

PORT OF BROWNSVILLE

9790 Ogle Rd • NE Bremerton, WA 98311
Office: 360-692-5498 • FAX 360-698-8023

Commissioners:

Shaun Nye
Jack Bailey
Fred Perkins

July 18, 2018

CALL TO ORDER

Commissioner Jack Bailey called the regular session of the meeting to order at 6:01 PM. In attendance were Commissioner Fred Perkins, Commissioner Shaun Nye, Port Manager Matt Appleton, Port Attorney Carrie Eastman and Port Accountant Dennis Bryan.

PLEDGE OF ALLEGIANCE

Commissioners led pledge of allegiance.

APPROVAL OF AGENDA

Fred Perkins moved to amend the agenda by adding item 10b titled "Commissioners Meetings schedule and location". Shaun Nye seconded and motion passed unanimously. Shaun Nye made a motion to approve the agenda as amended. Fred Perkins seconded the motion and motion approved unanimously.

APPROVAL OF CONSENT AGENDA

Consent agenda includes the vouchers audited and certified by the auditing officer as required by RCW 42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090, which have been recorded on a listing and have been made available to the public. Those vouchers approved for payment are included in the audited and certified list and further described as follows: May 2018 General Fund voucher numbers 41682 through 41746 for a total amount of \$130,329.46. Also approved for payment was May 2018 Electronic Transfer voucher numbers 2018-53 through 2018-61 for a total amount of \$26,815.82.

Motion made by Commissioner Shaun Nye to approve consent agenda. Motion was seconded by Commissioner Fred Perkins. Motion was approved unanimously.

PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA

None

PRESENTATIONS TO OR BY THE BOARD

None

FINANCIAL REPORTS

Port Accountant Dennis Bryan stated at the end of May 31, 2018, the balance was \$1,746,777.35. He added that in June bond payments will be due. Dennis stated the expenditures at this point are showing

PORT OF BROWNSVILLE

9790 Ogle Rd • NE Bremerton, WA 98311
Office: 360-692-5498 • FAX 360-698-8023

Commissioners:

Shaun Nye
Jack Bailey
Fred Perkins

higher percentage than last two years but some of the expenditures are related to capital improvements and when those get moved to the right category the expenditures should come down. Jack Bailey was thinking on how the income is reported now compared to the past and asked if the property tax income could be spread out over the year as in the past. Dennis said this year and last year are the same income time periods. He said he tried to do that last year and it didn't make that much difference. Fred Perkins asked who gets the email updates from the auditor's office. Dennis Bryan stated Matt Appleton would get those. Matt replied he gets new audit reports but not sure if it is updates. He will research that. Fred said that at the financial seminar it was reported that these reports would help with future audit requirements. Dennis reminded the commissioners one of the items from the last audit was that the information is to go through the Port. Shaun Nye stated the financial seminar did cover the audit information thoroughly. Financial report is available upon request.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached.
- b. Maintenance Report – Attached. Fred Perkins requested to see how many hours were spent at each marina for maintenance for Keyport and Illahee. Matt said he would add that. He stated Illahee still does not have working lights even though they were replaced so he is investigating if there is a more serious problem.
- c. Commissioners Report –
- d. Shaun Nye reported on the Port's Financial Seminar he attended June 13 at the 11:30 session. What the meeting was trying to do was gather information from each Port what they did to solve problems so other Ports can access this information in the future. He supported this concept. What he took out of the seminar was that they were encouraging Ports and CPAs to work with them to avoid problems. Fred Perkins added that they were talking about getting the audit information in the future to the Ports as soon as possible. One attendee asked what good it did if the auditor sent out to the port was different that the one who has been providing information. They took as an action item. Shaun Nye asked if there was a way to contact someone to help the port get through the requirements. Fred Perkins replied yes and that information is on the State Auditors web page. Jack Bailey asked if that was a person designated for ports and Fred replied no is was a general audit performance page. Jack Bailey asked what kind of information was there and Shaun Nye said what they wanted was to you look at the information and see of it would help. He added that they did make a statement that there would be an auditor provided for each port but he wasn't sure if they would stand by that. Jack Bailey said in the past the Port did receive the same auditor but the last few years has been different. Dennis Bryan said he has dealt with different auditors for the past few year. Shaun Nye and Fred Perkins said the seminar was very good and worthwhile. Dennis Bryan said since the Port went to cash basis accounting, a lot of the forms required do not apply to this Port. All said the changes in GAP are so often that those using accrual accounting cannot keep up. Fred Perkins stated that the WPPA had the information from this seminar on their web site.
Jack Bailey reported that he just returned from the East Coast and it was hot. He stated he would be attending the WPPA Commissioners Seminar next Sunday and Shaun Nye and Fred Perkins will also be attending in Cle Elum.
- e. Standing Committee Report – Matt reported that the Commissioners salary half that was committed last month was \$142.50. Matt said that everything is going well with the items that needed to be scheduled and reserved. He said there is no reply for the grant from Suquamish Tribe for the food

PORT OF BROWNSVILLE

9790 Ogle Rd • NE Bremerton, WA 98311
Office: 360-692-5498 • FAX 360-698-8023

Commissioners:

Shaun Nye
Jack Bailey
Fred Perkins

expenses. He said there were no cars signed up year but that is not unusual. He added that the person organizing the car show is looking for someone else to do it. This is his last year. Matt said the classic yacht club will be showing up with 35 yachts. Jack Bailey said that if the classic yacht club would send pictures the Port could advertise. Matt said that the committee is going to try to do a better job of letting the people know what is going on. Jack Bailey asked who is handling the money this year and Matt said Kitsap Maritime Heritage Foundation. Fred Perkins said not much more advertising is needed as there was not much more room for people on the day of the event.

OLD BUSINESS

- a. Boat Compliance list – The list has gotten smaller. E-77 will be going for auction on July 25th. Fred Perkins requested a new look at those boats that have expired registration since they were due in June. Matt said he would do that. Shaun Nye heard of other ports having a “Readiness Day” where the boats would have to prove they are ready to get underway. Jack Bailey said that Port of Brownsville is too big to do that in one day. Matt agreed that it could not be done in one day but he could schedule 3 or 4 boats in one day. He is working on a program to make sure the boats follow the rules and regulations of the Port. Fred Perkins requested to look at trespassing an individual that owes the Port moorage money but has left the Port owing that debt. Matt said he would look into that. Jack Bailey said there is a sign that has the Port rules and it should include that they have 4 hours to pay their moorage once entering the Port.
- b. Boat Launch Update – Matt reported that the contractor is mobilizing on the 23rd and will be at the Port on Monday. He said everything looks good but are waiting for a few documents from Quigg Brothers such as the contract and the amendment to the contract. Fred Perkins requested Matt to provide the commissioners the list of documents needed and a follow up on when they are provided. Shaun Nye asked for inspection reports as well. Jack Bailey asked about where the concrete panels were going to be precast. Matt said he thought it was Peninsula Concrete. Matt said the company has been told that they cannot start until all of these documents have been provided.

NEW BUSINESS

- a. Resolution 18-07 for Tariff 2019 – this is the first reading of the Tariff for 2019. Matt requested the Commissioners to review it and he still has to get the CPI information from Dennis Bryan. Jack Bailey stated that this has not changed from last year but if there are any changes made they need to be in red. Fred Perkins said this is homework for the Commissioners. Jack Bailey stated it was decided years ago to do the tariff ahead of the budget.
- b. Next Commissioners meeting scheduled date and location– The next meeting is currently scheduled for August 8th which is early in the month and is the same time as the Illahee commissioners meeting which is in the lower level of the Port Annex Building. Fred Perkins said he wanted to look one year out so there is not so many last minute changes. Jack Bailey agreed that one of the reasons they move the date is because it is too close to the start of the month. Starting with the day of the week Tuesday is the Yacht Club Meeting so the Yacht Club is not available on the second Tuesday of the month. Jack Bailey said he prefers the lower level of the Port Annex building because it is quieter. Matt asked where the August 15th meeting would be held and it was decided the lower level of the Port Annex Building. Jack Bailey stated that in order to change the location permanently there are

PORT OF BROWNSVILLE

9790 Ogle Rd • NE Bremerton, WA 98311
Office: 360-692-5498 • FAX 360-698-8023

Commissioners:

Shaun Nye
Jack Bailey
Fred Perkins

notifications that need to be made. Fred Perkins said this should be in Old Business next month to discuss the next year's meeting schedule and location.

PUBLIC COMMENT

None

EXECUTIVE SESSION – Jack Bailey recessed the regular session at 7:37 PM for 5 minutes then the executive session will convene at 7:42 for 15 minutes.

a. Legal	None	RCW 42/3-/11-(1) (I)
b. Real Estate	Yes	RCW 42.30.110(1) (b-c)
c. Personnel	None	RCW 42.30.110(1) (f-h)

Executive Session was adjourned at 7:57 PM with no decisions made and regular session was reconvened.

CLOSE MEETING / ADJOURN

Meeting was adjourned at 8:00 PM.

President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary