



# **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

April 10, 2019

## **CALL TO ORDER**

Commissioner Shaun Nye called the regular session of the meeting to order at 6:02 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 March 13, 2019, Special Meeting minutes for March 28, 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 42209 through 42263 for a total amount of \$101,492.69. Also approved for payment was March 2019 Electronic Transfer voucher numbers 2019-24 through 2019-33 for a total amount of \$16,819.48.

Motion made by Commissioner Jack Bailey to approve consent agenda as written. 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 Manager Matt Appleton stated Claudia Sharpe would be giving the report at this meeting. He added that the report for tonight was for March instead of February as was the practice previously. The balance at the end of March was \$1,336,704.20.



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Claudia Sharpe reported that this report was the result of a meeting with the Kitsap County treasurer and the current CPA for the Port of Brownsville. She added that the county now gives financial reports weekly which is a first. Claudia also reported the Profit and Loss statement. She added that the current CPA has made over 150 General Journal entries to change the entries that should have been reported on a cash basis. As a result the comparison report was not ready for this meeting. Claudia continued with explanation of the financial report and it is available upon request.

Commissioner Fred Perkins asked if the amounts in the month report are compared to the previous month and Claudia replied yes.

There was more discussion on the new financial report and Claudia Sharpe explained that the CPA would be helping her with a more condensed report.

Commissioner Jack Bailey asked if the “loss of income” that is a result of the fire damage has been reported to the insurance company. Matt Appleton stated the final insurance claim has not been submitted yet and would include that information.

Commissioner Jack Bailey asked if there would have to be a budget modification resolution submitted for the variance. Matt Appleton said not at this time.

### INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached. Commissioner Fred Perkins added that it would be of benefit to look at other Ports on how they move boats that are in danger or a threat to the marina. Claudia Sharpe said she would be going to the Southwest financial meeting next week and she could put this concern on the agenda if she had more information. Matt Appleton added that he is looking at different ways to accomplish the requirement of moving the boat by the owner.
- b. Maintenance Report – Attached. Brownsville – Getting the Port in good shape for summer. Keyport – replaced the lock on entrance gate. No reports for Illahee or Waterman.
- c. Commissioners Report – Commissioner Fred Perkins stated he had no report for this meeting. Commissioner Jack Bailey stated the All Ports meeting is coming up soon and is a good forum to find out what other marinas are doing. He commented that the glass on the Fire Stations are broken and it allows the hoses to get wet. Matt Appleton said he would look into this for some kind of protection. Commissioner Jack Bailey was pleased with the identification that is on the fire stations. Commissioner Shaun Nye had no report for this meeting.
- d. Committee Reports – Marjorie Rowland stated that her Matt Appleton would set a date for a BAD Meeting in May.

### OLD BUSINESS

- a. Boat Compliance list – Matt Appleton reported that there would be some action taken on E-55. Also, C-27 has had some people working on improving the boat house. Others were going to collections for past moorage.
- b. CPA Contract – Commissioner asked Matt Appleton to summarize how the Port got to this point in getting a CPA. Matt Appleton covered all the meetings that have occurred which resulted in the selection



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of the CPA. He said there were two documents tonight for the Commissioners to review and approve. Commissioner Fred Perkins explained that the previous CPA contract ended in December 2018 and there has been a lot of effort to become familiar with past and current financial situations.

First to review was the Engagement Letter. Commissioner Jack Bailey noted that page 4 above “other relevant information” there were designations for primary contacts. He noted that this is a multiple year contract and for the commissioner contact it should be the president of the board, not by name which now states Shaun Nye. Port Attorney Neil Wachter suggested that Matt Appleton be the decision maker for who the Port contacts are. Shaun Nye made a motion to approve the document as written. No second. Marjorie Rowland gave suggestions on how a pen and ink change could be made to this section. Commissioner Jack Bailey made a motion to remove the name Shaun Nye in this section. No second. There was more discussion on changing this section. Neil Wachter stated it is very common practice to list the current position holders and that notifications would be made when they were changed. He said it would be acceptable to make the change by adding the word “current president of the” in front of “Port Commission”.

Commissioner Fred Perkins made a motion to make a pen and ink change to engagement letters to the paragraph designating Port representatives adding after Shaun Nye, “current Port Commission president”. Commissioner Shaun Nye seconded the motion. There was some discussion. Motion carried 2 for and 1 opposed.

Second to review was the Professional Services Agreement. Commissioner Jack Bailey noted that there was a statement that an assistant would be paid \$95 an hour but no name or qualifications was given. Claudia Sharpe added that there is a full time staff member in the CPA’s office. Commissioner Jack Bailey said there was no mention of labor time for transporting to and from Port of Brownsville. Matt Appleton said it is the same as the requirements for Port personnel. Commissioner Jack Bailey asked if there was a cap on the amount paid to this CPA for this contract. Matt Appleton responded not in this contract. Commissioner Fred Perkins stated that this is special circumstances in correcting the last two years of financial reports and it would be difficult to put a limit on the amount of this contract. Commissioner Shaun Nye stated after talking with the CPA he was confident she was doing what was necessary for the Port.

Commissioner Fred Perkins made a motion to have Port Manager Matt Appleton sign the Professional Services Agreement with Jan T. Fancher. Commissioner Jack Bailey seconded the motion. Motion carried 2 for and 1 abstain.

### **NEW BUSINESS**

a. Matt Appleton requested a new Port Auditor be appointed and thanked Frank Dalton for all of his years of service in this position. He requested Claudia Sharpe be appointed to this position. Commissioner Shaun Nye made a motion to appoint Claudia Sharpe as the new auditor. Commissioner Fred Perkins seconded the motion. Commissioner Jack Bailey asked for what the duties and responsibilities of the Port auditor was. He stated that one of the duties is overseeing and certifying the checks that have been written and since Claudia Sharpe writes the checks therefore can’t be the person auditing the checks. Matt Appleton said that Joe Goodman would be the person writing the checks. Commissioner Fred



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Perkins said there really needs to be a good understanding of what the auditor is required to do. Matt Appleton said he would be more responsible for oversight in the future and there would be checklists and balances. Commissioner Fred Perkins stated that this motion should be temporary until there is a better understanding of the position. Matt Appleton added that the auditor has to be a paid employee. Claudia Sharpe said that she will find out the requirements from the CPA. Commissioner Fred Perkins added an amendment to the motion to make port auditor an interim position for one month for Claudia Sharpe. Commissioner Shaun Nye seconded the motion. Motion passed. Original motion with amendment passed unanimously.

b. Resolution 19-04 Delegate a Port employee to transfer money between accounts at Kitsap County – This is the first reading.

## PUBLIC COMMENT

### 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

Next Meeting May 8, 2019, as scheduled.

Meeting was adjourned at 7:25 PM.

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President / Commissioner

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Secretary / Commissioner

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Commissioner

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Recording Secretary