



# PORT OF COUPEVILLE

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## 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>
<b>Total Payables:</b>	<b><u>\$ 95,438.21</u></b>

## 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 5<sup>th</sup>, 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 6<sup>th</sup>. 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 9<sup>th</sup>, 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**