

PORT OF COUPEVILLE

PO Box 128, Greenbank, WA 98253 // 765 Wonn Road, Greenbank
Telephone: (360) 222-3151, Fax: (360) 222-3484

Wednesday June 14th, 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 (9:45 – 10:00 AM):** Commission review of vouchers, payroll, and minutes.

2. **CALL TO ORDER and PLEDGE OF ALLEGIANCE**

3. **ROLL CALL-** Commissioners William Bell, John Mishasek and Bob Monroig were all present. Staff: Chris Michalopoulos, Executive Director and Orion Gudgell, Admin. Assistant were present.

4. **CHANGES TO AGENDA - None**

5. **COMMISSIONER ACTION:**

5.1 Approval of minutes, payroll, and vouchers.

A. A motion was made to approve the following vouchers, warrants, and electronic payment from April for payment. The Motion passed with unanimously approval.

Voucher (warrant) numbers: 6-1 through 6-34 \$31,986.74

Payroll warrant numbers: 6-35 through 6-43 \$20,333.31

Electronic payments dates: (No voucher numbers given) \$6,899.08

(Funds) Total: \$59,219.13

B. A motion was made to approve the Meeting Minutes of the May 10, 2017 meeting at Greenbank Farm. The Motion passed with unanimous approval.

6. **PUBLIC COMMENT** – Comment was given regarding moorage fees at the Coupeville Wharf.

7. FINANCIAL UPDATE

- 7.1 Annual Report has been filed
- 7.2 2017 / 2018 Budget
- 7.2 Financial statement through May 2017

8. STAFF REPORTS

- Commissioner Monroig spoke on the topic of noxious weeds at Greenbank Farm and the need to contact Island County again with regards to the matter.

- Executive Director Michalopoulos discussed the needed renovations to the Caretaker Cottage house at the Farm before occupancy can occur. The three needs are the replacement of the front door and frame, leveling of some understructure and replacement of appliances.

- The Executive Director brought up the issue of beetles in the woodwork of Barn A and research showed that the most cost-efficient way for the Port to eliminate them would be to use a chemical next Spring.

- On June 28th, the first meeting of the Citizens Advisory Panel for the Port of Coupeville will take place at 3pm in Barn A at Greenbank Farm. The Panel will be a vital part of the Comp Scheme in working with CAI to complete the project.

- Administrative Assistant Orion Gudgell spoke on events and weddings taking place at the Farm and there are still reservations coming in.

- Commissioners Bell, Mishasek and Port accountant, Donna Carter, discussed how the Port's current budget is still aligned with the budget forecast from the beginning of the year. The upcoming budget discussions for the Port's 2018 budget will begin in August.

- Commissioner Bell and the Executive Director discussed Friends of Greenbank Farm's role with regards to Greenbank Farm. Also discussed were the potential agricultural options for the future.

- Commissioners Monroig and Mishasek discussed Noxious Weeds on the Farm and or nearby property owned by the Greenbank Beach boat club. The Executive Director discussed how the Port has been in touch with the Island County Noxious Weeds representative and a meeting is set to continue the program.

9. OLD BUSINESS

- 9.1 Proposals for Greenbank Farm Signage
 - E.D. Michalopoulos touched on how Greenbank Farm's signage will become part of the Comp Scheme.

- 9.2 Comprehensive Plan Update
 - Commissioner Bell discussed how the Comp Scheme will be heavily influenced by WA State and Local restrictions. The E.D. commented on how well interactions with CAI have gone with regards to the Comp Scheme. He also discussed how the Port will put a

Public Comments section, in regards to the Comp Scheme, on our web page to solicit greater participation from the public.

- 9.3 Commissioner Mishasek touched on the issue of Moorage fees at the Wharf, which will be further looked into by the Executive Director.

10. NEW BUSINESS

- 10.1 Approve: Contractor for heat pump installment Unit B-101

A Motion was made by Commissioner Mishasek to approve the Executive Director's recommendation of using Marshall's Mechanical as the company to install the heat pump in Barn B, Unit 101.

- The Motion passed with unanimous approval from all Commissioners
- An addendum was added that Choice #2 (out of the Choices provided by Marshalls would be the right one for the task.

The Addendum to the initial Motion on the heat pump was passed unanimously.

- 10.2 Approve: Resolution 236, Transfer of funds from maintenance to trust account

- A Motion was made to approve Resolution #236 and after discussion with regards to an odd wire in the space which the Port will discuss with prior owner Schouten, the Motion was passed unanimously.

- 10.3 Introduce: First draft POC Employee Handbook

- A discussion was held on the first draft of the POC Employee Handbook. The topic of Volunteer/Internship opportunities was brought up as something that needed to be looked into. It was agreed this is a living document as we move forward.

- 10.4 Approve: Utilization of Jason Joiner (Windermere) to advertise and gather options for leasing unit C-103.

- Commissioner Monroig believed other realtor bids should be gathered. The ED agreed to solicit two more bids. Commissioner Monroig stated there may be a Conflict of Interest issue if Joiner were to be the chosen realtor while also serving on the Port's Citizens Advisory Panel.

- 10.5 Discussion: Facilities Technician Employment Search

- The Port discussed it already has leads for the Facilities Tech position. A part-time employee for the position is a more cost efficient approach for the Port rather than hiring Contractors. The Port may need to hire a Contractor to deal with issues that need immediate attention.

11. PRESIDING OFFICER'S REPORT

- 11.1 Commissioner Mishasek discussed his attendance at the Spring WPPA meeting.

12. COMMITTEE REPORTS

The Executive Director will be taking over Commissioner Bell's place on the Economic Development Council

Commissioner Monroig discussed the Island Regional Transportation Public Organization meeting and on the subject of the Hwy. 525 repairs. He also discussed the Greenbank

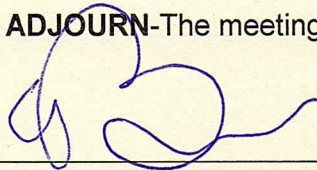
Restoration Assessment Meeting with a focus on the marsh. The local Conservation District's website provides useful data on the marsh area.

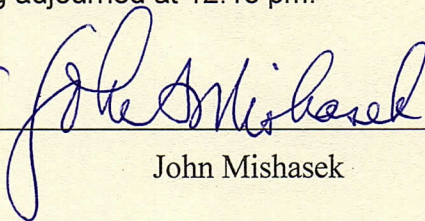
13. EXECUTIVE SESSION (11:32 AM)

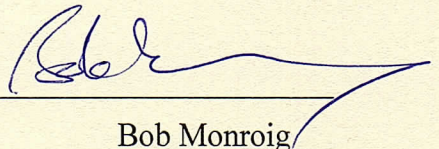
13.1 To discuss with legal counsel representing the agency matters relating to litigation or potential litigation (RCW 42.30.110i)

-No decisions were made in the Executive Session by the Port.

14. ADJOURN-The meeting adjourned at 12:15 pm.


William Bell


John Mishasek


Bob Monroig

Next regular meeting: Wednesday, July 12th, 2017, 10 AM in Barn A, Greenbank Farm, Greenbank WA 98253. Per Port of Coupeville Resolution 224 the meeting will be preceded by a work session at 9:45 AM