



PORT OF COUPEVILLE

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REGULAR MEETING OF THE BOARD OF COMMISSIONERS

**Wednesday March 14th, 2018 at 10 a.m. 765 Wonn Road, Suite E,
Jim Davis House, Greenbank, WA 98239**

**Per Port of Coupeville Resolution 224, the regular meeting of the Board
of Commissioners will be preceded by a work session at 9:45 a.m.**

MINUTES

1. WORK SESSION (9:45 – 10:00 a.m.): 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 – Executive Director Michalopoulos requested changing agenda item 9.1 regarding the tax levy lift resolution from an action to a discussion item.

5. COMMISSIONER ACTION

5.1 Approval of minutes, payroll, and vouchers.

A. Commissioner Mishasek moved to approve the Special Meeting Minutes of March 1, 2018. The motion was seconded and approved unanimously. Commissioner Mishasek moved to approve the Meeting Minutes of February, 14, 2018. The motion was seconded and approved unanimously.

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

Voucher (warrant) numbers: 3-1 through 3-22	<u>\$14,007.20</u>
Payroll warrants:	<u>\$10,319.63</u>
Electronic payments dates: (No voucher numbers needed)	<u>\$ 2,934.56</u>
Total:	<u>\$27,261.39</u>

Commissioner Mostafavinassab seconded. The Motion was passed unanimously.

6. PUBLIC COMMENT

Commissioner Mishasek called for public comments. None requested. Section closed.

7. FINANCIAL UPDATE

7.1 Financial Statement Through February 2018

Port Accountant Donna Carter reported that the rental income for January was as expected. She said the diesel bill appeared higher in the report because it reflected the combined costs for December, 2017 and January, 2018.

She reported that all other expenses were normal and the Port of Coupeville is finetuning improvements to budget practices. She said letters for the annual CPI rent increase of 3.1% will be sent out to tenants at Greenbank Farm in the April billing, due in May.

Commissioner Mishasek said he was impressed by community support for Greenbank Farm's newest tenant, Seaside and Sylvan. Executive Director Michalopoulos said they have a local following and he expects they will eventually outgrow their space.

8. EXECUTIVE DIRECTOR REPORT

8.1 Executive Director Michalopoulos asked if the Commissioners had any questions. He said an event will be held at Greenbank Farm this weekend called "Raise the Roof," to raise funds for improvements to Barn A. It is a private event hosted by farm tenant Seaside and Sylvan.

Executive Director Michalopoulos said he spoke with Nancy Conard from the Whidbey Island Community Foundation about working with them to process and administer Port donations. They are a 501c3 organization. He said he plans to submit an application to the Foundation for donations to fund improvements at Greenbank Farm's Barn A. He said the Foundation quoted a ten percent administrative fee to process Port donations.

Commissioner Bell said there may be other local non-profits in the community who could work with the Port for a reduced administrative fee. Executive Director Michalopoulos said the Coupeville Historic Waterfront Association may be an option. Commissioner Bell also suggested the Friends of Ebey's Reserve. He added the Port may want to ask the Foundation if the administrative rate is negotiable.

Commissioner Mishasek said the timing for approval of the Island County Rural Economic Development grants had been delayed. Executive Director Michalopoulos said the Port was informed by Island County the awards will likely be announced in August or September. He added the later timing would require the pond project to be moved to 2019. The projects will need to be completed within 12 months of the award date.

Executive Director Michalopoulos said he submitted a grant application to Ebey's Forever Fund which would provide funding for planks, roof and the fire suppression system at the Coupeville Wharf. He said the grant requires fifty percent in matching funds for use.

Commissioner Bell asked how signing was being used to generate traffic at Port properties. Executive Director Michalopoulos said he received a proposal from the Washington State University Master Gardener program to build an arbor near the entrance to their display garden to promote self-guided tours. He said the master gardeners would like to become more involved with farm activities and he welcomes their interest. Commissioner Bell said inclusion is important, garden tours are a public draw and WSU should be featured in Greenbank Farm signage. He also suggested Greenbank Farm consider how branding and signage could better convey a cohesive public identity. Commissioner Bell said the triangle sign at Highway 20 is a pivotal point, with a brief exposure opportunity that should be maximized to deliver the most important public message. He would like to see the sign redone and also recommended the Port investigate how Greenbank Farm could benefit from state or county historical landmark signing. Commissioner Mishasek added that Camano Island has a number of examples of historic landmark signs. Executive Director Michalopoulos said the Port would look into the matter further.

9. OLD BUSINESS

9.1 Action: Approve Resolution #251 Tax Levy Lid Lift for November 2018

Executive Director Michalopoulos sent a draft of the proposed resolution language to Mr. Weed, the Port's legal counsel. Mr. Weed had some revisions which have been incorporated into the current draft. Mr. Weed suggested that the Commissioners wait until the April meeting to approve the final wording of the Resolution so they have additional time to review the matter. Executive Director Michalopoulos said the levy will generate funds to rehabilitate the Coupeville Wharf from 2019 through 2024. Accountant Carter said the specific amount of funding generated will change each year because the rate is tied to property taxes.

Commissioner Mostafavinassab asked what the estimated costs would be for initiating the tax levy lift ballot. Executive Director Michalopoulos estimated a cost of \$2400 to \$3500 for the ballot, with an additional \$5000 anticipated for legal expenses. Commissioner Mostafavinassab inquired about signing rules for a levy campaign. Commissioner Bell suggested the Board discuss regulations for levy campaigns at a future meeting.

9.2 Action: Increase Executive Assistant to 30 hours per week when needed

Executive Director Michalopoulos said he'd like to keep projects moving by having the Executive Assistant work up to 30 hours per week as needed. She is currently budgeted to work 20 hours per week. Commissioner Mishasek proposed a motion to approve. Motion was approved and passed.

9.3 Action: Sick Leave Carryover Limit Policy for POC (New Updated Resolution 237-1A)

Executive Director Michalopoulos said that an amendment to the Port's employee handbooks was approved to include the new policies for sick leave and cell phone usage. This amendment requires a new Resolution for approval. Commissioner Mishasek asked for a motion to approve Resolution 237-1A. The motion passed.

9.4 Discussion: Kiosk signage switching to accommodate ELNHR and new wharf signage

Executive Director Michalopoulos said that the Port wants to replace kiosk and wharf entrance signing. He said there are Coupeville regulations governing signing, and he is seeking better clarification since it appears they restrict the promotion of specific businesses at the Coupeville Wharf. Commissioner Bell said that the Port should be able to list basic services on the sign, and what businesses are located at the Wharf. Commissioner Mishasek added that basic location information should be included. Executive Director Michalopoulos said Wharf tenants have expressed some concerns and he will continue working with the town to find a solution.

9.5 Discussion: Greenbank Farm signage, Wonn Road Entrance

Executive Director Michalopoulos said he would like to include the Washington State University Master Gardener Program in the proposed entrance sign. He said he expects to see an updated plan from the farm tenants who are working on design. Commissioner Bell said he'd like to make the farm's location clearer and expressed support for a comprehensive sign program. He suggested building it over time to make it affordable to the Port.

9.6 Discussion: Update on grant applications and strategies

Executive Director Michalopoulos is working with Executive Assistant Kellie Tormey to strategically prioritize grant applications and project timelines. He has submitted the Ebey's Reserve grant for the wharf and is reviewing two new historic grants as potential funding mechanisms for Barn A at Greenbank Farm.

9.7 Discussion: Update on Wharf Design Committee

Executive Director Michalopoulos said he is working with the Coupeville Historic Waterfront Association on potential designs for the Wharf entrance that feature native plants and rockery. They meet monthly. Commissioner Mishasek said the stairs improvement at the Wharf will benefit the community.

10. NEW BUSINESS

10.1 Discussion: Renting of office space in the Jim Davis House

Executive Director Michalopoulos said there is an opportunity for the Port to rent an unoccupied office space in the Jim Davis House. There would need to be some minor construction to accommodate a tenant. He said two potential groups have expressed interest and if the Port moves forward, a lease agreement and fee structure will need to be created. He will continue reviewing the matter.

10.2 Action: Approve Resolution #252 Appointment of Investment and Auditing Officers

Accountant Donna Carter said that approval of Resolution #252 would identify her as the Port's Auditing Officer. She said approving the Resolution will reduce expenses for the Port and create a more efficient system for managing financial activities. Ms. Carter is bonded and a notary. Commissioner Mishasek invited a motion to approve the Resolution. The motion passed unanimously.

11. PRESIDING OFFICER'S REPORT

12. COMMITTEE REPORTS

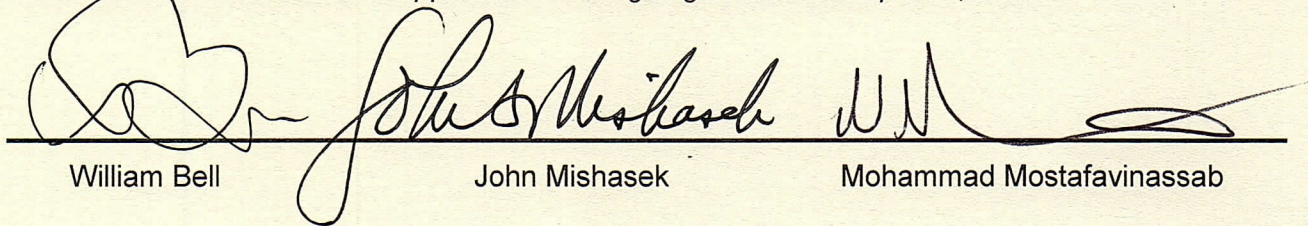
Commissioner Bell attended the Island County Marine Resources Committee Meeting and reported they are monitoring eel grass and kelp. There will be a public forum on April 23 for individuals who own properties that expand over the water. Topics such as creosote and permitting will be discussed. He said that he is uncertain if the forum will include commercial businesses.

Commissioner Mostafavinassab attended the Island Transit Meeting and reported a discussion about a bike route from Port Townsend to Oak Harbor along Highway 20. Benefits of the path were discussed. Commissioner Bell asked if the route could be built on Madrona Way. Commissioner Mostafavinassab said there was no room for a path on Madrona Way.

Commissioner Mishasek attended the recent Economic Development Council meeting and said members are reviewing resumes for a new executive director and discussing the compensation package.

13. ADJOURN – The meeting was adjourned at 11:21 a.m.

The Board of Commissioners approved the foregoing Minutes on April 11, 2018.



William Bell John Mishasek Mohammad Mostafavinassab

Next regular meeting: Wednesday, April 11, 2018, 10 a.m. at the Masonic Lodge, 804 Main Street N., Coupeville, WA, 98239. Per Port of Coupeville Resolution 224, the meeting will be preceded by a work session at 9:45 a.m.

3.15.2018/V4