



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 September 14th, 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=SnZFZmZocDBKd3dVYWN0NUpQcWRhdz09>

Passcode: TA2008

Dial in By Phone: +1 253 215 8782

Meeting ID: 471 532 9291 Passcode: 896163

Per Port of Coupeville Resolution #224, the regular meeting of the Board of Commissioners will be preceded by a work session at 9:45 AM

MINUTES

1. **WORK SESSION (9:45 AM – 10:00 AM):** Commission review of vouchers, payroll, minutes, environmental equipment routine service, check-in on facilities, and health of the orchard on the property grounds.
2. **CALL TO ORDER**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL**
Commission David Day, Commissioner John Mishasek, Executive Director Chris Michalopoulos, Port Accountant Dawn Wilson, Port Community Administrative Specialist Narissa Davis.
5. **CHANGES TO AGENDA**
No changes to the agenda.
6. **COMMISSIONER ACTION:**
 - 6.1 Approval of Minutes (August 10th and August 24th Regular Meeting), and Vouchers. Commissioner Day moved to approve the minutes of August 10th and August 24th.
Motion was seconded and passed unanimously.

6.2 Commissioner Mishasek moved to approve the following vouchers, payroll, and electronic payments from August 2022 for payment.

Motion was seconded and passed unanimously.

| | | |
|-------------------------------------|---------------------------|---------------------|
| Voucher warrant numbers: | 22-0801 through 22-0831 | \$69,483.66 |
| Payroll warrant numbers: | EFT-0801 through EFT 0802 | \$25,590.56 |
| Electronic voucher warrant numbers: | EFT-0803 through EFT-0805 | \$8,750.25 |
| Total Payables: | | \$103,824.47 |

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 hand them to the Port Executive Director prior to speaking.*

No Public Comment

8. FINANCIAL UPDATE

- 8.1 Port Accountant, Dawn Wilson gave an updated financial report and advised active audit is taking place and is under review.
- 8.2 IDD funds of \$500,000.00 can be contributed to savings account as projects pending approval. Accountant Wilson advised there is no penalty and no notice to the bank required.
- 8.3** Commissioner Day moved to approve transfer of IDD funds to Island County investment funds savings account. Commissioner Mishasek seconds the motion. **Motion was passed unanimously.**

9. EXECUTIVE DIRECTOR REPORT

- 9.1 Executive Director Michalopoulos provided details of new lease contract template for tenant renewal.

10. OLD BUSINESS

- 10.1 Discussion regarding updates on broadband phase 2.
Executive Director Michalopoulos updated the Board on two processes pending to complete the contract.
- 10.2 Wharf General Update: Work on the fire suppression system will be done in October 2022.
Discussions on infrastructure projects, electrical work, and grounds maintenance.
- 10.3 Action: COG Legislative Priorities.
Commissioner Mishasek set a motion to approve legislative priorities. **Motion seconded and passed unanimously.**
- 10.4 Discussion: District #3 Commissioner Recruitment
Active recruitment efforts in place through all resources. Executive Director Michalopoulos conducting interviews at this time. The Board agreed a minimum of two applicants for review.

11. NEW BUSINESS

11.1 Discussion: 2023 Budget, IDD & Comprehensive Scheme Timeline

Goal set to draft preliminary budget prior to meeting set for October 12th.

Commissioner Day moved to approve cancellation of commission meeting scheduled for September 28th. Commissioner Day out of the office and vacant Commissioner 3 position prevents full quorum to conduct meeting as scheduled. **Motion was seconded and passed unanimously.**

11.2 Discussion: Executive Director Employment Contract

Executive Director Chris Michalopoulos contract amendment reviewed. Discussion on details of the changes. Commissioner Mishasek made a motion to approve the contract amendment. **Commissioner Day seconds the motion and passed unanimously.**

11.3 Action: RMC Architect Scope of Work - Wharf Roof Replacement

Brad Cornwell with RMC Architects discussed project plans with the Board on the on the wharf roof replacement. Commissioner Day set motion to approve permit process, solicitation for bid, and coordination of project to be complete by RMC Architects. **Commissioner Mishasek seconded and passed unanimously.**

12. EXECUTIVE SESSION

11:15 am to 11:31 am

Per RCW 42.30.110 (1)(c), To consider the minimum price at which real estate will be offered for lease.

13. PUBLIC COMMENT

No public comment.

14. PRESIDING OFFICER'S REPORT

No report.

15. COMMITTEE REPORTS

Commissioner Day reports attendance at monthly meetings with new Jobs Act and participated in IRTPO meeting on August 24th.

16. COMMISSIONER DISCUSSION

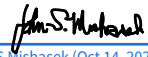
Executive Director Michalopoulos discussed communication with Island County and City of Oak Harbor. Meeting scheduled for Friday, September 16th.

17. ADJOURN

The meeting adjourned at 12:57 p.m.


David Day (Oct 12, 2022 23:40 GMT+3)

David Day, Vice President
Commissioner District 1


John S. Mishasek (Oct 14, 2022 11:25 PDT)

John Mishasek, President
Commissioner District 2

Next regular meeting: Wednesday, October 12th, 2022, 10 AM 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=SnZFZmZOCDBKd3dVYWN0NUpQcWRhdz09>

with **Passcode: TA2008**

Dial in By Phone: +1 669 900 6833

Meeting ID: 471 532 9291 with Passcode: 896163

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

MINUTES POC MEETING Sept 14 2022

unsigned

Final Audit Report

2022-10-14

| | |
|-----------------|---|
| Created: | 2022-10-12 |
| By: | Administrative Specialist (adminassistant@portofcoupeville.org) |
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