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## REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Wednesday October 13<sup>th</sup>, 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**

Moved Commissioner Action to after the Executive Director report. Executive Session was removed from the agenda.

6. **COMMISSIONER ACTION: MOVED TO AFTER EXECUTIVE DIRECTOR REPORT**

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.*



Total Payables: \$62,062.61

- b. Discussion: Commissioner Day asked the reason the line item 21-1029 was short \$500.00. It was determined it was an error and would be rectified in October.

## **10. OLD BUSINESS**

### 10.1 Discussion: Industrial Development District Update

Executive Director Michalopoulos shared and outlined changes in the timeline and dates of the IDD process found on the Port's website.

Commissioner Day asked about the timing of the approval process of the Comprehensive Scheme of Harbor Improvements. Executive Director Michalopoulos explained that, along with the budget, it will be discussed and public comment will be accepted at the Public Hearing on November 1<sup>st</sup>. Approval will take place on November 10<sup>th</sup>.

Commissioner Mishasek asked if we are meeting regulatory timelines for public comment. Executive Director Michalopoulos explained that we are actually going above and beyond the regulatory time frame and communication standards.

### 10.2 Discussion: Wharf Fire Suppression Project Update

Executive Director Michalopoulos provided a status update on the wharf fire suppression system installation and asked that the Commissioners provide comment whether the Port should close out Phase One of this project or continuing to an expanded Phase One which would include under Wharf fire suppression. Commissioners agreed that they wish to wrap up Phase One and work toward future research for expanding the under-wharf fire suppression system.

## **11. NEW BUSINESS**

### 11.1 Discussion: CSHI Draft Review

Executive Director Michalopoulos ran through the draft and discussed changes made and an approval date.

### 11.2 Discussion: 2022 Draft Budget Review

Port Accountant Dawn Wilson and Executive Director Michalopoulos discussed the Budget with the Commissioners, answered questions, and agreed upon adjustments to be made.

Commissioner Day commented that the Port should communicate that no rent increases are being charged. However, when the Port is no longer under a state of emergency (COVID) there may be a CPI increase to rents.

## **12. PUBLIC COMMENT**

No public comment.

## **13. PRESIDING OFFICER'S REPORT**

No Presiding Officer's Report

## **14. COMMITTEE REPORTS**

Commissioner Mishasek asked about COG and affordable housing. Commissioner Day clarified that nothing was specifically outlined.

Commissioner Mishasek discussed his Broadband meetings and the letters of support.




## 15. COMMISSIONER DISCUSSION

Commissioner Mishasek voiced his desire to have further discussion about Commissioner reimbursements/per diems. Executive Director Michalopoulos said he would put it on the agenda when the Commissioners are ready to discuss.

Commissioner Day asked if the Commissioners agreed with him being the point of contact for the airport. All Commissioners agreed.

## 16. ADJOURN

The meeting adjourned at 1:18 PM.

 David Day (Nov 10, 2021 16:40 PST)	 John S. Mishasek (Nov 11, 2021 08:51 PST)	 Mohammad Mostafavinassab (Nov 20, 2021 18:55 PST)
David Day	John Mishasek	Mohammad Mostafavinassab

**Next regular meeting: Wednesday, October 27th, 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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**10.19.2021/V3**











# MINUTES POC MEETING OCTOBER 13 2021 V3

Final Audit Report

2021-11-21

Created:	2021-11-10
By:	April Booth (adminassistant@portofcoupeville.org)
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