



PORT OF COUPEVILLE

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REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Wednesday, October 10th, 2018, 10 AM, 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 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**

No changes to the agenda were requested.

5. **COMMISSIONER ACTION:**

- 5.1 Approval of minutes, payroll, and vouchers.
 - A. Commissioner Mostafavinassab made a motion to approve the minutes for September 12, 2018. Commissioner Mishasek seconded. **The motion passed unanimously.**
 - B. Commissioner Mostafavinassab made a motion to approve the minutes for September 24, 2018. Commissioner Mishasek seconded. **The motion passed unanimously.**

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

Voucher (warrant) numbers: 10-1 through 10-28	<u>\$88,830.02</u>
Payroll warrants: 10-1 through 10-34	<u>\$15,140.31</u>
Electronic payments EFT (No voucher numbers needed):	<u>\$10,730.72</u>
Total:	<u>\$114,701.05</u>

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.*

Meg Mishasek of Coupeville said Port staff, especially Kellie Tormey, did an amazing job with Harvest Faire.

Gerry Swanson of Freeland, WA, said Port staff did an excellent job with Harvest Faire and thanked the Board for supporting the event. Gerry and other farm merchants met and would like to plan a holiday event with support from the Port. The event would be featured over a weekend or several weekends in a row.

Hollie Swanson of Langley thanked port staff for the Harvest Faire. It has motivated the merchants of Greenbank Farm to put on a Christmas Bazaar event utilizing mostly merchant labor, volunteers and local resources. Miss Swanson recognized the Faire required a good deal of time from Kellie and wants the Port to know the merchants will execute the Holiday Bazaar utilizing volunteers.

7. FINANCIAL UPDATE

7.1 Financial Statement Through August 2018

Ms. Carter reported January thru August 2018 the wharf income is down as well as the farm, but the farm financials are inflated due to a large payout for the replacement pumps and the down payment for the roof repair. Commissioner Mishasek asked about the current financial condition of the Port and Miss Carter remarked we are sitting positive and will have good reserves heading into 2019.

Miss Carter also discussed billing Island County for reimbursement to pay for grant funded projects this fall. She expects it will take about 45 days to get reimbursed through Island County.

Commissioner Mishasek asked about tax levy support. Miss Carter said the Port had about \$6000.00 in tax revenue this year, but more funding will come next month when people pay their property taxes. Commissioner Mishasek asked about whether the .09 funds required a 10% match in funds from the awardee. Executive Director Michalopoulos said the application process required a 10% match if an applicant was awarded funding. Commissioner Mishasek asked Executive Director Michalopoulos to confirm a match was required.

7.2 2019 Preliminary Budget

Executive Director Michalopoulos outlined the process leading up to the special meeting. The budget was reviewed with special attention to highlighted areas. An overall revenue decrease was discussed due to changes in the Harbor Master position and potential for revenue loss due to new hours and processes. Revenue from rents were discussed and an increase may occur if an increase in CPI happens in 2019. Storage unit revenue may be eliminated as the storage unit may not be rented in 2019.

Utility reimbursements were discussed and an increase to the Whidbey Pie Shop and Pie Shop Kitchen was agreed upon. The current rate is \$435 and will be increased to \$635. This increase is due to a new freezer installed this year, as well as utilities fees collected, on a fixed basis, was not adequately covering monthly PSE usage fees. It was also discussed that it would take over \$100,000.00 to completely reconstruct the electrical circuits to install individual meters for each of the Café, Pie Kitchen, Port used utilities and Wine Shop.

A part-time Administrative Assistant position was discussed that would be temporary between March and November of 2019. Planning was set around 15 hours per week at \$15 per hour. This temporary position is to assist port operations while staff conduct multiple large projects.

Executive Director Michalopoulos read a statement written by Commissioner Bell that outlines two options to support the transition to a new Harbor Master. Harbor Master Long shared her experiences over the last 24 years and agreed to stay on past December 31st if additional training and job shadowing is needed. Executive Director Michalopoulos will update the job description, write the interview questions and post the open position. Harbor Master Long commented she would like to be a part of the hiring process. It was discussed and agreed to place additional funding for an assistant Harbor Master if a position is needed.

The meeting paused at 12:07 PM for a 5-minute break.

Meeting reconvened at 12:12 PM

8. EXECUTIVE DIRECTOR REPORT

Executive Director Michalopoulos shared a Harvest Faire post event update.

9. OLD BUSINESS

9.1 Discussion: Additional Fee Schedule for Events

Executive Director Michalopoulos will present an updated event fee schedule for Barn A at the November meeting. Additional fees are sought to be added for smaller private events, as well as an all-inclusive pricing approach to renting Barn A.

9.2 Discussion: Farming Program Update Lavender Wind

Executive Director Michalopoulos discussed a meeting with Lavender Wind owner Sarah Richards. No decisions were made and a second meeting is scheduled.

9.3 Discussion: Executive Director Guidelines for:

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

Executive Director Michalopoulos shared the Port of South Whidbey's approach to contractual guidelines and spending. Executive Director Michalopoulos will present a new resolution outlying new contractual and spending guideline for the ED role.

9.4 Discussion: Adding One (1) PTE for Levy Lift Support

This was discussed and approved in the budget for 2019.

10. NEW BUSINESS

10.1 Introduction: Seaside & Sylvan Lease 5-Year

Lease was approved and signed by Commissioner Mishasek.

10.2 Introduction: Harbor Master 90-Day Notice and Hiring Strategy

This was discussed during the budget portion of the meeting.

10.3 Introduction: Moorage Fees Update for 2019

- New Proposed Check Out Time Noon Instead of 1 PM
- Temporary Tie-Up Fees by L.O.W.
 - 0' – 29' = \$5
 - 30' – 50' = \$10
 - Over 50' = \$20

Executive Director Michalopoulos will write up a new resolution, which would rescind a previous resolution, with the new fee structure, starting January 1, 2019, for discussion in November.

11. PRESIDING OFFICER'S REPORT

Commissioner Mishasek had no report.

12. COMMITTEE REPORTS

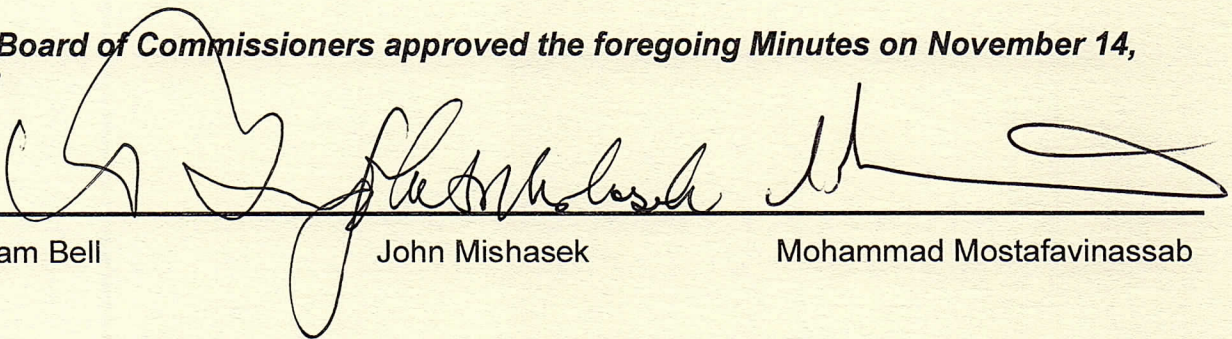
Commissioner Mishasek reviewed the COG meeting and a presentation on CERT or Community Emergency Response Team.

Commissioner Mostafavinassab said Island Transit is pleased with the completion of the Sharps Corner roundabouts.

13. ADJOURN

Meeting adjourned at 12:52 PM

The Board of Commissioners approved the foregoing Minutes on November 14, 2018



William Bell John Mishasek Mohammad Mostafavinassab

Next regular meeting: Wednesday November 14th, 2018 at 10 AM 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.

11.1.2018/V2