by Donna Carter and performed electronically.

Completed the USDA Census Report for the Greenbank Farm.

POC General Business: Attended the EDCIC Board meeting to review Bylaw changes. I volunteered to be on the nominating committee.

I attended the Coupeville Chamber Board meeting to discuss budget input for 2018. I volunteered to be on the budget committee.

Community: I participated in the first District 1 roundtable discussion hosted by Commissioner Helen Price Johnson. It was a full table and the main topic of discussion was affordable housing and homelessness.

Leases: The CPI index has changed and does not include Island County. I will need to research what the correct numbers applied will be and make sure they are fair and accurate when the index is applied to lease contracts.

I am working with a local farmer to lease two of the three hoop houses for seed production this winter. A recent wind storm shredded the covering on the large hoop house. We are looking at a cost of about $375 to $425 to replace it. Not sure it is worth replacing for lease income. May look for community donations to replace the covering. I am still needing to create new leases for both the pea patches and the horse pasture. Neither has been charged LET taxes in the past and neither has water usage built in. We will be increasing the lease on the horse pasture from $30/month to approximately $100/month. Water charges are estimated to be about $45 for the year. Pea patch water usage may be about $10 for the season. I will finalize these leases and report back at a future POC meeting.

Funding: We are, for the first time, registered on PRISM, the grant application website for the Recreation & Conservation Office with an assigned Grant Rep. Once we begin the grant process, our Rep will visit the wharf and guide us through the process. The next Grant opportunity will be 2020, but we need to start assembling information now.

I am working with Gloria of Whidbey Party Girls to plan the Barn A roof fundraiser in March. The "Raise the Roof" event is to seek donations for repair of both the roof and the heat pump.

The three (3) .09 applications representing the wharf roof, GF Barn A roof, and GF pond dredging project are ready for the open application period.

I am still working with Nancy Conard of the Whidbey Island Community Foundation to allow donations to the POC to pass through their 501c3 non-profit as a tax benefit to donors. We should be ready to go for the March Raise the Roof fundraiser.

Coupeville Wharf: I am working with a new representative for the Hawaiian Chieftain to promote a May weekend where 3 tall ships will be mooring at our dock. Both the Cutty Sark and SUVA are negotiating with the H. Chieftain on how to coordinate all 3 ships featured at one time.

I met with Michelle, owner of Cove Cafe and Vickie Chambers of CHWA to discuss the wharf signage program and how to better get people down to the end of the wharf.

Met with a newly formed wharf design committee to start brainstorming how to approach a complete redesign of the wharf entrance. Our goal is to completely transform the experience in that area and make it a destination marketing spot for the town of Coupeville, as well as Whidbey Island. Members are from CHWA, POC, Chamber and ELNHR.

The wharf stairs engineering plans are approved and the wharf stairs project will begin in February. The goal is to have the stairs open for Musselfest.

Met with Lindy Kortus of SUVA to discuss a 3-ship event in May as well as door-to-door campaigning if the POC decides to pursue a Tax Levy Lid Lift.

After approval from Kelly at Coupeville Public Works, we removed the four shrubs at the entryway to the wharf. The view has now been opened up for further work on the area and we will be installing a decorative themed fence to hide the utility boxes. This will also allow for better recognition of the new sign to be installed in the next 60 days.

In communication with the owner of Race Week to moor 5-6 fifty-foot sailboats at the dock. I don't think this will work as they draw 12' and at best we have only 10' of water at zero tide.

Met with a team from Sound Water Stewards to discuss current and future projects at the wharf. This included the whale exhibit and how we might freshen it up, as well as a history of the wharf wall opposite the display.

Greenbank Farm: I met with PSE to replace all the ballasts/light bulbs in all exterior lighting at the farm. Their grant process is complex, so I will be working with an approved vendor to move this project forward. This will include parking lot lights, barn exterior lights, and any other low efficiency usage. We are going to high efficiency LED lighting, and seeking grants/rebates through PSE to fund the project.

Met with Seaside & Sylvan along with Tim Leonard to discuss a larger metal sign they want installed on the wall to the right of their storefront. I am asking that the sign shrink in size and be installed off the ground to not create any load stress on the building. I am waiting for an alternative design/size to continue discussion.

Met with Joe Gunn to discuss a new entryway sign at the left turn off Wonn Road into the farm. The merchants are discussing cost and who can participate. Seaside & Sylvan may bear the cost of the main part of the sign with individual business owners covering the cost of each merchant sign. Joe may present the sign design at our February meeting.

Met with Barbara, owner of ShoNuff Foods, to conduct a 2-day restaurant pop-up at the farm. The event is scheduled for March 10th & 11th, with another possible follow up March 24th & 25th. The first set of dates was chosen to compliment second Saturday at the farm. They will be smoking their foods in the parking lot and serving inside Barn A.

Comprehensive Scheme: The final draft is complete and posted on the new website. Resolution #250 will be presented at the February Public Meeting for final adoption. All commissioners have reviewed the Comp Scheme with no further feedback.

PORT OF COUPEVILLE

ISLAND COUNTY, WASHINGTON
RESOLUTION NO. 250

A RESOLUTION of the Board of Commissioners of the Port of Coupeville, Island County, Washington, adopting the Eight Year Comprehensive Scheme of Harbor Improvements 2018-2025

WHEREAS, the Commissioners of the Port of Coupeville desire to adopt a new and updated Eight Year Comprehensive Scheme of Harbor Improvements [hereafter collectively referred to as "Comprehensive Scheme"] to represent the present and future needs of the Port District; and

WHEREAS, RCW 53.20.010 states that "It shall be the duty of the port commission of any port district, before creating any improvements hereunder, to adopt a comprehensive scheme of harbor improvement in the port district"; and

WHEREAS, the Commissioners of the Port District contracted with a consultant, Community Attributes, Incorporated [hereafter referred to as "CAI"], to coordinate public input and to draft the Comprehensive Scheme; and

WHEREAS, CAI conducted three stakeholder group meetings, assembled an economic analysis of Whidbey Island, and worked with the Commissioners of the Port District for initial input to create a Comprehensive Scheme draft; and

WHEREAS, the Port's draft Comprehensive Scheme was published for review on the Port's website, and the Commissioners of the Port District, at Regular and Special Meetings and Workshops, sought widespread public input and completed a thorough review of the draft of the Comprehensive Scheme; and

WHEREAS, Port Staff and CAI coordinated two Open House events to the public so that Port Staff and CAI could receive public input to the Comprehensive Scheme; and

WHEREAS, CAI coordinated an open written online comment period for the public to provide input to the draft Comprehensive Scheme; and

WHEREAS, CAI considered all comments and created a final Comprehensive Scheme; and

WHEREAS, legal notices of the Public Hearing were duly published at least once each week for two consecutive weeks in the Whidbey News-Times, a newspaper of general circulation serving the Port District; and

WHEREAS, the adoption of said Comprehensive Scheme has been reviewed and processed in accordance with the State open public meetings act of (RCW 42.30); and

WHEREAS, after due consideration, the Board of Commissioners of the Port of Coupeville has determined that adoption of said Comprehensive Scheme is in the best interests of the public health, safety and welfare, and should be adopted;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners of the Port of Coupeville that said Comprehensive Scheme of Harbor Improvements 2018-2025 is hereby adopted and duly authenticated in open session by the signatures of the Commissioners being present and voting. (A copy of said Comprehensive Scheme is to be attached hereto upon final completion and publication.)

ADOPTED, by the Board of Commissioners of the Port District of South Whidbey Island this 14th day of February 2018.

John Mishasek	**William Bell**	**Mohammad Mostafavinassab**
Commissioner District #2	**Commissioner District #1**	**Commissioner District #3**