

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 October 13th, 2021, 10 AM Via ZOOM Conference Call

ZOOM Conference Will Be Used. Please Call in Using the Link/Credentials Below:

Join ZOOM via Internet: https://us02web.zoom.us/i/4715329291

Passcode: TA2008

Dial in By Phone: +1 253 215 8782

Meeting ID: 471 532 9291 Passcode: 896163

#### **MINUTES**

- 1. WORK SESSION (9:45 10:00 AM): Commission review of vouchers, payroll, and minutes.
- 2. CALL TO ORDER
- 3. PLEDGE OF ALLEGIANCE
- 4. ROLL CALL

Commissioner David Day, Commissioner John Mishasek, Commissioner Mohammad Mostafavinassab, Executive Director Chris Michalopoulos, Port Accountant Dawn Wilson, and Community and Administrative Specialist Kelly Webb.

5. CHANGES TO AGENDA

Moved Commissioner Action to after the Executive Director report. Executive Session was removed from the agenda.

- 6. COMMISSIONER ACTION: MOVED TO AFTER EXECUTIVE DIRECTOR REPORT
- 7. 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 email them to the Port Executive Director prior to the meeting.

Marianne Burr of Coupeville expressed that she was appreciative of the Work Session discussion.

Sean Kelley of Coupeville commented on the IDD and was supportive of its importance and of moving it forward.

All three Commissioners expressed their appreciation of the public comments.

#### 8. FINANCIAL UPDATE

Port Accountant Dawn Wilson updated the financials in accordance with the Work Session discussion and gave an updated report.

There was discussion about splitting out atypical costs and how difficult it is to compare current and future expenditures with the COVID year 2020.

Executive Director Michalopoulos reminded the Commissioners that there will be lower labor costs starting in October due to the typical winter seasonal employee cutbacks.

Commissioner Mishasek questioned why the Wharf Fire Suppression was taken out of Port of Coupeville operating funds and not grant funds. Executive Director Michalopoulos answered the question to Commissioner Mishasek's satisfaction and commented on the large number of grants the Port is working to obtain.

#### 9. EXECUTIVE DIRECTOR REPORT

Executive Director Chris Michalopoulos shared his report with Commissioners and answered questions.

There was discussion about the sea birds and the issues they create at the Wharf, as well as the intake valve at the Greenbank Farm pond. Both issues are actively being worked on by Port staff.

Commissioner Day asked about 24<sup>th</sup> Street building repairs. Executive Director Michalopoulos updated the Commissioners about the ongoing work on the 24<sup>th</sup> Street property, its costs and the grants that cover the costs.

#### 6. COMMISSIONER ACTION:

- a. Approval of Minutes (September 8<sup>th</sup> Regular Meeting, September 22<sup>nd</sup> Regular Meeting), Payroll, and Vouchers
  - A. Commissioner John Mishasek moved to approve the Meeting Minutes of the September 8<sup>th</sup> Regular Meeting and September 22<sup>nd</sup> Regular Meeting. **Motion was seconded and passed unanimously.**
  - B. Commissioner Mohammad moved to approve the following vouchers, payroll, and electronic payments from **September** for payment. **Motion was seconded and passed unanimously.**

Voucher warrant numbers: 21-1001 through 21-1026 \$24,638.09

Payroll warrant number: 21-1027 through 21-1035 \$19,484.07

Electronic payments dates: (no voucher numbers needed) \$17,940.45

Total Payables: \$62,062.61

b. Discussion: Commissioner Day asked the reason the line item 21-1029 was short \$500.00. It was determined it was an error and would be rectified in October.

#### **10. OLD BUSINESS**

10.1 Discussion: Industrial Development District Update

Executive Director Michalopoulos shared and outlined changes in the timeline and dates of the IDD process found on the Port's website.

Commissioner Day asked about the timing of the approval process of the Comprehensive Scheme of Harbor Improvements. Executive Director Michalopoulos explained that, along with the budget, it will be discussed and public comment will be accepted at the Public Hearing on November 1<sup>st</sup>. Approval will take place on November 10<sup>th</sup>.

Commissioner Mishasek asked if we are meeting regulatory timelines for public comment. Executive Director Michalopoulos explained that we are actually going above and beyond the regulatory time frame and communication standards.

10.2 Discussion: Wharf Fire Suppression Project Update

Executive Director Michalopoulos provided a status update on the wharf fire suppression system installation and asked that the Commissioners provide comment whether the Port should close out Phase One of this project or continuing to an expanded Phase One which would include under Wharf fire suppression. Commissioners agreed that they wish to wrap up Phase One and work toward future research for expanding the under-wharf fire suppression system.

#### 11. NEW BUSINESS

11.1 Discussion: CSHI Draft Review
Executive Director Michalopoulos ran through the draft and discussed changes made and an approval date.

11.2 Discussion: 2022 Draft Budget Review
Port Accountant Dawn Wilson and Executive Director Michalopoulos discussed the Budget with the Commissioners, answered questions, and agreed upon adjustments to be made.

Commissioner Day commented that the Port should communicate that no rent increases are being charged. However, when the Port is no longer under a state of emergency (COVID) there may be a CPI increase to rents.

#### 12. PUBLIC COMMENT

No public comment.

#### 13. PRESIDING OFFICER'S REPORT

No Presiding Officer's Report

#### 14. COMMITTEE REPORTS

Commissioner Mishasek asked about COG and affordable housing. Commissioner Day clarified that nothing was specifically outlined.

Commissioner Mishasek discussed his Broadband meetings and the letters of support.

#### 15. COMMISSIONER DISCUSSION

Commissioner Mishasek voiced his desire to have further discussion about Commissioner reimbursements/per diems. Executive Director Michalopoulos said he would put it on the agenda when the Commissioners are ready to discuss.

Commissioner Day asked if the Commissioners agreed with him being the point of contact for the airport. All Commissioners agreed.

#### 16. ADJOURN

The meeting adjourned at 1:18 PM.

David Day (Nov 10, 2021 16:40 PST)

John SW shasek (Nov 11, 2021 08:51 PST)

Mohammad Mostafavinassab (Nov 20, 2021 18:55 PST)

David Day

John Mishasek

Mohammad Mostafavinassab

Next regular meeting: Wednesday, October 27th, 2021, 6 PM Via ZOOM Conference. Two Public Hearings will follow starting at 7 PM. The Port of Coupeville Board of Commissioners are seeking public comment on the formation of an Industrial Development District and feedback to modify/update the Comprehensive Scheme of Harbor Improvements.

Please Call in or Participate Via the Link Below:

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United States Post Office - Coupeville & Greenbank, Washington

Whidbey News Times - <u>editor@whidbeynewsgroup.com</u>
Town of Coupeville - <u>clerktreasurer@townofcoupeville.org</u>

10.19.2021/V3

# MINUTES POC MEETING OCTOBER 13 2021 V3

Final Audit Report 2021-11-21

Created: 2021-11-10

By: April Booth (adminassistant@portofcoupeville.org)

Status: Signed

Transaction ID: CBJCHBCAABAAmWyePk44uT9xk7szhZWYZUQFqHXt1gIV

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