



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

**Wednesday, July 11, 2018 at 10 a.m. at the Jim Davis House, 765 Wonn Road, Ste E,  
Greenbank, WA 98253**

**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 present.

**4. CHANGES TO AGENDA** None requested.

**5. COMMISSIONER ACTION**

5.1 Approval of minutes, payroll, and vouchers.

A. Commissioner Mostafavinassab moved to approve the Meeting Minutes of June 13, 2018. Commissioner Bell seconded and the motion was approved unanimously.

B. Commissioner Mishasek moved to approve the following vouchers, warrants, and electronic payment from June. Commissioner Bell seconded. Donna Carter made a verbal correction to the payroll voucher numbers. Commissioner Mishasek called for a corrected motion and the motion was approved unanimously:

Voucher (warrant) numbers: 7-1 through 7-23	<u>\$18,310.57</u>
Payroll warrants:	<u>\$16,369.91</u>
Electronic payments dates: (No voucher numbers needed)	<u>\$ 5,764.58</u>
<b>Total:</b>	<b><u>\$40,445.06</u></b>

**6. PUBLIC COMMENT**

Commissioner Mishasek called for public comments.

Anza Muenchow from Clinton said a volunteer work day with active personnel from NASWI at Greenbank Farm took place on Saturday, July 7. She said volunteers installed a fence line, cleaned up a hoop house, and cleared noxious weeds. She would like to see farming return to Greenbank Farm. She works with Navy personnel through her current position with the Snap Education Program at Washington State University. She will retire this fall and would like to initiate a program to train veterans for agriculture careers. Greenbank Farm would be an ideal place due to land and community access. Commissioner Mishasek said he'd like to look into farming opportunities further. Ms. Muenchow suggested she attend the next board meeting for further discussion. The public comment section was closed.

## **7. FINANCIAL UPDATE**

### **7.1 Financial Statement through June 2018**

Port Accountant Donna Carter reported expenses appear as expected. Commissioner Bell asked if Wharf income is down due to rising fuel prices. Ms. Carter said fuel costs could be a reason. Ms. Carter said there is an account for tax levy funds that can't be closed due to unpaid property taxes that are tied to the account. Commissioner Mostafavinassab asked for clarification of a commissioner reimbursement amount of approximately \$500. Ms. Carter said she will investigate further.

## **8. EXECUTIVE DIRECTOR REPORT**

8.1 Executive Director Michalopoulos said Greenbank Farm needs a truck for farm maintenance. Staff member Ms. Tormey has called local agencies to inquire about surplus vehicles. The Port would also like to find a farm utility vehicle and tractor with a brush hog to support trail maintenance.

Executive Director Michalopoulos said there was a recent dog attack at Greenbank Farm that killed a small dog. The farm would like to train trail volunteers to observe what's happening. The Port will review its trail sign program and Island County Animal Control has suggested the Port review use of the Highway 20 entrance to the dog park.

Commissioner Mostafavinassab suggested the Port prepare a budget for the purchase of farm equipment for the next meeting. Executive Director Michalopoulos said the farm's tractor barn was broken into again and tools were taken. A police report was filed. The Port is investigating a security camera system that is cloud-based. Commissioner Bell suggested the Port install security camera signs.

Commissioner Mostafavinassab asked about the status of the pond project. Executive Director Michalopoulos said the project will begin after Labor Day.

## **9. OLD BUSINESS**

### **9.1 Action: Tax Levy Lid Lift (Rescind Resolution #251)**

Executive Director Michalopoulos said the Port will need facts to speak to the public about the tax levy lift. The project study and costs should also be updated.

Commissioner Bell made a motion to rescind Resolution #251. Commissioner Mishasek seconded. The motion passed unanimously.

### **9.2 Action: Amend Motion for Executive Director Compensation Change Retroactive 6.1.2018**

Commissioner Mishasek invited a motion to amend the original motion made at the June 13 meeting to include out of pocket costs for benefits and vacation time to the executive director compensation package and that it be retroactive to June 1, 2018. Commissioner Bell seconded. Commissioner Mostafavinassab declined approval. Motion passed by vote of 2-1.

### 9.3 Discussion: Boater Welcome Bag

Executive Director Michalopoulos said the boater welcome bag program is pending. He spoke with MRSC staff who said Port dockhands can distribute bags to incoming boaters as an act of goodwill.

### 9.4 Discussion: Farming Program Progress for Greenbank Farm

Navy volunteers recently completed three projects at Greenbank Farm. Staff continue to work on expanding farm programs and there is a possibility of leasing land to a sheep farmer next year.

### 9.5 Discussion: 24 Front Street Building Evaluation

Commissioner Bell suggested having a market evaluation and condition report conducted on its property at 24 Front Street. Commissioner Mostafavinassab clarified the request for the Executive Director to request a market value estimate and condition report on the building, with authority to expend up to \$350 for each report. Mr. Michalopoulos said he would proceed.

### 9.6 Discussion: Review of Giving Program Content

Executive Director Michalopoulos said Ms. Tormey prepared giving program content for use on the Port's website. The input of all commissioners is appreciated. Ms. Carter said she is working with the Island County Treasurer's Office to find out how to manage online donations.

## 10. NEW BUSINESS

### 10.1 Introduction: Solar Project Status

Commissioner Mostafavinassab requested solar project contracts from the participating agencies at Greenbank Farm. Ms. Carter said she sent out the contracts previously to all Commissioners. It was agreed to move the item to the August meeting.

## 11. PRESIDING OFFICER'S REPORT

Commissioner Mishasek reported that if the commissioners are interested, they can be added to an email list at the Island County Treasurer's Office to receive a monthly tabulation of the Port's income, expenses and account balances. The information is already prepared for internal use by the county and is similar to a bank statement of POC's account at Island County.

## 12. COMMITTEE REPORTS

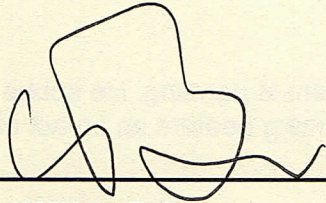
Commissioner Mishasek said the Council of Governments meeting was cancelled this past month. He will be assisting the Economic Development Council on special projects for the next six months. Commissioner Bell said the Marine Resources Committee does not meet in July and August. Commissioner Mostafavinassab said the WSDOT round-about at the intersection to Anacortes is working very well.

## 13. EXECUTIVE SESSION

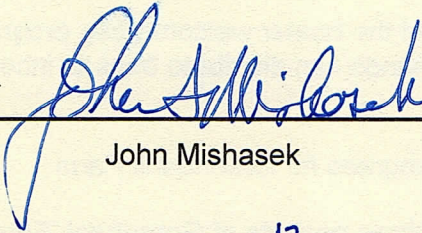
Option for an executive session was not exercised.

14. **ADJOURN** – The Meeting was adjourned at 11:43 p.m.

The Board of Commissioners (will/will not) approve the foregoing Minutes on August 8, 2018.



William Bell



John Mishasek



Mohammad Mostafavinassab

**Next regular meeting:** Wednesday, September <sup>12</sup>5, 2018, 10 a.m. at the Jim Davis House, 765 Wonn Road, Ste. E, Greenbank, Washington, 98253. Per Port of Coupeville Resolution 224, the meeting will be preceded by a work session at 9:45 a.m.

(7.18.2018/V6)