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REGULAR MEETING OF THE BOARD OF COMMISSIONERS

**Wednesday January 9, 2019 at 10 a.m., 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 a.m.**

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. Community Relations Kellie Tormey was absent (approved).

4. CHANGES TO AGENDA – None

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 December for payment:

Voucher (warrant) numbers: 190101 through 190124	<u>\$22,557.87</u>
Payroll warrants: 190125 through 190128	<u>\$8,148.22</u>
Electronic payments dates: (No voucher numbers needed)	<u>\$8,261.39</u>
Total:	<u>\$38,967.48</u>

Motion was seconded and passed unanimously.

B. Commissioner Mostafavinassab moved to approve the meeting minutes of December 12, 2018. **Motion was seconded and passed unanimously.**

6. PUBLIC COMMENT

Commissioner Mishasek called for public comments. Mr. Roger Eelkema, of Coupeville, WA, asked for a copy of the plot map for the wharf area when and if we receive one from Island County. **The public comment section was closed.**

7. FINANCIAL UPDATE

7.1 Financial Statement through December 2018

Port Accountant Donna Carter shared two reports, the 2018 expense budget to actuals and December Profit and Loss statement. She said expenses were normal for December and we are still waiting for final levy revenues and expenses. Donna will start working on the year-end report. Commissioner Bell requested that Barn A & Barn B lease revenues be broken out separately so we can better understand each buildings revenue performance in the Budget to Actuals report.

8. EXECUTIVE DIRECTOR REPORT

8.1 Commissioner Mishasek inquired about progress in the training of our new Wharf Manager. Executive Director Michalopoulos stated the training is going very well. Danielle is a quick learner, has an attention to detail, and is putting in full days with Miss Bechard.

Executive Director Michalopoulos discussed the newly formed veteran's farming program, Roots to Boots, and how excited he was for both the farming community and the Port of Coupeville. He updated the Board on their progress, stating they have a full board of 8 members that have already met. The contract is being finished up by Kellie Tormey and should be executed with signatures by the end of January. Executive Director Michalopoulos also talked about how the program is going to trade services for rent in the first year. This will lower current Port expenses, according to Executive Director Michalopoulos, in the areas of deep mowing, tractor work, and project support needing a tractor and attachments.

Executive Director Michalopoulos also discussed the Endangered Heritage Animal Program coming to the farm. The potential for a nationwide education program with endangered heritage farm animals is possible. This will be lead independently by the same person who is also running the veteran's farming program.

9. OLD BUSINESS

9.1 Action: Schedule Strategic Planning Workshop for 2019

Executive Director Michalopoulos said he would like to accomplish both the strategic planning workshop and the comprehensive scheme amendment Open Public Meeting in one session. There was discussion on whether or not an Open Public Meeting for amending the comprehensive scheme could be combined with a strategic planning workshop. Executive

Director Michalopoulos will confirm if both can take place on the same agenda in the same session. It was agreed that the Special Meeting will take place on February 11, 2019. Executive Director Michalopoulos stated the most likely time and place would be the Jim Davis House at 10 AM. All commissioners agreed on this date. Executive Director Michalopoulos will put a public notice in the newspaper representing the Special Open Public Meeting for the amendment of the comprehensive scheme.

9.2 Action: 2019 Election Slate of Officers

Commissioner Mishasek called for a motion to continue with the current slate of officers in 2019, Commissioner Mishasek as President, Commissioner Bell as Vice President, and Mohammad Mostafavinassab as Treasurer

Motion was seconded and passed unanimously.

10. NEW BUSINESS

10.1 Introduction: Resolution #261 Telecommunications Addition to Comprehensive Scheme

The Port of Coupeville Board of Commissioners all read the draft resolution and agree on its verbiage. They will conduct a final review during the upcoming special meeting on February 11, 2019 before approving it in the February 13, 2019 Regular Public Meeting.

10.2 Introduction: Comprehensive Scheme Revision

Executive Director Michalopoulos provided a draft to the newly proposed telecommunications addition to the comprehensive scheme. The Port of Coupeville Board of Commissioners all read the draft for the amendment and agree on its verbiage.

10.3 Introduction: Per Diem for Remote Meeting Participation

Commissioner Mishasek introduced the idea of a commissioner being able to remotely attend an Open Public Meeting, via an approved audio/video method, and receive per diem. Accountant Donna Carter remarked though it is legal on a Federal level, the state has not yet updated its RCW's. She also remarked that if this is to be approved, there needs to be clear and thorough parameters of what is acceptable and not acceptable to be able to attend a meeting remotely. And, whether or not a commissioner could attend their assigned ADO meetings and receive per diem. The discussion will continue forward after more thought is applied to acceptable parameters.

11. PRESIDING OFFICER'S REPORT

Commissioner Mishasek made a proposal to consider the Port of Coupeville absorbing and replacing the current Economic Development Counsel of Island County to become the county's new ADO (Associate Development Organization). He stated this new approach is based on a more efficient economies of scale with how the Port is currently structured, as well as its ability

to positively affect economic development in Island County. He referred to several models around the state, such as the Port of Walla Walla, who are successful with this approach. Commissioner Bell asked how this would work with our current staffing as well as the Port's ability to execute a county-wide representation. Executive Director Michalopoulos stated the Port would approach this idea like any other successful approach to a new business model, determine the budget that would transfer over to the Port, hire the appropriate person to drive economic development county wide, under a results-oriented goal structure that reports directly to the Island County Commissioners. Commissioner Mishasek commented that he has been on the EDCIC board for several years now, and he has not witnessed any results towards true economic development in the county from the current EDCIC board, past EDCIC board, or current Executive Director.

12. COMMITTEE REPORTS

Commissioner Bell reported on his meeting with the Marine Resource Committee. He stated they reviewed goals for 2019, as well as the current state of the MRC and their plans for sustainability. Commissioner Bell also stated they are looking to start new programs for K-5th grade to get more interest in Marine Biology, as well as promote a new 7-minute video.

Both COG and IRTPO meetings were cancelled for December.

13. ADJOURN (11:31 AM)

The Board of Commissioners approved the foregoing Minutes on February, 13, 2019.



William Bell John Mishasek Mohammad Mostafavinassab

Next regular meeting: Wednesday, February 13th, 2019, 10 AM at 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.

1.9.2019/V1