



PORT OF BROWNSVILLE

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

Commissioners:

Shaun Nye
Fred Perkins
Jack Bailey

March 11, 2020

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, CPA Jan Fancher, Port Auditor Joe DaBell and Port Attorney Neil Wachter.

PLEDGE OF ALLEGIANCE

Commissioners led the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Bailey made a motion to approve the agenda as written. Commissioner Perkins seconded the motion. Motion was approved unanimously.

APPROVAL OF CONSENT AGENDA

Consent agenda includes the Meeting Minutes for February 2020 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: February 2020 voucher numbers 42852 through 42867 for a total amount of \$27,146.72. Also approved for payment was March 2020 voucher numbers 42868 through 42899 for a total amount of \$100,508.88 and electronic transfer voucher numbers 2020-15 through 2020-18 for a total amount of \$6,196.14 and March 2020 electronic voucher numbers 2020-19 through 2020-22 for a total amount of \$5,375.48.

Motion made by Commissioner Bailey to approve consent agenda as written. Motion was seconded by Commissioner Perkins. Motion was approved unanimously.

PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA

David Tibbetts

Handed out a spreadsheet to the Commission and recommended they use it to document derelict vessels and provide updates to the citizens at each meeting. Also brought up the barge that is parked by the mini loo blocking access to the pump out on one side. He has asked if that boat could be moved somewhere else on the breakwater.

PRESENTATIONS TO OR BY THE BOARD

None



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FINANCIAL REPORTS

CPA Fancher provided the financial report for February 2020. CPA Fancher also gave some information about the audit and their timelines for their processes.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Auditor's Report – Attached. Joe DaBell reported on the various happenings at the port in the last month. He gave a report on the auditors being off-site but continuing their questions by email. Compliance letters are being drafted and will be sent by the end of the month.
- b. Maintenance Report – Attached. Joe DaBell also gave the maintenance report.
- c. Commissioners Report – Commissioner Perkins tried to give a summary on items that are on-going at the Port. He commented on staffing issues and continuing transparency issues. Commissioner Nye also weighed in on the issues and that they continue to move forward in a positive manner. Commissioner Bailey commented that he has felt immense stress through the processes and looks forward to getting the port back on track. Commissioner Bailey also commented on Port of Keyport and how the boat launch is coming along. He said it is looking a lot better.
- d. Commissioner Perkins reported that he and Wendy walked the docks with the maintenance committee. Some of the issues are to hire a professional cleaning company to clean the floating restrooms. Also looking to possibly hire a maintenance lead to head up all of these issues.

OLD BUSINESS

- a. Boat Compliance list – Joe gave highlights of the compliance list. In regard to sunken vessel we are following the guidance on emergency contracting through Department of Enterprise Services.
- b. Security – Commissioner Nye gave some information that he had researched in regard to hiring off duty sheriff deputies. He said they would be hired in four hour increments and as a contractor to the Port. Commissioner Nye is hoping the commission will see this as a good move to enhance the security of the Port with ability to react as things happen. Commissioner Perkins would like to see the hours varied so no one will expect when they are there. Commissioner Nye is proposing to hire off-duty deputies at \$55/day for a test period of 6 weeks. Cost would be \$3960 for 6 weeks. Commissioner Bailey doesn't think that we are at a point that this is necessary. He thinks that we could utilize our current security to accomplish the same thing. He would rather see the money spent toward more cameras. Commissioner Perkins would like to table this issue until he can do further research.

NEW BUSINESS

- a. Memorandum of Understanding – Workflow Assistance to Port Manager. The memorandum of understanding is entered into with the Commission and Port Auditor Joe DaBell. Commissioner Bailey made a motion to appoint Joe DaBell to fulfill the duties of the Port Manager when the Manager is unavailable and to waive the second reading due to the urgency of the action. Commissioner Perkins seconded the motion.
Commissioner Nye – Aye
Commissioner Perkins – Aye
Commissioner Bailey – Aye
Motion Carries.



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- b. Public Records Officer – Commissioner Perkins made a motion to temporarily appoint Joe DaBell to the position of Public Records Officer. Commissioner Bailey seconded the motion.
Commissioner Nye – Aye
Commissioner Perkins – Aye
Commissioner Bailey – No Vote.
Motion Carries.

PUBLIC COMMENT

Joe Palme

Agrees that you should have security. Asked the difference between a public records request and filing a grievance. Commissioner Bailey clarified the public records.

EXECUTIVE SESSION – RCW 42.30.110

Commissioner Nye recessed the regular meeting at 7:02PM to go into executive session for evaluation of the performance of a public employee RCW 42.30.110 (1)(f). Will be on a 15 minute break prior to starting the executive session. Duration is expected to be 30 minutes. Announced they need 20 minutes more.

Commissioner Nye announced they are back in regular session at 8:14PM.

Commissioner Perkins made a motion to terminate Matt Appleton's employment as Port Manager effective March 14, 2020 for reason of performance and the Commission President deliver the notice of termination to Mr. Appleton. Commissioner Bailey seconded the motion.

Commissioner Nye – Aye
Commissioner Perkins – Aye
Commissioner Bailey – Abstain.
Motion Carries.



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CLOSE MEETING / ADJOURN

Next Meeting is a Special Meeting for March 19, 2020 at 3PM.
Next Regular Meeting is April 8, 2020.

Meeting was adjourned at 8:18 PM.

President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary