



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 March 11th, 2020 10 AM at 765 Wonn Road, 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**

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 (February), Payroll, and Vouchers.

- 6. Special Presentation:** Jim Blumenthal - Financial Lending Options

7. 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.*

8. FINANCIAL UPDATE

8.1 Financial Update

9. EXECUTIVE DIRECTOR REPORT

10. OLD BUSINESS

- 10.1 Discussion: Coupeville Wharf Stove Pipe Replacement
- 10.2 Discussion: Wharf Rehabilitation Project Update
- 10.3 Discussion: Greenbank Farm Survey Update
- 10.4 Discussion: Broadband Feasibility Study Update
- 10.5 Discussion: Solar Pea Patch Update
- 10.6 Action: Resolution #272 Port of Coupeville Amended Bylaws
- 10.7 Action: Approval MSA Mammal Monitoring Contract

11. NEW BUSINESS

- 11.1 Action: Resolution #270 Coupeville Wharf RCEDF Grant Application
- 11.2 Action: Resolution #271 Greenbank Farm RCEDF Grant Application

12. PRESIDING OFFICER'S REPORT

13. COMMITTEE REPORTS

14. COMMISSIONER DISCUSSION

15. ADJOURN

Next regular meeting: Wednesday, April 8th, 2020, 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

3.2.2020/V2



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REGULAR MEETING OF THE BOARD OF COMMISSIONERS

**Wednesday February 12, 2020 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 Dawn Wilson, Kellie Tormey, Danielle Vracin, and Katie Wells were present.

4. CHANGES TO AGENDA

The commissioners agreed to add 13.1 Executive Session to Item 13 Commissioner Discussion.

5. COMMISSIONER ACTION

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

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

| | |
|--|--------------------|
| Voucher (warrant) numbers: 20-0201 through 20-0223 | <u>\$22,949.72</u> |
| Payroll warrants: | <u>\$14,510.24</u> |
| Electronic payments dates: (No voucher numbers needed) | <u>\$4,133.86</u> |
| Total Payables: | <u>\$41,593.82</u> |

B. Commissioner David Day moved to approve the Meeting Minutes of January 8, 2020. **Motion was seconded and passed unanimously.**

6. PUBLIC COMMENT

- Tiffany Cortez, of Clinton, commented on the replacement of the stove pipe at The Cove restaurant at the Wharf.

The public comment section was closed.

7. FINANCIAL UPDATE

7.1 Financial Update

Accountant Dawn Wilson shared two reports: profit-loss and budget-vs.-actual. The Commissioners, Executive Director Chris Michalopoulos, and Ms. Wilson discussed the potential need for a bond. Commissioner Day stated there is a significant gap between total utilities paid by the port and tenant reimbursements for utilities.

8. EXECUTIVE DIRECTOR REPORT

Executive Director Chris Michalopoulos shared his monthly report and answered questions.

9. NEW BUSINESS

9.1 Introduction: Marianne Burr Presentation

Marianne Burr presented three options regarding off-leash dogs at Greenbank Farm to the Commissioners, discussing the potential costs of each. Kellie Tormey noted the need to comply with Island County Law.

9.2 Discussion: Wharf Rehabilitation Project Update

Commissioners and Executive Director Michalopoulos discussed the Wharf Rehabilitation Project.

9.3 Discussion: Greenbank Farm Survey

Kellie Tormey presented the Greenbank Farm Survey to the Commissioners, which is designed to provide information regarding land use and recreation at Greenbank Farm. Ms. Tormey noted that the survey will be launched through the Port's e-newsletter and her intent to distribute Island-wide.

9.4 Discussion: Broadband Feasibility Study Update

Commissioner Mishasek discussed the broadband feasibility study.

9.5 Discussion: Open Public Meeting Strategy

Commissioner Day made a motion to add a second Open Public Meeting per month, the motion was seconded for discussion by Commissioner Mishasek. The discussion exposed the need for a change in by-laws and so the motion to add a second meeting was tabled by unanimous agreement.

9.6 Discussion: Solar Pea Patch Update

Executive Director Michalopoulos noted that the Port is still waiting on information from PSE.

10. OLD BUSINESS

10.1 Introduction: Coupeville Wharf Stove Pipe Replacement

A discussion regarding the Stove Pipe at the wharf was held. The discussion resulted in the commissioners requesting staff look into alternatives for heating that space on the wharf.

10.2 Introduction: Coupeville Wharf Float Repair

The Commissioners and Executive Director Michalopoulos discussed bids and timeline for repairing the damaged float at the Coupeville Wharf. Commissioner Mostafavinassab motioned to approve the spending of up to \$22,000 for dock repair, with the caveat that work be completed by MusselFest. **Motion was seconded and passed unanimously.**

10.3 Discussion: Procedures and Policies

The Commissioners discussed the need for additional policies and procedures.

10.4 Discussion: CR&M Updated Schedule

Executive Director Michalopoulos discussed the updated CR&M schedule with the Commissioners.

11. PRESIDING OFFICER'S REPORT

Commissioner Mostafavinassab thanked the Port staff for their work on grants and securing grant funding.

12. COMMITTEE REPORTS

Commissioner Mostafavinassab discussed his meeting with IRTPO.

Commissioner Mishasek discussed his meeting with the Council of Governments. He mentioned a presentation by Whidbey Health that they are not currently accredited but plan to seek accreditation. He also discussed a Climate Conversation workshop that took place in Langley that was discussed at the COG Meeting.

13. COMMISSIONER DISCUSSION

No further discussion was held.

13.1 Executive Session

An Executive Session was called at 12:55 p.m. to discuss matters relating to litigation or potential litigation (RCW 42.30.110i). The Session ended at 1:05 p.m.

Commissioner Mishasek motioned for Executive Director Michalopoulos to execute Enduris' recommendation on the matter discussed in the Executive Session. **Motion was seconded and passed unanimously.**

14. ADJOURN

The meeting adjourned at 1:07 p.m.

The Board of Commissioners approved the foregoing Minutes on (March 11, 2020).

David Day

John Mishasek

Mohammad Mostafavinassab

Next regular meeting: Wednesday, March 11, 2020, 10 AM at Jim Davis House, 765 Wonn Road Ste. E, 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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2.24.20/V6



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2.24.20/V6



**EXECUTIVE DIRECTOR REPORT
PORT OF COUPEVILLE
Month of February 2020**

The following is a general summary of my activity:

Administration:

Danielle will be leaving after Musselfest returning March 30th. She will be switched to an hourly wage starting March 1, 2020. This position is best served on an hourly basis due to its seasonality. We already have a strong, experienced and full wharf team for this year!

Lawrence is coming back as a dock hand this year.

Brad will act as Assistant Wharf Manager on Danielle's days off, which is Tuesday/Wednesdays.

Kellie Tormey will be leaving the Port May 1st and temporarily moving to Canada till mid-October. We are planning on having her do some work remotely like last year. More details to follow.

POC General Business:

The small back office has been cleaned out and painted. This may be utilized as a rentable space for small meetings, or a leased office space. We already have two people interested in leasing the space.

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

- 2/4 – Meeting with Penn Cove Taproom owner Mitch Aparicio and Anacortes Chamber of Commerce Events Coordinator Bridget to learn about executing a Brewfest at the Greenbank Farm.
- 2/4 – Meeting with Danielle Vracin to discuss winter projects and staffing, as well as setting up office in Collections Building.
- 2/5 – Meeting with David Day to discuss Board opportunities and ED needs.
- 2/5 – Attended Coupeville Chamber of Commerce Board Meeting.
- 2/14 –CHWA Design Committee meeting. Discussed next phase of wharf entryway project.

- 2/18 – Meeting with Kellie Tormey and Danielle Vracin to discuss future wharf grants, timing and strategy.
- 2/20 – Meeting with Joe Gunn of Whidbey Pies to discuss Barn B lease and leasing options.
- 2/20 – Attended CHWA quarterly meeting. Discussed ELNHR grant recipients, wharf progress, and wharf entryway progress.
- 2/24 - Meeting with Jason Benson and Kristen of ELNHR to review grant standards and discuss timing of grant spend.
- 2/28 – Attended and worked Coupeville Chamber annual meeting Casino Night. Committed to another term serving on the Board.

Leases:

Whidbey Pies Barn B lease is ending April 30th. I have met with Joe and Tawny to discuss options. I have communicated to them their lease amounts will stabilize at their 3-year max projected amount if they renew a 3 or 5-year lease agreement.

Funding:

The RCEDF Grant application opened. We are applying for two major projects:

- A \$200,000 ask to replace the fire suppression system on the Wharf.
- A \$85,000 ask to replace the Greenbank Farm septic system.

We are applying for an ELNHR grant to support a new roof on the Collections building. Danielle sought three (3) bids, all with cedar shake.

Kellie, Danielle and I met to discuss options for an RCO grant to enhance boater facilities at the Wharf. This could be applied to new dock floats, or enhanced bathroom & restroom facilities. Due to timing, cost of near future projects and readiness to proceed factors, we are going to delay the RCO grant till 2022.

The WA State Preservation Grant contract is signed, and we have submitted our vendor application with the state. We must spend the funds by June 30th, 2021. Timing is going to be vital with the pile/cap project.

Coupeville Wharf:

Contract with AMO Construction was executed and work began on Monday March 2nd and finished Thursday the 6th. There was considerable damage and dry rot through the middle section and could be seen in adjoining sections. Life span of the current dock, depending on future storm activity, is 1-3 years, so we will be looking for grants next year or early 2022.

Contract with Marine Surveys and Assessments is queued up for the two marine mammal reports. The in-water monitoring is on hold until we hear from the USACOE.

Follow up was made with both the Department of Ecology and the USACOE's. We are waiting to hear back on progress of the permits. The WA Department of Fish and Wildlife has approved all permits. It is down to the final two permitting agencies.

Greenbank Farm:

Spraying for Powder Post Beetle in Barn A & C finished up its second of three years. It takes spraying in February, three years in a row, to make sure we capture their annual exit from the bore holes.

Brian and I started planning the new fence line west of the Growing Vets and Dorcas Ag areas. We will utilize (first) the \$2000 donation made earlier this year before dipping into the budgeted funds. We will be using round wooden 8' posts every 50' with four (4) T-posts every 10' between them. We are slotted to finish by April 30th.

Kim from Salty Acres is again looking to lease the remaining Ag land South of their current plot down to the Pea Patch. She is looking to expand and grow a specific type of Elderberries. We may be creating a new history going from Loganberries to Elderberries! Kim has plowed several areas to determine soil quality. Her first impression is the soil needs natural fertilization but is otherwise in excellent very good condition.

I utilized the remainder of the solar grant fund for the Barn A electrical work needed to connect the reserve heating strips.

2.3.2020/V4

PORT OF COUPEVILLE

ISLAND COUNTY, WASHINGTON

RESOLUTION NO. 272

A RESOLUTION of the Board of Commissioners of the Port of Coupeville, Island County, Washington, adopting an amendment to the Bylaws of the Port of Coupeville establishing an additional monthly Open Public Meeting time and place. Port of Coupeville Resolution NO. 230 is hereby rescinded.

WHEREAS, the Port of Coupeville is a special purpose district established under the laws of the State of Washington, and

WHEREAS, the Board of Commissioners of the Port of Coupeville meets in sessions open to the public on a regular monthly basis, and, when appropriate, also meets in open public sessions for special purposes, and

WHEREAS, the time and place of regular monthly public meetings will be established by the Bylaws of the Port in accordance with the law of the State of Washington (RCW 42.30.070), and notice of these meetings given to the public and, additionally, notice filed on or before January of each year for publication in the Washington State Register in accordance with the law of the State of Washington (RCW 42.30.075), and

WHEREAS, the time and place of special meetings of the Board of Commissioners will be given to the public in accordance with the law of the State of Washington (RCW 42.30.080),

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port of Coupeville that Article V c) of the Bylaws of the Port of Coupeville be amended in its entirety to read:

c) All regular monthly public meetings of the Board of Commissioners will be held on the second and fourth Wednesday of every month. The first monthly regular public meeting shall start at 10 am and alternate between the Masonic Lodge, 804 Main Street North, Coupeville, WA and Jim Davis House, Greenbank Farm, Greenbank, WA, or at such other place designated by the President of the Board of Commissioners, subject to all notice requirements as provided by the RCW. The second monthly regular public meeting shall be held at 5:30 pm, at the Jim Davis House, Greenbank Farm, Greenbank, WA. Special meetings of the Board of Commissioners will be held at times and places as may be designated by the President of the Board of Commissioners, subject to public notice requirements as provided by the law of the State of Washington.

ADOPTED by the Board of Commissioners of the Port of Coupeville at the regular public meeting thereof held this 11th day of March 2020 and duly authenticated in open session by the signatures of the Commissioners being present and voting.

Mohammad Mostafavinassab

David Day

John Mishasek

Attest: This 11th day of March 2020

Chris Michalopoulos, Executive Director

PORT OF COUPEVILLE

ISLAND COUNTY, WASHINGTON

RESOLUTION NO. 270

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF PORT OF COUPEVILLE WASHINGTON, AUTHORIZING SUBMISSION OF AN APPLICATION FOR A RURAL COUNTY ECONOMIC DEVELOPMENT FUND GRANT IN THE APPROXIMATE AMOUNT OF \$200,000.00 FOR THE COUPEVILLE WHARF FIRE SUPPRESSION PROJECT.

WHEREAS, Rural County Economic Development Funds (RCEDF) are available to support construction projects in furtherance of economic development; and

WHEREAS, the Port of Coupeville desires to replace the fire suppression system at the Coupeville Wharf; and

WHEREAS, the RCEDF Project represents a commitment of resources toward enhancing the vitality of the wharf and expansion of economic and employment opportunities of Island County, together with increased tax revenues; and

WHEREAS, in the event the application for RCEDF funding is approved, and the grant is accepted by the Port of Coupeville, the Port of Coupeville will comply with all applicable federal and State requirements in regard to environmental impact of the project; and

WHEREAS, the project will not result in the transfer/relocation of jobs from one part of the state of Washington to another; and

WHEREAS, the matching portion of the grant is minimum of 10% of the project amount; and

WHEREAS, the Port of Coupeville finds that an application should be submitted for consideration by RCEDF, and that such submission will promote economic development within Island County.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Port of Coupeville, Washington, as follows:

1. That the Executive Director, or his/her designee, is hereby authorized to apply to the Island County Commissioners, for and on behalf of the Port of Coupeville, for RCEDF funding in the approximate amount of \$200,000.00 for the RCEDF Project; and

2. That the Executive Director is hereby further authorized to provide such additional information as may be necessary to secure approval of such application; and
3. That, in the event such application is approved, the President of the Board of Commissioners for the Port of Coupeville is authorized to enter into an agreement for such funding; and
4. That this Resolution shall be effective upon passage and signatures heron in accordance with law.

PASSED this 11th day of March 2020.

Mohammad Mostafavinassab Commissioner

John Mishasek Commissioner

David Day Commissioner

ATTEST:

Chris Michalopoulos Executive Director

PORT OF COUPEVILLE
ISLAND COUNTY, WASHINGTON
RESOLUTION NO. 270

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF PORT OF COUPEVILLE WASHINGTON, AUTHORIZING SUBMISSION OF AN APPLICATION FOR A RURAL COUNTY ECONOMIC DEVELOPMENT FUND GRANT IN THE APPROXIMATE AMOUNT OF \$200,000.00 FOR THE COUPEVILLE WHARF FIRE SUPPRESSION PROJECT.

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WHEREAS, the RCEDF Project represents a commitment of resources toward enhancing the vitality of the wharf and expansion of economic and employment opportunities of Island County, together with increased tax revenues; and

WHEREAS, in the event the application for RCEDF funding is approved, and the grant is accepted by the Port of Coupeville, the Port of Coupeville will comply with all applicable federal and State requirements in regard to environmental impact of the project; and

WHEREAS, the project will not result in the transfer/relocation of jobs from one part of the state of Washington to another: and

WHEREAS, the matching portion of the grant is minimum of 10% of the project amount; and

WHEREAS, the Port of Coupeville finds that an application should be submitted for consideration by RCEDF, and that such submission will promote economic development within Island County.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Port of Coupeville, Washington, as follows:

1. That the Executive Director, or his/her designee, is hereby authorized to apply to the Island County Commissioners, for and on behalf of the Port of Coupeville, for RCEDF funding in the approximate amount of \$200,000.00 for the RCEDF Project; and

2. That the Executive Director is hereby further authorized to provide such additional information as may be necessary to secure approval of such application; and

3. That, in the event such application is approved, the President of the Board of Commissioners for the Port of Coupeville is authorized to enter into an agreement for such funding; and

4. That this Resolution shall be effective upon passage and signatures heron in accordance with law.

PASSED this 11th day of March 2020.

Mohammad Mostafavinassab Commissioner

John Mishasek Commissioner

David Day Commissioner

ATTEST:

Chris Michalopoulos Executive Director

PORT OF COUPEVILLE
ISLAND COUNTY, WASHINGTON
RESOLUTION NO. 271

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF PORT OF COUPEVILLE WASHINGTON, AUTHORIZING SUBMISSION OF AN APPLICATION FOR A RURAL COUNTY ECONOMIC DEVELOPMENT FUND GRANT IN THE APPROXIMATE AMOUNT OF \$87,000.00 FOR THE GREENBANK FARM BARN A SEPTIC TANK PROJECT.

WHEREAS, Rural County Economic Development Funds (RCEDF) are available to support construction projects in furtherance of economic development; and

WHEREAS, the Port of Coupeville desires to replace the Barn A septic system at the Greenbank Farm; and

WHEREAS, the RCEDF Project represents a commitment of resources toward enhancing the vitality of the Greenbank Farm and expansion of economic and employment opportunities of Island County, together with increased tax revenues; and

WHEREAS, in the event the application for RCEDF funding is approved, and the grant is accepted by the Port of Coupeville, the Port of Coupeville will comply with all applicable federal and State requirements regarding environmental impact of the project; and

WHEREAS, the project will not result in the transfer/relocation of jobs from one part of the state of Washington to another: and

WHEREAS, the matching portion of the grant is minimum of 10% of the project amount; and

WHEREAS, the Port of Coupeville finds that an application should be submitted for consideration by RCEDF, and that such submission will promote economic development within Island County.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Port of Coupeville, Washington, as follows:

1. That the Executive Director, or his/her designee, is hereby authorized to apply to the Island County Commissioners, for and on behalf of the Port of Coupeville, for RCEDF funding in the approximate amount of \$85,000.00 for the RCEDF Project; and

2. That the Executive Director is hereby further authorized to provide such additional information as may be necessary to secure approval of such application; and

3. That, in the event such application is approved, the President of the Board of Commissioners for the Port of Coupeville is authorized to enter into an agreement for such funding; and

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PASSED this 11th day of March 2020.

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