



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

5. CHANGES TO AGENDA

No changes to the agenda.

6. COMMISSIONER ACTION:

6.1 Approval of Minutes (February 8th and February 22nd Regular Meeting) and Vouchers.

Commissioner Mishasek made a motion to approve the meeting minutes. Commissioner Callahan 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:	23-0301 through 23-0331	\$26,306.88
Payroll:	EFT-0301	\$9,950.81
Electronic Vouchers:	EFT-0202 through EFT-0205	\$4,742.04
TOTAL VOUCHERS:		\$40,999.73

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.*

James Wood – Greenbank, would like to share concerns of an individual purchasing the airport and hopes that Island County and the Port of Coupeville purchases the airport. FAA has grant money that funds upgrading of airports all over the U.S. Considers the use of the airport for flow of essential services.

Carolyn Mercer – Greenbank, works on the pond here at the Greenbank Farm and works as a Master Gardner and would like to introduce herself today.

Loren Imes – Clinton, works with WSU Extension has an agreement with the Port of Coupeville for the Education Garden and appreciates the relationship and looks forward to continue work here. Would like to encourage people to participate in the Master Gardens.

8. FINANCIAL UPDATE

8.1 Financial Update

Accountant Wilson provided an update on financial reporting and accounts.

9. EXECUTIVE DIRECTOR REPORT

Executive Michalopoulos provided an update on the Coupeville Wharf. The re-roof project bid process closes March 9th. Mary and Commissioner Day will open and record bids. A process of evaluation for the winning bidder will take place before awarding the contract.

Doors arrived and permits are in place to install all three doors at the Coupeville Wharf main entry doors, back doors, and doors leading to Penn Cove Outfitters.

The walk-way leading to the Port of Coupeville office on 24 Front Street is currently under repairs. Piles and Cap project is currently under design.

The fiber optic conduit run along the causeway is 90% complete. Starlink internet is working great and currently being utilized with the new Point of Sale system.

Broadband project design bid closes March 17th and will be opened during the March 22nd meeting.

The Greenbank Farm heaters will be ordered and pending installation by Marshall's Heating.

Doors arrived and permits are in place to install three doors of Barn A main entry, door leading to the wine shop, and door leading to the bistro.

The Greenbank Farm Pond is needing consultation on how to mitigate bank erosion. A request has been submitted to WICD for records completed by a previous assessment.

10. OLD BUSINESS

10.1 Discussion: Interlocal Agreement City of Oak Harbor – AJ Eisenburg Airport Support

ILA presented to the board for review. The Board discussed the ILA and is currently reviewing for negotiations and changes. Commissioner Mishasek made a motion to approve the changes made to the ILA Agreement. Commissioner Day seconded the motion. **Motion passed unanimously.**

10.2 Discussion: Coupeville Wharf Pump Out Replacement Project

The EPA Grant for reimbursement of sewer related expenses is to replace the pump out at the Coupeville Wharf. Three bids obtained. Installation can be done in-house by our facilities team. As of three years ago, Department of Recreation no longer has a program for reimbursement. Recommendation is to go with the Sani Sailor product.

Commissioner Mishasek made a motion to approve the quote from EMP Industries to replace the pump out system. Commissioner Mishasek rescinded the motion. Commissioner Mishasek made a motion to approve the quote from EMP Industries to replace the pump out system and not to exceed \$20,000.00 Commissioner Day seconded the motion. **Motion passed unanimously.**

11. NEW BUSINESS

11.1 Action: SR 20 Support Letter – Island County

The Board discussed a letter to support the Congressionally Directed Spending request submitted by Island County. Commissioner Day made a motion to approve the support letter for Island County. Commissioner Callahan seconded the motion. **Motion passed unanimously.**

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 11:41 AM – 12:20 PM
Extended 12:20 PM - 12:34 PM

13. PUBLIC COMMENT

John Wood – Greenbank, would like to add years ago the airport was named in the FAA master plan as Oak Harbor Air Park and on pilot instrument plates.

Gustavo Arzola – Clinton, has been in the technology industry since 1994 and wanted to give supportive input on utilizing a dark fiber model and how it would affect the technology industry long-term.

14. PRESIDING OFFICER’S REPORT

Commissioner Day shared discussions on the airport plans.

15. COMMITTEE REPORTS

Commissioner Mishasek attended the WPPA Broadband webinars and shared the details of the discussions.

Commissioner Callahan wanted to see if the Port was interested in considering sample policy documents that have been adopted by other districts. Also, would like to see a recurring item on the agenda discussing administrative policies.

Commissioner Day discussed Counsel of Governments for Island County (COG) and Island Regional Transportation Organization (IRTPO) met on February 22nd and discussed details of the meeting.

16. COMMISSIONER DISCUSSION

The Board had a discussion on updates to the priority list.

Commissioner Mishasek attended the Sea Level Rise meeting and provided information on the discussion and where the Port is on projects.


Commissioner Day reported on participating at the Mussel Festival.


Commissioner Mishasek discussed the idea of senior exercise equipment stations installed in other parks just as a playground is installed for children. Would like to see the Port investigate this option.

17. ADJOURN

Meeting adjourned at 12:56 PM

**David Day, Vice President
Commissioner District 1**


JOHN S. MISHASEK (Apr 26, 2023 11:12 PDT)
**John Mishasek, President
Commissioner District 2**


John K Callahan Jr (Apr 26, 2023 10:32 PDT)
**John Callahan, Secretary
Commissioner District 3**

Next regular meeting: Wednesday, March 22nd, 2023, 1 PM Via ZOOM Conference as well as our physical meeting space at 765 Wonn Rd., Jim Davis House, Greenbank, WA 98253.

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