

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 August 14, 2019 at 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 David Day, Commissioner John Mishasek, Commissioner Mohammad Mostafavinassab, Executive Director Chris Michalopoulos, and Accountant Donna Carter.

4. CHANGES TO AGENDA

Combine agenda item 13 with Agenda Item 10.1

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: 19-0801 through 19-0829 \$ 32,279.00

Payroll warrants: 19-0830 through 19-0834 \$ 16,917.00

Electronic payments (No voucher numbers needed)
EFTPS \$ 5,199.04

Total Payables: \$ 59,395.20

6. PUBLIC COMMENT

- Hollie Swanson thanked the Port of Coupeville's lead participation in the 2018 Harvest Festival. Holly proposed the money raised for vendor fees be reimbursed to the Greenbank Farm Merchants to cover expenses, rather than the Port, since the Port is not available to put on the Harvest Faire this year.
- Hollie Swanson requested the old Greenbank Farm map sign be taken down as it is unreadable and looks unappealing.
- Lee Fritsch of Whidbey Island Growers would like to continue their partnership with the Harvest Festival this and future years going forward.
- Roger Eelkema of Coupeville questioned the increase in the Coupeville Wharf, Penn Cove overwater tax increase. Donna Carter explained the amount was for 2 years (2018/2019) not just one. **The public comment section was closed.**
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7. FINANCIAL UPDATE

7.1 Financial Update 2019 YTD

Donna Carter shared the profit-loss report YTD as of July 31, 2019. Income is higher due to events and moorage, expenses are well-managed and down, with higher income projected for October – November due to tax revenues.

8. EXECUTIVE DIRECTOR REPORT

Executive Director Michalopoulos reported:

- Malware and Firewall protection installed on the Port website.
- State audit on-going for 2016, 2017, 2018 and should conclude the end of September with audit results in October.
- Executive Director Michalopoulos announced the Island County Commissioners approved the Port's RCEDF (.09) application for the wharf pile/cap rehabilitation project. It was also announced that matching funds of \$5667.67 were also approved for the Broadband Feasibility Study through an acquired CERB Grant.
- Pipe leak identified however, identifying the location of leak is yet to be determined. A vendor was contacted that has Sonar which could be used to identify the source of the leak.
- Farm utility vehicle will be purchased and the Port will arrange to drive to Yakima to pick it up.
- Last week the fire system discharged resulting in an unknown cause. Preliminary diagnostics show the compressor needs to be replaced with suspect of a leak somewhere causing the compressor to run excessively.

9. OLD BUSINESS

99.1 CHWA Design Committee Wharf Entryway Project Update

CHWA presented proposed drawings of the Wharf Rehabilitation Project. CHWA will not be asking the Port for funding.

9.2 Wharf Rehabilitation Project Update

The Wharf rehabilitation is on track and the first round of permits are being submitted to the Town of Coupeville. Once approved, a JARPA application will be submitted to the Army Corp of Engineers and the Department of Fish and Wildlife.

9.3 Transfer of Ownership Collections Boutique Update

Executive Director Michalopoulos reported the transfer of ownership is delayed, but will be going forward at a later date.

9.4 Resolution #265 Reimbursement of Travel and Business Expenses

Motion was made, Commissioner Day seconded, the motion passed unanimously.

9.5 Approval of Port of Skagit Draft ILA as CERB Planning Study Consultant

Motion was made to table signing agreement until a final draft could be presented.

9.6 Approval of City of Oak Harbor ILA as CERB Planning Study Partner

Motion was made, Commissioner Mishasek seconded, the motion passed unanimously.

10. NEW BUSINESS

10.1 INTRODUCTION OF GRANT MATRIX

Executive Director Michalopoulos provided a grant matrix outlining the available upcoming grants suited for Port projects. Timing and project progress will determine what grants are executed against.

13. COMMISSIONER DISCUSSION

Commissioner discussion of the matrix grant.

11. PRESIDING OFFICER'S REPORT

11. PRESIDING OFFICER'S REPORT – Commissioner Mishasek

- Commissioner Mishasek attended a ground breaking ceremony on Camino Island.
- Commissioner Mishasek attended a Broadband committee meeting in Skagit County.
- Commissioner Mishasek met with the CEO of Whidbey Health.
- Commissioner Mishasek asked for approval to attend a USDA Rural Broad Band workshop in Olympia Washington during the month of September. Motion was made, Commissioner Mostafavinassab seconded, the motion passed unanimously.

12. COMMITTEE REPORTS

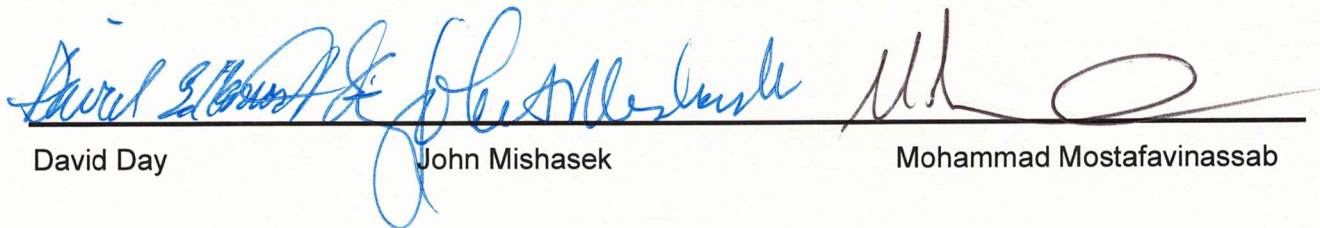
- **Whidbey Health**
- **Mukilteo-Clinton Ferry Project**
- **EDCIC**

13. Moved to 10.1

14. ADJOURN

The meeting adjourned at 1:10 p.m.

The Board of Commissioners will review the foregoing Minutes for approval on September 11, 2019.



David Day John Mishasek Mohammad Mostafavinassab

Next regular meeting: Wednesday September 11th, 2019 at 765 Wonn Road, Suite E, Jim Davis House, Greenbank, WA 98253

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8.23.2019/V1