



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 25th, 2023, 1 PM 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=SnZFZmZOCDBKd3dVYWNoNUUpQcWRhdz09>

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 12:45 PM

MEETING MINUTES

1. WORK SESSION

Commission review of meeting minutes and vouchers.

2. CALL TO ORDER

Meeting started at 01:00 PM

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

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

5. CHANGES TO AGENDA

Executive Director Michalopoulos requested to change 9.1 Introduction to Action.

6. COMMISSIONER ACTION:

6.1 Approval of Vouchers.

Commissioner Mishasek made a motion to approve vouchers. Commissioner Day seconded the motion. **Motion passed unanimously.**

Voucher warrant numbers:	23-0123 through 23-0129	\$7,084.38
Payroll:	EFT-0104	\$10,865.56
Electronic Vouchers:	EFT-0105	\$2,746.10
TOTAL VOUCHERS:		\$20,696.04

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. OLD BUSINESS

8.1 Discussion: Wharf Update – Roof & Pile Project

Executive Director Michalopoulos presented the project cost estimator for the re-roof project. Attorney's will review details of the bid to ensure the Port of Coupeville is mitigating risk.

Port of Coupeville staff met with Nickel Brothers to discuss options to raise the wharf building 3 – 4 vertical feet due to rising tides. Executive Director Michalopoulos requested costs associated with this project to seek funding.

The pathway to office at 24 Front Street is failing and will need rebuilding. Staff is starting the permitting process. Project will be executed with Port staff.

Port of Coupeville is currently working on a grant from Friends of Ebey's for the replacement of 24 Front Street wood windows.

8.2 Discussion: Broadband Phase 2 Update

Executive Director Michalopoulos presented an update including the need for a franchise agreement and PSE poll agreement.

8.3 Discussion: Priority Establishment Procedure – Commissioner Callahan

Commissioner Callahan presented the Priority Establishment Procedure to the Board and they discussed how priorities are set on projects. Commissioners will each send items to prioritize to Executive Director Michalopoulos and it will be added to the priority establishment procedure.

9. NEW BUSINESS

9.1 Action: Discussion on need for work session.

Executive Director Michalopoulos presented information on details of payables already budgeted and how the Board reviews vouchers during every session. Executive Director Michalopoulos reviews all invoices and signs off approvals after details determined it is valid for payment. The action item requested is for work session to be eliminated on discussions on vouchers. Intent is for efficiency during open public meetings and keeping topics on high level discussions.

Commissioner Day made a motion to dispense with second work sessions prior to second meeting of the month. Commissioner Mishasek seconds the motion. **Motion passed unanimously.**

10. EXECUTIVE SESSION – Planned ES Time is 20 Minutes

Executive session started at 2:28 PM.
Executive session extended 2:28 PM to 2:48 PM
Executive Session ended at 2:56 PM

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.

Commissioner Mishasek made a motion to assemble an offer to purchase the AJ Eisenberg Airport. Commissioner Day amended the motion to include contingencies to protect the Port. Commissioner Day seconded the motion. **Motion passed unanimously.**

11. PUBLIC COMMENT


No public comment.

12. COMMISSIONER DISCUSSION


- Commissioner Callahan attended a webinar on legal updates for public records act and open meetings. The Board discussed the topic and how the Port of Coupeville responds. Suggestions for Port of Coupeville staff to attend the Public Records training.
- Commissioner Mishasek discussed voting districts and the idea of an At Large Commissioner Structure to attract more interest in becoming a commissioner.

13. ADJOURN


Meeting adjourned at 3:18 PM


David Day (Feb 8, 2023 13:38 PST)

David Day, Vice President
Commissioner District 1


JOHN S MISHASEK (Feb 8, 2023 20:41 PST)

John Mishasek, President
Commissioner District 2


John K. callahan Jr. (Feb 12, 2023 12:18 PST)

John Callahan, Secretary
Commissioner District 3

Next regular meeting: Wednesday, February 8th, 2023, 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 ZOOM Link Below:

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Posted to: Port of Coupeville Web Page -- www.portoc.org, United States Post Office – Coupeville & Greenbank, Whidbey News Times at editor@whidbeynewsgroup.com Town of Coupeville – clerktreasurer@townofcoupeville.org

1.25.2023/V1

MINUTES POC MEETING 25 JANUARY 2023











V2 Draft

Final Audit Report

2023-02-12


Created:	2023-02-08
By:	Administrative Specialist (adminassistant@portofcoupeville.org)
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Transaction ID:	CBJCHBCAABAA-8d0rXlsmihOyi2JRvf0IEi9K5oxhBc

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-  Document created by Administrative Specialist (adminassistant@portofcoupeville.org)
2023-02-08 - 8:16:50 PM GMT- IP address: 66.235.71.5
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-  Email viewed by commissioner1@portofcoupeville.org
2023-02-08 - 9:37:28 PM GMT- IP address: 67.168.64.47
-  Signer commissioner1@portofcoupeville.org entered name at signing as David Day
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2023-02-09 - 4:40:52 AM GMT- IP address: 67.168.66.196
-  Signer commissioner2@portofcoupeville.org entered name at signing as JOHN S MISHASEK
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-  Document e-signed by JOHN S MISHASEK (commissioner2@portofcoupeville.org)
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