



PORT OF COUPEVILLE

PO Box 128, Greenbank, WA 98253 // 765 Wonn Road, Greenbank
Telephone: (360) 222-3151, Fax: (360) 222-3484

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Wednesday October 9th, 2019 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

AGENDA

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**
4. **CHANGES TO AGENDA**
5. **COMMISSIONER ACTION:**

5.1 Approval of minutes (September), payroll, and vouchers.

6. **PUBLIC COMMENT** - *This time is set aside for members of the public to speak to the Board regarding subjects of concern, interest, or items on the Agenda. The Board will take all information under advisement, but generally will not take any action unless it is emergent in nature. To ensure your comments are recorded, please state your name and city of residence. Please limit comments to 5 minutes. If you have any documents to present to the Board, please hand them to the Port Clerk prior to speaking.*

7. FINANCIAL UPDATE

- 7.1 Exit Audit Presentation
- 7.2 Financial Update 2019 YTD
- 7.3 Budget Update

8. EXECUTIVE DIRECTOR REPORT

9. OLD BUSINESS

- 9.1 Discussion: Wharf Rehabilitation Project Update
- 9.2 Action: Interlocal Agreement IC Wharf Pile/Cap Project
- 9.3 Action: Interlocal Agreement IC CERB Broadband Study
- 9.4 Discussion: ELNHR Grant Application
- 9.5 Action: Approval of Fire Suppression Compressor Replacement
- 9.6 Action: Approval of Float/Causeway Wood Repair Materials

10. NEW BUSINESS

- 10.1 Introduction: The Cove Café Business Plan
- 10.2 Introduction: Port Policy on Alcoholic Beverage Consumption at the Wharf
- 10.3 Discussion: Wharf Staffing Hours of Operation
- 10.4 Discussion: Resolution #149 Establishing Off-Leash Dog Area and Rules - Review and Current Status

11. PRESIDING OFFICER'S REPORT

12. COMMITTEE REPORTS

13. COMMISSIONER DISCUSSION

- 13.1 Action: Creative Art District Tour & Presentation Attendance – Per Diem Available?

14. ADJOURN

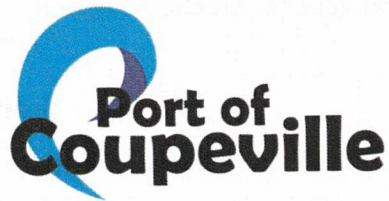
Next Special meeting: Tuesday, November 5th, 2019, 10 AM at 765 Wonn Road, Suite E, Jim Davis House, Greenbank, WA 98253

Next regular meeting: Wednesday, November 13th, 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.

**Posted to: Port of Coupeville Web Page -- www.portofcoupeville.org
United States Post Office – Coupeville & Greenbank, Washington
Whidbey News Times – editor@whidbeynewsgroup.com
Town of Coupeville – clerktreasurer@townofcoupeville.org**

10.7.2019/V5



PORT OF COUPEVILLE

PO Box 128, Greenbank, WA 98253 // 765 Wonn Road, Greenbank
Telephone: (360) 222-3151, Fax: (360) 222-3484

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Wednesday September 11, 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, and Accountant Donna Carter.
4. **CHANGES TO AGENDA**
Add 10.4 under New Business to discuss Small Ports Conference. Made motion to add Executive Session under 13 and move Commissioner Discussion to 14.
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: 19-0901 through 19-0928

\$ 73,741.42

Payroll warrants: 19-0929 through 19-0934	<u>\$ 16,669.21</u>
Electronic payments (No voucher numbers needed) EFTPS	<u>\$ 5,027.58</u>
Total Payables:	<u>\$ 95,438.21</u>

6. PUBLIC COMMENT

- Marianne Burr asked for the income revenue from August.
- Roger Eelkema of Coupeville asked about the progress of the irrigation pipe leak.
- Morgan Bell stated the Harvest Faire is coming along well and thanked the Board for supporting the event.
- Hollie Swanson thanked the Port of Coupeville's participation in the 2019 Harvest Festival and stated how important this event is for economic development and community relations.

The public comment section was closed.

7. FINANCIAL UPDATE

7.1 Financial Update 2019 YTD

Donna Carter shared the audit update and we only had one small issue so far. Executive Director Michalopoulos presented the proposed 2020 budget timeline to finalize the 2020 budget. It was agreed to hold a Special Meeting on November 5th, 10 AM, in the Jim Davis House to review and solicit feedback on the preliminary 2020 budget.

8. EXECUTIVE DIRECTOR REPORT

Executive Director Michalopoulos reported:

- Pipe leak identified and fixed. Next step is to backfill and apply asphalt.
- The fire compressor at the wharf needs to be replaced. One bid already submitted.
- Overhang for Barn C is going to be replaced first.

9. OLD BUSINESS

9.1 Wharf Rehabilitation Project Update

The first round of permits were 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.

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

Commissioner Mishasek moved to approve the ILA with Port of Skagit. **Motion was seconded by David Day and passed unanimously.**

10. NEW BUSINESS

10.1 Resolution #149 Review and Current Status

Executive Director Michalopoulos discussed current and proposed map of off-leash area. Citizen Advisory Committee will present their findings/options in October meeting.

10.2 Approval of Float/Causeway Wood Repair Materials

An updated bid was requested for specialty milled wood to repair the sections around the wharf building.

10.3 Nancy Cheeseman – Creative Arts District

Nancy presented that Annette Roth will be visiting either on October 15 or November 6th. Commissioner Day volunteered to attend the Greenbank Farm Walkthrough.

10.4 Attendance at WPPA Small Ports Conference

Commissioner Mishasek moved to approve his participation in the conference. **Motion was seconded by David Day and passed unanimously.**

11. PRESIDING OFFICER'S REPORT – Commissioner Mishasek

Commissioner Mishasek shared the City of Oak Harbor JPA planning document for the next 50 years.

12. COMMITTEE REPORTS

Council of Governments discussed low income housing partnerships
IRTPO is planning future projects

13. EXECUTIVE SESSION – EMPLOYEE PERFORMANCE

The Executive Session started at 11:49 AM
An extension was requested at 11:59 AM till 12:10 PM
The Executive Session ended at 12:10 PM
Regular Open Public Meeting resumed at 12:10 P:M

14. COMMISSIONER DISCUSSION

Commissioner Day stated more planning needs to be solidified by the Board to direct the Executive Director.

15. ADJOURN

The meeting adjourned at 12:24 p.m.

The Board of Commissioners will review the foregoing Minutes for approval on October 9, 2019.

David Day

John Mishasek

Mohammad Mostafavinassab

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

9.11.2019/V1

Budget Process Guidelines and **Proposed Timeline (In Red)**

Per RCW 53.35.010 Preliminary budget. **(Goal to finish October 19th)**

RCW 53.35.020 Publication of notice of preliminary budget and hearing. **(Special Budget meeting Tuesday November 5th, 10 AM. First notice in newspaper October 19th with second notice October 26th)**

Following the preparation of the preliminary budget, the port commission shall publish a notice stating that the preliminary budget of the port district has been prepared and placed on file at the office of the port district; that a copy thereof may be obtained by any taxpayer at an address set forth in the notice; that the commission will meet at a date, hour and place set forth in the notice, such date to be not earlier than October 31st and not later than the first Tuesday following the first Monday in November. Any person may present objections to the preliminary budget following which the commission shall, by resolution adopt a final budget.

The notice shall be published once each week for two consecutive weeks in a legal newspaper of the district, or if there is none, in any newspaper of general circulation in the county, the first publication to be not less than nine days nor more than twenty days prior to the date of the hearing.

RCW 53.35.030 Hearing—Final budget. **(Regular Meeting set for November 13th)**

On the day set by the notice provided for in RCW [53.35.020](#) the commission shall meet at the place and hour designated for the purpose of a hearing on the budget and adoption of a final budget.

RCW 84.52.070 Final budget to be filed with county commissioners.

It shall be the duty of the commissioners of port districts, for the purpose of levying port district taxes, to file with the clerk of the board of county commissioners on or before the 30th of November in each year a certified copy of such final budget which shall specify the amounts to be raised by taxation on the assessed valuation of the property in the port district.

RCW 53.35.045 Alternate date for filing final budget.

Notwithstanding any provision of law to the contrary, the board of commissioners of a port district may file with the clerk of the county legislative authority a certified copy of the port district final budget, provided for in RCW [53.35.040](#), on the first Monday in December. The board of port commissioners may also set other dates relating to the budget process, including but not limited to the dates set in RCW [53.35.010](#) and [53.35.020](#) to conform to the alternate date for final budget filing.

**PORT OF COUPEVILLE
NOTICE OF PRELIMINARY BUDGET APPROVAL
AND PUBLIC HEARING**

Notice is hereby given that a preliminary budget for the Port of Coupeville for the fiscal year of 2020 has been prepared and is presently on file at the office of the Port District at 765 Wonn Road, Suite E, Jim Davis House, Greenbank, Washington. A copy thereof may be obtained by any taxpayer at the aforementioned address. A public hearing will be held by the Port of Coupeville Board of Commissioners at 10:00 a. m. on Tuesday, November 5th, 2019 at 765 Wonn Road, Suite E, Jim Davis House, Greenbank, WA, for the purpose of fixing and adopting the final budget of the Port District for 2020. Questions regarding the budget of the Port of Coupeville may be directed to Chris Michalopoulos, the Executive Director, at (360) 222-3688, or email: executivedirector@portofcoupeville.org.



**EXECUTIVE DIRECTOR REPORT
PORT OF COUPEVILLE
Month of September 2019**

The following is a general summary of my activity:

Administration:

Brian and I are covering wharf operations on Tuesday and Wednesday each week until we can hire to cover Danielle on her days off. We have a strong candidate that lives on Front street and has a mariner background, so we are hopeful. Another option is to close down on Tuesday's and Wednesday's during the winter months, allowing for fuel and pump out by appointment only.

Conducted six interviews the week of September 23rd for the Administrative Specialist position. I had three strong candidates and will be making an offer on October 4th.

Discovered a mistake in the billing from Marshall's that led to an overpayment and thus refund of \$1290.00. The check was received and deposited. I have destroyed the check from Kevin and will be discussing how to utilize the balance of our solar grant funds.

POC General Business:

Audit was completed late September. Most of the issues were pointing to 2016 with a few minor points to correct moving forward.

Budgeting process has started and we will be calling a special budget meeting early November.

A visitor to the Wharf on August 28th was injured and has filed a Tort Claim with the State of Washington. I have opened up the claim with Enduris. Our deductible for the claim will be \$1000.

Community: Here is a list of the community-based meetings attended during June.

- 9/5 – Meeting with Janson Benson, the new ELNHR employee replacing Sarah Steen.

- 9/9 – Meeting with Conservation District team and Loren Imes of WSU for Rain Garden Rehabilitation project.
- 9/11 - Attended Coupeville Lions Club meeting and presented wharf update via PowerPoint.
- 9/12 – Attended meeting with new Historical Collaborative at WSU Extension Center.
- 9/13 – Attended CHWA Design Committee Meeting.
- 9/17 – Attended and worked the Coupeville State of the Town Dinner .
- 9/20 – Attended the SailFest 2020 planning meeting at the CHWA office.
- 9/20 - Attended the Community Leadership Forum at NAS Whidbey featuring the Secretary of the Navy Richard V. Spencer and Captain Army.
- 9/30 – Met with Damien and Tiffany Cortez to discuss Cove Café business plan and lease details. They have been asked to present on October 9th to share their vision.

Leases: Damian and Tiffany Cortez have signed a contract to purchase the Cove Café on September 24, 2019. The potential closing date is the end of October. The lease with Mr. Cortez will include the 500 square feet of loft area upstairs at an additional ease cost.

Funding: Contact Kevin Moss and the difference paid to replace heat pumps and what we received in grant money will be paid to the Port.

The state historic grant through ELNHR was released on October 1, 2019. Kellie, Danielle, Mr. Day and myself will be meeting on October 10th to discuss the application parameters and Phase 2 strategy.

Coupeville Wharf:

Coupeville Shoreline permit was completed through Doug at Thompson Environmental and submitted to the Town of Coupeville. The JARPA was shared with Don Olmsted of DNR and was supported with no issues. Doug is meeting with Paul Marczin, WDFW Habitat Biologist, for a site review on October 11th at 10:30 AM. Doug is doing a great job lining up the key associations so when the SEPA is approved they will already have knowledge and some traction in the project. He is also starting the HPA application with WDFW (Hydraulic Project Approval).

We hired Commercial Fire to fix a backflow issue at the wharf. The fire suppression compressor will cost \$5672.21 to replace. We are looking to the Board for approval in October.

We estimate there are approximately 175 planks representing 4 different sizes that need to be replaced at the wharf, representing the floats, causeway and public area. These are specially treated wood in which only two places in the US perform this dipping procedure. I will be seeking permission to purchase the materials as it is over my spending limit.

Greenbank Farm:

The Barn C overhang repair began on September 30th. The project should come in under the bid amount of \$2940 due to Brian purchasing most of the wood at Home Depot (without additional markup) and making the dump run with our trailer. We will utilize a similar design but with more moisture protection.

The pipe leak under the parking lot was assessed and tested by American Leak Detection. Brian has cut the cement and twice repaired the leak. The pipes are off-center of each other due to unknown reasons, most likely shifting or improper placement when installed. Brian finalized the repair using a specialty glue that welds the pipes together.

Another separate pipe leak was discovered in the WSU Master Gardeners area. We are trying to find the source of the water for this pipe so we can repair it.

Working with Whidbey Island Conservation District and Loren Imes from WSU to rehabilitate the farm rain garden and participate in the Orca Recovery Week events on October 19th.

Working with Loren from Artworks to update the interpretive signage in front of Barn A. Will depend on off-leash area boundaries finalization.

The fire panel on the side of Barn C has failed (circuit board). A new board will come in around \$2316.40. I have authorized WhidbeyTel to replace the failed communicator board.

The Harvest Fair was a huge success. We estimated over 359 cars showed up this year (we use a hand-held car counter) bringing in over 1000 community members. The vendors were very excited about the results and initial donations came in around \$560, which is \$60 more than we budgeted for the event. This does not include the raffle donations which will be presented after the holiday event. Hollie and Kim, along with Kellie, were amazing and deserve high praise for shouldering this event.

10.3.2019/V2

PORT OF COUPEVILLE
ISLAND COUNTY, WASHINGTON

RESOLUTION NO. 149

**A RESOLUTION of the Board of Commissioners
of the Port of Coupeville, Island County, Washington, establishing an
Off-leash Dog Area at the Greenbank Farm and setting the boundaries
and rules for that area**

WHEREAS, the *Comprehensive Plan 2007-2026*, adopted by the Board of Commissioners of the Port of Coupeville on May 9, 2007, recognized the community's deep love and appreciation for the Greenbank Farm; and

WHEREAS, the Board of Commissioners approved the establishment of an Off-leash Dog Area at the Greenbank Farm on December 14, 2005 for the enjoyment of the community and included a map defining the boundaries of the area in the *Comprehensive Plan 2007-2026*; and

WHEREAS, the Board has now recognized that the area described in the map overlays and intrudes upon areas zoned for agricultural activities and where crop cultivation is ongoing and that the entryway into the area intrudes upon the area zoned for commercial activities; and

WHEREAS, the Board has now recognized that the posted rules for the use of the area that were put into place in 2005 are neither complete nor sufficiently clear; and

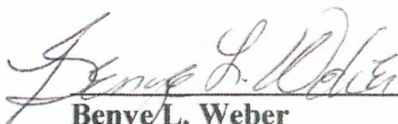
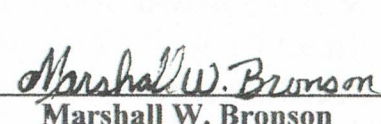
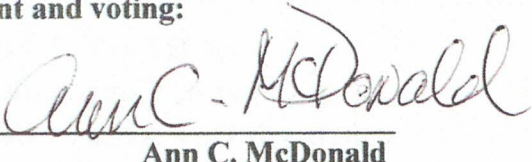
WHEREAS, the Board has now recognized that violations of the rules should properly be reported to the Port entity itself to determine the appropriate action, rather than to the Greenbank Farm Management Group, a tenant of the Port, or directly to Island County Animal Control;

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port of Coupeville, Island County, Washington that:


- 1.** The boundaries of the Off-leash Dog Area are hereby redrawn (see the attached map) to protect areas under cultivation and areas zoned for commercial activities.
- 2.** The entryway from Wonn Road to the Off-leash Dog Area is changed (see the attached map) to provide separate parking for dog owners well away from areas under cultivation or zoned for commercial activities
- 3.** The rules for use of the Off-leash Dog Area are modified (see the attached new sign format) to be complete and consistent with those of other like facilities in Island County.

- 4. The map in the *Comprehensive Plan 2007-2026* showing the boundaries of the Off-leash Dog Area (page 64) will be changed to show the new boundaries.**

ADOPTED and APPROVED by the Board of Commissioners of the Port of Coupeville, Island County, Washington at the regular meeting thereof this 10th day of June, 2009, the following commissioners being present and voting:

		
Benye L. Weber President	Marshall W. Bronson Vice President	Ann C. McDonald Secretary

Attest: This 10th day of June, 2009:


James M. Patton, Executive Director



Greenbank Farm
Whidbey Island

Parcel lines estimated from county parcel maps.

PORT OF COUPEVILLE

OFF-LEASH DOG AREA AT THE GREENBANK FARM

RULES

AGGRESSIVE DOGS ARE NOT PERMITTED ANYWHERE
ON THE GREENBANK FARM!

- Dogs must be removed from the farm at the first sign of aggression
- Owners are liable for injury to other persons or dogs caused by their dogs
- Dogs must not harass wildlife
- Dogs must be leashed while walking to and from the Off-leash Area
- When off-leash, dogs must be under voice control and in sight of owners/handlers at all times
- When off-leash, the leashes must be in hand of the owner/handler at all times
- Children and infants must be under supervision while in the Off-leash Area
- Please pick up after your dog. Bags and garbage cans are provided

REPORT VIOLATIONS TO THE EXECUTIVE DIRECTOR OF
THE PORT OF COUPEVILLE Telephone: (360) 678-5020

Rules adopted by Resolution # 149 of the Board of Commissioners