



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

April 8, 2020

CALL TO ORDER

Commissioner Shaun Nye called the regular session of the telephone meeting to order at 6:00 PM. In attendance were Commissioner Jack Bailey, Commissioner Fred Perkins, CPA Jan Fancher, Interim Port Manager Wendy Smith, Port Auditor Joe DaBell and Port Attorney Neil Wachter.

Commissioner Nye asked Port Manager Smith to review the meeting rules since the meeting was conducted via phone conference. Port Manager Smith suggested all in attendance mute their phones until they are speaking and anyone wishing to speak to email her so that she can call on them in order. The public comment portion of the meeting will be at the end of the meeting only due to logistics.

PLEDGE OF ALLEGIANCE

Commissioners led the Pledge of Allegiance.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Consent agenda includes the Regular and Special Meeting Minutes for March 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: March 2020 voucher numbers 42900 through 42912 for a total amount of \$37,306.99. Also approved for payment was April 2020 voucher numbers 42913 through 42941 for a total amount of \$59,339.45 and electronic transfer voucher numbers 2020-23 through 2020-26 for a total amount of \$6,077.26 and April 2020 electronic voucher numbers 2020-27 through 2020-29 for a total amount of \$3,850.12.

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

PRESENTATIONS TO OR BY THE BOARD

None



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FINANCIAL REPORTS

CPA Fancher provided the financial report for March 2020. CPA Fancher also gave some information about the audit and the timelines for their processes. CPA Fancher also suggested the Port think about paying employees through the electronic payment process, but they would need to work with the County Treasurer on this process.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager's Report – Attached. Wendy Smith reported on the various happenings at the port in the last month.
- b. Maintenance Report – Attached. Wendy Smith also gave the maintenance report.
- c. Sunken Vessel Report – Wendy Smith reported on steps taken to take custody of the vessel through DNR and to get the company out to get the vessel raised. Commissioner Nye talked about his time on this issue and wanted to thank the tenants for their patience.
- d. Commissioners Report – Commissioner Bailey reported that people are utilizing the social distancing well for the most part. Commissioner Perkins reported concerns with the bathrooms in the parking lot. He is hoping that we can close these bathrooms during this shut down.

OLD BUSINESS

- a. Boat Compliance list – Joe DaBell gave highlights of the compliance list. New format coming on this compliance list.
- b. Sheriff's Off Duty Deputy Patrol – Commission Nye gave the background and cost information. Commissioner Bailey said he doesn't believe there is a need for hiring a deputy at this time. Commissioner Perkins stated his concern over the increase in parking lot events and transient vehicles. Commissioner Perkins made a motion to enter into a trial 4 week period for off-duty sheriff patrol. Commissioner Nye seconded the motion.
Commissioner Nye – Aye
Commissioner Perkins – Aye
Commissioner Bailey – Nay
Motion Carries.

NEW BUSINESS

- a. Hiring of a Port Manager – Commissioner Nye gave background in needing to hire a port manager. Discussion circled around the topic and it was agreed to discuss the topic at study session/ retreat and decide what the board agrees to for hiring.
- b. Public Health Issues related to essential services – Wendy Smith said this issue is related to the emergency and what port functions are essential, cleaning of restrooms etc. This has to do with the restrooms in the Port building, should these be closed or remain open.
- c. Adding an additional meeting per month – Commissioner Nye suggests adding an additional study session on Zoom for Wednesday, April 22, 2020 @ 6PM. CPA Fancher let the commission know that this is in the current 2020 budget.



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PUBLIC COMMENT

Mike Williams

He commented and asked for detail on the sunken vessel and the insurance and owner coverage. Asked about the Port Manager and why he is gone. Commissioner Nye answered that his services were no longer needed. Asked about a process for auctioning off the Arima on A Dock. Commented that he knows we are working hard on this and would like to see some action.

Sally Hass

Sally requested for the fourth time for a monthly exchange of information in an informal setting. Suggests a monthly newsletter, a commissioner's report, something that shows action on items that are being worked on. Asked for an action item on communicating with interested parties. Also asked for a 360 performance review of the new manager when they come on and a process for feedback. Would like to volunteer with interview questions for the process.

CLOSE MEETING / ADJOURN

Next Meeting is a Special Meeting for April 22, 2020 at 6PM.
Next Regular Meeting is May 6, 2020.

Meeting was adjourned at 7:29 PM.

President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary