



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

May 13, 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.

PLEDGE OF ALLEGIANCE

Commissioners led the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Perkins 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 April 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: April 2020 voucher numbers 42942 through 42957 for a total amount of \$44,453.30. Also approved for payment was May 2020 voucher numbers 42958 through 42994 for a total amount of \$158,103.69 and electronic transfer voucher numbers 2020-30 through 2020-34 for a total amount of \$7,354.18 and May 2020 electronic voucher numbers 2020-35 through 2020-40 for a total amount of \$12,826.47.

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

FINANCIAL REPORTS

CPA Fancher provided the financial report for April 2020. CPA Fancher also suggested the Port think about becoming their own treasurer as opposed to utilizing the County Treasurer for these services. CPA Fancher gave some updates on SAO reporting and audit dates. The State Auditor informed the Port that they were adding 2019 to the 2017/2018 scope. CPA Fancher also gave some Quarter 1 budget to actual information.



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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. Joe DaBell gave the maintenance report.
- c. Commissioners Report – Commissioner Perkins spoke about May being military appreciation month. He also made mention of the need for summer help and possibly hiring two more summer help staff members. Possibly one of these positions could turn permanent. Commissioner Bailey reported that people are not following the social distancing orders and gave an example of the picnic table gathering. Commissioner Nye commented on the workload of changing procedures and policies for the auditors. Offered help from the commission to staff. Wendy reported that both Commissioner Perkins and Commissioner Bailey had offered help recently.

OLD BUSINESS

- a. Boat Compliance list – Joe DaBell gave highlights of the compliance list. New format coming on this compliance list.
- b. Hiring of the Port Manager – Commissioner Perkins wanted to make sure the maintenance portion was added to this description. Wendy suggested adding a line to the advertisement that will go out right away, then adding the language into the job description. Commissioner Bailey is concerned about hiring during another audit. Commissioner Nye said this is critical and must happen immediately. Commissioner Perkins made a motion to advertise for the port manager position. Commissioner Nye seconded the motion. Commissioner Perkins said we should get a timeline figured out. Wendy said the job should be opened continuously until filled. State a date for first review and then continue to keep open if necessary. Commissioner Perkins suggests having this for the next meeting. June 10 is the next meeting date. Wendy suggested the parties request the package for turn in by June 5 but the job is open continuous until filled. At the meeting on June 10 they could review.

The Vote.

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

NEW BUSINESS

PUBLIC COMMENT

Carol Tripp

Port Manager at the Port of Poulsbo. Made a comment about the fuel tank sensors. They had great success with the diesel sensors but they did not work on the gas tanks. Bypassed the sensors in the end. She will send information to Joe on all of this.



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Sally Hass

Sally submitted two items in writing to Wendy. When items are submitted in writing what is the privilege to be added to the agenda. Wendy answered that the President of the Commission sets the agenda and public is added under public comment only. She referenced a purchase of real estate in the past. Asked the commission to consider a 30 day public comment period before the purchase of any real estate. Especially the property at 9736 Brownsville Hwy – owned by Commissioner Bailey – due to conflict of interest. Also suggesting improvement of communications. Sees the lack of communication as the heart of the problems. Asked the item list she sent be sent to the commissioners.

Commissioner Bailey

Would like to see Commissioner Nye on video.

Commissioner Perkins

Spoke about the same people every month putting in records requests, this takes up staff time. Suggests these people seem to want to run the port and suggests that they run for office. He said that he answers phone calls and talks to people. It is their responsibility to make these decisions and run the port not by committee.

Commissioner Nye

Echoed Commissioner Perkins comments. He returns all phone calls and has many discussions with everyone. He believes communication is more than they are getting credit for.

CLOSE MEETING / ADJOURN

Next Regular Meeting is June 10, 2020.

Meeting was adjourned at 7:20 PM.

President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary