



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 July 10, 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 David Day, 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 the addition of an executive session to the meeting prior to adjournment.

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: 19-0701 through 19-0735 \$17,860.57

Payroll warrants: 19-0736 through 19-0743 \$16,697.75

| | |
|--|---------------------------|
| Electronic payments (No voucher numbers needed) EFTPS | <u>\$9,400.96</u> |
| Total Payables: | <u>\$43,959.28</u> |

B. After discussion, the commissioners determined to delay a decision about approval of the June minutes until item 10.2 in the agenda.

6. PUBLIC COMMENT

Commissioner Mishasek called for public comments. Meg Mishasek of Coupeville gave kudos to the Port for the cleanliness of the wharf restrooms on a recent visit. **The public comment section was closed.**

7. FINANCIAL UPDATE

7.1 Financial Statement June 2019 YTD

Ms. Carter shared a profit-loss report for June providing comparison data for 2018 and 2019. She reported total income was higher than budgeted and expenses were down. Executive Director Michalopoulos added that an audit is forthcoming.

8. EXECUTIVE DIRECTOR REPORT

Executive Director Michalopoulos reported:

- A workshop scheduled on July 23 for Island County Commissioners will address the 2019 RCED grant funding applications.
- Ms. Tormey will contact the state to confirm if a match ratio has been determined for the upcoming historic properties grant.
- Cristy Mosset was introduced as a new Port volunteer.
- Port staff are working to repair a broken irrigation pipe at Greenbank Farm.
- Executive Director Michalopoulos and Ms. Tormey met with Island County Commissioners Price-Johnson and St. Clair to discuss the Port's application for RCED grant funding for wharf rehabilitation.

9. OLD BUSINESS

9.1 Discussion: CERB Grant Update (Thom Lawless)

Mr. Lawless of Rapid WiFi, an internet service provider in Oak Harbor, was introduced. Mr. Lawless said he'd like to see efforts to strengthen internet connection and access in Island County. The Port Commissioners further discussed the pending CERB Grant.

9.2 Action: Contract with Thompson Environmental

Executive Director Michalopoulos provided a planning document for funding and permits for the wharf restoration project. He requested support to proceed. Commissioner Day moved to expend funds up to \$16,037 to hire Mr. Thompson as a permitting specialist and for related permit costs. **Motion was seconded by Commissioner Mishasek and passed unanimously.**

9.3 Discussion: Wharf Rehabilitation Project Update

Executive Director Michalopoulos said he will provide a monthly update on the project.

9.4 Action: Communication Devices for Commissioners

Executive Director Michalopoulos requested authorization to expend funds up to \$2000 to purchase four computers for commissioner use on Port-related activities. Commissioner Day moved to authorize the expense of up to \$2000 for four laptop computers. **Motion was seconded by Commissioner Mishasek and passed unanimously.**

9.5 Action: Farm Utility Vehicle Purchase

Executive Michalopoulos requested support for the purchase of a new farm utility vehicle. Commissioner Mishasek moved to approve the purchase. **Motion was seconded by Commissioner Mishasek and passed unanimously.**

10. NEW BUSINESS

10.1 Action: Meeting Minutes Format

Commissioner Day moved to create the Port meeting minutes in an action format, and to amend the June minutes to the new format. Commissioner Mostafavinassab requested a correction to the location of the June meeting. **Motion was seconded by Commissioner Mostafavinassab and passed unanimously.**

10.2 Discussion: Dog Off-Leash Rule on Wharf

Executive Director Michalopoulos requested review of a policy for adoption regarding off-leash dogs at the Wharf. Commissioner Mishasek moved to approve the dog off-leash policy as presented. **Motion was seconded by Commissioner Mostafavinassab and passed unanimously.**

10.3 Discussion: Commissioner Per Diem Policies and Guidelines

A discussion was held about clarification of commissioner per diem guidelines.

10.4 Introduction: Transfer of Ownership Collections Boutique

Cheryl Nunn of Collections Boutique introduced Jennifer Bachman, a Coupeville resident interested in purchasing the boutique business. Ms. Bachman said she will conduct business in a similar manner, and hopes to expand the website and online sales.

11. PRESIDING OFFICER'S REPORT

Commissioner Mishasek said he foresees potential for a public-private partnership related to broadband.

12. COMMITTEE REPORTS

Commissioner Mishasek said the new CEO of Whidbey Health presented at the COG meeting. Commissioner Day summarized his meeting with the President of the Economic Development Council and Executive Director Chris Michalopoulos.

Commissioner Mostafavinassab did not report.

13. COMMISSIONER DISCUSSION

Commissioner Day said he met with Ms. Nancy Cheeseman, a local artist, about an application for Greenbank Farm to become a certified creative district in the state.

The regular meeting broke at 12:41 p.m. for an executive session.

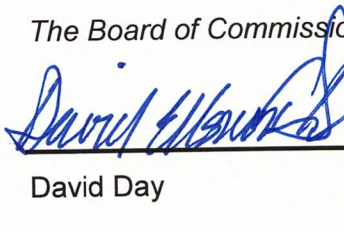
14. EXECUTIVE SESSION

An executive session was held. The regular meeting resumed at 1:18 p.m.

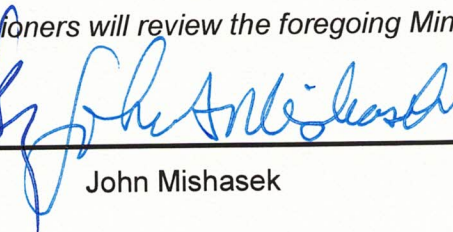
15. ADJOURN

The meeting adjourned at 1:19 p.m.

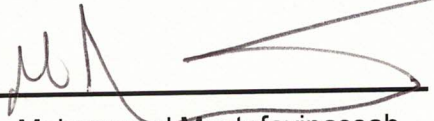
The Board of Commissioners will review the foregoing Minutes for approval on August 14, 2019.



David Day



John Mishasek



Mohammad Mostafavinassab

Next regular meeting: Wednesday August 14th, 2019 at 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.

8.1.2019/V6