



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

**Wednesday December 11, 2019 at 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**

### **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, Danielle Vracin, Kellie Tormey, and Katie Wells were present.

**4. CHANGES TO AGENDA**

Commissioners agreed to move item 10.1 Introduction: Greenbank Marsh Working Group before item 9. Old Business and to move item 9.4 Action: Dawn Wilson of Branch Services, Inc. Contract before item 9.2 Action: Resolution #268 Auditing Officers / Signature Sheet.

**5. COMMISSIONER ACTION**

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



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

Voucher (warrant) numbers: 19-1201 through 19-1237 \$33,124.80

Payroll warrants: \$13,990.86

Electronic payments dates: (No voucher numbers needed) \$4,111.30

Total Payables: \$51,226.96

- B. Commissioner Mohammad Mostafavinassab moved to approve the Meeting Minutes of November 13. **Motion was seconded and passed unanimously.**

## 6. PUBLIC COMMENT

Lyla Snover, of Coupeville, commented that, due to changes in sign ordinance, they are having difficulties finding places to display their 26 snowmen in Coupeville. She requested consideration to place them along the wharf causeway.

Sarah Richards, of Coupeville, added to Lyla's comment, requesting that consideration be taken to placing the snowmen next year, if not this year. Executive Director Chris Michalopoulos stated that he would speak further with them regarding the display.

Meg Mishasek thanked the Port, merchants, and volunteers for a successful Holiday Market.

**The public comment section was closed.**

## 7. FINANCIAL UPDATE

### 7.1 Financial Update 2019 YTD

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

Ms. Carter discussed the Treasurer's Report and Coupeville Bond account with commissioners and executive director.

## 8. EXECUTIVE DIRECTOR REPORT

Executive Director Michalopoulos reported on the new Collections owner and lease progress at the Wharf.

Executive Director Michalopoulos reported on his meeting with Marian Mykowski, of Goosefoot in Bayview, and with Marianne Burr, of Coupeville.

Executive Director Michalopoulos discussed the interpretive signs and their placement at Greenbank Farm. Repairs made at Greenbank Farm and the Wharf were also reported.



Executive Director Michalopoulos discussed a possible Greenbank Farm survey to obtain information on recreation area land.

Executive Director Michalopoulos reported on the WPPA Small Ports Conference, stating that he will send his notes to the commissioners.

#### 10.1 Introduction: Greenbank Marsh Working Group

Barbara Bennett, of Holmes Harbor Estates, discussed the Greenbank Marsh Working Group, noting the essential need for shoreline restoration and that the group is currently in the research phase. Ms. Bennett also noted that the group would like a representative from the Port to attend meetings; Commissioner Mostafavinassab agreed to represent the Port.

### 9. OLD BUSINESS

#### 9.1 Discussion: Wharf Rehabilitation Project Update

Executive Director Michalopoulos discussed and gave updates on the wharf rehabilitation project.

#### 9.4 Action: Dawn Wilson of Branch Services, Inc. Contract

Commissioner Mishasek moved to approve the contract for Dawn Wilson of Branch Business Services, Inc. **Motion was seconded and passed unanimously.**

#### 9.2 Action: Resolution #268 Auditing Officers / Signature Sheet

Commissioner Mishasek moved to approve Resolution #268. **Motion was seconded and passed unanimously.**

#### 9.3 Action: Donna Carter and Associates Engagement Letter

Commissioner Mishasek moved to approve Donna Carter and Associates letter of engagement for consultation services in the 2020 year. **Motion was seconded and passed unanimously.**

### 10. NEW BUSINESS

#### 10.2 Introduction: Option of Second Monthly OPM

Commissioners and Executive Director Michalopoulos discussed the possibility of holding a second monthly open public meeting. The possibility of evening meetings and more interaction with the public were noted.

#### 10.3 Introduction: Election of Officers 2020

Commissioner Day discussed and made suggestions to the rotation of board officers.



#### 11. PRESIDING OFFICER'S REPORT

Commissioner Mishasek reported an update on the Broadband Feasibility Study.

#### 12. COMMITTEE REPORTS

No IRTPO meeting was held.

#### 13. COMMISSIONER DISCUSSION


The commissioners discussed an Executive Director performance review.

Commissioners and Executive Director Michalopoulos discussed a public hearing for dog-walkers, possibly held at the end of the first quarter after a survey had been distributed and data collected. Commissioner Mishasek asked that a draft of the survey about the use of the Recreational Area be circulated with the commissioners prior to its use.

#### 14. ADJOURN

The meeting adjourned at 1:00 p.m.

*The Board of Commissioners approved the foregoing Minutes on January 8, 2020.*



David Day                      John Mishasek                      Mohammad Mostafavinassab

**Next regular meeting: Wednesday, January 8, 2020, 10 AM at Jim Davis House, 765 Wonn Road Suite E, 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](http://www.portofcoupeville.org)  
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