



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

Wednesday May 12th, 2021 6 PM 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 (5:45 – 6:00 PM):** 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 John Mishasek moved to approve the Meeting Minutes of the April 14th Regular Meeting and April 28th 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: 21-0501 through 21-0526	\$27,102.48
Payroll warrant number: 21-0527 through 21-0532	\$14,560.76
Electronic payments dates: EFT 01	\$ 3,906.04
Total Payables:	\$45,569.28

- 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: Wharf Phase 1 Update – Thompson Environmental

Doug Thompson of Thompson Environmental presented options for mitigation at the wharf.

10.2 Discussion: Wharf Entryway Project Update – Vickie Chambers of CHWA

Vicki Chambers with CHWA presented the landscape designs and repairs to the whale wheel for the entryway to the wharf.

10.3 Discussion: Industrial Development District Update:

- Draft Timeline of Key Accomplishments
- Draft Capital Finance Plan Version 2

- Findings Memorandum Feedback
- Communication Plan Update

Executive Director Chris Michalopoulos gave an update on the Industrial Development District. Commissioner David Day requested staff to provide binders of all materials to the Commissioners.

10.4 Action: Chmelik, Sitkin, & Davis Scope of Work Approval

Executive Director Chris Michalopoulos presented the engagement letter from Shmelik, Sitkin, & Davis. Commissioner John Mishasek made the motion for the Port of Coupeville to approve the engagement letter for Chmelik, Sitkin, & Davis for \$5,500 in estimated fees. **Motion was seconded and passed unanimously.**

11. NEW BUSINESS

11.1 Introduction: Laptop Comparison Table

Executive Director Chris Michalopoulos presented options for new laptops for Commissioners and the Executive Director. Commissioners determined there is urgency for Commissioner Mohammad Mostafavinassab to receive a new laptop, and this was an opportunity to test one to determine if it meets current needs.

12. PUBLIC COMMENT

Marianne Burr of Coupeville noted her appreciation for the work the Port is doing.

13. PRESIDING OFFICER'S REPORT

Commissioner David Day noted attending the Maritime Washington Heritage meeting.

14. COMMITTEE REPORTS

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

Commissioner John Mishasek discussed the WPPA Broadband funding and grants.

15. EXECUTIVE SESSION

To review the performance of a public employee (RCW 42.30.110)


Commissioners entered an executive session to assess the performance of a public employee. Upon return, they noted Commissioner David Day will meet with Executive Director Chris Michalopoulos to review the soon to expire employment contract. Once agreed upon, a vote will occur at a future meeting.


16. COMMISSIONER DISCUSSION

Commissioner John Mishasek spoke with former Commissioner William Bell and noted he may be moving back to the Greenbank area.

17. ADJOURN

The meeting adjourned at 8:49 PM.


David Day (Jun 23, 2021 16:10 PDT)


John S. Mishasek (Jun 23, 2021 17:02 PDT)


Mohammad Mostafavinassab (Jun 23, 2021 20:02 PDT)

David Day

John Mishasek

Mohammad Mostafavinassab

Next regular meeting: Wednesday, May 26, 2021, 6 PM Via ZOOM Conference Call

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5.13.2021/v1












MINUTES POC MEETING MAY 12 2021

Final Audit Report

2021-06-24

Created:	2021-06-23
By:	April Booth (adminassistant@portofcoupeville.org)
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