



PORT OF COUPEVILLE

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

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

**Wednesday, September 12th, 2018, 10 AM at 765 Wonn Road, Suite E,
Jim Davis House, 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 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 July 2018
8. **EXECUTIVE DIRECTOR REPORT**

9. OLD BUSINESS

- 9.1 Discussion: Boater Welcome Bag Update
- 9.2 Discussion: Farming program update (Executive Director) Lavender Wind

10. NEW BUSINESS

- 10.1 Introduction: Additional fee schedule for events
- 10.2 Introduction: Executive Director Guidelines for:
 - Lease agreements
 - Work Orders
 - MOU's
 - Contracts under \$5000
 - Contracts over \$5000
- 10.3 Introduction: Adding one (1) PTE for Levy Lift support

11. PRESIDING OFFICER'S REPORT

12. COMMITTEE REPORTS

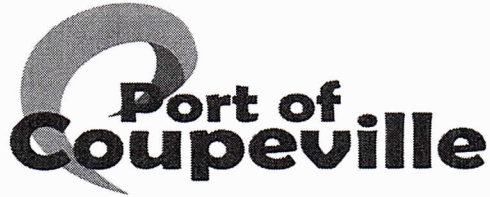
13. ADJOURN

Next regular meeting: Wednesday October 10th, 2018 at 10 AM Masonic Lodge, 804 North Main Street, Coupeville WA 98239

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**

9.10.2018/V3



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REGULAR MEETING OF THE BOARD OF COMMISSIONERS

**Wednesday August 8th, 2018 at 10 A.M. 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 A.M.**

MINUTES

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

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 July 11, 2018, with a corrected date for the next board meeting of September 12, 2018. Commissioner Mostafavinassab seconded. **The motion was approved unanimously.**

B. Commissioner Mishasek moved to approve the following vouchers, warrants, and electronic payment from June for payment. Commissioner Mostafavinassab seconded. **The motion was approved unanimously.**

Voucher (warrant) numbers: 8-1 through 8-43	<u>\$51,339.02</u>
Payroll warrants:	<u>\$18,070.67</u>
Electronic payments dates (No voucher numbers needed):	<u>\$ 5159.72</u>

Total: \$74,569.41

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.*

Ms. Janet Burchfield, Coupeville resident, expressed concern about Naval Air Station Whidbey Island's intent to increase air traffic at the Outlying Field by 281% over the next few years. She asked the Port Commissioners to consider writing a letter to public officials to express their viewpoint on the proposed plan. Public comment period was closed.

7. FINANCIAL UPDATE

7.1 Financial Statement Through June 2018

Ms. Carter noted the Port budget was on track for the month. She said Wharf income appeared to be down, however that will change in July, the Wharf's busiest month, with income from fuel sales and moorage revenue expected to be higher than last year.

8. EXECUTIVE DIRECTOR REPORT

Commissioner Mostafavinassab asked about a dog fatality at the Greenbank Farm in July. Executive Director Michalopoulos said the owner of the attacking dog paid restitution to the owner of the deceased dog. Executive Director Michalopoulos provided a summary of work the Port is doing to address safety in the dog areas of the farm, including use of volunteers as trail docents. Commissioner Mostafavinassab suggested the Port ensure volunteers are not seen as enforcement agents.

9. OLD BUSINESS

9.1 Action: Review of Giving Program Content

Executive Director Michalopoulos distributed the proposed content for the Port website related to donor contributions and requested Commissioner input. No further changes were suggested. **The Port will add the content to the website and make changes as needed over time.**

9.2 Discussion: Bid Approval for Barn A .09 Grant Award

Executive Director Michalopoulos said the Port will initiate the barn roof repair project this fall, funded with the Rural Economic Development Grant Award and Port matching funds. Three bids for the barn roof were obtained more than a year ago, but they were not estimated at prevailing wage rates. He requested updated bids at prevailing wage rates. The bid amounts have increased during the past year and costs are higher. He said the estimates are very close, and he would like to award the project to a local contractor, Red's Roofing. Commissioner Mishasek made a motion to approve Red's Roofing as the contractor. Commissioner Mostafavinassab seconded. Commissioner abstained. **Motion passed 2-0.**

Commissioner Mishasek made a motion to pay the fifty percent deposit required in advance to Red's Roofing to initiate the project. Commissioner Mostafavinassab seconded. Commissioner Bell abstained. **Motion passed 2-0.**

9.3 Introduction: PTO Request Process (Commissioner Mostafavinassab)

Executive Director Michalopoulos said the Port will adopt a personnel procedure to submit a form when Port employees request time off. He will create the form and share it with the Commissioners as needed when staff request vacation time.

9.4 Discussion: Budgeting for ED Salary (Commissioner Mostafavinassab)

Commissioner Mostafavinassab asked which account will be used to fund the salary increase for the Executive Director. Ms. Carter said it will come from funds held in the facilities-maintenance account. She said the same account will be used to provide matching funds for grants obtained for property repair projects.

9.5 Discussion: Explanation Request to Commissioner Mishasek on Letter to POC Board of Commissioners July Meeting (Commissioner Mostafavinassab)

Commissioner Mostafavinassab asked Commissioner Mishasek to clarify the intent of a letter he sent to the Port Commissioners. Commissioner Mishasek said the letter included language directed to the general public.

9.6 Discussion: Boater Welcome Bag Update

Executive Director Michalopoulos said the boater welcome bags are being distributed at the Wharf as part of a partner program with the Coupeville Chamber of Commerce, participating businesses and the Coupeville Historical Waterfront Association to improve the overall visitor experience.

9.7 Introduction: POC Equipment Needs, Budgeting and Priorities (Commissioner Mostafavinassab)

Executive Director Michalopoulos provided a summary of equipment needs and costs for budget consideration. He said the Port's most urgent need is a quality used truck for maintenance. He requested permission to buy a used truck if one can be located with a pre-approved cost of up to \$3000. Purchase of other maintenance equipment including a commercial riding lawn mower, farm utility vehicle and tractor can be deferred and included in the 2019 budget. Commissioner Mostafavinassab encouraged the Port to look into the use of a fuel card once the truck is purchased. The Commissioners agreed the Port must have a truck to conduct property maintenance and waste removal.

10. NEW BUSINESS

10.1 Introduction: Solar Project Status (Commissioner Mostafavinassab)

The Commissioners agreed to move this item to a future meeting closer to the date the contract expires.

10.2 Introduction: 2018 Harvest Fair

Port staff invited feedback on hosting a fall event at Greenbank Farm. Commissioner Mishasek expressed concerns related to the Port's prior history with events. Commissioner Bell requested a plan and budget for the event, which the Port will provide.

10.3 Introduction: Wharf Moorage Fee Update

Executive Director Michalopoulos said the Port is working to improve its communication with incoming boaters on mooring fees or future fee changes.

11. PRESIDING OFFICER'S REPORT

No report was given.

12. COMMITTEE REPORTS

Commissioner Bell and Mostafavinassab did not have committee reports.

Commissioner Mishasek said he is working for the Island County Economic Development Council on special projects. He said a recent presentation from Ebey's National Historical Reserve at a Council of Governments meeting was informative.

13. EXECUTIVE SESSION

13.1 To consider the minimum price at which real estate will be offered for sale (RCW 42.30.110c)

The executive session began at 11:46 a.m. The board meeting resumed at 12:12 p.m.

14. ADJOURN

The board meeting adjourned at 12:12 p.m.

The Board of Commissioners approved the foregoing Minutes on September 12, 2018.

William Bell

John Mishasek

Mohammad Mostafavinassab

Next regular meeting: Wednesday, September 12th, 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.

Minutes POC Board Meeting 8.9.2018/V3



**EXECUTIVE DIRECTOR REPORT
PORT OF COUPEVILLE
Month of August 2018**

The following is a general summary of my activity:

Administration:

We are no longer looking for a new printer as a kind and generous Pea Patch participant, Jana Ketchum, just donated a very well-maintained professional printer/copier and a year's worth of ink cartridges! They are moving in March of 2019, so we will make due until then. I am also needing to replace a failed unit in the Harbor Master office as the scanning and faxing function of that machine has failed.

Created a new time off request form to be used by all POC personnel. All time off requests must now be signed approved and signed by either the ED or The Board President.

Created a new event tracking form to better manage deposits, dates, amounts, amounts due and damage deposit refunds. This will better aid us in making sure we refund all appropriate damage deposits in a timely manner, as well better keep tracks of the final deposit to conduct an event.

Kellie and I are still cleaning up and organizing our network folders and electronic files. There are duplications and entries that don't make sense and are not intuitive to searching. This will be an ongoing project throughout the year. Once completed, we will look at the physical files and what it would take to digitize a portion or all paper files.

I am starting the budget process by listing potential budget items for 2019. This needs to include more detail so the approved budget can be used as a planning tool throughout the year to better manage expenses. I still need to refine the budget-to-actual report Donna produced at the beginning of the year.

POC General Business: Kellie and I will be putting up some dates for a community forum in the near months to solicit feedback and participate in a listening tour for the wharf pile rehabilitation project.

Kellie sent our first POC eNewsletter to over 100 community members! The first open rate statistic had an open rate of approximately 50%, a strong open rate is around 25%. After two weeks, the open rate exceeded 60%! Going forward, we will track and present the newsletter statistics to better understand

what the community is wanting to know and seek education on. This, along with a new website, were two important projects listed in the Comprehensive Scheme completed earlier in the year that are now accomplished.

Legal: Dates are being looked at in September for depositions.

Community: Met with the wharf (CHWA) design committee to further our design options for recreating the visitor experience at the entryway to the causeway. We are exploring using pavers to replace the gravel, permanent seating around each of the two trees and along the fences, a compass rose design in the ground pointing magnetic north and the possibility of an arch to welcome visitors and catch the eye as you come down Alexander street. I will share the design concepts once they become available. I attended the COG meeting.

I met with Molly Hughes to discuss presenting (frequently) to the Coupeville Town Council as well as their employees on wharf/POC projects and status. First presentation is second Tuesday in September. I see a great partnership with the Mayor and Town of Coupeville, especially since they are starting to work on a new Comprehensive Scheme, part of which involves the wharf and wharf building.

Leases: Nothing new to report.

Funding: We are working with Red's Construction for a start date to the Barn A roof repair. We are working with Ken Petry to finalize the strategy, contract and MOU to dredge rehabilitate the farm pond.

Coupeville Wharf: Met with Sarah Steen, Commissioner Mishasek and Kellie Tormey at the wharf to discuss next steps for the rehabilitation project and how to approach the building itself. We will be contacting a building expert in Seattle to learn how to protect the building during pile rehabilitation.

Met with Brian and Long to discuss the fact we have no dockhand help the week leading up and through Labor Day weekend. We agreed that Brian is going to work the dock during that week and weekend to support the last biggest push of the year, as well as one of our busiest weekends. Kellie will also be on deck if more help is needed. I signed both up for a certification class so they can pump fuel if needed. I will be working with Long after this season to better prepare for dockhand help next and future years.

Met with Jay of Island Dive Service to install zincs on 6 metal piles at the wharf, as well as solicit a bid to scrape the underside of the wharf floats. This has not been done in over 2 years, and the zincs have not been done in at least that long. Zincs are vital to prevent decay on the metal posts and should be inspected and or replaced annually.

Greenbank Farm: Met with Susan and Darci of FETCH to discuss better management of the doggy waste cans and bag supply. Cans are overflowing and waste bag holders empty out during weekend. Traffic during summer is high. They are purchasing bag dispensers for us that hold three boxes of doggy bags.

Kellie set up a booth and attended the WAIF Wag N' Walk event, on behalf of the POC, on August 19th. Kellie took this opportunity to solicit vendors for our very own Harvest Faire, as well as use it to promote events, weddings, farming and our own Harvest Faire.

Here's a quick recap of progress to date for the Harvest Faire:

- Kellie is working with all farm merchants to plan/organize events. All farm merchants are pitching in!
- A volunteer from Oak Harbor has been a great help, Cassandra Scarfone. (She has filled out volunteer form.)
- Team now has over a dozen vendors. Kellie will create an event program for guests.
- Kellie has worked with Sherrye Wyatt on promotions, hitting both local and regional, part of Whidbey Island Grown Week.
- Two sponsors have come on board, Wine Shop with \$200 for music, Pie shop with in-kind donation of \$200 in pies.
- Event is noon to 5 p.m. Will have live music, food trucks, demonstrations, and free activities. Vendors will offer local products, arts, crafts.
- Seeking community volunteers to help with parking, traffic, etc.
- A strong opportunity for the Port of Coupeville to support and drive economic opportunity and exposure for Island small businesses, part of our mission. Also, an exceptional partnership effort with WIG, merchants, local and non-local vendors, and others in our community.
- At this time, within budget, but a few items left to be procured: program, hay bales, banner, few posters, pumpkins.

Met with Sarah Richards of the Coupeville Lavender Wind Farm Store to discuss lavender farming on the farm. Our preliminary conversation was very positive and we are looking to discuss options further when she returns from vacation late September. I think this has great potential and the soil/drainage condition of the farms agricultural land is well-suited for lavender farming!

Met with Craig Holmquist, Whidbey Tractor, to review mowing progress to date and discuss strategy for remaining season, as well as noxious weed control. Brian has done a good job of removing noxious weeds, and on one day took 7 full bags of material to the dump.

08.22.2018/V1