



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 December 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=SnZFZmZOcDBKd3dVYWNoNUpQcWRhdz09>

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. CALL TO ORDER:

Meeting started at 10:00 AM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Commissioner District 2 John Mishasek, Commissioner District 1 David Day, Executive Director Chris Michalopoulos, Accountant Dawn Wilson, Community Administrative Specialist Narissa Davis, Project Manager Mary Hogan, Wharf Manager Danielle Vracin. Commissioner Callahan joined the meeting at 10:10 AM.

4. CHANGES TO AGENDA

No changes to the agenda.

5. COMMISSIONER ACTION:

5.1 Approval of Minutes (November 1st Special Meeting, November 9th and November 23rd Regular Meeting), and Vouchers.

Commissioner Day made a motion to approve meeting minutes from November 1st, November 9th and November 23rd. Commissioner Mishasek seconded motion. **Motion passed unanimously.** Commissioner Mishasek made a motion to approve vouchers. Commissioner Day seconded motion. **Motion passed unanimously.**

Voucher warrant numbers:	22-1201 through 22-1233	\$56,456.08
Payroll:	EFT-1201 thru EFT-1202	\$20,429.67
Electronic Vouchers:	EFT-1203 thru EFT-1205	\$6,989.22
TOTAL VOUCHERS:		\$83,874.87

6. 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.

7. FINANCIAL UPDATE

7.1 Financial Update (Audit Update)

Advice received from State Auditor on how to improve annual reporting.

8. EXECUTIVE DIRECTOR REPORT

Executive Director Michalopoulos provided an update on where the PoC is with administrative tasks on grants. He also provided details on the replacement/rebuilding of cross beams completed in sections at the Greenbank Farm Barn A. This project is being completed in-house by our facilities team.

Commercial Fire Protection completed the fire suppression system at the Coupeville Wharf. Pressure testing passed and system is operational.

9. OLD BUSINESS

9.1 Action: Wharf Re-Roof Scope of Work – RMC Architects & Swenson, Say, Faget

The scope of work phase agreement was presented for approval.

Commissioner Mishasek made a motion to approve agreement for Scope of Work RMC Architects submitted. Commissioner Callahan seconded motion. **Motion passed unanimously.**

9.2 Action: Broadband Phase 2 Theft Insurance Binder Application Approval

The PWB Broadband Project contract required additional crime coverage during the construction phase of the project.

Commissioner Mishasek made a motion to approve additional crime coverage to our current Enduris premium. Commissioner Callahan seconded motion. **Motion passed unanimously.**

9.3 Discussion: Changing Meeting Time of Second Monthly OPM to 1 PM (December 28)

Due to strain on staff as well as no change in community participation, it was requested the Port move the second monthly open public meeting of the month to 1 PM.

Commissioner Callahan made a motion to move the second Open Public Meetings to 1:00 PM. Commissioner Mishasek seconded the motion. **Motion passed 2-0 with Commissioner Day abstaining.**

9.4 Action: Underground Storage Tank (Fuel) Project

Repair vs. Replacement was discussed along with new tank warranties. At this time UST inspections have passed and are currently operational, with a small interstitial leak. Staff requested approval to begin process of replacing the UST's with a like kind made of different material.

Commissioner Callahan made a motion to move forward with permitting and bidding processes. Commissioner Mishasek seconded motion. **Motion passed unanimously.**

9.5 Action: Greenbank Farm Grass Parking Lot Lighting Project

Executive Director Michalopoulos presented a financial comparison of renting portable light units versus replacing the current seven (7) lights. Commissioner Callahan would like to postpone the decision on this action to further review the scenario.

10. NEW BUSINESS

10.1 Introduction: Federal Procurement Policy Options – Mary Hogan

Project Manager Hogan presented two options for the Port's new federal procurement policy. This is required due to our first federal grant received for the Broadband Project.

Executive Director Michalopoulos requested the Board review both policies and provide feedback to staff.

The Board requested staff assemble their best version of the policy for Board review.

10.2 Action: Wharf & Greenbank Farm Door Replacement Project

Staff requested three sets of doors at both the Coupeville Wharf and the Greenbank Farm be approved for replacement. Replacement doors will be fiberglass for longevity. Current doors are beyond repair. **This action was approved during the voucher process earlier in the meeting.**

10.3 Discussion: Wharf POS System Analysis – Danielle Vracin

Wharf Manager Vracin presented three options for a new point of sale system. After comparing all three vendors equipment and costs, as well as efficiency with reporting, the staff recommended an option and will begin implementation.

11. EXECUTIVE SESSION – Planned ES Time is 20 Minutes

Per RCW 42.30.110 (1)(b), To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

Executive Session Start time 10:42 AM to 11:01 AM Executive Director Michalopoulos came out of session to announce extension at 11:01 AM by 10 minutes, 11:11 AM by 10 minutes to 11:21 AM, 11:23 AM by 10 minutes to 11:32 AM. No motions or decisions made during the Executive Session.

12. PUBLIC COMMENT

Loretta Beaman, Coupeville WA reported she will be leaving the area and her three businesses located on the Coupeville Wharf are up for sale.

13. PRESIDING OFFICER'S REPORT

Commissioner Mishasek discussed the need to keep Board topics and discussions in open public meetings to a high-level.

14. COMMITTEE REPORTS

Commissioner Day reported the COG meeting was cancelled in November. He continues to confer about the AJ Eisenburg Airport.


Commissioner Callahan attended the Holiday Market at the Greenbank Farm and was approached by a community member who wanted to know about the border of the playground. He also thanked the staff who participated in attending and putting together the Port float for the Holiday Parade.


15. COMMISSIONER DISCUSSION


No Commissioner discussion

16. ADJOURN

Meeting adjourned at 1:05 PM


David Day (Jan 12, 2023 13:14 PST)
David Day, President
Commissioner District 1


John K Callahan Jr (Jan 12, 2023 07:28 PST)
John Callahan, Vice President
Commissioner District 3


JOHN S MISHASEK (Jan 12, 2023 09:55 PST)
John Mishasek, Secretary
Commissioner District 2

Next regular meeting: Wednesday, December 28th, 2022, 1 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=SnZFZmZOCkRkZ3dVYWNoNUpQcWRhdz09>

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











MINUTES POC MEETING 14 DECEMBER 2022 V3

Final Audit Report

2023-01-12

Created:	2023-01-11
By:	Administrative Specialist (adminassistant@portofcoupeville.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAjRrxkxPTvy5yllu0nQIW8m3750ljdV0u

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-  Document created by Administrative Specialist (adminassistant@portofcoupeville.org)
2023-01-11 - 10:26:07 PM GMT- IP address: 66.235.71.5
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2023-01-12 - 3:25:29 PM GMT- IP address: 24.143.82.61
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2023-01-12 - 5:54:44 PM GMT- IP address: 67.168.66.196
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2023-01-12 - 9:10:50 PM GMT- IP address: 67.168.64.47

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