



## PORT OF COUPEVILLE

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### REGULAR MEETING OF THE BOARD OF COMMISSIONERS

**Wednesday, September 12th, 2018, 10 AM, 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**

#### 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 John Mishasek, Commissioner Mohammad Mostafavinassab, Executive Director Chris Michalopoulos and Accountant Donna Carter were all present. Commissioner William Bell was absent with prior approval.

#### 4. **CHANGES TO AGENDA**

Commissioner Mostafavinassab inquired if the board would discuss a letter about NASWI's OLF flight schedule expansion. Executive Director Michalopoulos said a letter written by Jean-Marc Jouas, a former executive director of the Port, well stated the Port's position on the proposed expansion and had been shared with key stakeholders. **No changes to the agenda were requested.**

#### 5. **COMMISSIONER ACTION:**

- 5.1 Approval of minutes, payroll, and vouchers.
  - A. Commissioner Mishasek made a motion to approve the minutes for August 8, 2018. Commissioner Mostafavinassab seconded. **The motion passed unanimously.**

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

Voucher (warrant) numbers: 9-1 through 9-27	<u>\$23,545.16</u>
Payroll warrants: 9-1 through 9-32	<u>\$16,528.63</u>
Electronic payments dates (No voucher numbers needed):	<u>\$4,811.98</u>
<b>Total:</b>	<b><u>\$44,885.77</u></b>

**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.*

Gerry Swanson of the Greenbank Farm Wine Shop, said Port staff were doing a wonderful job of maintaining farm grounds and repairs. He said merchants reported good business over the summer and they are very excited about the upcoming Harvest Faire.

## **7. FINANCIAL UPDATE**

### 7.1 Financial Statement Through July 2018

Ms. Carter reported the Coupeville Wharf net income is down for the year but Greenbank Farm income is strong. Commissioner Mishasek asked for an update on 2019 budget progress. Executive Director Michalopoulos said he is preparing a schedule for approval. Ms. Carter said the final budget must be voted on in November. Commissioner Mishasek asked if the budget process requires a public workshop. Ms. Carter affirmed it does.

Ms. Carter noted concern about allocated labor costs associated with the Wharf. Executive Director Michalopoulos said the allocated labor costs will increase as the Port moves forward with Wharf rehabilitation.

Ms. Carter said she will ask Island County if the Port of Coupeville can obtain a more detailed report of where tax monies come from in the district.

## **8. EXECUTIVE DIRECTOR REPORT**

Executive Director Michalopoulos shared a Harvest Faire update. He said response to the Port's new electronic newsletter was strong with more than 60% of recipients opening the message.

Ms. Carter asked about the potential of leasing land at Greenbank Farm to Lavender Wind. Executive Director Michalopoulos said there may be a possibility in the future.

Commissioner Mishasek asked if the Wonn Road Triangle field will close during the pond restoration project at Greenbank Farm. The Port will close the area and post signs for the public.

## **9. OLD BUSINESS**

### 9.1 Discussion: Boater Welcome Bag Update

Executive Director Michalopoulos said the boater backpack program at the Coupeville Wharf is successful and the Port and partners will track usage of the discount coupons in the coming months.

### 9.2 Discussion: Farming program update (Executive Director) Lavender Wind

Item was previously discussed. Programs with Greenbank Garden Club and veterans are still pending.

## **10. NEW BUSINESS**

### 10.1 Introduction: Additional fee schedule for events

Executive Director Michalopoulos invited input on restructuring the event fee schedule for Greenbank Farm. He said Port staff will investigate other local models with a goal of simplifying the fee structure and inclusiveness. He invited the Commissioners to provide input. Kellie Tormey will be working on an event brochure for 2019. Gerry Swanson said the barn is frequently empty and farm merchants would welcome more affordable events to increase community involvement and traffic.

### 10.2 Introduction: Executive Director Guidelines for:

- Lease agreements
- Work Orders
- MOU's
- Contracts under \$5000
- Contracts over \$5000

Executive Director Michalopoulos said his current employment letter prohibits him from signing contracts. He asked the Commissioners to consider review of what he can sign related to daily operations. Commissioner Mishasek requested the Port to find out what guidelines are used by other ports for signing contracts. He said these policies should be summarized and Commissioners will need more time to consider the issue.

### 10.3 Introduction: Adding one (1) PTE for Levy Lift support

Executive Director Chris Michalopoulos said the Port is increasing activity. He would like the Board to consider approving a part-time person to help with minor office responsibilities, temporarily, through the levy lid lift. Another staff person would free he and Kellie Tormey up to focus on higher level activities.

## **11. PRESIDING OFFICER'S REPORT**

Commissioner Mishasek asked if the Port should get involved in supporting expansion of broad band infrastructure in Island County. He said the Port of Skagit has an interesting model and the Port could expand its investment in infrastructure. Executive Director Michalopoulos said the proposal is extremely complex and would require expert capacity to lead such a project.

## **12. COMMITTEE REPORTS**

Commissioner Mostafavinassab said Island Transit is investigating grant opportunities for 2019 and how to score the potential projects.

Commissioner Mishasek said the Council of Governments (COG) is also discussing scoring for upcoming projects.

**13. ADJOURN**

Meeting adjourned at 11:15 a.m.

***The Board of Commissioners approved the foregoing Minutes on (October 10, 2018)***

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William Bell                      John Mishasek                      Mohammad Mostafavinassab

**Next regular meeting: Wednesday October 10<sup>th</sup>, 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.**

9.12.2018/V1