

PORT OF COUPEVILLE

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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: <u>1-1</u> through <u>1-27</u>	<u>\$18,835.52</u>
Payroll warrants:	<u>\$11,447.32</u>
Electronic payments dates: (No voucher numbers needed)	<u>\$6,546.20</u>
Total:	<u>\$36,829.04</u>

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 it 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 Brian 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 who 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

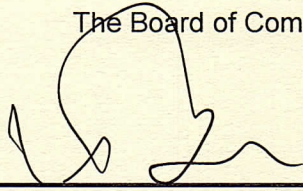
- Commissioner Mishasek discussed that the Council of Governments has taken the last 2 months off, but there will be a meeting in January. Executive Director Michalopoulos will be replacing Commissioner Mishasek on the EDCIC board as Mishasek is acting as the EDC's interim Executive Director.

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

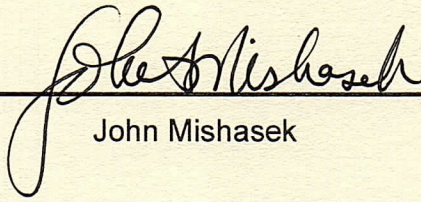
- The other committee assignment is the Regional Transportation Advisory Committee, which meets the 4th Wednesday at 11 AM in the County Commissioner's Hearing Room in Coupeville. Commissioner Mostafavinassab will begin attending those meetings starting this month.

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

