



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 April 12<sup>th</sup>, 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 (9:45 AM – 10:00 AM):** Commission review of 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 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 session will start at 11:30 AM

**6. COMMISSIONER ACTION:**

6.1 Approval of Minutes (March 8<sup>th</sup> Regular Meeting, March 14<sup>th</sup> Special Meeting, March 16<sup>th</sup> Special Meeting, March 22<sup>nd</sup> Regular Meeting) and Vouchers.

Commissioner Callahan made a motion to approve March 8<sup>th</sup>, March 14<sup>th</sup>, March 16<sup>th</sup>, and March 22<sup>nd</sup>. 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	23-0401 through 23-0433	\$92,582.67
Payroll	EFT-0401	\$16,083.22
Electronic vouchers	EFT-0402 through EFT-0404	\$8,585.00
<b>TOTAL VOUCHERS</b>		<b>\$117,250.89</b>

Voucher warrant numbers	23-0343	\$3,948.70
<b>TOTAL VOUCHERS</b>		<b>\$3,948.70</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.*

**Mary Oconnor - Coupeville, WA** emailed public comment to Commissioner Callahan. Expressed non-support for the Port to purchase the AJ Eisenburg airport.

## 8. FINANCIAL UPDATE

### 8.1 Financial Update

Accountant Wilson provided a financial update on the current funding for the Port. A financial analysis is planned and will be completed quarterly. Revenue is up for the year.

## 9. EXECUTIVE DIRECTOR REPORT

Executive Director Michalopoulos provided updates on the Coupeville Wharf.

Port staff, tenants and RMC Architects met with Olympic Roofing to determine construction schedule and tenant impact. Any delays with the project may be due to material availability.

24 Front Street walk-way is in process of being completed by Port staff Paul Fisher. Estimated completion date is April 21<sup>st</sup>.

Coupeville Historic Waterfront Association and Port staff worked to install new benches at the Coupeville Wharf.

Piles and cap project will go to bid in May 2023 with a planned notice to proceed September 15, 2023.

Jeff has completed the fiber optic conduit from the wharf manager shack to 24 Front Street.

Fuel tanks will go out bid as soon as the engineering plans are finalized. The remaining diesel fuel has been pumped out and sold to the Oak Harbor Marina.

Septic system engineers will be onsite April 18<sup>th</sup> to assess design work for options to enhance the septic system.

The EV Grant for the Greenbank Farm is waiting for phase 2 approval. Commissioner Callahan followed up on federal funding options.

## 10. OLD BUSINESS

### 10.1 Discussion: – AJ Eisenburg Airport

The Board discussed the AJ Eisenburg Airport and how all due diligence documents need to be thoroughly reviewed. A list of the top 10 priorities will be sent to the ED for assembly.

### 10.2 Action: Phase 1 Airport Environmental Site Assessment – Stantec Consulting Services Inc.

Stantec Consulting Services provided a bid for \$5,500.00 to complete the Phase 1 Airport Environmental Site Assessment.

Commissioner Day made a motion to approve the bid of \$5,500.00 from Stantec Consulting Services. Commissioner Callahan seconded the motion. **Motion passed unanimously.**

### 10.3 Action: ILA City of Oak Harbor

City of Oak Harbor provided a revised version of the ILA.

Commissioner Day made a motion to approve the City of Oak Harbor revised ILA. Commissioner Mishasek seconded the motion. **Motion was passed unanimously.**

### 10.4 Action: Pressler Engineering Bid Approval – Wharf Fuel Tanks

Pressler Engineering submitted the lowest bid for the Wharf fuel tank replacement project. They were the original engineers of the project.

Commissioner Day made a motion to approve the Pressler Engineering contract. Commissioner Callahan seconded the motion. **Motion was passed unanimously.**

### 10.5 Action: Broadband Design & Engineering Contract – Mid State Consultants

Mid State Consultants submitted the lowest bid for the Central Whidbey Fiber Optic Design Project.

Commissioner Mishasek made a motion to approve the Mid State Consulting contract. Commissioner Day seconded the motion. **Motion passed unanimously.**

## 11. NEW BUSINESS

### 11.1 Discussion: 24 Front Street Windows Replacement

Five options were presented on how to best restore or replace up to four windows on the 24 Front Street historic building. A grant for \$2000 was awarded by Forever Ebey's, with another grant submitted to the Coupeville Historic Waterfront Association.

Commissioner Mishasek made a motion to support option #4 in replacing the windows. Commissioner Callahan seconded the motion. **Motion passed unanimously.**

## **12. POLICIES AND ADMINISTRATION**

### 12.1 Discussion: Draft POC Ethics Policy

Commissioner Callahan introduced a new version of a draft POC Ethics Policy. It was requested to have more time for review and to place on the May agenda.

## **13. EXECUTIVE SESSION – Planned ES Time is 30 Minutes**

Per RCW 42.30.110 (1)(i), To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

Executive Session started at 11:28 AM and ended at 12:01 PM. No action was taken.

## **14. PUBLIC COMMENT**

No public comment

## **15. PRESIDING OFFICER'S REPORT**

Commissioner Day had nothing to report.

## **16. COMMITTEE REPORTS**

Commissioner Day attended the COG meeting and advised the meeting primarily focused on a presentation by Sherry Wyatt and the tourism board regarding funding for state tourism. He also attended an IRTPO meeting functioned around a presentation from PSE regarding up and go electric EV program.

## **17. COMMISSIONER DISCUSSION**

Commissioner Callahan commented that he is glad that there would be focus on getting the public up to speed and to receive public input on Port business. The presentation on the airport generated publicity.

Commissioner Mishasek shared that community members inquired about when they can make public comments to Island County Commissioners and he was able to share information.

Commissioner Day forwards input from the community to Executive Director Michalopoulos and expressed we stay aligned on messaging to the community.


The Board discussed public records requests.

## **18. ADJOURN**

Meeting adjourned at 1:18 PM

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David Day, Vice President  
Commissioner District 1

  
JOHN MISHASEK (May 19, 2023 09:05 PDT)  
John Mishasek, President  
Commissioner District 2

  
John K Callahan Jr (May 18, 2023 09:55 PDT)  
John Callahan, Secretary  
Commissioner District 3

**Next regular meeting: Wednesday, April 26th, 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**

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**Posted to:** Port of Coupeville Web Page -- [www.portoc.org](http://www.portoc.org)  
United States Post Office – Coupeville & Greenbank, Washington  
Whidbey News Times – [editor@whidbeynewsgroup.com](mailto:editor@whidbeynewsgroup.com)  
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4.20.2023/V3