



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 October 12<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 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

## Meeting Minutes

1. **WORK SESSION (9:45 AM – 10:00 AM):** Commission review of vouchers.
2. **CALL TO ORDER**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL**

Commissioner David Day, Commissioner John Mishasek, Executive Director Chris Michalopoulos, Port Accountant Dawn Wilson, Project Manager Mary Hogan, and Port Community Administrative Specialist Narissa Davis.

### 5. **CHANGES TO AGENDA**

No changes

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

6.1 Approval of Minutes (September 14<sup>th</sup> Regular Meeting), and Vouchers.

Commissioner Mishasek moved to approve meeting minutes of September 14, 2022 regular meeting. **Motion was seconded and passed unanimously.**

Commissioner Mishasek moved to approve the following vouchers, payroll, and electronic payments from September 2022 for payment. **Motion was seconded and passed unanimously.**

Voucher warrant numbers:	22-1001 through 22-1036	\$48,392.48
Payroll:	EFT-1001 and EFT-1002	\$23,070.64
Electronic vouchers:	EFT-1003 through EFT-1005	\$7,639.85
<b>TOTAL PAYABLES:</b>		<b>\$79,102.97</b>

**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.*

John Callahan, living in Coupeville, District 3, expressed an interest in the vacant Commissioner 3 position. Mr. Callahan shared his skills and experience. He is currently retired and looking to serve the community.

## 8. FINANCIAL UPDATE

8.1 Port Accountant, Dawn Wilson, gave an update on financial reports. Advised the audit is complete. IDD funds of \$500,000.00 was transferred to a Trust Fund as of end of September 2022. Regular operating expenses will continue, and changes will take place when projects start next month.

## 9. EXECUTIVE DIRECTOR REPORT

Executive Director Michalopoulos provided details of the wharf work that is underway to include the replacement of floaters is coming to completion; Starlink broadband project is complete and currently reviewing options of merchant services/POS system for customer payments. The Greenbank farm has new bolsters installed in the parking lot; noxious weed program will be implemented on the properties; new lease templates for tenant renewals coming.

## 10. OLD BUSINESS

### 10.1 Discussion: Wharf Update

Doug Thompson of Thompson Environmental, provided information on where we are at with projects at the wharf. Project Manager, Mary Hogan, will be tasked with obtaining information of the options to raise the wharf due to concerns of rising waters and increase of wind storms.

### 10.2 Discussion: Broadband Phase 2 Update

There will be a meeting with the Public Works Board. At this time, the contract is in review. Executive Director Michalopoulos has requested for an extension with Island County to allow for the use of the grants with a deadline.

## 11. NEW BUSINESS

### 11.1 Introduction: Preliminary Budget Review

Commissioners reviewed the preliminary budget with Accountant Dawn Wilson in detail. A

few corrections will be made prior to next meeting on October 26<sup>th</sup> for final review.

#### 11.2 Introduction: Resolution #293 Amending the Comprehensive Scheme of Harbor Improvements 2022 2023.

The Comprehensive Schemes will be updated annually. The latest update will be reviewed and voted on November 2022.

#### 11.3 Introduction: Resolution #294 – Collection of an Industrial Development District (IDD) Levy for 2023

The IDD will continue to collect funds. It's currently at \$.45 cents per \$1000 on assessed value on all taxable property in Island County.

### 12. PUBLIC COMMENT

Loretta Beaman of Coupeville, owns The Cove Restaurant on the Wharf and wanted to inform the public they will re-open this weekend.

### 13. PRESIDING OFFICER'S REPORT

Commissioner Mishasek reports he attended the WPPA Broadband this week and wanted to share feedback that there are funds disbursed to WSU to help entities do studies on improving internet access. There's a supply and demand issue and would like POC to follow-up with other ports to inquire how they are managing with supply issues.

### 14. COMMITTEE REPORTS


None to report from Commissioner Day as he has been in transit during meetings.

### 15. COMMISSIONER DISCUSSION


Upcoming interview of candidates for the vacant Commissioner 3 position. Review of how candidates will be interviewed by the panel. Candidates will be invited to the Greenbank Farm and will during an open public meeting.

### 16. ADJOURN

The meeting adjourned at 12:08 PM

  
David Day (Nov 10, 2022 11:02 PST)

David Day, Vice President  
Commissioner District 1

  
John S. Mishasek (Nov 9, 2022 21:57 PST)

John Mishasek, President  
Commissioner District 2

  
John K Callahan Jr (Nov 9, 2022 16:17 PST)

John Callahan  
Commissioner District 3

Next regular meeting: Wednesday, October 26<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**

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Town of Coupeville – [clerktreasurer@townofcoupeville.org](mailto:clerktreasurer@townofcoupeville.org)

10.12.2022/V1

# MINUTES POC MEETING OCTOBER 12 2022











## V2 draft

Final Audit Report

2022-11-10

Created:	2022-11-10
By:	Administrative Specialist (adminassistant@portofcoupeville.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAASZv3ekMr40yLNCYKHGlwZa7e69ixWRf

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