



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 February 8th, 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=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. WORK SESSION

Work session started at 9:45 AM to 10:00 AM. 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 3 John Callahan, Commissioner District 2 John Mishasek, Commissioner District 1 David Day, Executive Director Chris Michalopoulos, Community Administrative Specialist Narissa Davis, Project Manager Mary Hogan, Accountant Dawn Wilson.

5. CHANGES TO AGENDA

No changes to the agenda.

6. COMMISSIONER ACTION:

6.1 Approval of Minutes (January 11th and January 25th Regular Meeting) and Vouchers.

Commissioner Callahan made a motion to approve January 11th and January 25th meeting minutes on the agreement that the January 11th meeting minutes be corrected on item 16 to reflect the correct amount of the Public Records Act Training of \$40.00 instead of \$20.00. Commissioner Mishasek seconded the motion. **Motion passed unanimously.**

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

Voucher warrant numbers:	23-0201 through 23-0227	\$35,258.26
Payroll:	EFT-0201	\$11,686.78
Electronic Vouchers:	EFT-0202 through EFT-0205	\$9,865.29
TOTAL VOUCHERS:		\$56,810.33

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.*

Perry Lovelace of Freeland Washington. Serves as Commissioner at Bayview Beach Water, Public Works Commission for City of Langley, and Climate Crisis Committee. Currently reviewing situation of water here on Whidbey Island proposing science and public education events.

8. FINANCIAL UPDATE

8.1 Financial Update

Accountant Wilson provided update on IDD funds, reimbursements, and balance of accounts. Start of annual report will begin with a due date of May 2023.

9. EXECUTIVE DIRECTOR REPORT

Executive Director provided feedback on meeting with WPPA's Executive Director Eric ffitich held in Anacortes, Washington with a few other ports in attendance.

New lease templates will be introduced in a future meeting. A lease study will need to be done prior to future open public meetings that will discuss leases.

Broadband additional grant awarded in the amount of \$1.6 million dollars that does not require to be matched by PoC. PoC now has a total amount of grants in place for \$6.4 million dollars. Franchise agreements currently pending with Town of Coupeville.

Bank of the pond is collapsing at the Greenbank Farm. Will need to be addressed. Island County Conservation District was helping with this.

Commissioners would like photos taken of new projects being worked on for reference.

10. OLD BUSINESS

10.1 Discussion: Wharf Update – Roof & Pile Project

Executive Director Michalopoulos provided an update on the Coupeville Wharf projects.

- He met with Nickel Brothers to discuss plans on raising the wharf building. Will need to review funding options.
- The Wharf re-roof project will be out for bid mid-February.
- We submitted permits to rebuild the back walkway on the 24 Front Street building. Project will be done in-house.

10.2 Discussion: Broadband Phase 2 Update

Executive Director Michalopoulos provided an update on the Broadband Project.

- An additional \$1.6 million dollars was granted from Washington State Broadband Office to support the Broadband Project. Currently working on completing the contracting and bid process.
- Currently negotiating pole attachment agreement with PSE.

10.3 Discussion: Federal Procurement Policy Update

Executive Director Michalopoulos provided an update on the Federal Procurement Policy. Commissioner Callahan and Project Manager Hogan worked on the procurement policy and have completed a final draft for approval during the next meeting.

11. NEW BUSINESS

11.1 Introduction: At Large Commissioner Structure

We need people in the community that have an interest in serving as commissioners. The board is looking at options to elect commissioners at large instead of within districts. Review of RCWs by commissioners and discussions on how the Ports Commissioners are structured. Needs to be verified by MRSC and any other means of consultation.

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 10:57 AM

Executive session extended from 10:57 AM to 11:16 AM

Executive session extended from 11:16 AM to 11:26 AM

Executive session extended from 11:26 AM to 11:51 AM

13. PUBLIC COMMENT

No public comment

14. PRESIDING OFFICER'S REPORT

Commissioner Day submitted the COG report for review.

15. COMMITTEE REPORTS

Commissioner Day reported that COG is looking at funding options.


16. COMMISSIONER DISCUSSION


Commissioner Callahan commented that a bidding vendor cannot also be the hired consultant.

17. ADJOURN

Meeting adjourned at 12:02 PM

David Day, Vice President
Commissioner District 1


JOHN S MISHASEK (Mar 9, 2023 08:37 PST)
John Mishasek, President
Commissioner District 2


John K Callahan Jr (Mar 8, 2023 15:16 PST)
John Callahan, Secretary
Commissioner District 3

Next regular meeting: Wednesday, February 22nd, 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:

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

2.8.2023/V3