



# PORT OF COUPEVILLE

PO Box 128, Greenbank, WA 98253 // 765 Wonn Road, Greenbank  
Telephone: (360) 222-3151, Fax: (360) 222-3484

## REGULAR MEETING OF THE BOARD OF COMMISSIONERS

**Wednesday May 8<sup>th</sup>, 2019 at 10 AM at 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**

### AGENDA

- 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**
- 4. CHANGES TO AGENDA**
- 5. COMMISSIONER ACTION:**
  - 5.1 Approval of minutes, payroll, and vouchers.
- 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.*
- 7. FINANCIAL UPDATE**
  - 7.1 Financial Update 2019 YTD

**8. EXECUTIVE DIRECTOR REPORT**

**9. OLD BUSINESS**

9.1 Discussion: CERB Grant Update

9.2 Discussion: Bond Support for Wharf Rehabilitation Project

**10. NEW BUSINESS**

10.1 Action: Resolution #262 Maintenance and Trust Fund Transfer

**11. EXECUTIVE SESSION (IF NEEDED)**

**12. PRESIDING OFFICER'S REPORT**

**13. COMMITTEE REPORTS**

**14. ADJOURN**

**Next regular meeting: Wednesday, June 12th, 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.**

**Posted to: Port of Coupeville Web Page -- [www.portofcoupeville.org](http://www.portofcoupeville.org)  
United States Post Office – Coupeville & Greenbank, Washington  
Whidbey News Times – [editor@whidbeynewsgroup.com](mailto:editor@whidbeynewsgroup.com)  
Town of Coupeville – [clerktreasurer@townofcoupeville.org](mailto:clerktreasurer@townofcoupeville.org)**

**5.2.2019/V2**



# PORT OF COUPEVILLE

PO Box 128, Greenbank, WA 98253 // 765 Wonn Road, Greenbank  
Telephone: (360) 222-3151, Fax: (360) 222-3484

## REGULAR MEETING OF THE BOARD OF COMMISSIONERS

**Wednesday March 13<sup>th</sup>, 2019 at 10 AM at 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 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 and Community Relations Kellie Torney.

**4. CHANGES TO AGENDA**

Commissioner Mishasek requested adding an executive session to the meeting for discussion of pending litigation. Executive Director Chris Michalopoulos also requested adding an action item 10.5 to discuss a potential B & O Tax donation.

**5. COMMISSIONER ACTION:**

**5.1 Approval of minutes, payroll, and vouchers.**

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

Voucher (warrant) numbers: 19-0301 through 19-0333 \$37,734.28

Payroll warrants: 19-0313 through 19-0334 \$12,751.62

Electronic payments (No voucher numbers needed)  
EFTPS

\$3,930.58

Total Payables: \$54,416.48

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

## 6. PUBLIC COMMENT

Commissioner Mishasek called for public comments. Mr. David Day, a resident of Ebey's National Historical Reserve, requested the Port provide more financial information at each meeting for the public, including copies of monthly vouchers. Ms. Carter said she will see if the request would be considered a public records request. **The public comment section was closed.**

## 7. FINANCIAL UPDATE

### 7.1 Financial Statement February 2019 YTD

Ms. Carter said net income was down at the Coupeville Wharf, but Greenbank Farm income was up. Overall, the Port has negative income for the month. She also noted the Port received \$12,000 from tax revenue in February, which is unusual. She will inquire with Island County if the payment is current or from a previous month.

## 8. EXECUTIVE DIRECTOR REPORT

Executive Director Michalopoulos said his report included the 2018 year-end moorage report. Commissioner Mishasek asked about the new talent pool for employees. Executive Director Michalopoulos said he is always seeking potential employees or part-time assistance to fulfill staffing needs. Commissioner Mishasek asked about the status of Mr. Roger Eelkema's request for wharf drawings and plans. Executive Director Michalopoulos said he is working on it.

Commissioner Mishasek asked where funds from the solar grant will be deposited. Ms. Carter said funds will be deposited to the Port account with Island County. Commissioner Mishasek asked for an update on the frozen pipes. Executive Director Michalopoulos said a P-Patch water pipe burst in cold weather, and it has been repaired. He said Port staff will map the pipe system at Greenbank Farm to make sure pipes are insulated in the future. Pipes at the wharf also froze during the cold spell and water was not available for two days. He also said the toilet failed at the Collections building and had to be replaced. Carpet in the space was also replaced with wood laminate flooring.

Commissioner Bell inquired about the engineering assessment for the wharf building from Swanson Say Faget. Executive Director Michalopoulos said there have been concerns the wharf building could be at risk during pier restoration unless areas are reinforced. He added the Port paid the firm \$3000 for the assessment. The Port intends to have the firm return after the pier restoration to prepare a plan for restoration of the wharf building. Executive Director Michalopoulos said the firm recommended a support beam be installed to stabilize the roof prior to initiating work on the pier. The beam will prevent the building roof from sinking further.

## 9. OLD BUSINESS

### 9.1 Discussion: Wharf Manager Staffing Plan Update

Executive Director Michalopoulos said the Port has hired a new dock hand and that a former dock hand will act as assistant wharf manager for the summer.

## **9.2 Discussion: Department of Retirement Systems for Commissioners**

Executive Director Michalopoulos said he looked into the state's employee retirement options including PERS 2 & PERS 3. A state retirement specialist suggested costs to the Port for providing PERS benefits are likely more than the Port can afford at this time. Ms. Carter added that once an organization signs up for the PERS program, they cannot get out of it.

Commissioner Mostafavinassab said state codes specify elected officials can participate in PERS and Port Commissioners could qualify for about .25 service credits per month. Commissioner Mishasek said the topic is complex and needs further investigation. He inquired what benefits would be for commissioners who don't have an existing PERS retirement account. Commissioner Mostafavinassab said commissioners could invest in a retirement program tax free. Executive Director Michalopoulos said the Port is currently in a deferred compensation plan which the Port matches at three percent and PERS is much less flexible. Commissioner Mostafavinassab said as elected officials, commissioners may be eligible to be in the program without the Port enrolling in the program and he requested more information be brought to the next meeting.

## **9.3 Discussion: Wharf Building Assessment Study**

Executive Director Michalopoulos said the study was already discussed as part of item 8 on the agenda.

## **9.4 Discussion: Wharf Rehabilitation Project**

Executive Director Michalopoulos said he is working with Kelly LaFave, a marine engineer, on a timeline for the pier restoration project and expects to obtain an updated project cost estimate. He also met with Ms. Tormey and the grant is on track for submission on April 1, 2019. He will be seeking a permit specialist to assist the Port with the permitting process and expects permitting to be problematic with multiple agencies. After the engineering plans are completed, the Port intends to hire a construction project manager.

Funding for the pier restoration will be requested from the county's RCED grant program, and if funds are not obtained, the Port will proceed with a November levy. A third options would be to apply for a state RCO grant in 2020.

## **9.5 Discussion: Tax Levy Lid Lift**

Executive Director Michalopoulos said he is still seeking a community leader for the citizen's group to lead the levy public outreach campaign. He also hopes SUVA members will participate. Commissioner Bell said Port employees must comply with state rules governing outreach efforts during levies.

# **10. NEW BUSINESS**

## **10.1 Introduction: Prospect Buyer Salty Mug Loretta Beaman**

Ms. Beaman said she and her husband are planning to finalize the purchase of the Salty Mug business at the wharf and hope to close in mid-April. They will be conducting renovations at the

site including building a bigger counter and updating plumbing. She said they will expand the menu and work in some retail with local artists and artisans. She'd like to see the space become fun and lively with a unique ambiance and they will work with Knead and Feed on cross-marketing and partnering with local wineries. She also intends to ramp up social media and advertising. Commissioner Mishasek ask about her thoughts on the wharf entrance. Ms. Beaman said the wharf appears to be lifeless and needs more color and vibrance. She said there is great potential but the site needs more promotion.

### **10.2 Introduction: RCEDF Grant Progress**

Chris said Ms. Tormey is working on the grant application, and the project costs will be updated.

### **10.3 Discussion: Commissioner Bell Notice of Resignation**

Commissioner Bell said he will be moving out of the area, and will no longer be able to serve on the board. His last day will be March 31. Executive Director Michalopoulos thanked him for his service and support of the Port.

Executive Director Michalopoulos said the commissioners can appoint an interim commissioner once the position is vacated who would serve until a November election. A second option would be to initiate a public process with interviews before determining a replacement but the individual would still be an interim appointee until the November election.

Mr. David Day said he would like to be considered for the position.

The board confirmed they have 90 days from the time the position is vacated to fill it and will discuss the options at the April 10 meeting when the position is vacant.

### **10.4 Introduction: State Audit**

Executive Director Michalopoulos said Washington State had planned to audit the Port in April but the audit has been moved to May. The Port will provide all documents to them so they will not have to conduct the audit on site.

### **10.5 Action: Donation Request**

Executive Director Michalopoulos said last year the Port donated \$2000 to the Coupeville Historic Waterfront Association and that a portion of the donation came back as a credit to the Port. The donation supports CHWA participation in the Main Street Program. Ms. Carter said the Port has until November to provide a check. **Commissioner Mishasek moved to donate the same amount to CHWA for 2020. Motion was seconded and passed unanimously.**

## **11. PRESIDING OFFICER'S REPORT**

No report was provided.

## **12. COMMITTEE REPORTS**

Commissioner Bell did not have a report to share. Commissioner Mostafavinassab said Island Transit is considering another traffic roundabout in Oak Harbor.

Commissioner Mishasek said the recent COG meeting featured speakers on the topic of homeless children in Island County. Ryan's House presented and more community support is needed. He also attended the EDC board meeting which included discussion about whether the Port of Coupeville should have a position on their board. The EDC President said they would like Commissioner Mishasek to consider becoming treasurer on the executive committee.

The Commissioners broke at 11:39 a.m. for an executive session to discuss pending litigation. The executive session ended at 12 p.m.

### **13. ADJOURN**

The meeting adjourned at 12 p.m.

*The Board of Commissioners will review the foregoing Minutes for approval on May 8, 2019.*

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John Mishasek

Mohammad Mostafavinassab

**Next regular meeting: Wednesday, April 10th, 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.**

**3.15.2019/V2**



# PORT OF COUPEVILLE

PO Box 128, Greenbank, WA 98253 // 765 Wonn Road, Greenbank  
Telephone: (360) 222-3151, Fax: (360) 222-3484

## REGULAR MEETING OF THE BOARD OF COMMISSIONERS

**Wednesday, April 10th, 2019, 10 AM at 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, Accountant Donna Carter and Community Relations Kellie Tormey.

**4. CHANGES TO AGENDA**

Commissioner Mostafavinassab inquired if per diem payment needed to be approved by the  
board for the community wharf presentations. Commissioner Mishasek suggested attendance at  
the event as optional. **No changes to the agenda were requested.**

**5. COMMISSIONER ACTION:**

5.1 Approval of minutes, payroll, and vouchers.

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

Voucher (warrant) numbers: 19-0401 through 19-0431 \$33,767.76

Payroll warrants: 19-0432 through 19-0434 \$13,487.41



Electronic payments (No voucher numbers needed)  
EFTPS

\$8,120.88

Total Payables:

\$55,376.05

- B. Commissioner Mishasek moved to approve the minutes. Commissioner Mostafavinassab said he would like to revise language in the minutes to better reflect the MRSC response on addressing the vacant commissioner position. A motion was made to provide amended language to the minutes at the May meeting for approval. **Motion was seconded and passed unanimously.**

## 6. PUBLIC COMMENT

Commissioner Mishasek invited public comment. Gerald Swanson of Greenbank, said he supports thoughtfulness in the appointment of a new commissioner in relation to the Port's Comprehensive Scheme and community input. He said Greenbank Farm is an important community asset and noted the Port's recent progress at the farm. Morgan Bell cited support of the farm and said she would like a commissioner appointed who views the farm in a positive light. Vern Olsen, a Coupeville resident, said he is active in historic preservation. He encouraged the commissioners and Central Whidbey community to support both Port properties. Roger Eelkema, a resident of Coupeville, said the board commission should build a forward-looking future. Nancy Cheeseman of Greenbank said she supports Greenbank Farm, and intends to work with Port staff for a Creative Arts District designation for the farm. Holly Swanson of Greenbank said she also supports a commissioner appointment that recognizes the value of Greenbank Farm to the community.

Vickie Chambers, a resident of Coupeville said all commissioners should be well aware of the issues at the Coupeville Wharf. She said the appointment of a new commissioner comes at a time when wharf restoration is critical.

Sam Peabody of Coupeville expressed strong support for Greenbank Farm and hopes the board will appoint a likeminded commissioner. Windwalker Taibi owns a gallery at Greenbank Farm. He said residents in the Port District are one community and must work together to support both Port properties. Benye Weber, a former Port Commissioner, resides on Patmore Road. She said she is absolutely opposed to any idea of selling Greenbank Farm. She said the commission should avoid divisiveness and keep the community together by supporting both Port properties. **The public comment section was closed.**

## 7. FINANCIAL UPDATE

### 7.1 Financial Statement March 2019 YTD

Ms. Carter provided two reports showing the Port's profit and loss statement; and budgeted vs. actual expenditures. She said the Port is on target in its financial expectations for the year.

## 8. EXECUTIVE DIRECTOR REPORT

Executive Director Michalopoulos said Kellie Tormey will be taking a leave of absence over the summer and hopes she will continue working with the Port remotely. He is also working on filling a temporary part-time administrative position. He added the retail space occupied by the Salty Mug at the Wharf has been purchased by a local family who will reopen with a new menu and business plan.

Executive Director Michalopoulos encouraged the public to attend the upcoming community wharf presentations about restoration plans.

## **9. OLD BUSINESS**

### **9.1 Action: Department of Retirement Systems for Commissioners**

Ms. Carter shared her research about costs to the Port should it decide to offer a state retirement option for Port Commissioners. She said the PERS program requires that commissioners work minimally 90 hours or make \$1080 per month to qualify. She said the commissioners don't currently qualify for the program. **No further action was taken.**

### **9.2 Pier Rehabilitation Project Update**

Executive Director Michalopoulos invited Kelly LaFave of Marine Structures Engineering to speak about restoration work at the Wharf. Mr. LaFave conducted the 2015 condition assessment of the wharf with emphasis on the substructure, decking, piles and caps. He said the pier should be repaired prior to beginning any building restoration.

Mr. LaFave also said damaged piles that can't be replaced will be jacketed. The piles in deep water would be replaced with new piles and the public won't see a lot of change as most repairs are under the pier. The project would likely start in September and continue through November. Mr. LaFave said he recommended the Port hire a permitting specialist to help with the process which will require the involvement of multiple agencies. Commissioner Mishasek asked if the updated cost assessment was on target. Mr. LaFave said he hopes bids will come in under the projected figures and that structurally, the repairs are pretty straightforward.

### **9.3 Discussion: Resolution #262 Tax Levy Lid Lift**

Executive Director Michalopoulos said the Port has revised its strategy for obtaining needed funding for the wharf restoration project. He said Ms. Tormey has submitted a grant to Island County for the pier restoration. He recommends the Port form a citizens advisory group before proceeding with a levy to obtain funding for the building restoration.

### **9.4 Action: Resolution #263 RCEDF Grant Application Coupeville Wharf**

Commissioner Mishasek moved to approve Resolution #263 for submission of an RCEDF grant application to rehabilitate the Coupeville pier and pilings. **The motion was seconded and passed unanimously.**

### **9.5 CERB Grant Update**

Commissioner Mishasek said the Port's Comprehensive Scheme has been updated to include work on broadband capacity. He is working with Port staff from Bellingham on community engagement strategies. He said broadband infrastructure impacts an economy in many ways and believes the project is a good fit for our community.

## **10. EXECUTIVE SESSION**

- 10.1 To discuss agency matters relating to litigation or potential litigation  
(RCW 42.30.110i)

## 10.2 To discuss Commissioner District 1 Appointment

### **The regular meeting reconvened at 12:41 p.m.**

Commissioner Mishasek moved to approve a settlement agreement negotiated during mediation. The agreement will be on file at the Port Office. **The motion was seconded and passed unanimously.**

Commissioner Mostafavinassab said the Port Commission will delay a decision to fill the vacated commissioner position and said the community may need more time to express their viewpoints.

## **11. NEW BUSINESS**

### 11.1 Introduction: Bond Support for Wharf Rehabilitation Project

Executive Director Michalopoulos said the port will be required to take out a bond to finance the wharf repair work. He said he is exploring options and that funding from a short-term bond could be used for matching grant funds, as well as to get the project started before reimbursable funds are available.

## **12. PRESIDING OFFICER'S REPORT**

Commissioner Mishasek encouraged meeting attendees to educate themselves about broadband.

## **13. COMMITTEE REPORTS**

Commissioner Mishasek said he attended a recent WPPA Broadband Subcommittee meeting and is volunteering to assist the group. Commissioner Mostafavinassab said he attended a recent Island Transit meeting to discuss upcoming projects. Commissioner Mishasek said he attended a COG meeting that included a spirited discussion on affordable housing and homelessness in Island County.

## **14. ADJOURN**

**The meeting was adjourned at 12:52 p.m.**

*The Board of Commissioners will review the foregoing Minutes for approval on May 8, 2019.*

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John Mishasek

Mohammad Mostafavinassab

**Next regular meeting: Wednesday May 8<sup>th</sup>, 2019 at 10 AM at 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.**



**EXECUTIVE DIRECTOR REPORT  
PORT OF COUPEVILLE  
Month of April 2019**

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**The following is a general summary of my activity:**

**Administration:**

Troubleshooting IP issues with Comcast (Fuel Tank Access) and Whidbey Telecom.

Completed and updated Enduris Insurance Renewal process by learning new online portal Origami Risk.

Applications for the Admin. Position are now closed and interviews will be scheduled first to second week in May.

Updated Website to include most recent passed Resolutions, event dates and documents.

SSL Certificate for website is now completed. Two browsers showed our website as insecure.

**POC General Business:**

Picked up Ford F250 from City of Oak Harbor.

**Community:** Here is a list of the community-based meetings attended during March.  
Meeting schedule was low due to snow conditions:

- Met with Tenants during tenant meeting to discuss progress at the farm
- Chamber meeting
- CHWA Quarterly Meeting

- Chamber Business Awards Dinner and Installation of Officers
- CHWA Design Committee Meeting
- Met with Whidbey Telecom to secure matching funds for Broadband Needs Analysis Study.

**Leases:** Loretta Beaman closed on the Salty Mug business. Signed a 3-year lease with renewable options for additional 3 years at a time.

**Funding:** Kellie submitted the RCEDF Grant for the wharf. We were invited to present on May 28<sup>th</sup>.

ELNHR was awarded \$1 million in grant funds to be used in the reserve. This may be an excellent opportunity to seek grant support for the wharf building rehabilitation project.

Kellie will be looking at grant applications for the wharf building rehabilitation project through RCO, State and Federal channels.

We need to start gathering data on obtaining a bond to support upcoming large projects. This can be used to match grants, as well as front costs to continue projects until reimbursements are received.

**Coupeville Wharf:** Working to switch out fuel leak sensor on Diesel tank. Sensors take 30 days to clear. Purchased one and installed ourselves saving over \$500 in labor and trip charges.

After repairing/programming network, performed first ever remote fuel tank line testing test! Trained Danielle.

Two public meetings were held on April 23<sup>rd</sup> and 25<sup>th</sup> to share the approach to both the pile/caps repair and building rehabilitation project. Both were a packed house with excellent questions and support.

Planning is already underway for a 2020 SailFest event.

A community group is being formed by Lynn Hyde to include representatives from the main historic building owners to share needs, ideas and projects. I will be representing the wharf.

Met with Kelly LaFlave of Marine Structures Engineering and Doug Thompson of Thompson Environmental Services to discuss the permitting process for the wharf.

Communicating with the Coupeville Lions Club (Barbara Vaughan) to present at a future meeting. They reached out and expressed interest at supporting the wharf project.

We are struggling to find a construction company to complete the wharf roof valley rafter post support project.

**Greenbank Farm:** Boots to Roots farming project is underway. An excellent article in the newspaper showcased the program.

Barn A heating system has been replaced and passed mechanical inspection. Waiting for the final electrical inspection.

Salty Acres is at full speed with their mini farm garden and was showcased in an article in the Whidbey News Times.

Completed talks with WSU Loren Imes to rehabilitate the rain garden next to the old tractor barn with pollinating plants.

Working with WSU Master Gardeners on a new glass greenhouse installation project. The MOU will need to be amended to include electricity charges.

Whidbey SeaTac Shuttle is interested in leasing up to 10 spaces for their shuttle service. I will be placing them on the agenda in June for a 10-minute presentation.

**4.30.2019/V1**

**PORT OF COUPEVILLE**  
**ISLAND COUNTY, WASHINGTON**  
**RESOLUTION NO. 262**

**A RESOLUTION of the Board of Commissioners of the Port of Coupeville, Island County, Washington, to transfer funds between the Maintenance Fund and the Trust Fund for the purpose of returning a security deposit.**

**WHEREAS, the Island County Treasurer maintains a Maintenance Fund and a Trust Fund for the Port of Coupeville, and**

**WHEREAS, Port of Coupeville Resolution Number 257 appointed Donna Carter of Carter and Associates, Freeland, Washington as the Auditing Officer for the Port, and**

**WHEREAS, a resolution must be approved by the Board of Commissioners in order for the Auditing Officer for the Port to request that the Island County Treasurer transfer funds between the Maintenance Fund and the Trust Fund, and**

**WHEREAS, the Board's having approved the assumption of the lease for the Port-owned space occupied by the Salty Mug, making it appropriate to return the security deposit for that space to the former lessee, David and Pat Howell;**

**NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port of Coupeville, Island County, Washington that the Auditing Officer, Donna Carter, request that the Island County Treasurer transfer \$500.00 from the Trust Fund into the Maintenance Fund as Tenant Security Deposits.**

**ADOPTED by the Board of Commissioners of the Port of Coupeville at the regular public meeting thereof held this 8<sup>th</sup> day of May 2019 and duly authenticated in open session by the signatures of the Commissioners being present and voting.**

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**John Mishasek**

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**Mohammad Mostafavinassab**

**Attest: This 8th day of May 2019**

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**Chris Michalopoulos, Executive Director**