



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 January 11th, 2023, 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=SnZFZmZ0cDBKd3dVYWNoNUpQcWRhdz09>

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

Commission review of meeting minutes and vouchers.

2. CALL TO ORDER

Meeting started at 10:00 AM

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

Commissioner District 2 John Mishasek, Commissioner District 1 David Day, Commissioner District 3 John Callahan, Executive Director Chris Michalopoulos, Accountant Dawn Wilson, Community Administrative Specialist Narissa Davis, Project Manager Mary Hogan.

5. CHANGES TO AGENDA

No changes to the agenda.

6. COMMISSIONER ACTION:

6.1 Approval of Minutes (December 14th and December 28th Regular Meeting) and Vouchers.

Commissioner Callahan made a motion to approve meeting minutes from December 14th and December 28th. Commissioner Mishasek seconded the motion. Motion passed unanimously.

Commissioner Mishasek made a motion to approve the following vouchers. Commissioner Callahan seconded the motion. Motion passed unanimously.

Voucher warrant numbers:	23-0101 through 23-0122	\$17,596.50
Payroll:	EFT-0101	\$12,307.91
Electronic Vouchers:	EFT-0102 through EFT-0103	\$3,143.50
TOTAL VOUCHERS:		\$33,047.91

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 Financial Update (Audit Exit Report – State Auditor’s Office)

- Accountant Dawn Wilson provided an update to the Port’s financial report.
- Scott Hylton and Deena Garza with the State Auditor’s Office presented the Accountability Auditor Report reflecting January 1, 2019 through December 31, 2021.

9. EXECUTIVE DIRECTOR REPORT

10. OLD BUSINESS

10.1 Discussion: Wharf Update – Roof & Pile Project

Executive Director Michalopoulos provided an update on the Coupeville Wharf pile/cap project. The Pile and Cap permit was obtained. Roof construction/repair is still on schedule. Wall stabilization project engineering will begin in February.

10.2 Discussion: Broadband Phase 2 Update

Executive Director Michalopoulos provided an update on the Broadband Project. He is applying for additional federal funds in the amount of \$1.3 million to \$1.6 million to support design and increased materials cost.

10.3 Discussion: Federal Procurement Policy Update

Executive Director Michalopoulos provided an update on the Federal Procurement Policy. Mary is finalizing several points and then a final review is to be conducted by Commissioner Callahan.

11. NEW BUSINESS

11.1 Introduction: Priority Establishment Procedure – Commissioner Callahan

A list of projects was presented to the Board and the Commissioners will rank projects based on highest level of priority. Input from the Executive Director was taken into account and a priority worksheet was established.

12. 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 started at 11:36 AM to 11:56 AM
Executive session extended 11:56 AM to 12:06 PM
Executive session ended at 12:06 PM

13. PUBLIC COMMENT

Loretta Beaman of Coupeville, owner of two businesses on the Wharf, expressed concerns of businesses being impacted due to planned projects and having enough lead time to plan.

14. PRESIDING OFFICER'S REPORT

Nothing to report from Commissioner Day.

15. COMMITTEE REPORTS

- IRTPO did not met. Nothing to Report.
- COG meeting discussed Island County entering a trial retainer of an organization called Merchant McIntyre that is a grant funded exploratory entity. In addition, they discussed the Broadband project.
- Commissioner Mishasek reported on the Broadband Project and made sure other Commissioners are receiving his informational emails.


16. COMMISSIONER DISCUSSION

- Commissioner Callahan notified of a commissioner's workshop that the Ports insurance company will pay for the registration fee. He suggested other Commissioners attend.
- Commissioner Callahan would like to attend Public Records Act training. Cost is \$40.00.
- Commissioner Day made a motion to approve the attendance and fees associated with the training and Commissioner workshop. Commissioner Mishasek seconded the motion. **The motion was approved unanimously.**

- Commissioner Callahan discussed the number of emails he is receiving and if it can be cut down. Executive Director Michalopoulos will reduce emails to the Board.
- Commissioners discussed Pacific Rim and how the Port handles its bylaws.

17. ADJOURN


Meeting adjourned at 12:30 PM


David Day (Feb 8, 2023 12:39 PST)

David Day, Vice President
 Commissioner District 1


JOHN MISHASEK (Feb 8, 2023 20:40 PST)

John Mishasek, President
 Commissioner District 2


John K. Callahan Jr. (Feb 12, 2023 12:20 PST)

John Callahan, Secretary
 Commissioner District 3

Next regular meeting: Wednesday, January 25th, 2023, 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 ZOOM Link Below:

<https://us02web.zoom.us/j/4715329291?pwd=SnZFZmZOcDBKd3dVYWNoNUpQcWRhdz09> 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@whidbeynews.com
 Town of Coupeville – clerktreasurer@townofcoupeville.org

1.11.2023/V3

MINUTES POC MEETING 11 JANUARY 2023











V3 Draft

Final Audit Report

2023-02-12


Created:	2023-02-08
By:	Administrative Specialist (adminassistant@portofcoupeville.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAdl2p1f7ttEHTqppcbp3rK1jyRowpSozJ

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-  Document created by Administrative Specialist (adminassistant@portofcoupeville.org)
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2023-02-12 - 8:15:29 PM GMT- IP address: 24.143.82.61

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