



PORT OF COUPEVILLE

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 June 8th, 2022, 10 AM Via ZOOM Conference Call as well as our physical meeting space at 765 Wonn Rd., Jim Davis House, Greenbank, WA 98253.

ZOOM Conference Will Be Used. Please Call in Using the Link/Credentials Below:

<https://us02web.zoom.us/j/4715329291?pwd=SnZFZmZocDBKd3dVYWNoNUpQcWRhdz09>

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 Patrick Kennedy, Executive Director Chris Michalopoulos, Port Accountant Dawn Wilson, Port Project Manager Kelly Webb, and Port Community Administrative Specialist Kristen Abraham

5. CHANGES TO AGENDA

Addition of agenda item 11. New Business - Introduction: Branch Business Services Contract

6. COMMISSIONER ACTION:

- 6.1 Approval of Minutes (May 11th Regular Meeting, May 25th Regular Meeting), and Vouchers.

Commissioner Day moved to approve the minutes of May 11th and May 25th.
Motion was seconded and passed unanimously.

- 6.2 Commissioner Mishasek moved to approve the following vouchers, payroll, and electronic payments from May for payment. **Motion was seconded and passed unanimously.**

Voucher warrant numbers: 22-0601 through 22-0625	\$28,820.49
Payroll warrant numbers: EFT-0601 through EFT-0602	\$21,135.11
Electronic voucher warrant numbers: EFT-0603 through EFT-0605	\$7,446.03
Total Payables:	<u>\$56,426.70</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

8. FINANCIAL UPDATE

- 8.1 Port Accountant Dawn Wilson gave an updated report. A Profit and Loss Budget Overview was provided to the Commissioners for reference. Ms. Wilson then answered the Commissioners questions regarding this overview.

9. EXECUTIVE DIRECTOR REPORT

- 9.1 Executive Director Michalopoulos provided a report for the month of May.
- The lighting project is moving forward and will probably be completed by end of August. As previously discussed, a contract has been signed to install more security cameras.

- Greenbank Farm has received over \$2500 in donations, including \$300 from Commissioner Kennedy, to enhance the playground and bring it up to code. They hope to be completed by the beginning of July.
- A promoter has expressed interest in holding a two-day concert at the Greenbank Farm in August; nothing has been confirmed as of the time of this meeting.

10. OLD BUSINESS

10.1 Discussion: Broadband Phase 2 Update

There is still no contract for the Broadband Phase 2 project.

10.2 Discussion: Wharf General Update (CR&M and Fire Suppression)

- Executive Director Michalopoulos discussed materials delays to complete the fire suppression system at the wharf. The system is 100% functional at this time.
- Project Manager Kelly Webb has been researching the viability of replacing the fuel tanks versus repairing them. Commissioner Mishasek recommended that we obtain references from the vendors.
- There was damage to the SUVA and a float was lost from a wind storm. Two claims have been filed.
- Wharf roof repairs will be performed in the fall; seismic stabilization will be performed in the winter.
- We have hired 2-D As-Built Imaging to create an updated as-built of the wharf building, which will give engineers the information they need to start projects.

11. NEW BUSINESS

11.1 Introduction: Branch Business Services Contract

Executive Director Michalopoulos asked the Commissioners to provide feedback on the Branch Business Services Contract so it could be reintroduced at the June 22nd meeting.

12. PUBLIC COMMENT

12.1 There was no public comment.

13. PRESIDING OFFICER'S REPORT

13.1 A brief discussion was held about the Port's grant reporting.

13.2 Commissioner Mishasek commended the Port Staff for maintaining the Port and Farm during the pandemic.

14. COMMITTEE REPORTS


14.1 Commissioner Day sent all his meeting reports.

15. COMMISSIONER DISCUSSION

- 15.1 Commissioner Day asked Project Manager Webb if she has had discussions with tenants about other businesses they would like to see. The tenants did not mention other businesses but are excited about events being planned.
- 15.2 Commissioner Day recommended that a plan be created for the future of the Greenbank Farm and recommended a workshop session regarding the Farm during the second meeting of the month starting in July. The other Commissioners agreed.

16. ADJOURN

The meeting adjourned at 12:07 PM.


David Day (Jul 14, 2022 08:24 PDT)


JOHN MISHASEK (Jul 13, 2022 16:48 PDT)


Patrick Kennedy (Jul 15, 2022 13:12 PDT)

David Day

John Mishasek

Patrick Kennedy

Next regular meeting: Wednesday, June 22nd, 2022, 6:00 PM Via ZOOM Conference as well as our physical meeting space at 765 Wonn Rd., Jim Davis House, Greenbank, WA 98253.

Please Call in or Participate Via the Link Below:

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

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