

# **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

January 16, 2019

## **CALL TO ORDER**

Commissioner Jack Bailey called the regular session of the meeting to order at 6:04 PM. In attendance were Commissioner Shaun Nye, Commissioner Fred Perkins, Port Manager Matt Appleton, and Port Attorney Neil Wachter.

## **PLEDGE OF ALLEGIANCE**

Commissioners led pledge of allegiance.

## **APPROVAL OF AGENDA**

Commissioner Fred Perkins requested to make a statement prior to approval of the agenda. He stated that the 2017 to 2018 Port year was an emotional transition between December and January. There were too many personal attacks, the Port had an Interim Port Manager, the State had not passed a budget so the grant RCO funds were not appropriated as expected, Commissioner Kalmbach resigned in January and all of that contributed to him feeling the need to retain the presidency in 2018. Now all most of that has been resolved including the boat ramp modifications and the appointment of Commissioner Nye. For all of these reasons Fred Perkins proposed that the nomination for 2019 officers should be Commissioner Nye for President of the Board and Commissioner Jack Bailey for Secretary of the Board. He added that this would reinstate the normal rotation of officers. Commissioner Perkins made a motion to amend the agenda and strike 4b. Commissioner Shaun Nye seconded the motion. The amendment and motion passed unanimously.

## **ELECTION OF OFFICERS**

Commissioner Jack Bailey commented that at the last meeting he let things get out of hand and he cut off Commissioner Nye which he apologized for. Commissioner Nye accepted his apology. Commissioner Bailey thanked Fred Perkins for his opening comments and for his proposal of officers.

Commissioner Fred Perkins made a motion to have Commissioner Shaun Nye be the President of the Board for 2019 and Commissioner Jack Bailey be the Secretary of the Board for 2019. Commissioner Bailey seconded the motion and motion passed unanimously. Commissioners changed positions to correspond with the newly elected officers.

## **APPROVAL OF CONSENT AGENDA**

Consent agenda includes the Meeting Minutes for December 12, 2018, and 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

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the public. Those vouchers approved for payment are included in the audited and certified list and further described as follows: December 2018 General Fund voucher numbers 42043 through 42052 for a total amount of \$8,461.13 and January 2019 General Fund voucher numbers 42053 through 42099 for a total of \$113,883.56. Also approved for payment was December 2018 Electronic Transfer voucher numbers 2018-104 through 2018-106 for a total amount of \$5,304.78 and January 2019 Electronic Transfer voucher numbers 2019-01 through 2019-07 for a total amount of \$20,220.73.

Motion made by Commissioner Fred Perkins to approve consent agenda as written. Motion was seconded by Commissioner Jack Bailey. Motion was approved unanimously.

## **PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA**

Jonathan Thomas commented on Kitsap Maritime Heritage Foundation and what has been going on. He stated that Senator Christine Rolfes and Representative Sherry Appleton have visited the Port to look at the Schooner Fiddlers Dream. He said that Kitsap Maritime participated in the Jingle Bell Dock celebration where there were over 400 people at the Port and over 200 pounds of food was donated. He proceeded to discuss the future plans of installing the exhaust system and steering system on the schooner. He announced that he attended the Blue Strategy meeting in Seattle which Governor Inslee is involved in to make Puget Sound a World Port of Call. Kitsap Maritime fits in this plan as part of the development of the maritime workforce. He stated he will be attending the Maritime Legislative Day in Olympia on January 29. He added that one of the Kitsap Maritime volunteers is cleaning the dock in front of the schooner regularly. Commissioner Bailey said he appreciated the clean docks.

Carolyn Thomas gave a report for the Brownsville Yacht Club. She reminded the commissioners of the Haunted Harbor success and said the Jingle Bell Dock was a big success too. There were for about 460 people to see 15 to 18 decorated boats. She then discussed the Polar Plunge which this year had 30 participants and made the front page of the Kitsap Sun. She said this was the 10<sup>th</sup> year for the Polar Plunge and it is now also the Wild Plunge since it supports the Wildlife Foundation.

## **PRESENTATIONS TO OR BY THE BOARD**

None

## **FINANCIAL REPORTS**

Port Manager Matt Appleton gave the November financial report and stated as of November 30, 2018, the balance was \$1,567,237.34. He added that there was an income of \$17,112.59 from property taxes. Financial report is available upon request.

Commissioner Fred Perkins questioned what the information on the December statements would be since those came from the past accountant.

## **INFORMATION, STAFF AND COMMITTEE REPORTS**

a. Manager Report – Attached.

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- b. Maintenance Report – Attached. Brownsville – Report a few electrical repairs and small leaks that were fixed as well as a new light was installed at the foot of the flagpole. Commissioner Bailey said the light for the flagpole was not positioned right. Matt Appleton said he would address that with the maintenance crew. Keyport reported their lock for their gate was not working so a new one was ordered which is under warranty. No reports Illahee or Waterman.
- c. Commissioners Report –  
Commissioner Fred Perkins had no report.  
Commissioner Shaun Nye had no report.  
Commissioner Jack Bailey was contacted by the Port of Allyn to discuss an All Ports meeting for Mason County similar to the All Ports meeting for Kitsap County. Commissioner Bailey said he will be attending the Marina's committee meeting to discuss the legislative agenda that will be part of the Marina Legislative Day on January 29 in Olympia which he will also be attending. Some of the items discussed will be the update on Marine Electrical Code, the update on the National Permit for fisheries, the update on the Derelict Vessel program. He said he will be attending a webinar for compliance on anti-fouling bottom paint which has been determined that copper base paint is the best.

Commissioner Perkins announced that the All Ports meeting for Kitsap will be January 28<sup>th</sup>.  
Commissioner Bailey explained what this meeting was for.

Committee Reports - None

## OLD BUSINESS

- a. Boat Compliance list – Matt Appleton stated that a few have come off the list but a few have been added. There was more discussion on the boats on the list. Steve Neuhauser asked about the boats that do not meet the requirement of getting under way and are in poor condition. Port Manager Matt Appleton stated he is working on a plan for this and a schedule when it will be implemented. Commissioner Bailey reminded those in attendance that the Port meeting rules are that all comments are to be directed to the Chairman of the board and he will direct who will answer any questions.

## NEW BUSINESS

- a. Resolution 19-01 Purchase of Property. Port Manager Matt Appleton gave a brief description of the property that is being considered for purchase, a one acre lot next to the previous property just purchased and next to Port property. The price is \$10,580. Commissioner Fred Perkins made a motion to waive the second reading and vote on Resolution 19-01. Commissioner Bailey seconded the motion. Commissioner Bailey said purchasing this property was good price and it helped improve the Port by adding more property. Motion passed unanimously.
- b. New CPA – Port Manager Matt Appleton presented a one year contract for Jan Fancher to be the Port Accountant. The contract has a clause that an RFQ will be generated and if another person is hired from that then this contract is ended. Commissioner Shaun Nye said it was important for the Port to move forward in the financial management. Commissioner Fred Perkins made a motion to waive the second reading and vote on entering into this one year contract with Jan Fancher. Commissioner Shaun Nye seconded the motion. Matt Appleton stated that the Port attorney has reviewed the contract and found it

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acceptable. Commissioner Bailey asked what the cost of the contract would be. Matt Appleton replied that it is unknown since the Port can't determine how many hours are needed to gather the information required for the reconvening of the audit or the extent of the financial issues. Commissioner Bailey said he was not in favor of hiring someone when the RFQ process has not been followed. Motion was approved 2 for and 1 abstain.

c. Renew Engineering on call Contract – There was discussion on what was required of the engineer and reason for renewing it. Matt Appleton stated the 5 year maintenance permit was submitted and it now requires 30 to 150 drawings from the Army Corps of Engineers. This item was tabled until next meeting.

## PUBLIC COMMENT

Commissioner Fred Perkins said he would be on travel for his job for the next meeting. He said he would call in if the other Commissioners had no reason to change the meeting. After some discussion it was decided that Commissioner Perkins would call in to the next meeting on February 13.

**EXECUTIVE SESSION** – Jack Bailey canceled the Executive Session.

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

## CLOSE MEETING / ADJOURN

Next meeting is February 13, 2019 at 6 PM.

Meeting was adjourned at 7:07 PM.

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President / Commissioner

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Secretary / Commissioner

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Commissioner

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Recording Secretary