



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

July 17, 2019

CALL TO ORDER

Commissioner Shaun Nye called the regular session of the meeting to order at 6:01 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 June 11, 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: July 2019 General Fund voucher numbers 42375 through 42440 for a total amount of \$139,939.43. Also approved for payment was July 2019 Electronic Transfer voucher numbers 2019-52 through 2019-59 for a total amount of \$12,958.98.

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

Office Manager Claudia Sharpe gave the June 2019 end of month report. For that month there was a loss of \$100,116.35 due to bond interest payments, office equipment repairs and fuel expenses. Commissioner



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Jack Bailey requested some clarification on expenses and Claudia Sharpe explained. Report is available upon request.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached. Commissioner Shaun Nye asked what the plan was to strengthen the marker buoys since they had to be moved several times. Matt Appleton explained his plan to fasten them differently. Ed Wurden explained the meaning of the colored buoys. Ned Cook also gave some guidance on their meaning.
- b. Maintenance Report – Attached. Brownsville – Improved the Upper Park and Docks. Gas pumps were greased and serviced. Upper Park being renovated. Keyport – no report. Illahee – no report. Waterman – no report. Commissioner Fred Perkins complimented the staff on their work on the Upper Park. Commissioner Shaun Nye also complimented the area around the Shop which now looks neat and orderly. Commissioner Jack Bailey expressed concern on the pavement that is lifting up due to the tree roots. Matt Appleton said that was on their list of items to fix in the Upper Park.
- c. Commissioners Report – Commissioner Shaun Nye said he attended the financial conference on Hood Canal and the Port is now doing what is required to be in compliance with auditing. He added the importance of why the Port is doing these actions was explained. Commissioner Jack Bailey said he was back in the Eastern part of the United States and it is very hot. Commissioner Fred Perkins stated he had also attended the financial conference and there were items brought up that the commission should do and are not doing or not doing a good job. He continued that even though there is a Comprehensive Scheme there is no strategic plan to get those items completed. He stated that the State Audits from the last few years have strengthened his resolve to do a better job of reporting. He recommended a study session to get the plans in place. Commissioner Shaun Nye appreciated Commissioner Fred Perkins addressing this. Commissioner Jack Bailey stated he agreed with this assessment and has tried to address this in the past. Commissioner Shaun Nye stated a public meeting to gather all ideas would be a good meeting to have. Commissioner Jack Bailey stated the Port should be looking 20 years ahead.
- d. Committee Reports – Commissioner Shaun Nye stated that the Port needs to get a treasure chest for BAD diving event. Matt Appleton stated that he went to the Brownsville Yacht Club meeting and received some more volunteers for different areas needed for BAD. He added that there are more volunteers needed. Commissioner Shaun Nye said he is trying to get a motorcycle club interested in running the car show.

OLD BUSINESS

- a. Boat Compliance list – Matt Appleton reported that he sent 17 letters last week. He continued on with details of certain boats that were either in arrears or owned by the Port for selling or scraping. Jan Francher asked if all the other boats on the list have been taken care of and Matt replied no but will be charged accordingly. Commissioner Shaun Nye asked if the boats were in the position that are for the best business interest of the Port. Matt Appleton replied yes. Jan Francher stated that whatever the Port is doing about these boats, as long as it is in compliance with the Port policies there will be no issue at the next audit. Commissioner Jack Bailey suggested taking any boat the Port owns out of the water to free up moorage. Commissioner Fred Perkins asked when the next



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State Audit was scheduled and Jan Francher stated the next audit should be in the fall for 2017 and 2018.

- b. Resolution 19-05 – Changes to Rules and Regulations. Matt Appleton reviewed the resolution and changes. He stated that this is the third reading of this resolution. Commissioner Fred Perkins suggested a summary of changes. Matt Appleton said he did send it out 2 times. Commissioner Jack Bailey said he could not send his changes to Matt due to travel. Commissioner Fred Perkins said he wanted to have a summary of changes printed out so it is easy for comparison. Matt Appleton stated there is nothing critical to be voted on at this meeting. Resolution was tabled until next meeting.

NEW BUSINESS

- a. Budget– Matt Appleton stated this is the first reading and is looking for review and comments from the Commissioners. Commissioner Fred Perkins stated he would bring his comments next week. Commissioner Jack Bailey expressed concern over medical insurance and the fact that the CPI has not been determined. Commissioner Fred Perkins said the commission should concentrate on the items they can control. Commissioner Jack Bailey recommended an additional meeting to concentrate on a section at a time. Commissioner Shaun Nye stated Matt Appleton should schedule that.
- b. Resolution 19-07 Tariff – This is the first reading Matt Appleton said there are a few changes and he reviewed those. There was discussion on how much time is spent on subleasing slips. Resolution was tabled until next meeting.
- c. Deli Lease – Matt Appleton said the lease for the Brownsville Deli is coming due and they have expressed a desire to renew the lease. The commissioners have the lease for review. Commissioners said they would send their remarks to Matt Appleton. Commissioner Jack Bailey asked when the last time this contract was thoroughly reviewed. Matt Appleton stated it was May 1, 2014, and it was a whole new contract since it was new owners at that time.
- d. Lower Annex Rental – Trident Sea School LLC. They teach to people that want to get their Captains license. There is a contract submitted renting the east side of the lower floor with other areas shared. Matt reviewed the contract with the commissioners. He stated that this contract still has to go to the Port Attorney for review and comment. Jan Francher asked what kind of assured amount and guarantee does the Port request. Matt Appleton stated that it is first month and \$1,000,000.00 insurance. Jan Francher discussed monthly payments and what they are being charged now. Matt Appleton stated he wanted this approved as soon as possible so all of these issues could be resolved. Commissioner Jack Bailey suggested using the previous contract for the last renter and it doesn't need a Port Attorney review. Matt Appleton stated her preferred the Attorney review the contract. Commissioner Shaun Nye requested what the Port could do now to get some revenue on renting the space to anyone. Matt Appleton said it would require a Tariff change to rent out that space. Jan Francher suggested a day rate be adopted. Commissioner Fred Perkins suggested taking the monthly rate and dividing by 30 to get a day rate. Matt Appleton said that amount is approximately \$25. Commissioner Fred Perkins made a motion to charge \$30 a day for rental of the east side of the lower level space of the Port Annex. After some discussion Commissioner Fred Perkins retracted his motion. Commissioner Shaun Nye stated that because there is nothing in place for a rental fee for this space, there should be something put in place and other areas should be reviewed for the same issue. Matt Appleton explained that he did not want



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to make the daily rate too high and scare off this group that wanted to rent the space. Commissioner Shaun Nye stated the fee should be the monthly amount divided by the days. Office Manager Claudia Sharpe said the upper park and other facilities are rented for \$50 a day. Matt Appleton said that if \$50 a day would be charged it would be twice the amount of the contract. Commissioner Jack Bailey said the goal should be that the daily rate should be the same amount as what they would pay in the contract. Matt Appleton said there could be a change made to the tariff to include unleased spaces of the Port Annex for \$50 a day. Commissioner Jack Bailey said that the use of the space should be approved by the commissioners to ensure it is in compliance with the Ports goals. Commissioner Jack Bailey made a motion to have a rental fee of \$50 a day for the east end of the lower level of the Port Annex subject to Port approval. Jan Francher asked if this fee was retroactive to when the facility was being used. Commissioner Shaun Nye made a motion to adopt a \$50 a day rate for any unleased space in the Port Annex, Commissioner Fred Perkins seconded the motion. Motion was approved unanimously.

PUBLIC COMMENT

Ed Wurden stated he has been a member of the Port for 50 plus years and has seen a lot of things. He has provided hundreds of hours of free labor to the Port. He has provided photographs of neglected maintenance in the Port. One of the items has been neglected for 35 years and he requested the commissioners discuss these items and get them resolved. Ed continued with a brief list of items that he has presented to the Port before and there has been no action. Commissioner Shaun Nye thanked Ed for his comments. Commissioner Jack Bailey said he would like to talk to Ed Wurden about some of his comments.

Commissioner Shaun Nye said there would be a 15 minute recess and then the executive session would begin for 20 minutes and there will be a decision made from the executive session. Regular session was adjourned at 7:25 PM.

Executive session was called to order at 7:40 PM. At 8:00 PM Commissioner Shaun Nye stated there would be a 10 minute extension. At 8:10 PM Commissioner Shaun Nye said there would be an additional extension of 10 minutes.

Executive session was adjourned at 8:20 PM and Regular session was reconvened at that time. Commissioner Shaun Nye stated there was a decision made to give employee Joe Dabell a pay raise. There was no decision on real estate.

Commissioner Shaun Nye announced there would be a study session and special meeting with executive session on August 1, 2019, at 5 PM.

EXECUTIVE SESSION –

a. Legal None RCW 42/3-/11-(1) (I)



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b. Real Estate	Yes	RCW 42.30.110(1) (b-c)
c. Personnel	Yes	RCW 42.30.110(1) (f-h)

CLOSE MEETING / ADJOURN

Next Meeting August 14, 2019, as scheduled.

Meeting was adjourned at 8:30 PM.

President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary