

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 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 Musseltest. **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

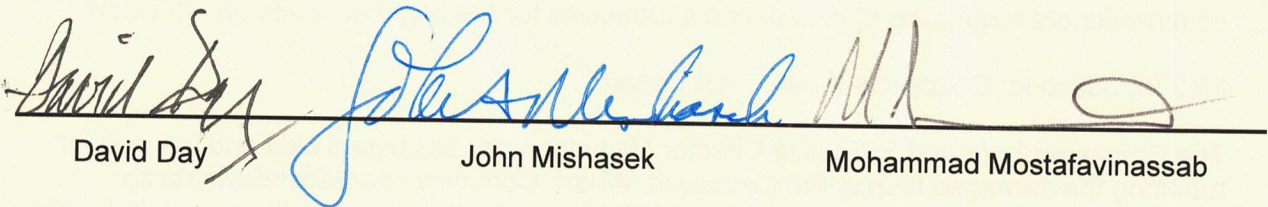
An Executive Session was called at 12:55 p.m. to discuss matters relating to litigation or potential litigation (RCW 42.30.110i). The Session ended at 1:05 p.m.

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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