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REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Wednesday December 9, 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>

Passcode: TA2008

Dial In By Phone: +1 669 900 6833

Meeting ID: 471 532 9291

Passcode: 896163

MINUTES

- 1. WORK SESSION (9:45 – 10:00 AM):** 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 Community Administrative Specialist April Booth were present via ZOOM conference call.

5. CHANGES TO AGENDA

Commissioner David Day inquired if there was interest in adding a second public comment section to the agenda. No responses were received.

6. COMMISSIONER ACTION:

- 6.1 Approval of Minutes (November 11th Regular Meeting, November 25th Regular Meeting), Payroll, and Vouchers

- A. Commissioner John Mishasek moved to approve the Meeting Minutes of November 11th Regular Meeting and November 25th Regular Meeting. **Motion was seconded and passed unanimously.**

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

Voucher warrant numbers: 20-1201 through 20-1230 \$23,282.57

Payroll warrant number: 20-0930 through 20-0935 \$11,602.53

Electronic payments dates: (No voucher numbers needed) \$3,145.86

Total Payables: \$38,030.96

- 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 email them to the Port Executive Director prior to the meeting.*

Maryann Burr of Coupeville stated that it would be beneficial to have two public comments sections at each meeting to allow community input. Commissioner David Day made the motion to include two public comment sections at each Commissioner meeting. **Motion was seconded and passed unanimously.**

8. 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 Discussion: Wharf Rehabilitation Project Update Phase 1

Executive Director Chris Michalopoulos gave an update on the status of the wharf rehabilitation project.

10.2 Action: Resolution #268-A – Auditing Officer and Alternates

Executive Director Chris Michalopoulos discussed the processes and requirements for the audit process. Commissioner John Mishasek made the motion to approve Resolution #268-A assigning personnel to represent the Port of Coupeville during audits. **Motion was seconded and passed unanimously.**

10.3 Discussion: Platypus Custody Status

Executive Director Chris Michalopoulos gave an update on the custody of the Platypus boat.

11. NEW BUSINESS

11.1 Introduction: 2021 Officers and Committees

Commissioners discussed the 2021 board assignments and committee commitments.
Action assigned to the December 23, 2020 Commissioner meeting.

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Maryann Burr of Coupeville thanked the commissioners for implementing the two public comment sections for each meeting.

13. PRESIDING OFFICER'S REPORT

Commissioner Mostafavinassab had nothing to report.

14. COMMITTEE REPORTS

Commissioner Mostafavinassab noted the November IRTPO meeting was cancelled.

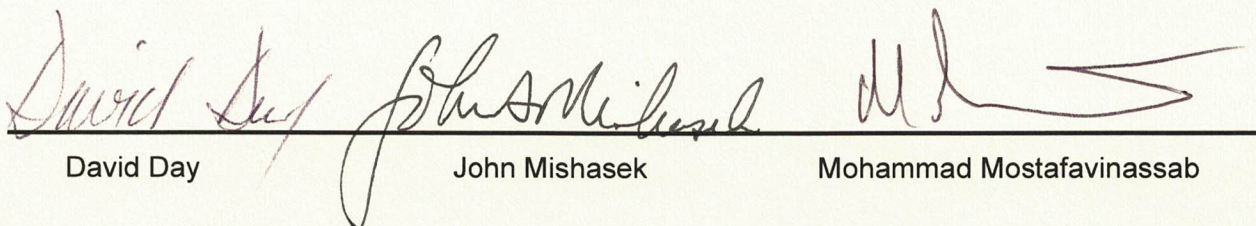
Commissioner John Mishasek noted he would give a COG report at a future date.

Commissioner David Day tasked the staff with producing an annual report on the state of the Port, targeting the end of January.

Commissioner John Mishasek asked that Commissioner discussion section be added to every meeting.

15. ADJOURN

The meeting adjourned at 11:27 AM.



David Day John Mishasek Mohammad Mostafavinassab

Next regular meeting: Wednesday, December 23rd, 2020, 6 PM Via ZOOM Conference Call

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Town of Coupeville – clerktreasurer@townofcoupeville.org

12.10.2020