



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

September 16, 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. Commissioner Bailey seconded the motion. Motion was approved unanimously.

APPROVAL OF CONSENT AGENDA

Consent agenda includes the Regular Meeting Minutes for August 12 2020 and Special Meeting Minutes for August 6 and August 26 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: August 2020 voucher numbers 43129 through 43139 for a total amount of \$18,306.31. Also approved for payment was September 2020 voucher numbers 43140 through 43174 for a total amount of \$129,987.57 and August electronic transfer voucher number 2020-61 through 2020-63 for a total amount of \$6,351.15. Also approved September 2020 electronic voucher number 2020-64 through 2020-66 for a total of \$3,970.96. Motion made by Commissioner Bailey to approve consent agenda as written. Motion was seconded by Commissioner Perkins. Motion was approved unanimously.

PRESENTATIONS TO OR BY THE BOARD

None

FINANCIAL REPORTS

CPA Fancher provided the financial report for August 2020. CPA Fancher recapped some of the derelict vessel reimbursement costs and processes to get the Port money recovered. CPA Fancher gave updates to the ongoing 2019 Audit and forensic audit. Audits are currently in review and we are awaiting the upcoming Pre exit and Exit Conferences. CPA Fancher discussed the budget and timelines for the budget for 2021.



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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. Joe DaBell reported on the various maintenance events that have occurred in the last month. Joe also gave highlights of the compliance list.
- c. Commissioners Report – Commissioner Bailey contacted the security company and met about their services. They suggested they will be doing extensive staff training. Commissioner Bailey will attend several on-line trainings about Robert's Rules, and the Annual Boatyard Conference. Commissioner Perkins commended the staff and all they have done to keep operations and functions going. Commissioner Nye and Bailey agreed.

OLD BUSINESS

- a. Emergency Resolution – 20-05 – nothing new to report.
- b. Resolution 20-06 – Commissioner Nye reported he looked at several banks to work with as we become our own Treasurer. Timberland Bank looks to be the bank we will choose in this transition. They also work with Port of Poulsbo. Director Smith gave her opinion that starting with a bank doesn't mean you have to stay with one but that Timberland Bank really did show that they want the Port's business.
- c. Resolution 20-07 – Port Investment Policy – nothing new to report.

NEW BUSINESS

- a. None

PUBLIC COMMENT

None

EXECUTIVE SESSION

Commissioner Nye recessed the regular meeting to go into executive session at 6:44 pm pursuant to RCW RCW 42.30.110(1)(i) – to evaluate the qualifications of an applicant for public employment. The commission will convene into executive session after a short break at 7:10PM. The discussion will be 30 minutes in length. No decisions are expected.

Commissioners came back into regular session to adjourn the meeting.

CLOSE MEETING / ADJOURN

Next Regular Meeting is October 14, 2020.

Meeting was adjourned at 7:40 PM.

President / Commissioner



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Secretary / Commissioner

Commissioner

Recording Secretary