



## **PORT OF BROWNSVILLE**

9790 Ogle Rd • NE Bremerton, WA 98311  
Office: 360-692-5498 • FAX 360-698-8023  
[pob@portofbrownsville.org](mailto:pob@portofbrownsville.org)

### **Commissioners:**

Jack Bailey  
Shaun Nye  
Fred Perkins

April 24, 2018

### **CALL TO ORDER**

Commissioner Jack Bailey called the special meeting to order at 5:37 PM. In attendance were Commissioner Fred Perkins, Commissioner Shaun Nye, Port Manager Matt Appleton and Office Manager Claudia Sharpe.

### **PLEDGE OF ALLEGIANCE**

Commissioners led pledge of allegiance.

### **APPROVAL OF AGENDA**

Fred Perkins made a motion to approve the agenda as written. Shaun Nye seconded the motion and it passed unanimously.

### **BROWNSVILLE YAHT CLUB LEASE**

Brownsville Yacht Club Lease; Port Manager Matt Appleton stated the Brownsville Yacht Club lease is up for renewal and the Yacht Club would like to extend the lease. Matt talked to the Brownsville Yacht Club about raising the rent 50 dollars a month. Matt discussed this with the Port Attorney, John Mitchell, and the going rate for building space is \$8 a square foot which is for full time use but the Port uses the yacht club space as well. Currently the Brownsville Yacht Club is paying \$5.74 a square foot. Matt requested to raise it to \$6.29 a square foot which equates to about \$50 a month. Fred Perkins asked what percentage raise in price this is. Matt said he had not calculated that but gave the commissioners his calculations. Matt said the Brownsville Yacht Club stated they could afford the \$50 a month increase. The commissioners requested the Port Manager to come back with a percentage comparable to the increase of the rental house. There was some discussion on recognizing the contribution the Brownsville Yacht Club gives to the community.

### **ILLAHEE INTERLOCAL AGREEMENT**

Illahee Interlocal Agreement states that the Port of Brownsville is entering into agreement that is essentially the same agreement the Port has entered into with Keyport. This is the second reading and the commissioners can sign agreement at this meeting. Matt stated that the Port of Illahee is anxious to get this agreement signed so their port can start the repairs needed.

Fred Perkins made a motion to approve the Illahee Interlocal, and Shaun Nye second. Fred Perkins requested that a second point of contact be listed in the agreement for the Port of Brownsville in case Matt is absent. Shaun Nye asked where the monetary amount was documented. Matt stated that the agreement states the amount is established in the Port of Brownsville tariff. The motion passed unanimously.



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### AUTHORIZATION FOR SIGNATURES

Resolution 18-04 is Administrative in nature. It allows Commissioner Shaun Nye to sign checks and legal documents on behalf of the Port. Since the resolution is administrative in nature Jack Bailey recommended the second reading be waived. Fred Perkins made a motion to waive the second reading and pass the Resolution as written. Shaun Nye seconded and the resolution was passed unanimously.

Claudia Sharpe had a question about the date Shaun Nye can sign paychecks and documents. The resolution gives the date of May 16, 2018, but paychecks will need to be signed prior to that. Commissioners gave the authority to change the date in the Resolution to April 24, 2018.

### DELAGATION OF AUTHORITY

Resolution 18-05 Delegation of Authority. Since Matt Appleton has changed position from Interim Port Manager to Port Manager, this resolution changes the spending limit for him. The spending limit was \$500.00 and the proposed resolution amount is \$1,200.00 dollars. Commissioner Shaun Nye read the resolution thoroughly and moved to approve Resolution 18-05 as written and Fred Perkins seconded. The motion passed unanimously.

**EXECUTIVE SESSION** – Commissioner Jack Bailey recessed the study session at 5:43PM for a two minute recess. At 5:45 PM the Executive Session convened to discuss personnel matters and it was estimated to be 45 minutes long. Commisioner asked for an extended 15 minutes of executive session and again another 15 minutes with Executive session ending at 7:00 PM. The regular session was reconvened at that time.

### CLOSE MEETING / ADJOURN

Study session was adjourned at 7:02 PM.

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President / Commissioner

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Secretary / Commissioner

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Commissioner

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Recording Secretary