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REGULAR MEETING OF THE BOARD OF COMMISSIONERS

**Wednesday January 8th, 2020 at 10 AM at Jim Davis House, 765 Wonn
Road, 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 Dawn Wilson, and Katie Wells were present.

3.1 Election of 2020 Officers / Committee Assignments

Commissioner Mohammad Mostafavinassab was nominated for President. Commissioner David Day was nominated for Vice President. Commissioner John Mishasek was nominated for Secretary. Commissioner Day moved to approve the nominations. **Motion was seconded and passed unanimously**

4. CHANGES TO AGENDA

Commissioners agreed to move agenda item 9.1 Solar Array Presentation to follow agenda item 7.2 Changes in Family Medical Leave Act and Salaries Overtime, prior to the Executive Director Report.

5. COMMISSIONER ACTION

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

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

Voucher (warrant) numbers: 20-1001 through 20-1027	<u>\$31,623.55</u>
Payroll warrants:	<u>\$17,620.37</u>
Electronic payments dates: (No voucher numbers needed)	<u>\$8,823.94</u>
Total Payables:	<u>\$58,067.86</u>

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

6. PUBLIC COMMENT

- Marianne Burr, of Coupeville, called attention to setting a precedent of approving commissioner expenditures.
- Gerald Swanson, of Greenbank, commented on the success of the holiday season and thanked the Port for their support in the Holiday Market. He also expressed concern regarding the heater in Barn A with the upcoming freezing temperatures.

The public comment section was closed.

7. FINANCIAL UPDATE

7.1 Financial Update 2019 YTD

Accountant Dawn Wilson shared two reports: profit-loss and budget-vs.-actual.

7.2 Changes in Family Medical Leave Act and Salaries Overtime

Ms. Wilson, Executive Director Michalopoulos, and Commissioners discussed the changes in the state's Family Medical Leave Act and the Salaries Overtime law.

9.1 Introduction: Solar Array Presentation

Linda Irvine, from Island Community Solar, and Kelly Keilwitz, from Whidbey Wind and Sun, presented future options for Greenbank Farm's Solar Community Project, which ends June 30,

2020. Commissioners will revisit the topic after further discussion with PSE regarding future possibilities and capabilities.

8. EXECUTIVE DIRECTOR REPORT

Executive Director Chris Michalopoulos answered questions about his monthly report.

9. NEW BUSINESS

9.2 Action: Resolution #269 Transfer Security Funds Collections Boutique

Commissioner Mishasek motioned to approve Resolution #269 Transfer Security Funds Collections Boutique. **Motion was seconded and passed unanimously.**

10. OLD BUSINESS

10.1 Discussion: Open Public Meeting Strategy

Commissioners continued their discussion regarding the need and benefits of a second monthly public meeting.

10.2 Discussion: Wharf Rehabilitation Project Update

Executive Director Michalopoulos and Commissioners discussed the wharf rehabilitation project.

10.3 Discussion: Greenbank Farm Survey

Executive Director Michalopoulos shared the Greenbank Farm Survey created by Kellie Tormey with Commissioners. Survey purpose, questions, delivery methods, and analysis methods were discussed. Commissioners will provide additional feedback after further review.

11. PRESIDING OFFICER'S REPORT

Commissioner Mostafavinassab had nothing to report.

12. COMMITTEE REPORTS

Commissioners Mishasek and Commissioner Mostafavinassab committee meetings in December were cancelled.

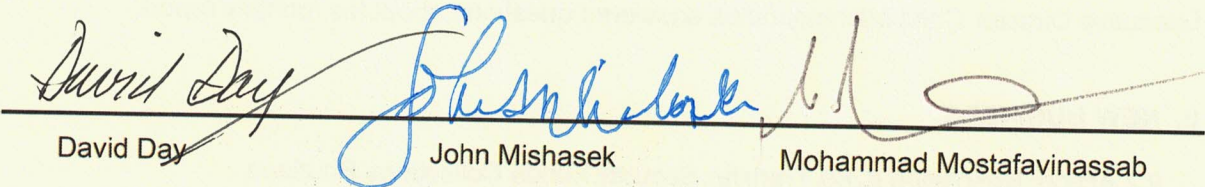
13. COMMISSIONER DISCUSSION

Commissioner Day suggested that commissioners determine two topics or policies to discuss at the next meeting that were worthy of discussion over the upcoming months.

14. ADJOURN

The meeting adjourned at 12:17 p.m.

The Board of Commissioners approved the foregoing Minutes on (TBD).


David Day John Mishasek Mohammad Mostafavinassab

Next regular meeting: Wednesday, February 12, 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
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