



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 November 13th, 2019 10 AM at 765 Wonn Road, Barn A,
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**

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 (October & November Special Meeting), 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 Executive Director prior to speaking.*

7. FINANCIAL UPDATE

7.1 Financial Update 2019 YTD

8. EXECUTIVE DIRECTOR REPORT

9. OLD BUSINESS

- 9.1 Action: Approval of 2020 Short Form Budget
- 9.2 Action: Approval of Resolution #266 2020 Budget
- 9.3 Discussion: Wharf Rehabilitation Project Update
- 9.4 Discussion: ELNHR Grant Application Update
- 9.5 Discussion: Resolution #149 Establishing Off-Leash Dog Area and Rules – Boundary and Rules Enforcement
- 9.6 Action: Approval of Resolution #267 Security Deposit Refund The Cove Café

10. NEW BUSINESS

- 10.1 Introduction: Donna Carter and Associates Contract
- 10.2 Introduction: Parallel Leadership

11. PRESIDING OFFICER'S REPORT

12. COMMITTEE REPORTS

13. COMMISSIONER DISCUSSION

14. ADJOURN

Next regular meeting: Wednesday, December 11th, 2019, 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.

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

11.8.2019/V7



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

**Wednesday October 9, 2019 at 10 AM 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 a.m.): 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, Kellie Tormey, Katie Wells and Danielle Vracin were present.

4. CHANGES TO AGENDA

The Commissioners agreed to revise the agenda. Item 7.1 Exit Audit Presentation was moved to precede Item 5. Commissioner Action; Item 10.1 The Cove Business Plan followed Item 7.1; Item 10.4 Resolution #149 followed Item 10.1.

7.1 Exit Audit Presentation

State auditors Karyna Orcutt and Priya Sall presented the 2016-2018 results, stating the report showed clean accountability and that the Port was in compliance with state laws. Their exit recommendations suggested minor improvements. The final report will be published in one week. The next audit will take place in 2022.

10.1 The Cove Café Business Plan

Damien and Tiffany Cortez are finalizing a five-year lease agreement for The Cove Café. Mr. Cortez shared their business plan. Executive Director Michalopoulos distributed a draft lease agreement for board review. Commissioner Day moved to approve the transfer of the existing lease to Mr. and Mrs. Cortez, with suggested changes to be added to the final lease. **Motion was seconded and passed unanimously.**

10.4 Resolution #149: Establishing Off -Leash Dog Area and Rules-Review and Current Status

Ms. Tormey shared with the board the recommendations of the citizens advisory group regarding Greenbank Farm's off-leash dog area. She said members found general agreement in fencing borders of the off-leash area and implementation of improvements. Joe Sheldon, a member of the group, stated the current area utilized by dog walkers as off-leash has expanded beyond the original boundaries identified in Resolution #149. He added that, as a board member of Audubon, Audubon supports re-establishing a smaller area for off-leash activities. He also noted the disturbance off-leash dogs can present to non-dog walkers, the less-abled, and the elderly, as well as nesting bird habitats. The Commissioners requested additional information for consideration at a later meeting.

5. COMMISSIONER ACTION

5.1 Approval of September minutes, payroll, and vouchers.

- A. Commissioner Mishasek moved to approve the following vouchers, payroll, and electronic payment from September for payment. **Motion was seconded and passed unanimously**

Voucher (warrant) numbers: 19-01 through 19-31	<u>\$26,877.52</u>
Payroll warrants:	<u>\$15,282.46</u>
Electronic payments dates: (No voucher numbers needed)	<u>\$ 10,323.52</u>
Total Payables:	<u>\$52,483.50</u>

- B. Commissioner Mostafavinassab moved to approve the Meeting Minutes of Sept. 11. **Motion was seconded and passed unanimously.**

6. PUBLIC COMMENT

- Marianne Burr, resident of Coupeville, acknowledged Mr. Sheldon's comments, suggesting families with young children may also be deterred from using farm trails due to off-leash dogs.
- Roger Eelkema, Coupeville resident, said he supports a reduction in size and fencing of the off-leash dog area. He also suggested separate areas for small and large dogs; and a potential fee be imposed for usage of the dog park by the public.

- Meg Mishasek, resident of Coupeville, thanked all who contributed to a clean audit. She said she favors fencing the off-leash dog area and suggested Port staff conduct fundraising for fencing costs.
- Kim Gruetter, of Salty Acres, said Harvest Faire was successful, attracting many families. She estimated donations in excess of \$500 and increased merchant sales. She expressed appreciation to the board for their support.
- Morgan Bell, of Artworks Gallery, thanked the Port for support of Harvest Faire.

The public comment section was closed.

7. FINANCIAL UPDATE

7.2 Financial Statement Update 2019, year to date.

Accountant Donna Carter shared two reports: profit-loss and budget-vs.-actual. Commissioner Day suggested the Port remain attentive of expenses. Commissioner Mishasek added the Port must consider future cash flow in relation to upcoming wharf construction costs.

7.3 Budget Update

Ms. Carter stated she is working on a preliminary 2020 budget.

8. EXECUTIVE DIRECTOR REPORT

Executive Director Michalopoulos reported:

- Executive Director Michalopoulos and Brian Hutchins are covering the wharf on Tuesdays and Wednesdays.
- Public signs have been ordered for the pier advising uneven footing. Commissioner Day recommended keeping a maintenance log to demonstrate Port diligence.
- Executive Director Michalopoulos attended a Coupeville Town meeting and a recent event with the Secretary of the Navy at NASWI.
- A water leak under the parking lot at Greenbank Farm has been repaired, but another leak has cropped up. Staff are working to identify the shut off valve location.

9. OLD BUSINESS

9.1 Wharf Rehab Project Update

Executive Director Michalopoulos gave an update on permitting and engineering.

9.2 Interlocal Agreement IC Wharf Pile/Cap Project

Executive Director Michalopoulos said a grant agreement with Island County has been amended to extend the term of required completion for the pier project.

9.3 Interlocal Agreement IC CERB Broadband Study

Executive Director Michalopoulos said a grant agreement with Island County has been amended to extend the term of required completion for the CERB Broadband study.

9.4 ELNHR Grant Application

Executive Director Michalopoulos said Ms. Tormey is working on a grant application for funding the wharf building restoration. The application will be submitted and reviewed by the board of Ebey's Landing National Historical Reserve.

9.5 Approval of Fire Suppression Compressor Replacement

Executive Director Michalopoulos presented a bid for replacing the fire suppression compressor for the wharf building. Commissioner Day moved to accept the bid. **Motion was seconded and passed unanimously.**

9.6 Approval of Flat/Causeway Wood Repair Materials

Executive Director Michalopoulos requested approval to spend up to \$7000 in materials for timely repairs. Commissioner Day moved to approve expenditure for wood materials based on essential repairs. **Motion was seconded and passed unanimously.**

10. NEW BUSINESS

10.2 Port Policy on Alcoholic Beverage Consumption at the Wharf

Executive Director Michalopoulos stated the Port does not have a license to serve alcohol at the wharf.

10.3 Wharf Staffing Hours of Operation

Executive Director Michalopoulos addressed winter staffing and potentially new hours of operation at the Wharf.

11. PRESIDING OFFICER'S REPORT

Commissioner Mishasek reported he attended a presentation on biosolids at the Coupeville Library. He also attended a Whidbey Island Conservation District meeting.

12. COMMITTEE REPORTS

Commissioner Day attended a meeting on sea water rise and suggested the Port consider the impact over time on our properties.

Commissioner Mishasek attended Council of Government with local officials; recycling was advocated.

13. Commissioner Discussion

13.1 Creative Art District Tour and Presentation Attendance-Per Diem Available

Commissioner Day and Executive Director Michalopoulos said there will be a tour and presentation at Greenbank Farm on the Nov. 6.

14. ADJOURN

The meeting adjourned at 1:46 p.m.

The Board of Commissioners approved the foregoing Minutes on (date to be determined.)

David Day

John Mishasek

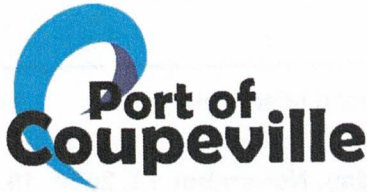
Mohammad Mostafavinassab

Next regular meeting: Wednesday, November 13, 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

10.18.2019/V4



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SPECIAL MEETING OF THE BOARD OF COMMISSIONERS

**Tuesday November 5, 2019 at 10 a.m.
Jim Davis House, Greenbank Farm, Greenbank, WA**

MINUTES

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

2. ROLL CALL

Commissioner John Mishasek, Commissioner Mohammad Mostafavinassab, Commissioner David Day, Executive Director Chris Michalopoulos, Accountant Donna Carter, and Katie Wells were present.

3. PUBLIC COMMENT

No public comments made

4. DISCUSSION: 2020 PRELIMINARY BUDGET REVIEW

Commissioner John Mishasek, Commissioner Mohammad Mostafavinassab, Commissioner David Day, Executive Director Chris Michalopoulos, and Accountant Donna Carter conducted a line-by-line review of the Port of Coupeville's 2020 preliminary budget. Recommended changes were discussed. Ms. Carter will make agreed-upon adjustments, and provide a final budget for commissioner approval at the next open public meeting.

5. ADJOURN

The meeting adjourned at 1:07 p.m.

The Board of Commissioners approved the foregoing Minutes on (date to be determined.)

David Day

John Mishasek

Mohammad Mostafavinassab

Next regular meeting: Wednesday, November 13, 2019, 10 AM at 765 Wonn Road, Suite E, Jim Davis House, Greenbank, WA 98253

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11.5.2019/V2



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

The following is a general summary of my activity:

Administration:

Two of our computers are on a Windows 7 platform. This platform will not be supported after January 1, 2020. I will be replacing both computers with the same style CPU in January.

Katie Wells started October 7th, 2019.

POC General Business:

Exit Audit was completed on October 9th.

Preliminary Budget was completed October 18th and posted to our website.

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.

- 10/1 – Meeting with WI Conservation District team, MRC and Loren Imes of WSU for the Rain Garden Rehabilitation project during Orca Day.
- 10/2 – Attended Coupeville Chamber of Commerce meeting
- 10/8 - Meeting with Don Olmstead from DNR to discuss tax base for wharf lease.
- 10/10 – Met with Bart Tracy of Tracy Construction to review Wharf roof project.
- 10/10 – Met with Stephen Day, historic building architect to review wharf building.
- 10/10 – Met with Kellie, David Day, Danielle and Stephen Day to discuss Wharf building rehabilitation project.
- 10/11 – Attended the CHWA Design Committee meeting for the wharf entryway project.
- 10/14 – Met with Owen Dennison Town of Coupeville to discuss entryway project and pile/cap project.

- 10/15 – Met with Donna Carter to work on preliminary budget.
- 10/17 – Attended the quarterly CHWA meeting.
- 10/19 – Attended the Orca Day event at the farm where we rebuilt the rain garden with over 20 volunteers.
- 10/23 – Attended walkthrough of Wharf building project with Port staff and Dawson Construction.
- 10/23 – 10/25 – Attended Small Ports Conference, Leavenworth, WA.
- 10/31 – Met with Dan, a vegetable farmer, who is considering utilizing 15 acres at the farm for growing, processing and storage.
- 10/31 – Met with Eric Sigmund of Commercial Fire to solicit an ROM for the wharf fire suppression system

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 lease cost. Lease was signed and begins November 1, 2019.

Cheryl has extended her sale contract of Collections Boutique to November 22, 2019. Jennifer Bachmann is still wanting to purchase the business.

Funding: Formed a grant task force with Kellie Tormey, Danielle Vracin, David Day and Chris Michalopoulos, to support the submission of the State Historic Preservation Association/ELNHR grant.

Coupeville Wharf:

Coupeville Shoreline Exemption permit concluded the end of October and reached a DNS (determination of non-significance), which was good news. We then wrote a letter requesting we forego the critical areas biology study that was brought up late in the process by Owen Dennison. This is to confirm we are not encroaching on any endangered species. The cost of this study is high at \$8000 to \$15000 depending on findings. Doug also met with the Town of Coupeville Board and it was requested the targeted piles for jacketing not jacket too far above the waterline. The JARPA was shared with Don Olmsted of DNR and was supported with no issues. Doug met with Paul Marczin, WDFW Habitat Biologist, for a site review on October 11th at 10:30 AM. The JARPA will now be submitted to both WDFW and USACE. He is also starting the HPA application with WDFW (Hydraulic Project Approval).

We hired Guardian Security to replace the fire alarm panel in 24 Front Street that is failing. Almost half of this was supported by an ELNHR Grant I received in 2018. The fire suppression compressor will cost \$5672.21 to replace. The compressor was ordered and will be installed November 12th. In the meantime, we have discovered another leak in the fire suppression pipe that only a qualified technician can repair.

We will wait to replace approximately 175 planks representing 4 different sizes at the wharf, representing the floats, causeway and public area. I will be waiting to see if these

materials can be reimbursed through our RCEDF grant just received before performing the replacements.

Working with a contractor named Bart Tracy to finally brace the wharf roof for future rehabilitation work. We have RCEDF funds to cover this project and I have notified Elaine Marlow that this will be completed before December 31, 2019. **UPDATE:** Bart has accepted the job, and has already started the preliminary work on November 8th.

Greenbank Farm:

The Barn C overhang repair project was completed October 15. The project came in at \$1998.00, 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 utilized a similar design but with more moisture protection and reinforcement of the down pins using metal sleeves.

The pipe leak under the parking lot was repaired and the parking lot asphalt was replaced. Besides the cost of the leak detection and some minor expenses with glue and piping, the repair was done inhouse.

Another pipe leak was detected inside the WSU Master Gardeners area back toward the shade garden. The leak was repaired by Brian, then another leak in the adjacent valve sprang. That leak has been challenging to fix. Unfortunately, Brian's cottage has been without water for 5 days and counting. Called 7 plumbers and none have called back.

Working with Whidbey Island Conservation District, Marine Resource Committee and Loren Imes from WSU, partnering to support Orca day on October 19th and with volunteers, rehabilitate the farm rain garden. All the Hog Fuel and plants were purchased by WICD.

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 was replaced by Whidbey Telecom. The cost for replacement was approximately \$2316.40.

Working with Matt Zupich of the Whidbey Island Conservation District to onboard an experienced vegetable farmer utilizing up to 15 acres of land.

Working with the Audubon Society and several community members to repurpose two unused interpretive signs to a different section of the farm educating the public on birding as well as a general map of the farm.

11.1.2019/V4



Ordinance / Resolution No. 266
RCW 84.55.120

TO: Island County Assessor's Office

WHEREAS, the Board of Commissioners of The Coupeville Port District has met and considered
(Governing body of the taxing district) (Name of the taxing district)

its budget for the calendar year 2020; and,

WHEREAS, the districts actual levy amount from the previous year was 398,716.79; and,
(Previous year's levy amount)

WHEREAS, the population of this district is ☐ more than or ☒ less than 10,000; and now, therefore,
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2020 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be 3987.17
(Dollar increase)

which is a percentage increase of 1 % from the previous year.
(Percentage increase)

This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 13 day of November, 2020.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at:
<https://dor.wa.gov/legacy/Docs/forms/PropTx/Forms/LevyCertf.doc>

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

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

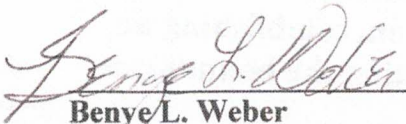
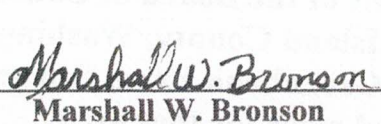
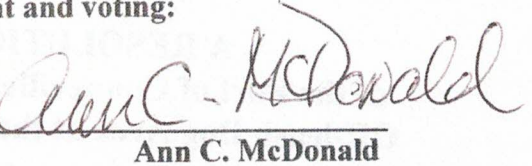
WHEREAS, the Board has now recognized that violations of the rules should properly be reported to the Port entity itself to determine the appropriate action, rather than to the Greenbank Farm Management Group, a tenant of the Port, or directly to Island County Animal Control;

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

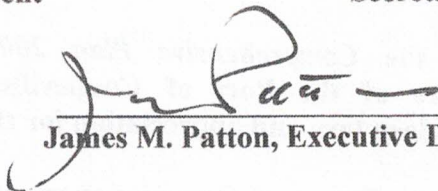
1. The boundaries of the Off-leash Dog Area are hereby redrawn (see the attached map) to protect areas under cultivation and areas zoned for commercial activities.
2. The entryway from Wonn Road to the Off-leash Dog Area is changed (see the attached map) to provide separate parking for dog owners well 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



Parcel lines estimated from county parcel maps.

Greenbank Farm
Whidbey Island

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

PORT OF COUPEVILLE
ISLAND COUNTY, WASHINGTON
RESOLUTION NO. 267

A RESOLUTION of the Board of Commissioners of the Port of Coupeville, Island County, Washington, to transfer funds between the Maintenance Fund and the Trust Fund for the purpose of returning a security deposit.

WHEREAS, the Island County Treasurer maintains a Maintenance Fund and a Trust Fund for the Port of Coupeville, and

WHEREAS, Port of Coupeville Resolution Number 257 appointed Donna Carter of Carter and Associates, Freeland, Washington as the Auditing Officer for the Port, and

WHEREAS, a resolution must be approved by the Board of Commissioners for the Auditing Officer for the Port to request that the Island County Treasurer transfer funds between the Maintenance Fund and the Trust Fund, and

WHEREAS, the Board's having approved the assumption of the lease for the Port-owned space occupied by The Cove, making it appropriate to return the security deposit for that space to the former lessee, The Cove Cafe;

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port of Coupeville, Island County, Washington that the Auditing Officer, Donna Carter, request that the Island County Treasurer transfer \$350.00 from the Trust Fund into the Maintenance Fund as Tenant Security Deposits.

ADOPTED by the Board of Commissioners of the Port of Coupeville at the regular public meeting thereof held this 13th day of November 2019 and duly authenticated in open session by the signatures of the Commissioners being present and voting.

John Mishasek

Mohammad Mostafavinassab

David Day

Attest: This 13th day of November 2019

Chris Michalopoulos, Executive Director

