

# PORT OF COUPEVILLE

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## REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Wednesday December 13<sup>th</sup>, 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 (9:46 – 10:00 AM):** Commission review of vouchers, payroll, and minutes.
2. **CALL TO ORDER and PLEDGE OF ALLEGIANCE**
3. **ROLL CALL** Commissioners John Mishasek, Mohammad Mostafavinassab, William Bell, Executive Director Chris Michalopoulos, Executive Assistant Sami Postma, and Accountant Donna Carter were all present.
4. **CHANGES TO AGENDA** – New business was added: 10.5 Introduction: Business Cell Phones
5. **COMMISSIONER ACTION:**

5.1 Approval of minutes, payroll, and vouchers.

A. Commissioner Mostafavinassab moved to approve the Minutes of November 8<sup>th</sup>, 2017. Commissioner Bell seconded. The Motion was approved unanimously.

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

Voucher (warrant) numbers: 12-1 through 12-29 \$29,462.40

The Motion was approved unanimously.

6. **PUBLIC COMMENT** – Gerald Swanson of Freeland wanted to thank Chris Michalopoulos and the Commissioners for their support of the “We Bought the Farm” party on December 9. It was lightly attended, but enjoyed by all. Chris Michalopoulos thanked Gerald and the merchant group for spearheading the event.

7. **FINANCIAL UPDATE**

### 7.1 Financial Statement Through November 2017

Port Accountant, Donna Carter, discussed the Port's finances through November 2017. As we near the end of the year, the current financial report gives you a good picture of the tax levy, since there is little left to be collected in December. Expenses are currently low because it is the slow time of year, but overall finances are better managed than they have been in the past. Executive Director Michalopoulos and Donna Carter are working on a staff hours allocation report for this year. Starting January 1<sup>st</sup>, Donna will be tracking sick pay per Initiative 1433. The staff manual will be modified to reflect the maximum hours staff is allowed to accrue.

## 8. EXECUTIVE DIRECTOR REPORT

8.1 Executive Director Michalopoulos discussed Port matters and answered questions from the Port Commissioners. Executive Director Michalopoulos has been working with Whidbey Island Community Foundation, a new non-profit acting as a central hub for donations, resources, and funding for all non-profits across Whidbey Island, to act as the funding agent for donations to fix Barn A or the Coupeville Wharf. 100% of donations would go to the donor's specified project, rather than overhead.

On the Executive Director's report, there is an apparent duplication for funding from the .09 Rural Economic Development grant and a potential Ebey's Reserve grant to stabilize the wharf roof. However, Executive Director Michalopoulos is not expecting all the .09 grant applications to receive funding, so the other grant is a backup, not a duplication.

Windows, leaks, and siding repair is ongoing at the wharf. The interpretive panel in front of Whidbey Pies needs replacement and updating, but the artist wants a minimum of \$250 to update it, even though changes are minimal, and there would be additional costs to print the map once updated. The project is on pause while we decide if we want to pay the artist, or develop something new inhouse.

## 9. OLD BUSINESS

9.1 Discussion: Resolution #247 Event Fees – Discount and Free Use Contract Update  
A draft of the contract for discount and free use to specified organizations was introduced. It included an example agreement for services between the Master Gardeners program. Something similar will be drafted for the Greenbank Garden Club, and any other applicable organizations.

9.2 Discussion: Draft Comprehensive Scheme  
Commissioners' changes have been inputted. Commissioners Mishasek and Bell have no additional changes. Commissioner Mostafavinassab will review the comprehensive scheme when able and submit any feedback. Executive Director Michalopoulos is working with a Seattle organization to make sure the comprehensive scheme passes muster for any potential grants. Executive Director Michalopoulos is also rebuilding the CR&M to include a timeline. A finished comprehensive scheme should be ready in the next couple weeks, for approval at the January meeting.

9.3 Discussion: Strategic Planning Workshop(s) to Support Comp Plan  
Workshop scheduling cannot occur until the plan is approved. The discussion was tabled.

## 10. NEW BUSINESS

10.1 Introduction: Amber O'Brien Contract Renewal

The O'Brien Bookkeeping Contract for 2018 was introduced. Executive Director Michalopoulos and Donna Carter have worked together to develop a lot of efficiencies and better management of accounting practices.

**10.2 Action: Resolution #249**

Commissioner Mishasek moved to pass resolution #249 to transfer \$700 from the maintenance account to the Trust account from the Seaside & Sylvan deposit. Commissioner Bell seconded. The motion was approved.

**10.3 Introduction: Kelly Keilwitz, Whidbey Sun & Wind – Energy efficiency study and options**  
Executive Director Michalopoulos started a project to map electrical use in Barn A, for the potential of metering each individual space. Kelly Keilwitz from Whidbey Sun & Wind is working with Chris, Kevin from Glacier Energy, and Puget Sound Energy to conduct a more thorough study of the energy use, so that each space can pay its fair share of the electrical bill. We have been given a \$20,000 grant, and there are more potential grants from Puget Sound Energy that could help pay for meters, rewiring, and other electrical work.

**10.4 Introduction: Concept Port of Coupeville logo design**

Executive Director Michalopoulos and Sami Postma are working on updating kiosks and other signage around the properties, but before we start printing new long-term signs, we should update the logo first. Concept designs were introduced; work will continue until a final product is presented to the Commissioners.

**10.5 Introduction: Business Cell Phones**

Executive Director Michalopoulos will be working with Donna to figure out a financial plan to get company-issued cell phones for Executive Director Michalopoulos & Facilities Maintenance Technician Brian Hutchins. Executive Director Michalopoulos is on call 24/7, and Brian Hutchins works out in the field with no office phone. Chris and Donna will explore cost options for equipment and plans. The employee handbook needs to be updated with an electronics policy.


**11. PRESIDING OFFICER'S REPORT** – Commissioner Mishasek reported on the "We Bought the Farm" community celebration, the Port's stabilizing financials, and funding sources for deferred maintenance.

**12. COMMITTEE REPORTS**

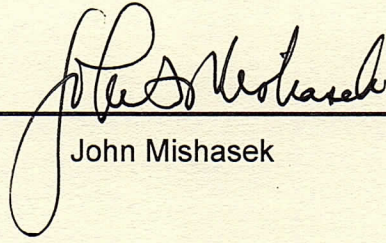
- Commissioner Bell did not attend the MRC meeting in December.
- Commissioner Mishasek did not attend the Council of Governments, since it is delayed until January. Mishasek is acting as interim Executive Director at the Economic Development Council, so Executive Director Michalopoulos will be representing the Port in the meantime.

**14. ADJOURN-11:33 AM**

The Board of Commissioners approved the foregoing Minutes on January 10, 2018



William Bell



John Mishasek



Mohammad Mostafavinassab

**Next regular meeting: Wednesday, January 10, 2018 at 10 AM at the Jim Davis House, Suite E, 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**

12.26.2017/V2