



# **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:**

Shaun Nye  
Jack Bailey  
Fred Perkins

March 13, 2019

## **CALL TO ORDER**

Commissioner Shaun Nye called the regular session of the meeting to order at 6:00 PM. In attendance were Commissioner Jack Bailey, 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 made a motion to approve the agenda. Commissioner Jack Bailey seconded the motion. The motion passed unanimously.

## **APPROVAL OF CONSENT AGENDA**

Consent agenda includes the Meeting Minutes for February 13, 2019, 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 the public. Those vouchers approved for payment are included in the audited and certified list and further described as follows: March 2019 General Fund voucher numbers 42148 through 42208 for a total amount of \$\$87,158.84. Also approved for payment was March 2019 Electronic Transfer voucher numbers 2019-16 through 2019-23 for a total amount of \$12,756.58.

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**

Matt Appleton reported that the Port of Brownsville was in the Kitsap Sun concerning the Pier Peer. There was approximately 180 people of all ages present. It was sponsored by the Port and the Brownsville Yacht Club and Kitsap Maritime Heritage Foundation.

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

None



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## FINANCIAL REPORTS

Port Manager Matt Appleton gave the report noting that Claudia Sharpe has done an excellent job of reconciling the financial report from Kitsap County. He reported that at the end of January there was a balance \$1,311,064.85. He added that this is the first time in several years that the financial report for the immediate month prior was available and the balance at the end of February was \$1,300,892.55. He also reported on profit and loss statement. This report is available upon request.

Claudia Sharpe reported on a new report that she just finished that day. It is a 3 year comparison of expenses and income. She said the report will be able to show a big difference in the comparison amounts.

Commissioner Fred Perkins stated people in attendance at this meeting may not be aware of the change in financial reporting and may need an explanation. He stressed that there is no major amount of money missing after a second CPA looked at and audited the past finances of the Port. Only \$3.31. He said a consultant was hired temporarily and this is helping with working with the State Auditing Department. The staff is also taking on more of the financial reporting. Commissioner Shaun Nye added that the new reports make it easier to understand. Commissioner Fred Perkins added that fuel does make it harder to come up with a constant amount for financial reporting. Commissioner Jack Bailey said that is why it is important to have the comparison to the same months in previous years. Commissioner Fred Perkins said one of the audit findings in the past was that the Port didn't really understand the financial reporting and now with this new reporting it is easier to understand.

Jodie Fitchitt asked if the financial reports were online or available for anyone to review. Commissioner Fred Perkins said the Port Commissioners were paid to oversee the finances of the Port but if anyone wanted to view the details they can contact Port Manager Matt Appleton in the office.

## INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached. There was additional discussion on the fire that occurred at the Port. Lessons learned were discussed. Commissioner Shaun Nye asked if there is going to be a report from the Fire Department. Matt Appleton replied that he has heard from the investigators and the cause of the fire was the condenser in the refrigerator. Commissioner Jack Bailey added that the Port staff are the ones that put out the fire and should be recognized for that. He added that the Kitsap County Sheriff and Fire Department need to understand the capabilities of the Port staff and the residents. Commissioner Fred Perkins said that Matt Appleton is working with those departments to be able to recognize those people that are trained to help fight the fire.
- b. Maintenance Report – Attached. Brownsville – Some Fire Valves have broken and the Mini Loo broke but all are fixed. No reports for Keyport, Illahee or Waterman.
- c. Commissioners Report – Commissioner Fred Perkins stated when he met with the State treasurer in Olympia and he was enlightened on how the state handles the Port funds. Commissioner Shaun Nye stated there have been good reports on this meeting. Commissioner Jack Bailey stated the items that the WPPA requested of the state legislature are getting checked off; such as tax on oil products to clean up areas. He added that “saving the whales” is getting all the attention and tour boats are upset over being shut down.



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Commissioner Shaun Nye reported on the software program BIAS that was addressed at the last WPPA meeting and said it is an additional cost and he is not sure if it is necessary. The company does offer services but he would like to see how the program operates. It does have good merits and he is going to continue to look at it.

Commissioner Nye continued with comments on the Pier Peer that he attended. He said it was a good experience to see the kids and instructors together. He thanked all the organization involved.

Commissioner Shaun Nye reported on the fire at the Port saying that the lessons learned will have action taken and he thanked all those involved in fighting the fire.

Commissioner Shaun Nye thanked Claudia Sharpe for her time and efforts in doing the financial reports.

#### d. Committee Reports - None

### OLD BUSINESS

- a. Boat Compliance list – Matt Appleton stated that there was 2 boats added to the list and the attorney is working on evicting those boats as well as one other. Two of the boats on the list belong to the Port and now and action will be taken to sell or dispose of these boats. Commissioner Jack Bailey asked if all the boats in the marina have insurance. Matt Appleton said the staff is doing a sweep now on all the boats concerning the requirements of insurance as well as other requirements.
- b. RFQ for New CPA – Matt Appleton stated that this is urgent since the current contract expires on March 31, 2019. He said he proposes putting the announcement in the Kitsap Sun and other advertising places for the position. He then proposed a bid opening on March 28 and a selection on April 2. Commissioner Jack Bailey stated he thought the current contract could be extended. Matt Appleton said after looking at the RCW's more it is necessary to do a RFQ for this position. Commissioner Fred Perkins asked who will vote for the selectee. Matt Appleton said he wanted input from the commissioners and Claudia Sharpe who is dealing with the financial reports now. Commissioner Fred Perkins made a motion to allow Port Manager Matt Appleton to advertise the RFQ for a new CPA for Port of Brownsville. Commissioner Jack Bailey seconded the motion and it passed unanimously.

### NEW BUSINESS

- a. Special Meeting for CPA Bid Opening and Selection. Matt Appleton stated he selected March 28 for the bid opening but wanted concurrence of the date and a selection of time. It was decided the date was good and the time is 5 PM. Matt Appleton then proposed April 2 for a special meeting to select the new CPA. Commissioners agreed to the date and the time was set at 5 PM. Ned Cook asked if the meeting was going to be open to the public and Matt Appleton replied it was an open meeting.
- b. Resolution 19-03 change late fee due date – Commissioner Jack Bailey explained that this changes the late fee from 10 days after due date to 15 days after due date. Commissioner Jack Bailey made a motion to waive the second reading of this resolution and adopt this resolution starting the first of the next month. Commissioner Fred Perkins seconded the motion and it passed unanimously.



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### **PUBLIC COMMENT**

Ned Cook stated that in the last Port newsletter it was stated that it was with luck that the fire was controlled and he thought that wasn't true. It was the preparedness of the Port staff, commissioners and all the Port people involved that helped control the fire. He added he was not pleased with the other official people involved. Ned also said he didn't really understand the meeting the commissioners were referring to about the new software program. Commissioners agreed they could do a better job in the future explaining.

Sally Hass is the liaison between the Brownsville Yacht Club and the Port of Brownsville. The Yacht Club would like to thank the Port with how they handled the fire. The Yacht Club is very much for safety and they will lobby their participants in being more involved with training. She stated that in the past she was involved with the Comprehensive Scheme Committee meetings and the Brownsville Yacht Club wants to lobby to have a siren moved up on the priority list. Commissioner Jack Bailey stated the electrical wiring has now been installed and a siren or announcing system can be installed now when the Port finds a system that works well with salt water.

Joe Pomack made comments about the condition of some of the boats and the condition they are in. The rules and regulations address boat maintenance and the 3 boats on D dock do not comply. He would like to see those addressed as they do not fit with the beautiful condition of the Port.

Terry Asla commended the Port and staff on the Pier Peer. He said there were a lot of outside organizations such as Sea Grant, ACETA discovery center, University of Washing, Western Washington University (Kitsap County Extension), Puget Sound Naval Shipyard STEM Program, TC Divers and Navy Divers, Art Slam Studio and of course the Port, the Brownsville Yacht Club and Kitsap Maritime Heritage Foundation. All of those organizations are excited about coming back next year and in fact this is the only Pier Peer that Sea Grant is involved in for Kitsap County. Commissioner Fred Perkins asked for a summary of his report to be incorporated in the minutes and presented to the County Commissioners. Terry Asla said he would do that. He also recognized John Morrison as the safety person of the Port that is there during these events to ensure there are no safety issues.

John Morrison made comments on the Port fire stating that even though it was a tragedy, there were a couple of things that happened that were positive. Matt Appleton fought the fire but before he arrived the owner of the boat that was on fire, Curt Baker, contacted his neighbor immediately to ensure his safety. They tried to move the neighbor's boat but were unsuccessful. However, James Wolfrey, wife Alicia and their dog Trixie were alerted and made sure that Curt and his neighbor Mark Morton were safe. James also opened the Yacht club to make sure Mark had a safe, warm place to stay as he is battling cancer. James was there with Mark until 4 AM and that was James's birthday. In conclusion, John stated the Port is super lucky to have the Port staff and super lucky to have this community at the Port.



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Commissioner Shaun Nye stated he would like to have the Port Attorney given an opportunity to speak at this meeting.

Jody Fitchitt stated that she has known one of the staff, Jai Tew, for a long time and he seldom has anything nice to say but he recently said he was proud to work with Matt Appleton. Matt thanked her for letting him know that.

## EXECUTIVE SESSION –

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

## CLOSE MEETING / ADJOURN

Meeting was adjourned at 6:56 PM.

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President / Commissioner

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Secretary / Commissioner

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Commissioner

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Recording Secretary