



PORT OF BROWNSVILLE

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

Commissioners:

Shaun Nye
Jack Bailey
Fred Perkins

June 11, 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, Port CPA Jan Francher, and Port Office Manager Claudia Sharpe.

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 May 8, 2019, Special Meeting minutes for May 8, 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: June 2019 General Fund voucher numbers 42314 through 42374 for a total amount of \$191,601.35. Also approved for payment was May 2019 Electronic Transfer voucher numbers 2019-42 through 2019-51 for a total amount of \$79,709.89. 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 that the Port staff with the CPA did get the 2018 end of year report to the county in time. Jan Francher reviewed the report with the commissioners. She stated it is in the prescribed format that the county requests which the commissioners are not use to so she went through the details of the report. She noted that the county has put the Port in the transportation category. Matt Appleton noted that all of the information on the report is now in the Port computers. Commissioner Jack Bailey asked about the remaining funds on the RCO Grant. Jan Francher explained that there is a balance



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but some of it has been spent already in 2019. Commissioner Jack Bailey was concerned about showing the labor that was expended in performance of the grant. Jan Francher stated that the report could not have been possible without the full cooperation of the entire Port staff. Report is available upon request.

Commissioner Shaun Nye asked about the status of the 2017 report. Jan Francher stated that about ½ of the work done for the 2018 report applies to the 2017 report. Commissioner Jack Bailey asked if there was a cost estimate for the remaining work that has to be completed for the 2017 report. Jan Francher said she did not have an estimate at this time but she would keep the commissioners informed. She added that this was a larger task than she had thought at the beginning. Commissioner Jack Bailey expressed that the budget for this year has been exceeded for this year and he is concerned about when it will end. Jan Francher emphasized that there is training of the staff as well as corrections of past errors or incomplete information. Once that is complete her time will be less and she will be as efficient as possible.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached. Fred Perkins noted that the 2020 budget may be at the next meeting but it will not be signed until November and by that time projected expenses will be better understood.
- b. Maintenance Report – Attached. Brownsville – Pumps being repaired. Upper Park being renovated. Keyport – no report. Illahee – no report. Waterman – no report. Commissioner Shaun Nye complimented the staff on their work on the Upper Park.
- c. Commissioners Report – Commissioner Fred Perkins stated he had no report for this meeting. Commissioner Jack Bailey said he attended the WPPA spring meeting and environmental committee was not very promising. Environmental problem is getting permits. Blocks on the forms for some organizations cannot be changed due to changes. The protection of the whales and eliminating dams that provide power were also discussed. WPPA does not have an executive director at this time. The last one retired and will now be the executive director of the Port of Tacoma. WPPA is looking for a replacement. Commissioner Jack Bailey said he would be gone for a portion of the month. Commissioner Shaun Nye said he attended the WPPA spring meeting in Spokane. He discussed the financial outcome from economic development of Washington State. This was interesting and exciting to Commissioner Shaun Nye. Commissioner Fred Perkins asked who was acting executive director for the WPPA at this time. Commissioner Jack Bailey described the individual who is filling the position temporarily.
- d. Committee Reports – Matt Appleton stated that the next BAD Meeting is July 2 at 5 PM. Matt gave a brief status report of the committee actions and accomplishments. Commissioner Jack Bailey stated he has contacted other car people to get a coordinator for the car show. He also suggested having a motorcycle group or club coordinating the show.

OLD BUSINESS

- a. Boat Compliance list – Matt Appleton reported that letters have been sent on how the insurance of the boats and compliance with the rules and regulations will be enforced. Jan Francher asked how many people that are on the list of owing money or other violations have a key to enter the marina. Matt Appleton stated he did not have an answer for that at this time but he would look it up.



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- b. Resolution 19-05 – Changes to Rules and Regulations. Matt Appleton reviewed the resolution and changes. Commissioner Fred Perkins suggested a summary of changes. Matt Appleton he did not log the grammar and spelling errors. Commissioner Fred Perkins there could be a general entry for that but would like to have a comparison. Commissioner Jack Bailey stated he spent 6 hours on reviewing this resolution and came up with several changes that are mostly wordsmithing. Commissioner Fred Perkins asked Commissioner Jack Bailey if he had a list of the changes. Commissioner Jack Bailey said he did and he will send it to Matt Appleton for review. Claudia Sharpe agreed with Commissioner Bailey and she noted that there has not been grammar check on this document in a long time. Commissioner Jack Bailey asked to have versions on the updates.
This
- c. Resolution 19-06 Bond Account – Matt Appleton stated this is a housekeeping issue and is breaking up the 1 Bond Account into 2 account. One would be GEO Bond Account and one should be Revenue Bond Account. Commissioner Jack Bailey made a motion to waive the second reading and approve Resolution 19-06. Commissioner Fred Perkins seconded the motion. Motion approved unanimously.

NEW BUSINESS

None

PUBLIC COMMENT

Commissioner Fred Perkins asked to review the calendar for Commissioner meeting in July. Matt Appleton said the All Ports Meeting was July 22. It was decided to have the Port Commissioners meeting on July 17, 2019 at 6 PM in the Brownsville Yacht Club.

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 July 17, 2019, as scheduled.

Meeting was adjourned at 7:37 PM.

President / Commissioner

Commissioner

Secretary / Commissioner

Recording Secretary