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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 \$51,339.02

Payroll warrants: \$18,070.67

Electronic payments dates (No voucher numbers needed): \$ 5159.72

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

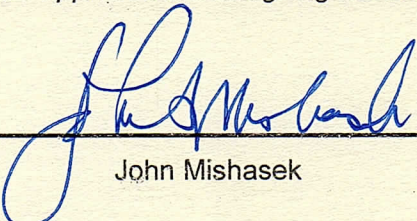
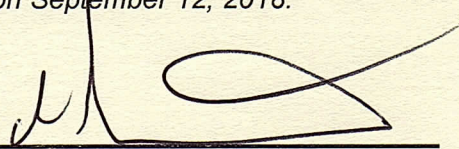
13.1 To consider the minimum price at which real estate will be offered for sale (RCW 42.30.110c)

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