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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

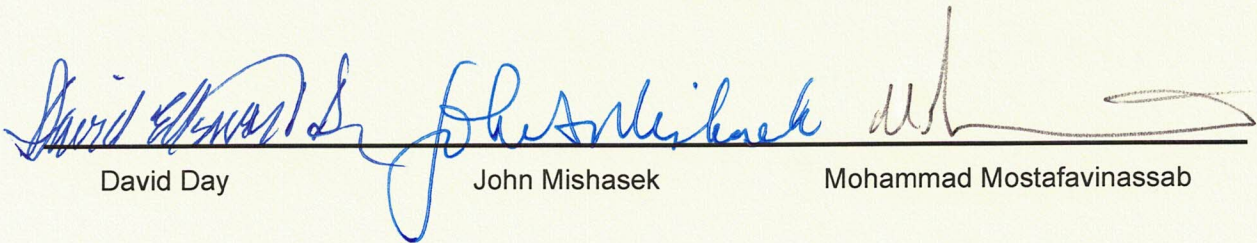
13.1 Creative Art District Tour and Presentation Attendance-Per Diem Available

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.

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