



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 July 26th, 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=SnZFZmZOcDBKd3
dVYWNoNUpQcWRhdz09](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

MINUTES

1. CALL TO ORDER

Meeting started at 1:00 PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Commissioner District 1 David Day, Commissioner District 2 John Mishasek, Commissioner District 3 John Callahan, Accountant Dawn Wilson, Project Manager Mary Hogan, Community Administrative Specialist Muri Mitschak

4. CHANGES TO AGENDA

7.2 was discussed before 7.1

5. COMMISSIONER ACTION:

5.1 Approval of Vouchers.

Commissioner Mishasek made a motion to approve the following vouchers.

Motion passed unanimously.

Voucher Warrant Numbers:	23-0726-23-0735	\$13,082.29
Payroll:	EFT-0604	\$15,069.39
Electronic Vouchers	EFT- 0605-0610	\$12,371.83
TOTAL VOUCHERS:		\$40,523.51

6. 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.

7. OLD BUSINESS

7.1 Action: Wharf Fuel Tank Bids

Project Manager Mary Hogan provided an update on the RFP's for the fuel tanks.

Commissioner Day made a motion to move forward with awarding the contract to Ultra Tank.
Motion passed unanimously.

7.2 Action: Wharf Pile & Cap Contract & Update

Kelly LaFave discussed his background report and his recommendation to award the project to Surowiecki Bros.

Commissioner Day made a motion to award the Surowiecki Bros the contract. **Motion passed unanimously**

7.3 Discussion: Central Whidbey Broadband Project Update

Project Manager Mary Hogan provided an update on the project RFP's and Grants.

8. POLICIES AND ADMINISTRATION

8.1 Discussion: Draft POC Ethics Policy

Commissioner Callahan provided an update and requested recommendations/feedback from Commissioner Day and Commissioner Mishasek in regards to the updates he made to the policy. All three of the commissioners agreed that this version of the policy applies to just the commissioners.

9. PUBLIC COMMENT

No public comment.

10. COMMISSIONER DISCUSSION

The commissioners discussed creating a rental policy for the Greenbank Farm, in regards to future space availabilities and tenants.

11. ADJOURN

Meeting adjourned at 2:45.



David Day (Aug 23, 2023 05:33 PDT)

David Day, President
Commissioner District 1



JOHN MISHASEK (Aug 23, 2023 10:22 PDT)

John Mishasek, Vice President
Commissioner District 2



John K Callahan Jr (Aug 23, 2023 07:48 PDT)

John Callahan, Secretary
Commissioner District 3

Next regular meeting: Wednesday, August 9th, 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:

<https://us02web.zoom.us/j/4715329291?pwd=SnZFZmZOCDBKd3dVYWNoNUUpQcWRhdz09>

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@whidbeynewsgroup.com
Town of Coupeville – clerktreasurer@townofcoupeville.org

7.31.2023/V1

MINUTES POC MEETING 26 July 2023 Draft V1

Final Audit Report

2023-08-23

Created:	2023-08-22
By:	Administrative Specialist (adminassistant@portofcoupeville.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAgQjHhPF1TeH0qlExSW34XPK2-ns253cl

"MINUTES POC MEETING 26 July 2023 Draft V1" History

 Document created by Administrative Specialist (adminassistant@portofcoupeville.org)


2023-08-22 - 10:47:47 PM GMT- IP address: 66.235.71.5

 Document emailed to commissioner1@portofcoupeville.org for signature

2023-08-22 - 10:49:14 PM GMT

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2023-08-22 - 10:49:14 PM GMT

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2023-08-23 - 12:32:11 PM GMT- IP address: 67.168.64.47

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2023-08-23 - 12:33:13 PM GMT- IP address: 67.168.64.47

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Signature Date: 2023-08-23 - 12:33:15 PM GMT - Time Source: server- IP address: 67.168.64.47

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2023-08-23 - 2:41:03 PM GMT- IP address: 24.143.82.61

 Signer commissioner3@portofcoupeville.org entered name at signing as John K Callahan Jr


2023-08-23 - 2:48:03 PM GMT- IP address: 24.143.82.61

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2023-08-23 - 5:21:38 PM GMT- IP address: 67.168.66.196

 Signer commissioner2@portofcoupeville.org entered name at signing as JOHN S MISHASEK

2023-08-23 - 5:22:16 PM GMT- IP address: 67.168.66.196

 Document e-signed by JOHN S MISHASEK (commissioner2@portofcoupeville.org)

Signature Date: 2023-08-23 - 5:22:18 PM GMT - Time Source: server- IP address: 67.168.66.196

 Agreement completed.

2023-08-23 - 5:22:18 PM GMT