



# 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 August 10<sup>th</sup>, 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 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.**
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**

No changes.

#### 6. **COMMISSIONER ACTION:**

- 6.1 Approval of Minutes (July 13<sup>th</sup> Regular Meeting), and Vouchers.

Commissioner Kennedy moved to approve the minutes of July 13<sup>th</sup>. **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: 22-0801 through 22-0833	\$113,249.70
Payroll warrant numbers: EFT-0801 through EFT-0802	\$25,238.44
Electronic voucher warrant numbers: EFT-0803 through EFT-00805	\$8,588.41
Total Payables:	<u>\$147,076.55</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 financial report.
- 8.2 Some errors were discovered in the categorizations. Port Accountant Wilson and Executive Director Michalopoulos will review all categorizations.

## 9. EXECUTIVE DIRECTOR REPORT

- 9.1 Executive Director Michalopoulos provided a report for the month of July. Topics highlighted:
- We are behind in our facilities maintenance tasks, so we need to bring in a part-time person to help during the peak season.
  - Starting in September, there may be lapses in office coverage due to staff absences.
  - All security lighting has been completed at the Greenbank Farm. The rest of the fixtures should be installed in September. We have installed a remote alarm system for Barn A, which includes four cameras placed in various areas. The older cameras will be used at the Wharf.
  - We are in the process of redoing the highway signage for the Greenbank Farm.

- We are looking into installing a fiber optic cable at the Wharf, which currently has no internet coverage. This will allow for the ability to install a point-of-sale system and remote security camera and alarm system.
- We are continuing to monitor the restroom use at the Wharf. If we feel that the restrooms are being overused, we may designate one of the restrooms for café use only.

## **10. OLD BUSINESS**

### 10.1 Discussion: Broadband Phase 2 Update

Executive Director Chris Michalopoulos reported that there are currently two Internet Service Providers that submitted letter of Intent. Both are different in their offerings and would highly affect our procurement process once a contract is signed with the Public Works Board.

### 10.2 Discussion: Wharf General Update (CR&M, Sewer Line, Restrooms and Fire Suppression)

- Executive Director Chris Michalopoulos reported that we are ready to submit the emergency declaration permit to the US Army Corps of Engineers if we do not hear from Marine Fisheries Service.
- The entryway benches and whale wheel repair will start in the next thirty days.
- We are working on the repair of the floats.
- The gangway planks are coming loose and are being repaired in-house.
- The 2-D as-builts are almost complete. We are moving forward to get the roof repaired.
- We are waiting for the bid to replace the fuel tanks. Once approved, it will take at least a year to get new tanks manufactured and delivered.
- The assistant wharf manager will be out for at least three months, if not longer.

## **11. NEW BUSINESS**

### 11.1 Discussion: 2020 Re-Districting Research

Although there was a population increase since 2010, the distribution was even enough that no redistricting is necessary. The new definition has been posted to the website. Sammamish Data Systems, Inc. provided the analysis.

## **12. EXECUTIVE SESSION**

The meeting went into executive session at 11:55 am, per RCW 42.30.110 (1)(b), to consider the minimum price at which real estate will be offered for lease. The executive session ended at 12:15 PM. No decisions were made during the executive session.

### 13. PUBLIC COMMENT

No public comment.

### 14. PRESIDING OFFICER'S REPORT

There was no Officer's Report

### 15. COMMITTEE REPORTS


Commissioners submitted their reports.

### 16. COMMISSIONER DISCUSSION

Commissioner Day asked the Board to consider if it is time for the Port of Coupeville to begin thinking about expanding its boundaries to North Whidbey?

### 17. ADJOURN

The meeting adjourned at 12:33 PM.

  
David Day (Sep 19, 2022 10:25 PDT)

David Day

  
JOHN S MISHASEK (Sep 17, 2022 11:23 PDT)

John Mishasek

Patrick Kennedy

**Next regular meeting: Wednesday, August 24<sup>th</sup>, 2022, 6 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://us02web.zoom.us/j/4715329291?pwd=SnZFZmZOcDBKd3dVYWNoNUpQcWRhdz09>**

**with Passcode: TA2008**

**Dial in By Phone: +1 669 900 6833**

**Meeting ID: 471 532 9291 with Passcode: 896163**

**Posted to: Port of Coupeville Web Page -- [www.portofcoupeville.org](http://www.portofcoupeville.org)**

**8.10.2022/V2**











# MINUTES POC MEETING Aug 10 2022 V2

Final Audit Report

2022-09-19

Created:	2022-09-16
By:	Administrative Specialist (adminassistant@portofcoupeville.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAIpfQp8VU5ntEUmCCwS9pT-zODSzlVak

## "MINUTES POC MEETING Aug 10 2022 V2" History

-  Document created by Administrative Specialist (adminassistant@portofcoupeville.org)  
2022-09-16 - 5:28:33 PM GMT- IP address: 66.235.71.5
-  Document emailed to commissioner1@portofcoupeville.org for signature  
2022-09-16 - 5:30:48 PM GMT
-  Document emailed to commissioner2@portofcoupeville.org for signature  
2022-09-16 - 5:30:48 PM GMT
-  Email viewed by commissioner2@portofcoupeville.org  
2022-09-17 - 6:22:56 PM GMT- IP address: 76.28.202.109
-  Signer commissioner2@portofcoupeville.org entered name at signing as JOHN S MISHASEK  
2022-09-17 - 6:23:57 PM GMT- IP address: 76.28.202.109
-  Document e-signed by JOHN S MISHASEK (commissioner2@portofcoupeville.org)  
Signature Date: 2022-09-17 - 6:23:58 PM GMT - Time Source: server- IP address: 76.28.202.109
-  Email viewed by commissioner1@portofcoupeville.org  
2022-09-19 - 5:25:18 PM GMT- IP address: 67.183.73.31
-  Signer commissioner1@portofcoupeville.org entered name at signing as David Day  
2022-09-19 - 5:25:56 PM GMT- IP address: 67.183.73.31
-  Document e-signed by David Day (commissioner1@portofcoupeville.org)  
Signature Date: 2022-09-19 - 5:25:57 PM GMT - Time Source: server- IP address: 67.183.73.31
-  Agreement completed.  
2022-09-19 - 5:25:57 PM GMT