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## **REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

**Wednesday December 12, 2018 at 10 a.m., 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 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, Accountant Donna Carter and Kellie Tormey were all present.
- 4. CHANGES TO AGENDA –** Executive Director Michalopoulos requested to move the agenda action item 9.5 Resolution 260 Employee Deferred Compensation Program to 9.9. In place of 9.5 is Action item Employee Deferred Compensation Program Match

### **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 November for payment:

Voucher (warrant) numbers: 12-02 through 12-29	<u>\$14,932.44</u>
Payroll warrants:	<u>\$12,900.78</u>
Electronic payments dates: (No voucher numbers needed)	<u>\$ 3,889.58</u>

Total: \$31,722.80

**Motion was seconded and passed unanimously.**

B. Commissioner Mostafavinassab moved to approve the meeting minutes of November 14, 2018. **Motion was seconded and passed unanimously.**

## **6. PUBLIC COMMENT**

Commissioner Mishasek called for public comments. Gerry Swanson of Freeland said community support for the holiday market at Greenbank Farm was wonderful. He said one vendor stated they hoped to sell \$1000 over the weekend and they reached that goal on the first day. He also said the support beams over the walkway to the barn are in poor condition and need to be repaired soon. He wished Port commissioners and staff a happy holiday.

Cheryl Nunn, owner of Collections Boutique, said her lease of the small Port building next to the wharf expires in December, 2019. She may have an opportunity to sell her business and hopes to transfer the lease to the new owner in 2019. She asked the commissioners to consider the future of the building before she and the buyer finalize a sale. Commissioner Bell said in the past the Port created a new lease when a business sold and it is based on past lease history. He suggested the new owner meet with the Port executive director to review lease options. **The public comment section was closed.**

## **7. FINANCIAL UPDATE**

### 7.1 Financial Statement through November 2018

Port Accountant Donna Carter shared two reports, the expense budget and November statement. She said expenses were slightly over budget through November and levy revenues year to date were down from the previous year.

## **8. EXECUTIVE DIRECTOR REPORT**

8.1 Commissioner Mishasek inquired about the response to the broadband study at the recent COG meeting. Executive Director Michalopoulos said the presentation was well received, including support from Island County commissioners and the City of Oak Harbor. He said the CERB grant requires a 25% match, which he hopes will come from sources other than the Port.

Commissioner Bell asked about in-kind contributions. Executive Director Michalopoulos said an example of in-kind support could be Port staff time or mileage. Commissioner Bell asked if staff would be involved in actual project implementation and if so, he'd like documentation on potential financial impact prior to grant submission for transparency. He also said community support should be identified prior to grant submission with clear objectives and goals.

Commissioner Bell asked for background on the Greenbank Farm walkway project. Executive Director Michalopoulos said the support beams for the walkway overhang next to the main barn are deteriorated from dry rot. The Port is seeking estimates for the repair. Commissioner Bell asked if event income from Greenbank Farm was used for marketing the barn as an event venue. Executive Director Michalopoulos said the Port used a general account for marketing funds and that donations from farm events were designated towards specific projects or repairs.

Commissioner Mishasek asked about grant priorities for 2019. Executive Director Michalopoulos said staff are evaluating opportunities and will provide a report in early 2019.

## 9. OLD BUSINESS

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

Executive Director Michalopoulos said this item had been discussed at previous meetings. Commissioner Mishasek made a motion to approve the updated event fee schedule. **Motion was seconded and passed unanimously.**

### 9.2 Action: Resolution 255 - Updated Moorage Fee Schedule

Executive Director Michalopoulos said changes to the moorage fee schedule were minor. He will order new signage for the Wharf to enhance the dock experience and improve communications. Commissioner Mishasek made a motion to approve the fee schedule. **Motion was seconded and approved unanimously.**

### 9.3 Action: Resolution 254 - Executive Director Contract Authority

Executive Director Michalopoulos said if the commissioners approve Resolution 254, which authorizes the Port Executive Director to approve contracts up to \$5000, the employment letter will need to be updated. Commissioner Mishasek made a motion to approve Resolution 254. **Motion was seconded and approved unanimously.**

### 9.4 Discussion: Wharf Manager Hiring Update

Executive Director Michalopoulos will conduct a second round of interviews with candidates later this week. He said three applicants backed out due to lack of benefits and the remaining candidates are qualified. He reviewed the job description with the current harbormaster and has told candidates about the irregular schedule. Commissioner Mishasek asked if the wharf manager will start by January 1, 2019. Executive Director Michalopoulos said he believes so, but the current harbormaster may be available to help in the transition.

### 9.5 Action: Employee Deferred Compensation Program Match

Executive Director Michalopoulos suggested the commissioners approve funding a 3% match to an employee deferred compensation program for each participant. He clarified this action item is to approve the match, and that further discussion of Resolution 260 had been moved to item 9.9 on the agenda.

Commissioner Bell asked for input from Ms. Carter. She said she supports a basic plan, and the DCP 457(b) provides more flexibility than other plans. She said it was likely only one or two employees would take advantage of the plan. Commissioner Mishasek made a motion to approve a 3% match to an employee deferred compensation plan. **Motion was seconded and passed unanimously.**

### 9.6 Discussion: Strategic Planning Meeting for 2019

Executive Director Michalopoulos said he will bring his goals to the next meeting. He asked for input on how best to format them. Commissioner Bell said he'd like the priorities to complement the Port's Comprehensive Plan, and that at this time only a list of priorities are to be presented. He also requested that when goals are solidified, time frames should be used for year-end performance evaluation.

#### 9.7 Discussion: 2019 Election of Officers

Commissioner Mishasek said he is willing to remain as the board's presiding officer. Commissioners Mostafavinassab and Bell said they are willing to remain in their current positions.

#### 9.8 Action: Resolution 259 CERB Grant Feasibility Study

Executive Director Michalopoulos suggested he have signing authority on the CERB Grant Agreement. Commissioner Bell said the commissioners should sign the CERB Grant Agreement to demonstrate their support for the project and protect Port interests. Ms. Carter agreed. Commissioner Mostafavinassab made a motion to approve an amended Resolution 259. **Motion was seconded and passed unanimously.**

#### 9.9 Action: Resolution 260 Employee Deferred Compensation Plan

Commissioner Mishasek moved to approve a deferred compensation plan for Port employees who want to participate. **Motion was seconded and passed unanimously.**

Commissioner Mostafavinassab asked if employees would be provided an information packet about the plan. Executive Director Michalopoulos said they would and he will update the employee manual. Ms. Carter recommended new employees be allowed to join the plan 90-days after hiring. Commissioner Mishasek moved to approve an employee deferred compensation plan for employees. **Motion was seconded and passed unanimously.**

## 10. NEW BUSINESS

#### 10.1 Introduction: Family Medical Leave Act Updated

Ms. Carter said Washington State has added a new family leave program that will require the Port to deduct 4 percent annually from employee salaries to pay for an insurance program that will provide family medical leave options. She said there is an opt-out option but the process is complicated. Organizations with less than 50 employees can pay a portion of the 4 percent or deduct the amount entirely from the employee's salary. She said she recommends deducting the entire amount from the employee's salary. Commissioner Mostafavinassab moved to approve the deduction of program cost from employee salaries. **Motion was seconded and passed unanimously.**

#### 10.2 Action: Resolution 257 Auditing Officers

Ms. Carter said the Port needs to appoint investment and auditing officers and that she and the Executive Director should be the auditing officers. Commissioner Mostafavinassab moved to approve Resolution #257. **Motion was seconded and passed unanimously.**

#### 10.3 Action: Resolution 258 Authorizing ICTIP LGIP Participation

Ms. Carter said Island County will begin to use an external resource for its investment pool to expand earning potential of the fund. It will also give pool participants access to potentially increased revenues. The county has requested the Port support the change by passing Resolution 258. Commissioner Mishasek moved to pass Resolution 258. **Motion was seconded and passed unanimously.**

#### 10.4 Action: Approved Meeting Substitutions (COG, IRTPO, MRC)

Commissioner Mishasek said this item addresses commissioner substitutions for attendance at meetings on behalf of the Port. Commissioner Bell said MRC meetings have little correlation with Port activities but he will continue to attend meetings quarterly. Commissioners Mostafavinassab and Mishasek agreed to substitute for each other as needed by providing a letter to COG and IRTPO authorizing substitution. Substitution for MRC meetings will be put on hold for now.

#### 10.5 Introduction: Commissioner Performance Standards

Commissioner Mishasek asked the commissioners to consider whether there should be a job description for their positions that would help clarify performance expectations. Commissioner Bell asked what the objectives would be based on public standards. Commissioner Mishasek said it could be an efficiency issue to improve commission performance.

Commissioner Mishasek stated that he was willing to help support the broadband effort himself so as the rest of the commission would not feel like the ED would be needed to do everything with the project. Commissioner Bell said the Port's operational functions should line up behind the Port's Executive Director. He added that the commissioners could run into problems if they individually became too involved in daily operational work for the Port and it is a gray area.

Executive Director Michalopoulos said that in an urgent situation, he needs to be able to procure commissioner signatures in a timely manner. He also requested commissioner review of meeting materials prior to board meetings.

### 11. PRESIDING OFFICER'S REPORT

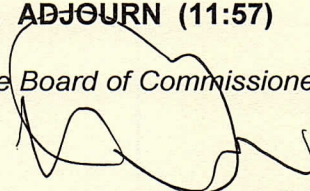
Commissioner Mishasek said he appreciates the support of the other commissioners for increasing the Port's profile in the community.

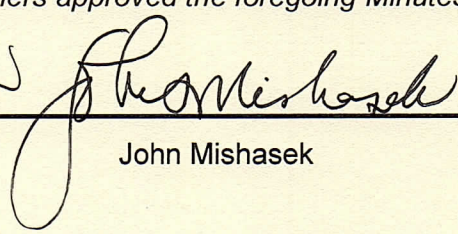
### 12. COMMITTEE REPORTS

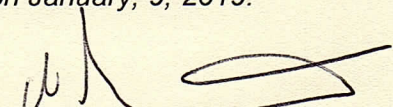
Commissioner Mishasek said the broadband initiative was well received at the recent COG meeting. Commissioner Mostafavinassab said the IRTPO will not be meeting in December.

### 13. ADJOURN (11:57)

*The Board of Commissioners approved the foregoing Minutes on January, 9, 2019.*

  
William Bell

  
John Mishasek

  
Mohammad Mostafavinassab

**Next regular meeting: Wednesday, January 9th, 2019, 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.**

**12.12.2018/V2**