



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 December 13th, 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**

MINUTES

1. WORK SESSION (9:45 AM – 10:00 AM):

2. CALL TO ORDER

Meeting called to order at 10:00 AM.

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

**Commissioner District 1 David Day, Commissioner District 2 John Mishasek,
Commissioner District 3 John Callahan, Executive Director Chris Michalopoulos,
Accountant Dawn Wilson, Project Manager Mary Hogan, Community Administrative
Specialist Muri Mitschak, Wharf Manager Danielle Vracin**

5. CHANGES TO AGENDA

Removed 10.3 from agenda.

Commissioner Callahan motioned for 10.4 be moved to January 10TH OPM meeting. Commissioner Day seconded. Motion passed unanimously.

Items 9.1 and 9.2 were moved until after item 10.1 AND 10.2, due to start time of 11:00AM.

6. COMMISSIONER ACTION:

6.1 Approval of Minutes (November 1st Public Hearing, November 8th Regular Meeting, and November 21st Regular Meeting) and Vouchers.

Commissioner Mishasek motioned to approve minutes from November 1st Public Hearing, November 8th Regular Meeting, and November 21st Regular Meeting. Motioned passed unanimously.

Commissioner Mishasek motioned to approve vouchers. Motion passed unanimously.

Voucher Warrant Numbers:	23-1201 – 23-1233	\$399,719.67
Payroll:	EFT-1201	\$12,804.39
Electronic Vouchers	EFT- 1105	\$6,932.30
TOTAL VOUCHERS:		\$419,456.36

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.*

Jessie from the Coupeville Historic Waterfront Association introduced herself and thanked the Port of Coupeville for their partnership with CHWA. She also asked if they can use one of the panels in the kiosk for a new map they are producing. Executive Director Chris Michalopoulos will discuss directly with her.

8. EXECUTIVE DIRECTOR REPORT

Executive Director Chris Michalopoulos presented his report.

9. OLD BUSINESS

9.1 Discussion: Greenbank Farm Pond Bid

Executive Director Chris Michalopoulos presented a bid for the scope of work for Phase 1.

Commissioner Day motioned to approve the scope of work for Phase 1, with a Do Not Exceed amount of \$15,000. Motion passed unanimously.

9.2 Discussion: Greenbank Farm Stadium Light Bid

Executive Director Chris Michalopoulos presented an update on a previous bid. Commissioners discussed quantity of lights. Executive Director Chris Michalopoulos will confirm if the quote should be for 6 or 7 lights and re-present December 27th.

10. NEW BUSINESS (11 AM Start Time)

10.1 Discussion: Coupeville Wharf Lease - Michelle & Tony Calvin, Beaver Tales Business Plan

Michelle Calvin presented their business plan for a lease of 2 spaces at the Coupeville Wharf.

10.2 Discussion: Greenbank Farm Lease - Ned Fortson, The Pup Stop

Ned Fortson presented his business plan for a lease of 1 space at the Greenbank Farm.

10.3 Discussion: Collections Boutique – Christian Chambers

Removed from agenda.

10.4 Discussion: Port of Coupeville Officer Selections

Removed from agenda.

11. POLICIES AND ADMINISTRATION

11.1 Introduction: Reduction in the number of Board meetings per month

Commissioners, Executive Director Chris Michalopoulos and Accountant Dawn Wilson discussed why there are 2 Board meetings every month.

11.2 Discussion and/or Action: Cancellation or rescheduling of Dec 27 POC OPM

Commissioner Callahan motioned to cancel Dec 27 POC OPM. Commissioner Day seconded for the purpose of discussion.

Commissioners and Accountant Dawn Wilson discussed the need for this meeting to present the financial report.

Commissioner Callahan withdrew his motion to cancel Dec 27 POC OPM.

Commissioner Callahan motioned to move to Dec 27 POC OPM to Jan 3. No second.

Commissioner Mishasek motioned to move Dec 27 POC OPM to Dec 28. No second.

Dec 27 POC OPM will remain on POC calendar.

12. PUBLIC COMMENT

Mary Ann Burr from Coupeville asked why the Dec 27 POC OPM could not be moved by one day Dec 28.

Janet Birchfield from Coupeville complimented the entire POC team, for all of their efforts.

13. PRESIDING OFFICER'S REPORT

No report.

14. COMMITTEE REPORTS

Commissioner Day provide update on COG and IRTPO meetings, and suggested the commissioners should determine which one of them will be attending these meetings starting in January.

15. COMMISSIONER DISCUSSION

Commissioner Mishasek inquired about the status of the Citizen Advisory Committee for the Coupeville Wharf and the Greenbank Farm. Executive Director Chris Michalopoulos provided an update.

Commissioner Day discussed the lease policies for the POC, and that the applicants have historically presented to the board for approval.

16. ADJOURN

Meeting adjourned at 12:55pm.


JOHN S. MISHASEK (Jan 19, 2024 15:39 PST)
John Mishasek, Vice President
Commissioner District 2

Next regular meeting is on Wednesday, December 27th, 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
United States Post Office – Coupeville & Greenbank, Washington
Whidbey News Times – editor@whidbeynewsgroup.com
Town of Coupeville – clerktreasurer@townofcoupeville.org

12.14.2023/V1

MINUTES POC MEETING 13 DECEMBER 2023 v3

Final Audit Report

2024-01-19

Created:	2024-01-19
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