

# PORT OF COUPEVILLE

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## SPECIAL MEETING OF THE BOARD OF COMMISSIONERS

Tuesday November 6<sup>th</sup>, 2018 at 10:00 a.m.  
Jim Davis House, Greenbank Farm, Greenbank, WA

### MINUTES

#### 1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

The meeting was called to order at 10 a.m.

#### 3. ROLL CALL

Commissioner William Bell, Commissioner John Mishasek, Commissioner Mohammad Mostafavinassab, Executive Director Chris Michalopoulos and Accountant Donna Carter were all present.

#### 4. ACTION: ADOPTION OF THE 2019 BUDGET

Commissioner Mishasek called for discussion. Ms. Carter said the 2019 budget includes an increase in funding for legal fees. Commissioner Mishasek suggested a revision to the budget item description from potential litigation settlement to litigation expenses. **Ms. Carter will revise accordingly.**

Commissioner Mostafavinassab asked if a tractor was included in the farm equipment listing in the budget. Commissioner Mishasek asked if a new port truck was also included. Ms. Carter said both items were included. Commissioner Mishasek called for a motion to approve the 2019 budget. **The motion was approved unanimously.**

#### 5. ACTION: ADOPTION OF RESOLUTION 253 – 2019 BUDGET

A motion to approve adoption of Resolution 253 was made by Commissioner Bell. Commissioner Mostafavinassab seconded. **The motion was approved unanimously.**

#### 6. ACTION: VOUCHER APPROVAL O'BRIEN BOOKKEEPING

Commissioner Mishasek called for a motion to approve voucher number 11-01 for \$3050.00, to pay accounting services from O'Brien Bookkeeping for September which was missed during the October voucher run. The motion was seconded and passed unanimously.

#### 7. EXECUTIVE SESSION

7.1 To discuss matters relating to litigation or potential litigation (RCW 42.30.110i)

The special meeting broke for an executive session at 10:11 a.m. The meeting was extended 20 minutes with notice at 10:31 AM. The meeting reconvened at 10:49 a.m. No further actions were taken.


Commissioner Mostafavinassab inquired about the status of the Wharf Manager position opening. Executive Director Michalopoulos said he has received many resumes and will be preparing an interview schedule in the weeks ahead.

Commissioner Mishasek asked if the Port was preparing a training manual for the Wharf position. Executive Director Michalopoulos said it is his goal to work with Ms. Long Bechard on that in the coming weeks.

## 8. ADJOURN

Meeting adjourned at 10: 50 a.m.

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



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William Bell                      John Mishasek                      Mohammad Mostafavinassab

**Next regular meeting: Wednesday November 14<sup>th</sup>, 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.**

**11.6.2018/V1**