



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 December 11th, 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 (November), 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 Discussion: Wharf Rehabilitation Project Update
- 9.2 Action: Resolution #268 Auditing Officers / Signature Sheet
- 9.3 Action: Donna Carter and Associates Engagement Letter
- 9.4 Action: Dawn Wilson of Branch Business Services, Inc. Contract

10. NEW BUSINESS

- 10.1 Introduction: Greenbank Marsh Working Group
- 10.2 Introduction: Option of Second Monthly OPM
- 10.3 Introduction: Election of Officers 2020

11. PRESIDING OFFICER'S REPORT

12. COMMITTEE REPORTS

13. COMMISSIONER DISCUSSION

14. ADJOURN

**Next regular meeting: Wednesday, January 8th, 2019, 10 AM at 765 Wonn Road, Barn A,
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**

12.6.2019/V3



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

**Wednesday November 13, 2019 at 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**

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, and Katie Wells were present.

4. CHANGES TO AGENDA

The commissioners agreed to move Item 9.5 Discussion Resolution #149 Establishing Off-Leash Dog Area and Rules – Boundary and Rules Enforcement to 9.1, before Action Approval of 2020 Short Form Budget.

5. COMMISSIONER ACTION

5.1 Approval of October and November Special Meeting minutes, payroll, and vouchers.

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

Voucher (warrant) numbers: 19-1101 through 19-1134	<u>\$30,757.81</u>
Payroll warrants:	<u>\$15,517.87</u>
Electronic payments dates: (No voucher numbers needed)	<u>\$4,521.52</u>
Total Payables:	<u>\$50,797.20</u>

- B. Commissioner Day moved to approve the Meeting Minutes of October 9 and November 5th, 2019. **Motion was seconded and passed unanimously.**

6. PUBLIC COMMENT

At the beginning of the Public Comment portion of the meeting, Executive Director Michalopoulos summarized Resolution #149 regarding the off-leash dog area.

Barbara Gohlke, of Greenbank, commented in favor of fencing off agriculture land and keeping a large off-leash dog area.

Louann Hepp, of Greenbank, commented in favor of keeping a large off-leash dog area and in involving FETCH.

David Imanaka, of Clinton, commented in favor of keeping the off-leash dog area large and the profitability of the dog industry.

Chuck Hammer, of Greenbank, commented in favor of fencing along the 2009 off-leash dog area borders.

Debra Fisher, of Coupeville, commented in favor of keeping a large off-leash dog area.

Randy Schroder, of Greenbank, commented in favor of fencing the agriculture border but against fencing the rest of trail areas.

Choy Chu, of Greenbank, commented that Port should think of other ways to be self-sustaining.

Carolyn Cliff, of Greenbank, commented in favor of a large off-leash dog area, fencing only what needs to be fenced, and suggested regular walkers helping to enforce rules.

Linda Stafford, of Freeland, commented in favor of keeping a large off-leash dog area.

Joe Sheldon, with the Audubon Society, commented against keeping a large off-leash dog area.

Kristi Lovelady, of Coupeville, commented in favor of keeping a large off-leash dog area, self-policing area, and reconvening advisory group.

Sharon Dunn, of Greenbank, commented in favor of keeping a large off-leash dog area.

Sharon Gauthier, of Coupeville, commented against keeping a large off-leash dog area.

June Davis, of Freeland, commented in favor of keeping a large off-leash dog area and bringing dog-related businesses to the Farm.

Amy Bullas, of Langley, commented in favor of a large off-leash dog area with proper access points.

Paula Keohane, of Coupeville, commented in favor of keeping a strong agricultural easement and bringing in horses or livestock.

Vernon Grizzly, of Greenbank, commented in favor of a large off-leash dog area and fencing along agriculture land border.

Sandy Ziemer, of Greenbank, commented in favor of a large off-leash dog area with fencing.

Kim Gruetter, of Salty Acres, commented in favor of fencing the off-leash dog area.

Terry Rose, of Greenbank, commented in favor of fencing along agriculture land and eastern border.

Bob Monroig, of Greenbank, commented in favor of an off-leash dog area, adding cameras to the parking lots, and planting trees instead of fencing.

James Ryan, of Clinton, commented in favor of keeping a large off-leash dog area with fencing.

Wilson Binger, of Greenbank, commented in favor of keeping an off-leash dog area and on the necessity of communication with the community.

Nigel Taber-Hamilton, of Clinton, commented in favor of keeping a large off-leash dog area and fencing along agriculture land border.

Colleen Holden, of Langley, commented in favor of keeping a large off-leash dog area and fencing borders, as well as establishing non-dog area.

Commissioner Day thanked everyone who came and spoke.

The public comment section was closed.

7. FINANCIAL UPDATE

7.1 Financial Statement Update 2019, year to date.

Accountant Donna Carter shared two reports: profit-loss and budget-vs.-actual.

8. EXECUTIVE DIRECTOR REPORT

Executive Director Michalopoulos discussed the Executive Director report with the Board.

9. OLD BUSINESS

9.5 Discussion: Resolution #149 Establishing Off-Leash Dog Area and Rules – Boundary and Rules Enforcement

Commissioners and Executive Director Michalopoulos discussed reconvening a larger work-group, holding a public hearing for two-way community communication, and creating a survey to collect more data regarding Farm trail-use.

9.1 Action: Approval of 2020 Short Form Budget

Accountant Donna Carter stated that all changes discussed in Special Meeting were implemented. Commissioner Day moved to approve the 2020 Short Form Budget. **Motion was seconded and passed unanimously.**

9.2 Action: Approval of Resolution #266 2020 Budget

Commissioner Mostafavinassab moved to approve Resolution #266. **Motion was seconded and passed unanimously.**

9.3 Discussion: Wharf Rehabilitation Project Update

Executive Director Michalopoulos discussed the permitting status of the wharf rehabilitation project with the commissioners.

9.4 Action: ELNHR Grant Application Update

Kellie Tormey reviewed final ELNHR Grant Application with Commissioners. Commissioner Day moved to approve Grant Application. **Motion was seconded and passed unanimously.**

9.6 Action: Approval of Resolution #276 Security Deposit Refund The Cove Café

Commissioner Mishasek moved to approve Resolution #267. **Motion was seconded and passed unanimously.**

10. NEW BUSINESS

10.1 Introduction: Donna Carter and Associates Contract

Executive Director Michalopoulos stated that Ms. Carter will be leaving the Port in 2020 and will be assisting in the interview process.

10.2 Introduction: Parallel Leadership

Commissioners and Executive Director discussed the importance of parallel leadership and the roles of the commissioners vs. the roles of the executive director.

11. PRESIDING OFFICER'S REPORT

Commissioner Mishasek did not report.

12. COMMITTEE REPORTS

Commissioner Mishasek reported that at the last Council of Governments meeting Representative David Hayes was on the agenda and indicated improving broadband access was a top priority for his political agenda.

Commissioner Day discussed his meeting with the Creative Arts District representative.

Commissioner Mostafavinassab discussed his meeting with Island Regional Transportation Planning Organization.

13. Commissioner Discussion

Commissioners further discussed holding a public hearing regarding the off-leash dog area in the first quarter of 2020.

14. ADJOURN

The meeting adjourned at 1:33 p.m.

The Board of Commissioners approved the foregoing Minutes on December 11, 2019.

David Day

John Mishasek

Mohammad Mostafavinassab

Next regular meeting: Wednesday, December 11, 2019, 10 AM at Masonic Lodge, 804 North Main Street, Coupeville WA 98239

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11.18.19/V4



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

The following is a general summary of my activity:

Administration:

Over 1000 file folders containing over 12,000 individual files were successfully migrated to our OneDrive Cloud for back up. I will also back up all above files to an external hard drive kept off-site for a third tier back up plan.

I am installing a new robust wireless router for the office that can reach the parking lot for future events (utilizing a separate band for vendors).

POC General Business:

Long and Short Form Budget was completed and then approved on November 13th.

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

- 11/6 – Attended Coupeville Chamber of Commerce Board meeting.
- 11/14 – Meeting and tour of farm and wharf with Joe Davis and Susan Looker of Enduris.
- 11/19 – Conference call with Don Olmstead of DNR on Aquatic Lease Rate.
- 11/21 – Met with Jim Patton and Donna Carter to discuss DNR Aquatic Lease Rate.
- 11/25 – Conference call with Marian Myskowski of Goosefoot. Discussed our individual goals for economic development on the island and openness to a possible partnership.
- 11/26 – Met with Marianne Burr to discuss Port philosophy, history and future ideas.

Leases:

Cheryl has solidified the sale of Collections Boutique with the new owner, Jennifer Bachmann, taking over on January 1, 2020.

Funding: The State Historic Preservation Association/ELNHR grant was submitted on November 14th. Jason Benson, at first review, remarked it was a “solid grant.” We hope to hear a result in January of 2020.

The wharf fire panel ELNHR grant award will reimburse us \$1550.00 of the \$3703.26 spent. I will also be submitting the ELNHR wharf roof grant for \$1000 to cover the matching funds of the RCEDF (.09) grant of \$10,000 to brace the roof during the pile/cap project.

Coupeville Wharf:

Composed a letter with support from Donna and Jim Patton to the Department of Natural Resources in regards to our aquatic land lease. We chose the parcel that Don Olmstead provided us last year. That parcel increased in value and we increase our lease payment accordingly.

The letter requesting that we forego the critical areas biology study was completed and approved and thus completing all permits necessary with the Town of Coupeville. This now paves the way for the final permitting process with the USACoE, DNR and DOE.

Contractor Bart Tracy started the preliminary work November 8th on the wharf post bracing project at the wharf. The job was successfully completed on December 2, 2019. A post, along with new wall framing above Long's counter, now better supports the valley rafter.

We lost a just installed float due to rotting support structures. We are looking at doing some major work to the float itself over the winter. Kellie is soliciting bids for dock replacement as a backup.

Greenbank Farm:

The pipe leak inside the WSU Master Gardeners area back toward the shade garden, that also feeds the caretaker cottage, was finally fixed. A new line was installed and mapped for future maintenance. This was done in-house.

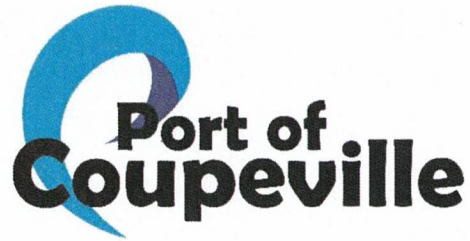
Looking at options with a soon-to-be new resident of Whidbey island, Kristin Lind, to study the possibility of a geothermal greenhouse at the farm. This technology was born from a man named Russ Finch out of Nebraska, where you can grow tropical foods year-round in any climate zone. This was tested in the Siberian tundra.

Approved one of two interpretive sign designs from the Audubon Society to be placed on the upper trail (non-obtrusive location). We are repurposing non-used interpretive sign frames from the farm.

An anonymous donor has contributed over \$2000 towards T-Posts and a new hoop house cover to support the Growing Veterans farming program. The lease has been signed and they will start farming next year. This should lower our fence costs budgeted for 2020.

Kellie and I are planning a survey distribution to all constituents in Q1 2020 soliciting answers to multi-use questions and guidelines regarding the recreational area of the farm.

12.3.2019/V2



Wharf Permitting Update

- (1) We have obtained all required permits from the Town of Coupeville. These include the Certificate of Appropriateness, Letter of Exemption from Shoreline Substantial Development Permit, State Environmental Policy Act (SEPA) Determination of Non-Significance Mitigated, and Exemption from Critical Areas Report Requirements - Shoreline Exemption SE 111-19.
- (2) Application for Hydraulics Project Approval (HPA) from the Washington Department of Fish and Wildlife (WDFW) has been submitted and is under review. The Habitat Biologist, Paul Marczin, assigned to the project has recently asked to put the review process on hold to allow him more time for review. Doug agreed to do that, and we plan to meet in the near future to clear up any questions he may still have and get that permit issued.
- (3) The Washington Department of Natural Resources (DRN) does not need to issue a permit for this project as the Port of Coupeville is operating under Port Management Agreement No. 20-080022 with WDNR, which allows the Port of Coupeville to manage the state-owned aquatic lands where the wharf is located on behalf of DNR. Don Olmsted, the DNR Lands Agent for Coupeville, has asked that I submit a copy of the Joint Aquatic Resource Permit Application (JARPA) to DNR once the application is submitted to the USACE.
- (4) Doug has left several phone messages with Jerry Gregory, the USACE biologist responsible for Island County, regarding the submittal procedure for the JARPA and Town OF Coupeville permits. As soon as we hear back, the appropriate permits will be submitted to the USACE.
- (5) Department of Ecology (DOE) will review the project along with the USACE.

PORT OF COUPEVILLE

ISLAND COUNTY, WASHINGTON

RESOLUTION NO #268

A RESOLUTION of the Board of Commissioners of the Port of Coupeville, Island County, Washington, to appoint investment and auditing officers and rescind prior Resolution #257 with an effective date of January 1, 2020.

WHEREAS, there frequently exist in the accounts of the Port of Coupeville funds that are not required for immediate expenditures, and which the Board of Commissioners consider it prudent to invest in the manner prescribed by RCW 36.29.020, and

WHEREAS, the timing of such investments does not necessarily coincide with the regularly scheduled meetings of the Commission at which investments might be addressed and timely decisions could enhance investment returns, and

WHEREAS, RCW 42.24.080 requires that all claims presented to a municipal corporation for materials provided or services rendered shall be authenticated and certified by an elected or appointed auditing officer prior to payment, and

WHEREAS, the Board of Commissioners has retained the Bookkeeping and Accounting services of Dawn Wilson, Branch Business Services, Inc. and wishes to replace the previously designated Investment and Auditing Officers,

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port of Coupeville, Island County, Washington that Dawn Wilson of Branch Business Services, Inc., Washington and Chris Michalopoulos, Executive Director of the Port of Coupeville, Greenbank, Washington are hereby appointed Investment Officers for this Port, and are empowered to commit funds from the accounts of the Port for investment with the Island County Treasurer for such periods as they consider prudent in consideration of the obligation and expenditure requirements of the Port;

FURTHERMORE, the Board of Commissioners of the Port of Coupeville, Island County, Washington appoints Dawn Wilson of Branch Business Services, Inc., as Auditing Officer and Chris Michalopoulos, Port of Coupeville Executive Director as Alternate Auditing Officer; and Katie Wells, Port of Coupeville as Secondary Alternate Auditing Officer for the Port of Coupeville.

ADOPTED by the Board of Commissioners of the Port of Coupeville at the regular public meeting thereof held this 11th day of December 2019 and duly authenticated in open session by the signatures of the Commissioners being present and voting.

Port Resolutions No. 257 is hereby rescinded.

John Mishasek

Mohammad Mostafavinassab

David Day

Attest: This 11th day of December 2019

Chris Michalopoulos

