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## **REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

**Wednesday September 9th, 2020 10 AM Via ZOOM Conference Call**

**Please Call in Using the Link/Credentials Below:**

**Join ZOOM via Internet:** <https://us04web.zoom.us/j/4715329291>

**Dial In By Phone: +1 669 900 6833**

**Meeting ID: 471 532 9291**

**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**

**3. PLEDGE OF ALLEGIANCE**

**4. ROLL CALL**

Commissioner David Day, Commissioner John Mishasek, Commissioner Mohammad Mostafavinassab, Executive Director Chris Michalopoulos, and Accountant Dawn Wilson were present.

**5. CHANGES TO AGENDA**

Item 8.2 was moved to 10.7.

**6. COMMISSIONER ACTION**

6.1 Approval of Minutes (August 12th Regular Meeting, August 26th Regular Meeting), Payroll, and Vouchers.



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

Voucher warrant numbers: 20-0901 through 20-0905 and 20-0907

through 20-0929

\$76,854.29

Payroll warrant number: 20-0930 through 20-0935

\$15,280.35

Electronic payments dates: (No voucher numbers needed)

\$4,464.88

Total Payables: \$96,599.52

- B. Commissioner David Day moved to approve the Meeting Minutes of August 12th Regular Meeting and August 26th Regular Meeting. **Motion was seconded and passed unanimously.**

## 7. PUBLIC COMMENT

Marianne Burr of Coupeville stated she had trouble logging into the meeting, and, expressed concern over the current lack of fire suppression at the wharf due to the busted pipe.

## 8. FINANCIAL UPDATE

### 8.1 Financial Update

Accountant Dawn Wilson discussed the profit-loss and budget-vs.-actual reports with Commissioners and answered questions.

## 9. EXECUTIVE DIRECTOR REPORT

Executive Director Chris Michalopoulos shared his report with Commissioners and answered questions.

## 10. OLD BUSINESS

### 10.1 Action: Line of Credit Strategy

Commissioners discussed line-of-credit options and associated fees with James Blumenthal. The Commissioners asked James Blumenthal to assemble three bids for a line of credit in the amount of \$1 million.

### 10.2 Discussion: Wharf Rehabilitation Project Update Phase 1



Executive Director Michalopoulos introduced Kelly LaFave to answer questions about Phase 1 of the pile/cap project. The Commissioners asked Kelly to assemble a Proposal to be both the Engineer and Project Manager on the wharf rehabilitation project.

#### 10.3 Discussion: Open Farm Office Space Update

Executive Director Michalopoulos discussed the open space in Barn C and possible lease of office space in the Jim Davis House.

#### 10.4 Discussion: Broadband Feasibility Study Update

Commissioner Mishasek provided an update on the broadband feasibility study.

#### 10.5 Discussion: COVID-19 Update

Executive Director Michalopoulos discussed the COVID impact and CARES grant with the Commissioners.

#### 10.6 Discussion: RCEDF Financial Support of EDC ADO

Commissioner Mishasek suggested each Port Commissioner get in contact with all Island County Commissioners to discuss their needs for the EDC ADO.

#### 10.7 2021 Budget

Executive Director Michalopoulos discussed the timeline leading up to the Budget Hearing on November 3<sup>rd</sup> and final approval on November 12<sup>th</sup>. Commissioner Day requested the Hearing be moved to Monday November 2<sup>nd</sup> and Commissioner Mostafavinassab requested it be moved to 6 P.M. The Special Meeting/Hearing will be moved to November 2<sup>nd</sup> at 6 P.M.

### 11. NEW BUSINESS

#### 11.1 Action: Hiring of Community & Administrative Specialist.

Executive Director Michalopoulos discussed plans to hire a 30-hour per week staff person to conduct daily office tasks and take over events and medium value projects.

### 12. PRESIDING OFFICER'S REPORT

Commissioner Mostafavinassab had nothing to report.

### 13. COMMITTEE REPORTS

Commissioner Mostafavinassab reported that there was no July IRTPO meeting.

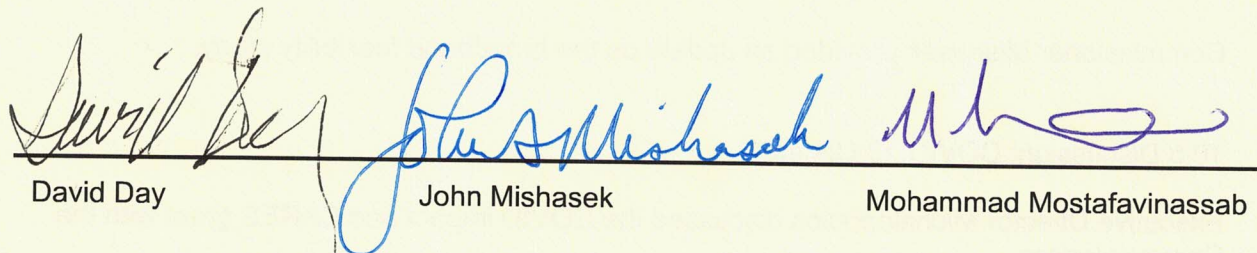
Commissioner Mishasek discussed his meeting with the Council of Governments.



#### 14. ADJOURN

The meeting adjourned at 12:24 p.m.

*The Board of Commissioners approved the foregoing Minutes on October 14, 2020.*



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David Day                      John Mishasek                      Mohammad Mostafavinassab

**Next regular meeting: Wednesday, October 28, 2020, 6:00 PM Via ZOOM Conference Call**

**Please Call in or Participate Via the Link Below:**

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**9.14.2020/V2**