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REGULAR MEETING OF THE BOARD OF COMMISSIONERS

**Wednesday, February 13, 2019 at 10 a.m., 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 a.m.**

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 William Bell, Commissioner John Mishasek, Commissioner Mohammad Mostafavinassab, Executive Director Chris Michalopoulos, Accountant Donna Carter, Wharf Manager Danielle Vracin and Community Relations Kellie Tormey.

4. **CHANGES TO AGENDA**

Commissioner Mishasek asked if there were changes to the agenda. **None were requested.**

5. **COMMISSIONER ACTION:**

5.1 Approval of minutes, payroll, and vouchers.

A. Commissioner Bell moved to approve the following payroll and vouchers. **Motion was seconded and passed unanimously.**

Voucher (warrant) numbers: 190201 through 190230 \$28,210.99

Payroll warrants: 190202 through 190231 \$15,780.18

Electronic payments (No voucher numbers needed)	
EFTPS-Payroll Taxes:	\$4,782.94
Total Payables:	\$48,774.11
EFT: (-)	\$4782.94
Total:	<u>\$43,991.17</u>

B. Commissioner Bell moved to approve the minutes. **Motion was seconded and passed unanimously.**

6. PUBLIC COMMENT

Commissioner Mishasek called for public comments. None were provided. **The public comment section was closed.**

7. FINANCIAL UPDATE

7.1 Financial Statement Year End & December 2018

Ms. Carter shared the January financial statement and year-end report. She anticipates having the annual report draft prepared in mid-March and it is due in May.

She said that while Port construction and maintenance expenses may appear high, the Port obtained grant funding for some major repairs and some of the funding has not yet been received. She also said the roof replacement project cost \$18,000 more than was estimated. She noted that income at the Coupeville Wharf appears lower at this time of year because there is less moorage activity in the winter.

8. EXECUTIVE DIRECTOR REPORT

Commissioner Mishasek asked for an update on Wharf Manager training. Executive Director Michalopoulos said Danielle Vracin is doing a good job, and she will create a procedures manual for her position. She received a month of training from her predecessor, Ms. Bechard.

Commissioner Mishasek asked about Port plans for grant funding in 2019. He requested a spreadsheet with grants being considered. He also inquired about the status of a 2019 levy to repair the wharf. Executive Director Michalopoulos said the Port is currently revisiting cost estimates for the wharf project and said an updated inspection should be done. Commissioner Bell said it would be safe to assume an increase of 5-10 percent of the project cost due to the delay. Commissioner Mishasek asked what the levy funds would pay for. Executive Director Michalopoulos said pilings replacement and a project manager.

Commissioner Mishasek inquired about the RCED Grant program schedule. Ms. Carter said that any project receiving more than \$750,000 in funding would be audited by the state. She also said the Port will be facing an audit this year and expects the cost to be in the \$3000 range.

9. OLD BUSINESS

9.1 Discussion: Wharf Manager Staffing Plan Update

Executive Director Michalopoulos said Ms. Vracin is working on some challenging issues at the wharf. They are discussing a staffing plan which includes a possible assistant wharf manager and part-time dock hand. She will have Tuesdays and Wednesdays off each week once help is procured. She will be assisted by a dock hand on weekends and hours may be allocated for an assistant wharf manager for an additional 4-5 days per week.

Commissioner Bell asked if the new wharf signage will include dock fueling hours. Executive Director Michalopoulos said it will not. He is trying to clean up signage and the main entry sign will welcome boaters, and emphasize new moorage fees. Commissioner Bell said he is concerned boaters will arrive and not know when fuel is available. Ms. Vracin said there is a sign on the pumphouse and it could be relocated.

Commissioner Mishasek asked about the status of a part-time position for the Port at Greenbank Farm. Executive Director Michalopoulos said he is working on it and will advertise the position.

10. NEW BUSINESS

10.1 Introduction: Wharf Building Assessment Study

Executive Director Michalopoulos said the wharf building needs to be protected during wharf restoration. He said Ms. Tormey contacted Dan Say, a historical engineer who was recommended by staff from Ebey's Historical Reserve. Mr. Say has submitted an estimate for conducting an assessment of the building. Commissioner Bell asked how the report will interface with the previously completed marine engineering assessment. He added that the two studies should be coordinated. Ms. Tormey said she provided the marine engineering report to Mr. Say and he intends to review it and incorporate it.

10.2 Introduction: Barn Overhang Project

Executive Director Michalopoulos said three contractors submitted bids for the barn overhang project and they varied greatly. He said he selected the contractor with the lowest bid. The walkway under the overhang is currently blocked off for safety precautions. The Port has received \$1000 in public donations towards the project, and final cost is estimated to come in at about \$4000.

10.3 Introduction: Solar Grant Funds for New Heating Systems Barn A

Executive Director Michalopoulos said a grant from the solar system project of \$20,000 is now available for a project to increase energy efficiency. He said Port staff obtained two bids to replace the failed heat pumps in barn A and replacement will reduce energy usage and costs. He recommends the commissioners accept the bid from Marshall's Mechanical, which is calculated at prevailing wage. Commissioner Mishasek asked about the status of the propane heaters in the barn. Executive Director Michalopoulos said they are currently working, though past their estimated lifespan. He said if there are funds remaining from the solar project grant, the Port may consider replacing the aged refrigerator in the barn which is used for events.

Commissioner Mishasek called for a motion to approve the bid award to Marshall's Mechanical.
Motion was seconded and passed unanimously.

10.4 Introduction: Department of Retirement Systems for Commissioners

Commissioner Mostafavinassab said that under the Washington State retirement system, elected officials may be eligible to participate in the state retirement program through PERS. Ms. Carter said she had previously looked into the option, but it was very costly for the Port to participate in the PERS program. Commissioner Bell asked Ms. Carter to do further research on PERS 2 and 3 programs for discussion at a future meeting.

11. PRESIDING OFFICER'S REPORT

Commissioner Mishasek said the wharf remains the Port's highest priority for 2019 and staff will be tasked with seeking funding for the restoration. He said he will be attending some of the broadband meetings so that Executive Director Michalopoulos can remain focused on the wharf.

12. COMMITTEE REPORTS

Commissioner Bell said he did not have an update.

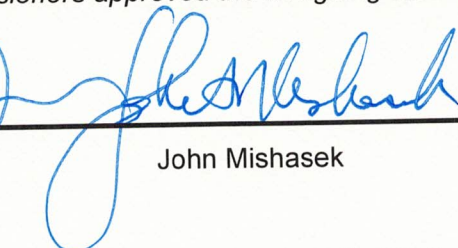
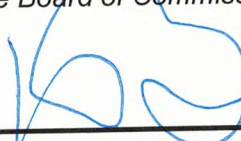
Commissioner Mostafavinassab said Island Transit is setting up a plan to address activities in the year ahead.

Commissioner Mishasek said COG met, and they are interested to know how the RCED Grant Program will be run this year. He did not attend a recent EDC meeting but believes the Port should continue to be represented at their meetings.

13. ADJOURN

The meeting adjourned at 11:06 a.m.

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



William Bell

John Mishasek



Mohammad Mostafavinassab

Next regular meeting: Wednesday, March 13th, 2019, 10 a.m. at the Jim Davis House, 765 Wonn Road, Suite E, Greenbank, WA

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2.13.2019/V1