



PORT OF COUPEVILLE

PO Box 128, Greenbank, WA 98253 // 765 Wonn Road, Greenbank
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REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Wednesday June 12, 2019 at 10 AM at the 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 David Day, Commissioner John Mishasek, Commissioner Mohammad Mostafavinassab, Executive Director Chris Michalopoulos, Accountant Donna Carter and Community Relations Kellie Tormey were present.

4. **CHANGES TO AGENDA**

Commissioner Mishasek requested item 5.2 be added to the agenda to discuss the appointment of Commissioner Day to Board Secretary.

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 by Commissioner Mostafavinassab and passed unanimously.

Voucher (warrant) numbers: 19-0601 through 19-0628 \$44,567.13

Payroll warrants: 19-0512 through 19-0531 \$14,369.29

Electronic payments (No voucher numbers needed)
EFTPS \$4,342.88

- B. Commissioner Day requested the May minutes be amended to delete the statement 'he supported the broadband project.' Commissioner Day moved to approve the minutes as amended. **Motion was seconded by Commissioner Mishasek and passed unanimously.**

5.2 Appointment of Commissioner Day to Board Secretary

Commissioner Mishasek appointed Commissioner Day to Board Secretary.

6. PUBLIC COMMENT

Marianne Burr, resident of Port District 1, thanked Ms. Carter and Mr. Michalopoulos for their assistance with public records requests. She requested permission to share minutes from previous board meetings highlighting the broadband project. She noted the project's complexity and requested the Board consider halting further work to focus on the wharf rehabilitation project.

Michelle Lynn, owner of The Cove Restaurant, said she wanted to recognize Port staff member Brian Hutchins, who does an excellent job of wharf maintenance. **The public comment section was closed.**

7. FINANCIAL UPDATE

7.1 Financial Statement 2019 YTD 2018 Annual Report

Accountant Donna Carter provided a profit-loss report for May 2019. She also shared a statement of expenditures compared to the budget. Ms. Carter provided a copy of the 2018 annual report and said she would begin working soon on the 2019 budget.

8. EXECUTIVE DIRECTOR REPORT

Executive Director Michalopoulos reported:

- He will begin interviewing candidates for office assistance in the weeks ahead.
- He is dealing with a complaint about a dog-related injury at the farm.
- He has completed a USDA survey.
- He continues to seek a contractor to complete the roof rafter repair at the Wharf.

9. OLD BUSINESS

9.1 Discussion: CERB Grant Update

Discussion was held.

9.2 Discussion: Bond Support for Wharf Rehabilitation Project

Discussion was held.

9.3 Discussion: Wharf Rehabilitation Project Outline-Permitting Specialist Doug Thompson

Doug Thompson of Thompson Environmental was introduced as the permitting specialist candidate on the wharf rehabilitation project. Mr. Thompson outlined his plans including recent contacts with the Town of Coupeville and the Army Corps of Engineers.

10. NEW BUSINESS

10.1 Action: Transfer of Kayak Lease to Penn Cove Outfitters

Commissioner Mishasek moved to approve the transfer of the kayak business at the wharf to Loretta Beaman, new owner of The Salty Mug. **The motion was seconded by Commissioner Mostafavinassab and passed unanimously.**

10.2 Action: Resolution #264 Security Deposit Refund

Commissioner Mishasek moved to approve moving funds from the Port's trust account to refund a security deposit to Ms. Long Bechard. **The motion was seconded by Commissioner Mostafavinassab and passed unanimously.**

10.3 Introduction: Communication Devices for Commissioners

A discussion was held.

10.4 Introduction: Dog Off-Leash Rule on Wharf

Executive Director Michalopoulos said he is devising a new policy for commissioner review to address off-leash dogs at the wharf.

The regular meeting broke at 12:35 p.m. for an Executive Session.

11. EXECUTIVE SESSION

The regular meeting resumed at 12:52 p.m.

Commissioner Day moved to direct the Executive Director to contact the Port's insurance carrier in the event of potential litigation. **Motion was seconded by Commissioner Mostafavinassab and passed unanimously.**

12. PRESIDING OFFICER'S REPORT

No report was given.

13. COMMITTEE REPORTS

Commissioner Mostafavinassab said Island County Transportation has several projects underway.

Commissioner Mishasek said the Council of Governments hosted a presentation from Puget Sound Energy. He said the Island County Economic Development Council has a new board of directors.

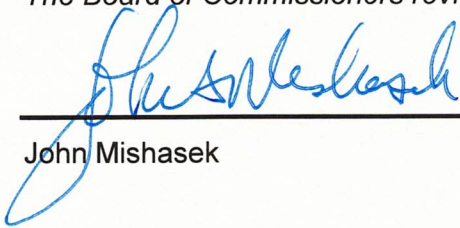
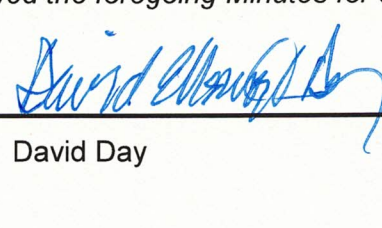
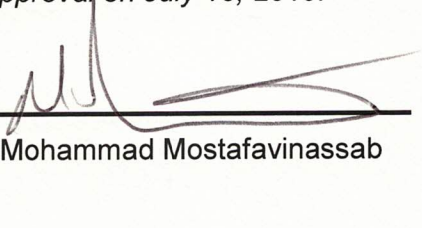
14. COMMISSIONER DISCUSSION

A discussion was held.

15. ADJOURN

The meeting adjourned at 1:39 p.m.

The Board of Commissioners reviewed the foregoing Minutes for approval on July 10, 2019.

John Mishasek

David Day

Mohammad Mostafavinassab

**Next regular meeting: Wednesday, July 10, 2019, 10 AM at the Jim Davis House,
Greenbank Farm, 765 Wonn Road, Greenbank, WA 98253**

**Per Port of Coupeville Resolution 224 the meeting will be preceded by a work session at
9:45 AM.**

7.22.2019/V6