



PORT OF COUPEVILLE

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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	<u>\$19,444.22</u>
Payroll warrants:	<u>\$11,398.56</u>
Electronic payments dates: (No voucher numbers needed)	<u>\$ 3,166.42</u>

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.

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Jim*

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.

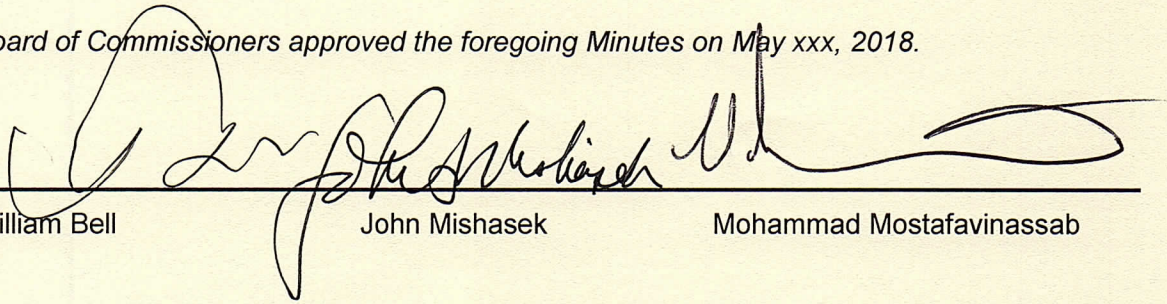
13. EXECUTIVE SESSION

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