



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

November 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, Interim Port Manager Wendy Smith, Port CPA Jan Fancher, and Port Attorney Neil Wachter.

PLEDGE OF ALLEGIANCE

Commissioners led pledge of allegiance.

APPROVAL OF AGENDA

There were several changes made. Commissioner Bailey asked to move item 4 to item 9e. Commissioner Perkins wanted to delete item 11c. Commissioner Perkins made a motion to approve the agenda as amended. Commissioner Bailey seconded the motion. Attorney Wachter suggested that Item 13 be deleted from the agenda. Commissioner Bailey moved to delete item 13 from the agenda. Commissioner Perkins seconded the motion. Both motions passed unanimously.

APPROVAL OF CONSENT AGENDA

Consent agenda includes the Meeting Minutes for October 16, 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: October 2019 voucher numbers 42647 for a total amount of \$22,545.42. Also approved for payment was November 2019 voucher numbers 42629 through 42646 and 42648 through 42688 for a total amount of \$126,805.82 and electronic transfer voucher numbers 2019-88 through 2019-98 for a total amount of \$22,245.60.

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

None

PRESENTATIONS TO OR BY THE BOARD

None

FINANCIAL REPORTS



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

Port CPA Jan Fancher presented the October cash flow report. As of October 31, 2019, the balance was \$1,639,275. Bond payments are due December 1 and they are swept out of the accounts. Total transfer of \$214,316.25. Both principal and interest payments. CPA Fancher also highlighted future commitments and a comparison of CPI vs. Actual Rates being charged by the port. CPA Fancher highlighted the commitments historically up to current and beyond.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached. Wendy reported that she is pleased with the last months efforts toward finalizing the budget and keeping that momentum going into year-end and next year. Have met with several tenants regarding their leases, renewals and vacancies. Made a suggestion to continue looking toward future income sources, such as, CERB. Wendy proposed for winter only closing the office on Sundays.
- b. Maintenance Report – Attached. Wendy read the maintenance report. Wendy also added that the new turbine was installed the day of the meeting.
- c. Commissioners Report – Commissioner Bailey said he will be attending the WPPA annual meeting next week and attend the Port's December meeting. Commissioner Perkins gave a recap on items learned from the Small Port's Conference he attended in October. He talked about presentations from CERB and other grant sources. Sees benefit to being closed on Sunday and getting full maintenance staff on site for four days of the week. Commissioner Nye stated he also attended the WPPA Small Ports Meeting and gained good information on RCO grants and CERB money. He also attended a federal grants class that talked about procedures when accepting that money.
- d. Commissioner Perkins also said he had another committee meeting on maintenance. Have assigned some people to different items looking at different aspects and priorities. Should have something solid by the first of the year. The next meeting will be on December 2, 2019.
- e. PUBLIC HEARING – Commissioner Nye recessed the regular meeting to open the Public Hearing on the 2020 Budget pursuant to RCW 53.35.020 and RCE 53.35.030.

Public Comment

Terry Asla – no comment

Wendy Smith – thanked Ed for his written comments; big change from a month ago preliminary budget is the list of projects. Just a place holder. Ports are a bottom-line budget so we can change the line items as necessary. Opened the option to make appointments and come talk about it.

Steve Neuhauser – Asked about the grant funded items on page 3. Are the grant funds an estimate – how do you come up with these? These numbers are estimates.

Commissioner Bailey – The PA system is critical in the case of an emergency.

Commissioner Nye closed the public hearing and went back to the regular meeting.

OLD BUSINESS

- a. Boat Compliance list – Wendy noted that there wasn't much change in the report. A couple are 60 days in arrears and there are still a couple of boats that we are still working with DNR.



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

- b. Resolution 19-05 – Rules and Regulations - Tabled
Resolution 19-07 Tariff – Commissioner Perkins moved to approved resolution 19-07.
Commissioner Bailey seconded the motion.
Commissioner Nye – In Favor
Commissioner Perkins – In Favor
Commissioner Bailey – In Favor
Motion Carries.
- c. Deli Lease – Tabled.

NEW BUSINESS

- a. Resolution 19-08 – Commissioner Perkins moved to approved Resolution 19-08 Adoption of the Operating/Maintenance and Capital Budget for 2020. Commissioner Bailey seconded the motion.
Commissioner Nye – In Favor
Commissioner Perkins – In Favor
Commissioner Bailey – In Favor
Motion Carries.
- b. Resolution 19-09 – Commissioner Perkins moved to approved Resolution 19-09 Adoption of the Property Tax Levy for 2020. Commissioner Bailey seconded the motion.
Commissioner Nye – In Favor
Commissioner Perkins – In Favor
Commissioner Bailey – In Favor
Motion Carries.
- c. Vote for Officers – REMOVED
- d. Winter Hours – Commissioner Perkins sees this as a benefit to staff. Commissioner Bailey said this is a negative as we are in the recreation business. He also said that many boating clubs come in to fill up and we will lose that fuel. He also stated that Sunday is followed by Monday holidays and would leave the fuel dock closed two days in a row. Commissioner Perkins pointed out that Sunday is very slow in the winter. Commissioner Perkins moved to give the Interim Manager the power to change the winter hours of the office. Commissioner Nye seconded the motion.
Commissioner Nye – In Favor
Commissioner Perkins – In Favor
Commissioner Bailey – Opposed
Motion Carries.

PUBLIC COMMENT

Carolyn Thomas

Asked what is meant by winter hours, is it January to May? Wendy answered that we will be logging and watching what happens but probably this will go up to Memorial Weekend.

Libby

Suggests looking at fuel sold on Sundays for the last few years. May cause reconsideration as to what day to be closed.



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

Steve Neuhauser

Steve said he has done some research on credit card pumps on the dock. Cost for a reconditioned pump is \$8500. Talked to DOE about regulation to have a fuel operator – answer is only over 10,000 gallons is an attendant required.

Ned Cook

How much Money is the Port making on fuel?

Sally Hass

Wanted to thank Jan Fancher for the clear report on the finances. Asked about transient boaters and the process for checking the condition of the boat prior to granting moorage. Joe Dabell answered that this is not the current process. She made a recommendation to start doing this.

Carolyn Thomas

Gave a report on Haunted Harbor. Over 422 people on the dock. Brought in approximately 476 lbs of food.

EXECUTIVE SESSION - REMOVED

CLOSE MEETING / ADJOURN

Next Meeting December 11, 2019.

Meeting was adjourned at 7:06 PM.

President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary