



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

Wednesday April 14th, 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.

6. COMMISSIONER ACTION:

- 6.1 Approval of Minutes (March 10th Regular Meeting, March 24th Regular Meeting), Payroll, and Vouchers

- A. Commissioner Mohammad Mostafavinassab moved to approve the Meeting Minutes of the March 10th Regular Meeting and March 24th Regular Meeting. **Motion was seconded and passed unanimously.**
- B. Commissioner David Day moved to approve the following vouchers, payroll, and electronic payment from March for payment. **Motion was seconded and passed unanimously.**

Voucher warrant numbers: 21-0401 through 21-0427	\$21,463.45
Payroll warrant number: 21-0428 through 21-0437	\$14,775.24
Electronic payments dates: EFT 01 through EFT 06	<u>\$10,083.60</u>
Total Payables:	\$46,322.29

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.*

There was no public comment.

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: Industrial Development District Program – Strategic Outline

Jim Darling with Leeward Strategies and Holly Stafford with Chmelik Sitkin & Davis, gave a presentation on requirements, timeline, and strategies for the Port to move forward with an Industrial Development District.

10.2 Discussion: Holiday Paid Days and Vacation Pay (PTO) Policy Update

In follow-up to previous discussion, Executive Director Chris Michalopoulos presented a comparison of county, localities, and local ports for their paid time off policies for full and part-time regular employees. This does not include the Executive Director, which has PTO defined in their contract. Commissioner Mohammad Mostafavinassab made the motion to change the Port’s PTO policy to reflect: 0-3 years of employment accrues 8 hours/month, 4-8 years accrues 9.34 hours/month, 9-13 years accrues 10.67

hours/month, 14-19 years accrues 12.67 hours/month, and 20+ years accrues 13.34 hours/month. Motion was seconded. Commissioner Mohammad Mostafavinassab then made an amendment to reflect the revised PTO policy should be retro-active to January 1, 2021. **Motion to amend the original motion was seconded and passed unanimously. Motion to approve the updated policy was seconded and passed unanimously.**

10.3 Discussion: One Willow Farm Pilot Program Update

Executive Director Chris Michalopoulos gave a brief update on the status of One Willow Farm at Greenbank Farm.

11. NEW BUSINESS

11.1 Introduction: Hiring of PTE to Support Facilities Maintenance

Executive Director Chris Michalopoulos presented the intention to hire a part-time employee to support the Port's facilities and maintenance needs.

11.2 Action: Resolution 283 – Transfer Security Funds Turning Point LLC

Commissioner Mohammad Mostafavinassab motioned to approve Resolution #283 Transfer of Security Funds Turning Point LLC. **Motion was seconded and passed unanimously.**

12. PUBLIC COMMENT

Marianne Burr of Coupeville noted that the Industrial Development District is a better plan than a levy as the IDD allows the Port to spend funds only on those projects advertised to the public versus the LID allows the Port to spend funds on anything.

Loretta Beaman of Oak Harbor commented on the status of repairs to the restaurant located in the wharf, noting the conditions of the grease trap and the roof vent.

13. PRESIDING OFFICER'S REPORT

Commissioner David Day noted attending the Island County EDC presentation on the state of the economy.

14. COMMITTEE REPORTS

Commissioner David Day submitted a written report to the other commissioners and staff regarding his attendance at the COG meeting.

15. COMMISSIONER DISCUSSION

Commissioner David Day had a constituent email him to donate a bronze horse sculpture. Commissioner John Mishasek committed to running for his Commissioner seat again in 2021. Commissioner Mohammad Mostafavinassab noted that he is still undecided.

16. ADJOURN

The meeting adjourned at 12:17 PM.



David Day (May 16, 2021 10:14 PDT)



John S. Mishaek (May 14, 2021 10:59 PDT)



Mohammad Mostafavinassab (May 16, 2021 19:10 PDT)

David Day

John Mishaek

Mohammad Mostafavinassab

Next regular meeting: Wednesday, April 28, 2021, 6 PM Via ZOOM Conference Call

Please Call in or Participate Via the Link Below:

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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

4.14.2021v2












MINUTES POC MEETING APRIL 14 2021 v2

Final Audit Report

2021-05-17

Created:	2021-05-14
By:	April Booth (adminassistant@portofcoupeville.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAaLg2Fk8hrgTRc4mgEn_6IZLjyBHOuDR_

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