

# PORT OF COUPEVILLE

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## REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Wednesday February 14<sup>th</sup>, 2018 at 10 AM  
Masonic Lodge, 804 North Main Street, 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** Commissioner William Bell, Commissioner John Mishasek, Commissioner Mohammad Mostafavinassab, Executive Director Chris Michalopoulos, and Accountant Donna Carter were all present.
4. **CHANGES TO AGENDA** – No changes to the agenda
5. **COMMISSIONER ACTION:**

5.1 Approval of minutes, payroll, and vouchers.

A. Commissioner Bell moved to approve the Minutes of January 10<sup>th</sup>, 2018. Commissioner Mostafavinassab seconded. The motion was approved unanimously.

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

Voucher (warrant) numbers: <u>2-1</u> through <u>2-26</u>	<u>\$15,579.10</u>
Payroll warrants:	<u>\$11,896.46</u>
Electronic payments dates: (No voucher numbers needed)	<u>\$ 3,337.84</u>
Total:	<u>\$30,813.40</u>

Commissioner Mostafavinassab seconded. The Motion was passed unanimously.

## **6. PUBLIC COMMENT**

Meg Mishasek, Coupeville, commented on how astonishing the new logo and website looks. Morgan Bell, Coupeville, representing Artworks Gallery, spoke to the Board about participating in the Whidbey Art Trail program running May 2018 to May 2019, and sought permission to place a temporary lawn sign near the corner of Highway 525 and Wonn Road. Executive Director Michalopoulos recommended to support the program. Morgan also asked the POC if they are open to allowing Greenbank Farm information on a rack card sponsored by merchants of the farm. Executive Director Michalopoulos commended the merchants on their marketing efforts and will support the project.

Hollie Swanson, Langlely, asked the Board if there will be marketing support in the future for the Greenbank Farm rack card. Executive Director Michalopoulos stated it is highly likely our financial condition will allow marketing dollars in the future for the rack card program.

## **7. FINANCIAL UPDATE**

### **7.1 Financial Statement Through December 2017**

Port Accountant Donna Carter discussed the Port's finances through December 2017. There still needs to be some tweaking to finalize the annual report. Donna stated there is further work to be done with Executive Director Michalopoulos to better report tax revenue income between the POC, the wharf and farm. Executive Director Michalopoulos stated he has an idea on how to more accurately assign tax revenue for better financial reporting and management. Donna stated there were variables in 2017 that were not the norm, such as the increase in insurance premiums, income received but not spent on the fire suppression pumps, higher attorney and accounting costs. Donna stated that overall, it was a smooth and consistent year that may have put us in the plus and out of the red if those surprise costs were absent.

Donna Carter is going to start working on the annual report and will provide a much clearer picture of our financial standings. Commissioner Bell asked the budgeted amount for legal fees in 2018 compared to what was spent in 2017. The optional tax levy lid lift was not forecasted in the 2018 budget. Executive Director Michalopoulos commented that if we do a levy lift, we could do most of the verbiage layout utilizing legal to streamline instead of create new levy verbiage.

## **8. EXECUTIVE DIRECTOR REPORT**

8.1 The Executive Director discussed Port matters and answered questions from the Port Commissioners. Executive Director Michalopoulos discussed the reduced costs with ThyssenKrupp Elevator service on an elevator that is rarely used. Executive Director Michalopoulos discussed improving the Pea Patch lease agreement as well as updating the rules to enhance the Pea Patch experience. He also stated he is assigning a community volunteer to lead the Pea Patch process and communicate with other users to keep the Pea Patch in order. Commissioner Bell asked if there is a plan to resize the plots back to their original dimensions, and provided ideas to get more community involvement. Executive Director Michalopoulos commented he is willing to work with a farmer to allow use of the giant greenhouse in exchange for replacing the damaged cover.

Commissioner Mishasek asked Executive Director Michalopoulos to update the board on the interview process for the Executive Assistant. Executive Director Michalopoulos stated 42 resumes were submitted and the top seven were selected. Out of the top seven, three interviews were conducted, others either did not finish the application process or withdrew their application due to timing or promotion. A candidate has been chosen and an offer will go out this week.

Executive Director Michalopoulos answered a question from Commissioner Mostafavinassab about the January records request. It is an annual request from SmartProcur for our vendor list. Donna executed the request without providing vendor employee information.

## 9. OLD BUSINESS

### 9.1 Action: Approve Resolution #250 New Updated Comprehensive Scheme

Commissioner Mishasek moved to approve Resolution #250. Commissioner Bell seconded. Motion approved unanimously. Executive Director Michalopoulos will make a verbiage change on the resolution and resubmit for signatures.

### 9.2 Discussion: Strategic Planning Workshop(s) to Support Comp Scheme (Commissioner Bell)

It was approved to support a Comp Scheme Planning Workshop and Levy Lid Lift on March 1, 2018, starting at 9:30 AM. Location to be the Jim Davis House at the Greenbank Farm. The meeting is planned to be 2 hours in length. Executive Director Michalopoulos will provide the agenda. It was decided a public comment section would be added to the agenda. It was supported that no motions can be made during this meeting. Agenda items suggested were the projects on the CR&M schedule and how funding can be obtained.

### 9.3 Discussion: Approve New Port of Coupeville Logo

Commissioner Mostafavinassab moved to approve the new Logo. Commissioner Mishasek seconded. Motion approved unanimously. Commissioner Bell stated there needs to be a white border around the logo on black backgrounds.

### 9.4 Discussion: Approve Cell Phone Stipend of \$40/Month for Brian Hutchins and new Employee Handbook insert (Updated resolution to Employee Handbook at next meeting)

Executive Director Chris Michalopoulos stated a new enhancement to the employee handbook would be approved next meeting. This would include a signature page for each employee receiving a cell phone stipend. Commissioner Mishasek moved to approve the Cell Phone Stipend. Commissioner Bell seconded. A discussion followed that though this motion is for approving a stipend for Brian Hutchins, there should be flexibility for the Executive Director to approve Cell Phone stipends for future employees if needed. The motion was withdrawn, and a new motion to approve the Executive Directors ability to provide a Cell Phone stipend to eligible employees was made by Commissioner Mishasek. Commissioner Bell seconded. Motion approved unanimously.

### 9.5 Action: B & O Tax Contribution Amount for Coupeville Historic Waterfront Association

Donna discussed the benefits of the B&O tax program with the POC Board. It was confirmed that 75% of any donated amount would be a tax credit, leaving only 25% of a donation as out-of-pocket. Commissioner Bell made a motion to approve a \$2000.00 B&O Tax donation to the Coupeville Mainstreet Tax Program. Commissioner Mishasek seconded. Motion approved unanimously.

### 9.6 Discussion: Prospective Tax Levy Lift for November 2018

Commissioner Bell discussed the financial and time sensitive process to apply for a Levy Lid Lift specifically supporting the Coupeville Wharf rehabilitation project. Commissioner Bell also discussed the legal challenges and costs associated with a Levy Lid Lift. He also stated this should have a sunset clause of five years.

### 9.7 Discussion: Fundraiser for Barn A Roof Repair "Raise the Roof"

Executive Director Michalopoulos discussed the upcoming fundraising event sponsored by a new Greenbank Farm Tenant Seaside & Sylvan. Funds donated are to be solely used for Barn A roof and heat pump replacement. Date is set for March 18, from 12:30 PM to

3:00 PM for the open public. There will be a second event for clients of Seaside & Sylvan only, from 3:30 PM to 5:00 PM.

9.8 Action: Sick Leave Carryover Limit Policy for POC (Updated resolution to Employee Handbook at next meeting)

Executive Director Michalopoulos and Donna Carter suggested the POC align its sick leave carryover standards with the current state minimum of 40 hours per year. It was also discussed that Washington State is still working on details on how to manage this new program. Executive Director Michalopoulos will be providing a signature sheet for each POC employee to sign, and enhancements to the Employee Handbook will be approved at our March 14<sup>th</sup> meeting. Commissioner Mishasek made a motion to approve the sick leave carryover amount to the state minimum 40 hours per year. Commissioner Bell seconded it. Commissioner Mostafavinassab was a Nay. Motion passed.

9.9 Discussion: Moving Executive Assistant to 30 hours per week

Executive Director Michalopoulos discussed the option to allow the Executive Assistant to work up to 30 hours per week when workload requires it. The current job posting is for 20 hours per week. This will be an action item at the March 14<sup>th</sup> meeting.

## 10. NEW BUSINESS

10.1 Introduction: Kiosk signage switching to accommodate ELNHR and new wharf signage

Executive Director Michalopoulos discussed the agreement made with ELNHR to switch their kiosk posters to the right side of the wharf causeway entryway. This was to accommodate their opposition to being located behind the proposed new signage being installed in front of their current kiosk. Their current kiosk is located on a portion of land occupied by them on a 50-year lease.

10.2 Introduction: Greenbank Farm signage, Wonn Road Entrance, Joe Gunn

Executive Director Michalopoulos discussed new signage options presented by Joe Gunn and Greenbank Farm merchants. Joe Gunn was absent from the meeting, but Morgan Bell of Artworks presented mockups of the two sign options. Commissioner Bell requested a more detailed plan of dimensions to be presented by Joe Gunn at the next meeting.

10.3 Action: Board President signature on Stonebridge Environmental Septic Maintenance contract

Commissioner Mishaseks' signature was required to renew our septic contract with Stonebridge Environmental as it was \$10 over the Executive Directors financial limit for approval.

10.4 Discussion: Approval for matching a grant from ELNHR for wharf roof construction and window repair

Executive Director Michalopoulos discussed the pending grant award for the Coupeville wharf roof and window repair from ELNHR. Because the grant requires matching funds of 50%, and because the grant due date is February 26<sup>th</sup>, Executive Director Michalopoulos wanted to make sure the POC Board was prepared to match funding upon approval of the grant. Commissioner Bell requested the amount budgeted in 2018 for wharf repair, and the budgeted CR&M amount, for the wharf, of \$24,000.00, would cover the matching requirement.

**11. PRESIDING OFFICER'S REPORT** – Commissioner Mishasek commented on how the port is operating on a more transparent level, as well as becoming more financially stable.

**12. COMMITTEE REPORTS**

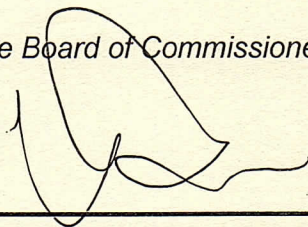
- Commissioner Mostafavinassab attended the Regional Transportation Advisory Committee, which meets the 4<sup>th</sup> Wednesday at 11 AM in the County Commissioner's Hearing Room in Coupeville. Commissioner Mostafavinassab requested information about the car charging station. Executive Director Michalopoulos will follow up with charging station consumer utilization costs and what types of charging plugs does the station accommodate. It was also mentioned that the charging station is not located on the DOT website. Commissioner Mostafavinassab requested we contact the DOT to add our location to the website.

- Commissioner Bell traveled to attend the Marine Resource Council meeting in February but nobody was there. He thinks the meeting got cancelled.

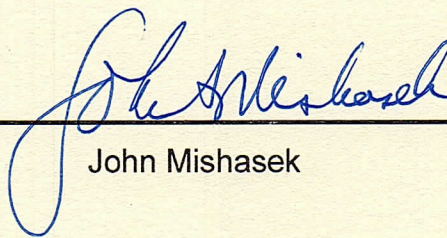
- Commissioner Mishasek discussed the importance of broadband infrastructure island wide with the Council of Governments. He and Commissioner Jill Johnson are putting together a task force to start further conversations and to get various entities involved. Commissioner Mishasek reached out to Noanet to bring them to the table. Commissioner Mishasek discussed the progress with hiring a permanent Executive Director for the EDCIC of which he is currently the interim ED.

**13. ADJOURN** – The meeting was adjourned at 11:51 AM.

*The Board of Commissioners approved the foregoing Minutes on March 14<sup>th</sup>, 2018.*



William Bell



John Mishasek



Mohammad Mostafavinassab

**Next regular meeting: Wednesday, March 14<sup>th</sup>, 2018, 10 AM at the Greenbank Farm, Jim Davis House, 765 Wonn Road, Greenbank, WA. Per Port of Coupeville Resolution 224 the meeting will be preceded by a work session at 9:45 AM**