



PORT OF COUPEVILLE

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REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Wednesday March 13th, 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 Tormey.

4. **CHANGES TO AGENDA**

Commissioner Mishasek requested adding an executive session to the meeting for discussion of pending litigation. Executive Director 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.

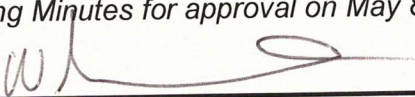
13. ADJOURN

The meeting adjourned at 12 p.m.

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



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