



PORT OF COUPEVILLE

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REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Wednesday, April 11, 2018 at 10 a.m. at Masonic Lodge,
804 North Main Street, Coupeville, WA 98239

Per Port of Coupeville Resolution 224, the regular meeting of the Board of Commissioners will be preceded by a work session at 9:30 a.m.

MINUTES

1. **WORK SESSION (9:30 – 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-** None requested.

5. **COMMISSIONER ACTION**

5.1 Approval of minutes, payroll, and vouchers.

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

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

Voucher (warrant) numbers: 4-1 through 4-26	<u>\$20,586.69</u>
Payroll warrants:	<u>\$14,371.59</u>
Electronic payments dates: (No voucher numbers needed)	<u>\$ 4,584.17</u>
Total:	<u>\$39,542.45</u>

Commissioner Mostafavinassab seconded. The Motion passed unanimously.

6. PUBLIC COMMENT

Commissioner Mishasek called for public comments. Meg Mishasek commented the new Port website looks well done. She would like to see photos of the port commissioners added to the website profile section. She also suggested the Port have a presence in the Coupeville Memorial Day Parade. The public comment section was then closed.

7. FINANCIAL UPDATE

7.1 Financial Statement through March 2018

Port Accountant Donna Carter reported expenses appear normal for the first two months of the year. She said in next month's payables, she would like to process the B&O tax donation payment to the Main Street Association. She said the Port's budget to actuals are now entered in Quick Books and she will email reports in the future. Commissioner Mishasek said the Port is in better financial shape than in the past and Port leadership is managing expenses well.

8. EXECUTIVE DIRECTOR REPORT

8.1 Commissioner Mostafavinassab asked Executive Director Michalopoulos about the roped off stairs at the Coupeville Wharf. Executive Director Michalopoulos said the stairs are being painted and the project will be completed by Monday, April 16.

Commissioner Mishasek said he is pleased with the Port's efforts to seek continued savings, such as the \$10,399.00 saved on the new elevator maintenance contract with ThyssenKrup. Commissioner Mishasek asked how much usage there is for the elevator in Barn C. Executive Director Michalopoulos said it is used sporadically during the year.

Commissioner Mishasek asked how funds will be used from the Raise the Roof event at Greenbank Farm in March. Executive Director Michalopoulos said the funds may be used to partly fund replacement of the Barn A heat pump and aged propane heating units. The propane heating units are leaking and the heat pump failed several years ago due to lack of maintenance. Port staff is exploring the possibility of applying for a grant to help fund upgrades to the barn's heating system.

Commissioner Mishasek asked what the Port is doing to expand farm and garden opportunities at the Greenbank Farm. Executive Director Michalopoulos said the Port is exploring a future garden program supported by Snap Education or other educational entities to utilize agricultural land.

Commissioner Mishasek asked about the pond restoration project at Greenbank Farm. Executive Director Michalopoulos said the Port is exploring the use of new technology to remove organics from the bottom of the pond without having to drain the water, dry the pond out, and physically scoop it out. The sediment would be used as fertilizer on the farm's agriculture land. He added the Port will investigate what permits may be required. Commissioner Bell asked about the depth of organic materials in the pond. It was reported the pond sediment depth varies between 2-4 feet.

9. OLD BUSINESS

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

Commissioner Mishasek asked if the resolution had been revised since the last meeting. Executive Director Michalopoulos said new revisions had been added to the second page with legal counsel input. Commissioner Mishasek suggested that some rewording would help clarify the resolution. Commissioner Bell agreed and he noted a lack of reference to the wharf specifically. He also suggested public information should contain the ballot number and streamlined messaging. Executive Director Michalopoulos said legal counsel input was needed to determine what is required by law.

Commissioner Mishasek asked about the deadline for the resolution. Commissioner Bell said it was the end of July, but the Island County Treasurer's Office would like it earlier. There is a 75-word limit for the proposition ballot. Commissioner Mishasek asked if the board could approve the resolution, contingent on potential word changes. Commissioner Mishasek moved to approve Resolution #251 for the tax levy lift, contingent on potential changes recommended by the Port attorney. Commissioner Bell seconded the motion, the motion passed.

9.2 Action: Talking Points for the Tax Levy Lid Lift

Commissioner Bell said the Port is allowed to use its website to provide information about the levy. He said the guidelines for public disclosure are straightforward and the Port is not allowed to post signs or ads, but that an independent committee may. He shared a list of potential talking points to be developed in the coming months.

Commissioner Mishasek asked why the resolution language states an increase of 30 cents and suggested this be revised to the actual amount of 29.9 cents. Commissioner Bell said the Port has never received a tax increase in its history. Commissioner Mishasek said the Port previously received a small bond. Accountant Donna Carter said that was more than 15 years ago.

Commissioner Mishasek suggested a visual to convey the gross dollar amount over time to illustrate how levy funds would be utilized. Executive Director Michalopoulos emphasized the importance of the message because the Wharf is badly in need of substantial repairs. Commissioner Mishasek said the Wharf has suffered deferred maintenance for more than 20 years. Commissioner Bell said the Port needs to let the public know the Wharf infrastructure is suffering, specifically the roof, pilings and support systems. He suggested a public tour to show the actual decline.

9.3 Action: Conference Call with Grant Weed-Tax Levy Lid Lift

Executive Director called legal counsel Mr. Grant Weed at 11:30 a.m. for a conference call discussion of the tax levy lid lift but was informed Mr. Weed was not available. It was suggested the meeting continue until Mr. Weed could be reached.

At 11:41 a.m., Executive Director Michalopoulos reached Mr. Weed by phone to discuss the language for the tax levy lift, Resolution 251. He informed Mr. Weed Resolution 251 was passed by the board earlier in the meeting, however the motion was contingent on allowing additional changes to the language. He said the board had some concerns that the language may not be clear to the public. Mr. Weed suggested the board seek further input on the language from the prosecuting attorney's office at Island County.

Executive Director Michalopoulos suggested some additional edits, including making a stronger reference to the needed improvements at the Coupeville Wharf. Mr. Weed said that the Port will have a chance to create verbiage for use in the voter's pamphlet and the explanatory statement. He added there are about 100-150 words allowed for the explanatory statement and that Island County will need a certified copy of the resolution when ready, after which it should be provided to the Election Division of the Auditor's Office and the Treasurer's Office at Island County.

Mr. Weed asked for a copy of the final resolution when it is completed. Executive Director Michalopoulos said further discussion is needed for the explanatory statement in the voter pamphlet. Commissioner Bell suggested this language must be friendly to the public. Executive Director Michalopoulos said he will make the changes discussed in the meeting, ask the Commissioners to sign it again, and then submit it to the attorney's office for review.

9.4 Action: Renting of office space at the Jim Davis House

Executive Director Michalopoulos said a few groups have expressed interest in renting space at Greenbank Farm. There is space in the Jim Davis House, but it will cost about \$3,000 to make it workable as office space. The Island County Economic Development Association is looking for a low-cost rent opportunity and the Port is considering leasing space to them for a fee of \$300 per month plus \$100 for utilities. Executive Director Michalopoulos would like Commissioner feedback on whether to move forward with creating a lease agreement. Commissioner Bell asked what the length of lease term. Executive Director Michalopoulos said at least one year. Commissioner Bell called for a motion to approve renting office space at the Jim Davis House. Commissioner Mostafavinassab seconded the motion. Commissioner Mishasek abstained. The motion was approved.

9.5 Discussion: Update on grant applications and strategies

Executive Director Michalopoulos referred the Commissioners to a document containing information about grant opportunities the Port is pursuing to support its properties. He added that the Port has not generated this much grant activity in years and he is pleased with the strong team in place. Commissioner Mishasek asked that future documents be updated with page numbers and revision codes already in use.

9.6 Discussion: SailFest 2018 Update

Executive Director Michalopoulos said the Suva, Hawaiian Chieftain and Cutty Sark will arrive at the Coupeville Wharf in May for the first annual SailFest event. There will be a variety of fun and educational activities, tours of the boats as well as sailings. The Port would like to support the event every year, and the Coupeville Chamber and Historic Whidbey are involved. Port staff will attempt to support the event with media coverage. An activities list for the event was provided.

10.1 Introduction: POC Performance Review Template

Executive Director Michalopoulos shared a sample employee evaluation template he created to use semi-annually for employee reviews. He added the Port staff need to know how they are performing. Commissioner Mishasek suggested future versions contain page numbers and revision dates.

10.2 Introduction: Elimination of Horse Pastures

Executive Director Michalopoulos said the Port is ending its lease program for self-care horse boarding at Greenbank Farm. He said that prior to his hiring at the Port, the program had been loosely structured to allow boarding for two horses at \$30 per month. He suggested this was not an effective use of the land, and the Port needs more time to explore other options for use. He noted the fences are in disrepair and would pose a liability if horses got out or were injured on the property. Commissioner Bell suggested the Port look at other opportunities to include animals on the farm through local partnerships.

11. PRESIDING OFFICER'S REPORT

Commissioner Mishasek said there was no need for the report at this time.

12. COMMITTEE REPORTS

Commissioner Mostafavinassab said there was not a lot of new information presented at the recent Island County Transit meeting. There was some discussion about changes to the highway roundabout at Sharp's Corner.

Commissioner Bell said the Marine Resources Committee is working on an aging structure symposium for piers and waterline structures. The committee is still mapping out long-range planning, including an educational program for school-age children.

Commissioner Mishasek said the county's Economic Development Council has reduced its pool of candidates for the executive director position to four, two of whom live on Whidbey Island. He added that Executive Director Michalopoulos is on the selection committee for the new executive director.

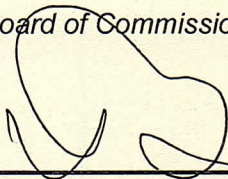
13. EXECUTIVE SESSION 11 A.M.

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

The executive session ended at 11:25 a.m. The regular meeting resumed at item 9.3.

14. ADJOURN – The Meeting was adjourned at 12:04 p.m.

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



William Bell



John Mishasek



Mohammad Mostafavinassab

Next regular meeting: Wednesday, May 9, 2018, 10 a.m. at the Jim Davis House, 765 Wonn Road, Ste E, Greenbank, WA 98253. Per Port of Coupeville Resolution 224, the meeting will be preceded by a work session at 9:45 a.m.

4.13.2018/V3