



PORT OF COUPEVILLE

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REGULAR MEETING OF THE BOARD OF COMMISSIONERS

**Wednesday November 14, 2018 at 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 a.m.): 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 following vouchers, warrants, and electronic payment from October for payment:

Voucher (warrant) numbers: 11-02 through 11-27

\$16,428.85

Payroll warrants:	<u>\$16,725.72</u>
Electronic payments dates: (No voucher numbers needed)	<u>\$ 5,138.80</u>
Total:	<u>\$38,293.37</u>

Motion was seconded and passed unanimously.

- B.** Commissioner Mishasek moved to approve the Meeting Minutes of Oct. 10 and the Special Meeting Minutes of Nov. 6, 2018. **Motion was seconded and passed unanimously.**

6. PUBLIC COMMENT

Commissioner Mishasek called for public comments. Gerry Swanson of Freeland shared a flyer for the upcoming holiday market at Greenbank Farm. He said merchants are working closely with Port staff and the event will be held two weekends in December. They will be coordinating volunteers and holiday décor. He said the community is excited to see the market return. Santa will also be at the farm on December weekends, and a tractor lighting ceremony will take place on Dec. 8. The public comment section was closed.

7. FINANCIAL UPDATE

7.1 Financial Statement through October 2018

Port Accountant Donna Carter shared two reports, one illustrating profit and loss by class and tax levy funding in October. She provided a copy of the pending budget and invited feedback.

Commissioner Mishasek inquired about variance between budget to actuals. Executive Director Michalopoulos and Ms. Carter said budget to actuals will be provided in the near future.

8. EXECUTIVE DIRECTOR REPORT

8.1 Commissioner Mishasek inquired about Port staff plans for grants. Executive Director Michalopoulos said staff are reviewing grant opportunities and will inform the board with a spreadsheet about future opportunities. Commissioner Bell suggested the topic be discussed more fully at the upcoming board planning workshop.

Commissioner Mishasek asked to inform the board about the broadband project. He said the Ports of Whitman and Skagit Counties can seek federal funding to support a broadband initiative, and the Port should consider driving a similar project in Island County, which would require an initial assessment. He said a CERB grant to conduct the assessment could be available, but it requires \$25,000 in matching funds and it is uncertain where that funding will come from. Commissioner Mishasek made a motion which he read as follows:

“To have Port of Coupeville facilitate a CERB grant application within 60 days for a broadband needs assessment (engineering) project, using the assistance of the Ports of Skagit or Whitman County staff and including their optimization of in-kind match or including municipal and/or county financial support for the matching funds portion of the CERB grant.”

Ms. Carter and Executive Director Michalopoulos said the motion was not on the agenda. Commissioner Bell asked if the Port does not find matching funds, will it be obligated to provide the match? He also expressed concern that the project was not included in the proposed budget and that it is a gray area.

Executive Director Michalopoulos said the Port cannot afford to pay for matching funds out of the budget, particularly with the pending wharf project. He said county commissioners may support the project through the RCED program or the City of Oak Harbor could play a role.

Commissioner Bell asked if Whidbey Telecom could play a role with engineering support? Executive Director Michalopoulos said an engineering firm would need to do a full viability study.

Motion was seconded and passed unanimously.

9. OLD BUSINESS

9.1 Discussion: Resolution #256 - Updated Fee Schedule for Events

Executive Director Michalopoulos said feedback has been updated into a new proposed fee schedule. He said the new schedule gives greater flexibility to the Port to manage and promote events, such as Ragnar. He asked the Commissioners to consider the schedule for final approval at the December meeting.

9.2 Discussion: Resolution #255 - Updated Moorage Fee Schedule

Executive Director Michalopoulos asked the commissioners to consider changes to the moorage fees based on input from the current harbormaster, Ms. Bechard. He also needs to update wharf signage to make instructions clearer and will do so in weeks ahead. He has had several complaints from wharf users about lack of sign clarity.

Executive Director Michalopoulos said he had eliminated mooring floats at the wharf. Commissioner Bell asked if the Port is renting land from the state for the mooring floats. Chris said he will inquire. Commissioner Bell also said the Port is responsible for removing the anchors and chain for the floats.

Commissioner Mishasek said that since overnight fee collection has been an issue, can the wharf evening moorage activities be monitored electronically? Executive Director Michalopoulos said he'd like to have staff at the wharf, to explain the system, along with clear signage. All commissioners agreed signage is inadequate and needs to be improved.

9.3 Discussion: Resolution #254 - Executive Director Contract Authority

Executive Director Michalopoulos said the existing Resolution 157, section C has some crossover with Resolution #254. If #254 passes, it would rescind section C in Resolution #157.

(Meeting break for executive session at 10:56 a.m.)

11. EXECUTIVE SESSION 11 A.M.

11.1 To discuss matters relating to litigation or potential litigation (RCW 42.30.110I)

The executive session ended at 11:55 a.m.

(Meeting resumes at 11:55 a.m.)

Executive Director Michalopoulos said Resolution # 254 will become action item in at the next board meeting on December 12.

9.4 Discussion: Wharf Manager Hiring Update

Executive Director Michalopoulos said he has received 47 applications and has begun reviewing and responding based on applicant experience. He plans to do phone screenings and will narrow to top candidates, and then interview in person. Commissioner Mostafavinassab suggested the Port include other people on the interview panel to help assess candidates for greater involvement. Commissioner Bell said he'd like to see a job description.

9.5 Action: Approval 2019 Budget Short Form

Commissioners approved and signed the 2019 Budget Short Form.

10. NEW BUSINESS

10.1 Introduction: Port of Coupeville Accounting Services

Commissioner Mishasek said Amber O'Brien is resigning from providing accounting services to the Port, effective December 12, 2108.

Commissioner Mishasek made a motion to approve an award of the accounting contract to Donna Carter and Associates accounting services. Commissioner Bell asked what the start date should be. Commissioner Mostafavinassab suggested the contract begin November 15, 2018 and to amend the contract to include a termination notification of 45 days should Ms. Carter wish to end the contract.

Commissioner Mishasek moved to approve the award of the accounting contract to Donna Carter and Associates, with a start date of November 15, and a modification requiring a 45-day notice of resignation to the other party. **Motion was seconded and passed unanimously.**

10.2 Introduction: 2019 Election of Officers

Executive Director Michalopoulos notified the Commissioners that the election of officers will occur in January, 2019.

10.3 Introduction: Strategic Planning Meeting for 2019

Commissioner Mishasek suggested a planning meeting be scheduled, with an agenda prepared by Executive Director Michalopoulos. Commissioner Bell suggested Executive Director Michalopoulos have adequate time to prepare his goals and objectives. The meeting will be scheduled at a later time.

10.4 Introduction: Employee Retirement Program

Executive Director Michalopoulos proposed consideration of an employee retirement benefit for Port employees. He said the state's Department of Retirement Services has a 457(B) program which is free and flexible. He said the Port would need to decide if the plan required automatic enrollment and if the Port would match 1% -3% for employee contributions.

The PERS program is another option, but he is waiting for more information on the plan. Ms. Carter said Commissioners can also participate. Executive Director Michalopoulos asked the Commissioners to consider the item for further discussion and action at the December meeting.

12. PRESIDING OFFICER'S REPORT

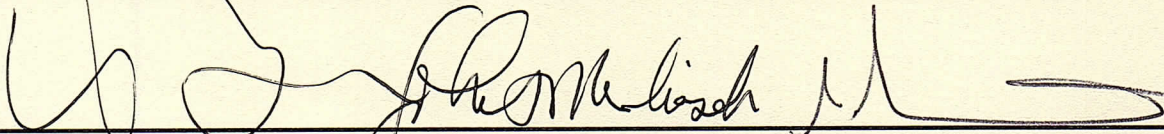
Commissioner Mishasek shared notes from a meeting he had about the broadband project.

13. COMMITTEE REPORTS

Commissioner Mostafavinassab said there was low attendance at the recent COG meeting. Commissioner Mishasek said the recent EDC meeting was cancelled.

14. ADJOURN – The Meeting was adjourned at 12:52 p.m.

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



William Bell John Mishasek Mohammad Mostafavinassab

Next regular meeting: Wednesday, December 12, 2018, 10 a.m. at the Masonic Lodge, Coupeville, WA 98253. Per Port of Coupeville Resolution 224, the meeting will be preceded by a work session at 9:45 a.m.

11.21.2018/V3