



PO Box 128, Greenbank, WA 98253 // 765 Wonn Road, Greenbank
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REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Wednesday February 10th, 2021 10 AM Via ZOOM Conference Call
ZOOM Conference Will Be Used. Please Call in Using the
Link/Credentials Below:

Join ZOOM via Internet: <https://us02web.zoom.us/j/4715329291>
Passcode: TA2008

Dial in By Phone: +1 253 215 8782
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, Port Accountant Dawn Wilson, and Community Administrative Specialist April Booth were present via ZOOM conference call.

5. CHANGES TO AGENDA

No changes to the agenda. Executive Director Chris Michalopoulos noted that there are two presentations scheduled under New Business.

6. COMMISSIONER ACTION:

- 6.1 Approval of Minutes (January 13th Regular Meeting, January 27th Regular Meeting), Payroll, and Vouchers

- A. Commissioner John Mishasek moved to approve the Meeting Minutes of the January 13th Regular Meeting and January 27th Regular Meeting. **Motion was seconded and passed unanimously.**
- B. Commissioner David Day moved to approve the following vouchers, payroll, and electronic payment from January for payment. **Motion was seconded and passed unanimously.**

Voucher warrant numbers: 21-0201 through 21-0232	\$34,823.93
Payroll warrant number: 21-0233 through 21-0239	\$10,989.21
Electronic payments dates: (No voucher numbers needed)	<u>\$2,972.96</u>
Total Payables:	\$48,786.10

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.*

Maryanne Burr of Coupeville noted the discussion regarding MRSC & WPAA and the Board should take into consideration that memberships to statewide organizations that support ports are much cheaper than consulting your own attorney.

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 & Phase 2

Executive Director Chris Michalopoulos shared an update on the progress of the Wharf Rehabilitation progress.

10.2 Discussion: Line of Credit Policies for Executive Director

Executive Director Chris Michalopoulos discussed the need for developing a policy for line of credit usage by the Executive Director. **The Board discussed and tasked staff to develop a policy draft and present it to the board at the February 24th meeting.**

10.3 Discussion: COVID-19 Update – Lease Forgiveness Program

Executive Director Chris Michalopoulos noted the status of the Lease Forgiveness Program and reminded the Commissioners that we are still in a state of emergency until the board determines otherwise.

10.4 Discussion: Forever Ebey's Grant Application – 24 Front Street Façade

Executive Director Chris Michalopoulos gave an update on the 24 Front Street Façade project and the grant application.

10.5 Discussion: Industrial Development District Next Steps – PoPT Presentation Time

Executive Director Chris Michalopoulos shared research on the Industrial Development District. The board noted their support in speaking with a lawyer to further research eligibility.

11. NEW BUSINESS

11.1 Introduction: Island County Broadband Project Management – Janet St. Clair (11:30 AM)

Island County Commissioner Janet St. Clair presented an opportunity to partner with the Port of Coupeville on managing the Island County Broadband Project and utilizing .09 funds to support the project. Commissioner John Mishasek made the motion for the Port of Coupeville to seek a Rural County Economic Development Fund Grant and to be the Administrative Lead Entity for implementing Phase II of the broadband project in Island County. **Motion was seconded and passed unanimously.**

11.2 Introduction: Cove Café - Loretta Beaman Presentation (10:30 AM)

Loretta Beaman of Oak Harbor and owner of Coffee on the Cove presented to the board of commissioners her intention to purchase The Cove restaurant along with her future plans for both businesses.

12. PUBLIC COMMENT

There was no public comment.

13. PRESIDING OFFICER'S REPORT

Commissioner David Day had nothing to report.

14. COMMITTEE REPORTS

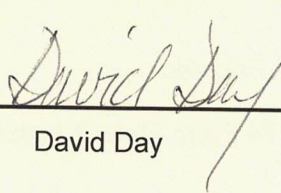
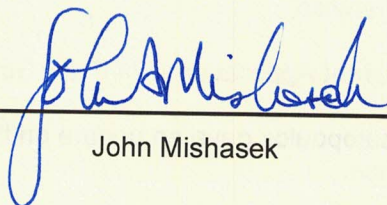

Commissioner David Day sent out notes from last week's special meeting of COG.

15. COMMISSIONER DISCUSSION

Commissioner John Mishasek noted this was a very good meeting. Commissioner David Day asked for an update on the shed roof at the wharf. Further discussion was had regarding agenda items for the next meeting.

16. ADJOURN

The meeting adjourned at 12:17 PM.


David Day
John Mishasek
Mohammad Mostafavinassab

Next regular meeting: Wednesday, February 24, 2021, 6 PM Via ZOOM Conference Call
Please Call in or Participate Via the Link Below:

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

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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

2.10.2021