



PO Box 128, Greenbank, WA 98253 // 765 Wonn Road, Greenbank
Telephone: (360) 222-3151, Fax: (360) 222-3484

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Wednesday September 8th, 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 and Administrative Specialist Kelly Webb.

5. **CHANGES TO AGENDA**

No changes to the agenda.

6. **COMMISSIONER ACTION:**

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

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

- B. Commissioner David Day moved to approve the following vouchers, payroll, and electronic payment from **August** for payment. **Motion was seconded and passed unanimously.**

Voucher warrant numbers: 21-0901 through 21-0928	\$94,767.84
Payroll warrant number: 21-0929 through 21-0937	\$18,303.80
Electronic payments dates: (no voucher numbers needed)	<u>\$4,842.06</u>
Total Payables:	<u>\$117,913.70</u>

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.*

No public comment.

Executive Director Chris Michalopoulos received an email regarding broadband from Marianne Burr of Coupeville prior to the meeting.

8. FINANCIAL UPDATE

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

Dawn Wilson updated the Board on the current adoption of an ACH (Automated Clearing House) process to eliminate late fees for common, standing invoices that arrive after AP cut off, as well as paying stable reoccurring invoices.

9. EXECUTIVE DIRECTOR REPORT

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

Commissioner Mishasek inquired about the break in the ag line. Chris Michalopoulos commented on the age of the line and that it is being fixed in house. Commissioner Mishasek and Commissioner Day suggested alternate solutions for moving water. Chris Michalopoulos will investigate.

Commissioner Day asked about preparation for permitting on future projects. Chris Michalopoulos has a shovel ready plan that will be presented during the budget process.

10. OLD BUSINESS

10.1 Discussion: Industrial Development District Update

Executive Director Chris Michalopoulos discussed the updated presentation and attachments for the Open Public Hearing on September 22.

Commissioner Day asked if these funds can be used for Port staff salaries. Dawn Wilson has already inquired about this question and is waiting an answer.

10.2 Discussion: Wharf Fire Suppression Project Update

Executive Director Chris Michalopoulos provided a status update on the wharf fire suppression system installation. The Town of Coupeville has given permission for Commercial Fire to conduct pressure testing in October to complete this project.

10.3 Action: Resolution #285 Employee CBC Health Insurance Program

Executive Director Chris Michalopoulos presented Resolution #285 to approve the employee health benefits plan.

Commissioner Day asked to have ACH (Automated Clearing House) be defined in the Resolution. Chris Michalopoulos will update.

Commissioner Day made a motion to approve Resolution #285 with the addition of the ACH definition. Commissioner Mishasek seconded. No further discussion. Approved.

10.4 Action: Broadband Attachment Applicant Certification Approval.

Commissioner Mishasek asked that a greenhouse gas policy attachment to the construction grant application, which will be presented later in September, be approved. This is not a request for approval to apply for the grant but to approve the attachment.

Commissioner Mishasek made a motion to approve the attachment for potential future grant application. Commissioner Mostafavinassab seconded. No further discussion. Approved.

11. PUBLIC COMMENT

Marianne Burr of Coupeville sent an email regarding questions about the broadband project. She was comfortable that the discussion answered her questions but requested clarification of who Andrew is and his role in this process. She shared her concerns with the size of this project and the amount of time it could potentially take from Port staff.

Commissioner Mishasek explained that the Coupeville Wharf and the Port's constituents will benefit from this broadband project.

Commissioner Day and Chris Michalopoulos explained that Andrew is a paid consultant from the Port of Skagit of which the cost is 100% covered by the recently received RCEDF (.09) grant. The Port will also receive reimbursement for staff time supporting the project.

12. PRESIDING OFFICER'S REPORT

Commissioner David Day shared his attendance of the ILIO meeting and the discussion regarding Island forestry practices at the meeting.

13. COMMITTEE REPORTS




Commissioner Mishasek asked Commissioner Day about any progress outlined at the COG meeting. Commissioner Day explained the presentation was more of a statement of problem meeting than a progress report.

14. COMMISSIONER DISCUSSION

A last-minute email was received by Executive Director Chris Michalopoulos indicating NMFS has determined that the Port's permit for Wharf projects may move forward on a programmatic consultation basis.

15. ADJOURN

The meeting adjourned at 12:02 PM.

 David Day (Oct 14, 2021 09:09 PDT)	 JOHN S. MISHASEK (Oct 13, 2021 17:08 PDT)	 Mohammad Mostafavinassab (Oct 14, 2021 19:10 PDT)
David Day	John Mishasek	Mohammad Mostafavinassab

Next regular meeting: Wednesday, September 22nd, 2021, 6 PM Via ZOOM Conference. Two Public Hearings will follow starting at 7 PM. The Port of Coupeville Board of Commissioners are seeking public comment on the formation of an Industrial Development District and feedback to modify/update the Comprehensive Scheme of Harbor Improvements.

Please Call in or Participate Via the Link Below:

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United States Post Office – Coupeville & Greenbank, Washington
Whidbey News Times – editor@whidbeynewsgroup.com
Town of Coupeville – clerktreasurer@townofcoupeville.org

9.13.2021/V2











MINUTES POC MEETING SEPTEMBER 8 2021

Final Audit Report

2021-10-15

Created:	2021-10-13
By:	April Booth (adminassistant@portofcoupeville.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAPzg-tclnwJz8GV3z5CX9Ij9mHZ_Y81R

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✔ Agreement completed.

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