PORT OF COUPEVILLE

PO Box 128, Greenbank, WA 98253 // 765 Wonn Road, Greenbank
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REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Wednesday June 13th, 2018 at 10 AM 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 9:45 AM

AGENDA

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**

4. **CHANGES TO AGENDA**

5. **COMMISSIONER ACTION:**

   5.1 Approval of minutes, payroll, and vouchers.

6. **PUBLIC COMMENT -** *This time is set aside for members of the public to speak to the Board regarding subjects of concern, interest, or items on the Agenda. The Board will take all information under advisement, but generally will not take any action unless it is emergent in nature. To ensure your comments are recorded, please state your name and city of residence. Please limit comments to 5 minutes. If you have any documents to present to the Board, please hand them to the Port Clerk prior to speaking.*

7. **FINANCIAL UPDATE**

   7.1 Financial Statement Through April/May 2018
   7.2 Annual Report for 2017 Update

8. **EXECUTIVE DIRECTOR REPORT**

9. OLD BUSINESS

9.1 Action: Update on Tax Levy Lid Lift (Rescind Resolution #251)
9.2 Action: Commissioner Approval to Receive Donations
9.3 Discussion: SailFest 2018 Review
9.4 Discussion: Boater Welcome Bag Update
9.5 Action: Executive Director Performance Review / Compensation Change

10. NEW BUSINESS

10.1 Introduction: Farming Program Progress for Greenbank Farm
10.2 24 Front Street Building Evaluation

11. PRESIDING OFFICER'S REPORT

12. COMMITTEE REPORTS

13. EXECUTIVE SESSION

13.1 To discuss the Executive Director performance evaluation and compensation package pursuant to RCW 42.30.110(1)(g) which allows executive sessions to "review the performance of a public employee."

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

14. ADJOURN

Next regular meeting: Wednesday, July 11th, 2018, 10 AM at 765 Wonn Road, Suite E, Jim Davis House, Greenbank, WA 98253

Per Port of Coupeville Resolution 224 the meeting will be preceded by a work session at 9:45 AM.

Posted to: **Port of Coupeville Web Page -- www.portofcoupeville.org**
United States Post Office – Coupeville & Greenbank, Washington
Whidbey News Times – editor@whidbeynewsgroup.com
Town of Coupeville – clerktreasurer@townofcoupeville.org

6.8.2018/V2

PORT OF COUPEVILLE

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

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Wednesday, May 9, 2018 at 10 a.m. at 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-** None requested.

5. **COMMISSIONER ACTION**

5.1 Approval of minutes, payroll, and vouchers.

A. Commissioner Bell moved to approve the Meeting Minutes of April 11, 2018. Commissioner Mostafavinassab seconded and the motion was approved unanimously.

B. Commissioner Bell moved to approve the following vouchers, warrants, and electronic payment from April for payment. Commissioner Mostafavinassab seconded and the motion was approved unanimously:

Voucher (warrant) numbers: 5-1 through 5-26	$19,444.22
Payroll warrants:	$11,398.56
Electronic payments dates: (No voucher numbers needed)	$ 3,166.42

Total: $34,009.20

6. PUBLIC COMMENT

Commissioner Mishasek called for public comments. Gerald Swanson of Freeland thanked the Port leadership and staff for their progress. He said it appears things are running smoothly and he appreciates the planned lighting upgrades in the main barn. Meg Mishasek of Coupeville thanked Port staff for their work on the lighting improvements. The public comment section was closed.

7. FINANCIAL UPDATE

7.1 Financial Statement through April 2018

Port Accountant Donna Carter reported income is up for the first quarter of the year. She said payments are coming in on time and expenses are being managed well. She added Ms. Bouchard appears to be handling wharf activities well and she is encouraged by management progress.

7.2 Annual Report for 2017 Update

Ms. Carter reported the first quarter appears to be tracking as expected and some budget details can be finetuned.

Mr. Swanson inquired about the amount raised at the recent event hosted by Seaside and Sylvan to support repair of the barn roof. Executive Director Michalopoulos said the amount was about $3000 and he will get back to Mr. Swanson with the exact amount.

Commissioner Mishasek asked if current expense management can be squeezed any tighter. Executive Director Michalopoulos said he continues to look for opportunities to reduce Port expenses and re-negotiating the contract for elevator maintenance at Greenbank Farm created a significant savings. He added there will be some expenses in 2018 for replacing aging systems at Greenbank Farm if grants can be procured for improvement projects.

8. EXECUTIVE DIRECTOR REPORT

8.1 Executive Director Michalopoulos invited questions. Commissioner Mishasek commented the expense of the Port's Enduris Insurance policy was a significant cost item. Executive Director Michalopoulos said the rate doubled in 2017, primarily because of increased labor costs and current/past claims. He added the Port has significantly cut its labor costs in 2018 and expects the insurance rate to partially adjust back down in 2019.

Commissioner Mishasek asked about status of the Salty Mug at the Coupeville Wharf. Executive Director Michalopoulos created a new three-year lease with the owner, who may be changing the shop name-brand. Commissioner Bell said the shop is now selling shaved ice. Commissioner Mishasek inquired about signage at the Wharf. Executive Director Michalopoulos said he is reviewing new Wharf rules and signage and expects to make some revisions.

Donna Carter suggested the Port look into an HP program that may provide significant savings for ink cartridges.

Commissioner Mishasek asked for an update on recent dog attacks at Greenbank Farm. Executive Director Michalopoulos said a pair of German Shepherds reportedly attacked a dog in March and a similar incident occurred in April. After speaking to the owners of the injured dogs, he

called the Sheriff's Office. Consequently, a no-trespass action was taken against the suspected owner of the German Shepherds. The Port has posted signs at Greenbank Farm to alert dog owners of the incidents and will work with the Sheriff's Office should further action be necessary. Further, Ms. Tormey is working on signs to inform the public about leashed areas in the commercial zone of the farm. Executive Director Michalopoulos said that he'd like to improve management of the off-leash area including trail docents to conduct education about owner responsibilities on dog trails.

Comm Mishasek requested an update on the septic system at Barn A. Executive Director Michalopoulos said a septic pump has failed and another pump is in need of repair. An estimate for replacing the system is expected soon. He added septic systems are heavily regulated and Ms. Tormey will seek potential grant opportunities for a new commercial system next year.

Commissioner Mishasek inquired about plans to encourage farming opportunities at Greenbank Farm. Executive Director Michalopoulos said Ms. Tormey is working with Anza Muenchow on a farm education project focused on veterans. They have scheduled a volunteer day at the farm with Navy personnel in July.

Commissioner Mishasek asked if Port staff were aware of 'no-till' farming. Executive Director Michalopoulos said he wasn't but that he would look into it. He said the Port will prepare a garden/farm presentation as details come together. Commissioner Mishasek added that Whidbey Island culture supports sustainability, and no-till farming is used by innovative farmers to sustain their farm's soil for future generations.

9. OLD BUSINESS

9.1 Action: Update on Tax Levy Lid Lift for November 2018

Executive Director Michalopoulos said the Island County Auditor's Office has the levy documents they need. The Port will need a narrative of the levy effort and he will call the Port of South Whidbey to request some examples. Commissioner Bell offered to work on drafting talking points so the Port can begin to address public questions. Executive Director Michalopoulos said the Suva team and Coupeville Chamber would like to be involved. Commissioner Mishasek said he is surprised at public events that some individuals don't know about the Port or its properties.

9.2 Discussion: Update on Grant Applications and Strategies

Executive Director Michalopoulos said that May is a very busy month for grant deadlines and presentations. The Port will be presenting on three proposed projects to Island County for the Rural County Economic Development grant program on May 22.

9.3 Discussion: SailFest 2018 Update

Executive Director Michalopoulos said the historic schooner Suva returns to the Coupeville Wharf on May 11. On May 16, the Hawaiian Chieftain and Cutty Sark arrive for SailFest and there will be activities through the weekend including a concert at the Coupeville Rec Center. He said he would like to see SailFest grow and be held annually. He added the event has great potential.

Commissioner Bell asked if there was a cross-marketing opportunity for SailFest with Greenbank Farm. Executive Director Michalopoulos said he'll pursue that next year and that he'd like to see merchants in Greenbank and Coupeville conduct more interactions. Commissioner Mishasek asked about the welcome bags for boaters. Executive Director Michalopoulos explained the program is to promote local businesses to boaters by giving them coupons. Commissioner Bell asked if the Greenbank merchants could participate. Executive Director Michalopoulos said that

may be an opportunity for next year. The bag program is sponsored with the Coupeville Chamber of Commerce and the Historic Waterfront Association.

Commissioner Bell suggested incorporating marketing and cross-promotion for both communities in all Port efforts. Mr. Swanson said Greenbank merchants are creating a brochure and tenants notice increased traffic at the farm when Coupeville has events.

9.4 Discussion: Whidbey Community Foundation Contract

Executive Director Michalopoulos said Port staff are working on creating a donation program. An inquiry from Ms. Tormey resulted in an article on development opportunities from the Washington Port Association. According to their legal counsel, ports may be able to accept tax-deductible donations under federal code (115) if the port entity obtains approval from its Commissioners to accept gifts and donations. He added Port staff need more time to research the topic and that Ms. Tormey is working on donor materials and a database.

Commissioner Bell said in the past, the Port has never identified specific areas for gift giving. He asked if the Port is ready to initiate its own fundraising program. Executive Director Michalopoulos said the Port is not currently set up to take donation payments. Commissioner Mostafavinissab suggested Paypal may be an option. Ms. Carter said she will need to speak with the Island County Treasurer's Office if we intend to proceed. Executive Director Michalopoulos said Port staff will need more time to develop a thorough plan.

10. NEW BUSINESS

10.1 Introduction: Entry with Suva in Memorial Day Parade

Executive Director Michalopoulos said the Port will partner with the SUVA crew on a parade float for Memorial Day. Lindy Kortus will coordinate use of the SUVA tender boat and they will purchase signs for the event. Executive Director Michalopoulos has submitted the parade application and will finalize details.

11. PRESIDING OFFICER'S REPORT

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

12. COMMITTEE REPORTS

Commissioner Mishasek said the Council of Governments is meeting regularly and discussing interlocal agreements. He added several board members from the Island County's Economic Development Council have resigned, but a new director has been hired and she has a strong economic development background.

Commissioner Bell said the Marine Resources Committee is discussing funding for a film project about ocean grasses that could be used in public schools. The committee hasn't set objectives for funding projects, so there is some concern about whether this project meets their objectives.

Commissioner Mostafavinassab said the Island Transit Board is reviewing summer projects and has scheduled community workshops on special needs transportation. The Senior Thrift Store will have a ribbon-cutting ceremony on May 23 for the new solar panels on their building.

The open meeting paused at 11:16 a.m. to move into the executive session.

13. EXECUTIVE SESSION

13.1 To discuss Executive Director performance evaluation methods pursuant to RCW 42.30.110 (1)(g) which allows executive sessions to "review the performance of a public employee."

Executive session ended at 11:48 a.m., and the open meeting resumed.

14. ADJOURN – The Meeting was adjourned at 11:48 a.m.

The Board of Commissioners approved the foregoing Minutes on May xxx, 2018.

William Bell John Mishasek Mohammad Mostafavinassab

Next regular meeting: Wednesday, June 13, 2018, 10 a.m. at the Masonic Lodge 804 North Main Street, Coupeville, WA 98253. Per Port of Coupeville Resolution 224, the meeting will be preceded by a work session at 9:45 a.m.

5.11.2018/V3

EXECUTIVE DIRECTOR REPORT
PORT OF COUPEVILLE
Month of May 2018

The following is a general summary of my activity:

Administration: The POC Executive Director Performance Review process and standards has been submitted and adopted. A performance review will be conducted June 6, 2018. This process will also include 10 surveys to completed by various chosen participants to be selected and summarized by William Bell. Employee performance reviews will be completed by June 30th. I have Brian's done and will book a review day/time second week in June.

I am looking to replace both office machines, which are failing, with one multi-use machine. I traveled off-island to research machines. Two models have been chosen, both with a different cost approach. I looking to employ a higher equipment cost to save on ink in the future by purchasing a Brother machine with built-in refillable ink containers. This should save us money in the first year of printing.

I will begin working on several reports and certifications this month including our LOSS and MOLL reporting.

We are in the process of rearranging the JD House to be more community friendly and inviting. We are utilizing only labor at this point and looking to purchase inexpensive items, at our local thrift stores, to compliment the new look.

POC General Business: Attended the May EDCIC Board meeting as well as an additional meeting for the Nominating committee. I have chosen to not continue with EDCIC activities and focus more on the Tax Levy Lid Lift and other projects Kellie is driving. I attended the COG meeting. I attended the CHWA quarterly breakfast meeting. I attended the Coupeville Chamber Meeting. I attended the CHWA Design Committee Meeting. I met with Craig Holmquist of Whidbey Tractor to discuss noxious weed control and deep mowing. I met with Greenbank Hank to discuss PTE work gardening and supporting the farm. I spend several days working on Interrogatories to support the Forest Rambo Tort Claim. I set up an Executive Session to discuss legal matters with our legal counsel.

Legal: I spent almost two weeks completing and supporting Interrogatories in the FR Tort Claim.

Community: I met with Lynda Eccles of the Coupeville Chamber and Vickie Chambers of CHWA to discuss our Welcome Boaters gift bags to be distributed to certain boaters visiting the wharf this year.

We have six businesses participating, each paying $50 to cover the cost of the backpack. I worked with SUVA to enter a float in the Memorial Day parade on May 26th. John Mishasek walked the parade route representing the POC. Attended a Business After Hours event for the Chamber.

Leases: As of June 1, 2018, we will no longer rent out horse pasture. The Salty Mug lease has been signed and is awaiting signatures from Commissioner Mishasek and myself.

Funding: The RCEDF Grants, or .09 Grants, were presented by Kellie and myself to the County Commissioners. We learned a lot in this process and feel confident 2 or 3 (all) of the applications will be approved. Kellie finished and submitted a Capital Heritage Barn Grant to seek support of a new heating system for Barn A. The grant totaled approximately $42,000, and if awarded, we will be responsible for matching 50%. The heating system has been out for over 2.5 years now.

Through research and conversations with the MRSC and WPPA, we learned that the POC can receive donations directly. We will be supporting this action in our June OPM by a Commissioner Action Item. Kellie has already completed a donor letter and list to track donors and provide receipts. This is going to open many.

Coupeville Wharf: I have gathered two bids to replace the fire suppression system panel. Now that the ELNHR grant is approved, I will be making a decision to replace both the panel and monthly service support (monitoring). I am looking at going wireless for the monitoring saving us the cost of a landline.

The new wharf sign was installed and all old signage has been removed. The new sign is impactful and viewable from both Alexander and Front street. We have removed all A-Frames and other signage. Owen Dennison, from the town of Coupeville, is very happy with the sign and will work with Vickie Chambers to positively place her hot dog cart to not block the sign. We used internal labor to install the sign avoiding high prevailing wage costs.

Our first annual SailFest was a success and we will be meeting with the various community groups, as well as Caitlin from the Hawaiian Chieftain, to discuss the event, its successes and future opportunities. I was impressed with how it all came together, the support SUVA and the Chamber gave to the crew, and how many people came to visit the boats. The Chieftain fully booked and added a third sailing, hopefully cementing their return next year. The Cutty Sark signed a new MOU and we had a candid conversation about fees and expectations going forward. The fun events from pennant making to knot tying, kids' education, tours, and concert went exactly as planned. The arrival of the Chieftain was highly attended and celebrated with a potluck dinner, as well as a birthday celebration for the SUVA, both held at the wharf.

I am working with ELNHR, Kristin and Sarah, to implement a docent program for the wharf. But first, we need to install interpretive panels (history) along the causeway and in the wharf building. We are looking to have a live person, dressed in period clothing, station at the entryway to the wharf, directing community and educating on the wharf history. They are doing a walking history tour in June to pilot the program. I am also wanting to work with the Coupeville Chamber to set up a temporary booth during the summer to bring the visitor center down to the wharf entryway (causeway). This will further direct visitors to the wharf as well as introduce them to the future projects needing funding (donations). I met with Michele and Jerry of the Cove Café to ensure their propane tank is not left chained to the newly painted fence longer than a day. We also discussed not parking their vehicle in front of the wharf building longer than 20 minutes, this is for loading only.

Greenbank Farm: I have installed all new signage around the dog walking areas and have already received positive feedback from walkers that the rules are more prominent and clear. Kellie is working on a

weekend Docent program utilizing volunteers to further educate and monitor dog-walking activities. Both Kellie and I committed to getting out of the office once per week to walk the trails and educate/inform walkers, as well as build rapport through the POC brand.

Kellie is working with Anza Muenchow of WSU to implement a Homegrown for Heroes future farming program at the farm. A meeting and commitment have taken place to install T-Posts and fencing around the designated farming area. Labor is being donated by NAS Whidbey and will take at least a day to complete the fencing. All 4 hoop houses are to be utilized, with the fourth by the Greenbank Garden Club. Kellie is also looking at a volunteer program to monitor trails, answer questions, paint, garden and even do historical research on the farm to further a new education program.

The WSU Master Gardeners are finalizing installation on their bench-style gazebo to better direct people to visit the gardens. I also believe Elsa attended their first tenant meetings. I believe the Master Gardeners need to work closely with the tenants and be a part of the farm team. They should also be listed on the new signage being put together by Joe and Mikel.

Met with Craig Holmquist of Whidbey Tractor to finalize plans for noxious weed control and deep mowing around certain areas of the Greenbank Farm. Craig is also supporting multiple projects around the farm including a farm stand concept supported by the Homegrown for Heroes program.

The septic pump supporting Barn A was replaced and is working properly. I have also asked for a bid to replace the entire septic system to one that is supportive of a commercial use in restaurants. We are looking to cover the cost of this in a grant next year.

I am working with Tawny, Whidbey Pies, to relocate the stone statue in front of their café to another area at the farm. I have asked that they cover the cost of relocating it.

I am working with the Wine Shop to replace the current towel dispensers in the public restrooms with a more efficient and cleaner dispenser. The current dispensers promote bits of towels being torn off and spread around the floor, tracking out to the common areas and retails locations.

06.06.2018/V1