



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

November 18, 2020

CALL TO ORDER

Commissioner Shaun Nye called the regular session of the on-line 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, Maintenance Manager Jerry Williams and Attorney Jon Sitkin, Chmelik Sitkin and Davis.

PLEDGE OF ALLEGIANCE

Commissioners led the Pledge of Allegiance.

Commissioner Perkins asked for a moment of silence for the missing Tulalip Officer whose boat capsized.

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 Regular Meeting Minutes for October 14 2020 and Special Meeting Minutes for November 13 2020 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 2020 voucher numbers 43211 through 43228 for a total amount of \$47,653.48. Also approved for payment was November 2020 voucher numbers 43229 through 43266 for a total amount of \$58,579.99 and October 2020 electronic transfer voucher number 2020-73 through 2020-79 for a total amount of \$13,039.63. Also approved November 2020 electronic voucher number 2020-80 through 2020-82 for a total of \$5,437.85. Motion made by Commissioner Perkins to approve consent agenda as written. Commissioner Bailey asked for the addition of Special Meeting on top of the November 13 minutes. This will be added. Commissioner Perkins made a motion to approve consent agenda with the proposed change from Commissioner Bailey. 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 and cash flow report as well as budget to actual for October 2020. CPA Fancher discussed the budget and timelines for the budget for 2021.

Commissioner Perkins asked about the audit and the auditors meeting individually with each commissioner. CPA Fancher said in discussions with the auditor they said the exit conferences needed to be with just one commissioner or in a public meeting. Commissioner Perkins asked about the County Treasurer and who has been helping us. He wanted to send a thank you to them for supporting our process. Interim Port Manager Smith offered to forward the email to Fred from the County so he can thank them for their support.

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. Jerry Williams reported on the various maintenance events that have occurred in the last month. Jerry has started to survey maintenance issues and reports on old projects. New projects include moving the bull rails and tying off these areas of docks for safety on the breakwater. He is hoping to use the old ties and bolts. The crew is also working on radio tower and getting a base ordered to mount the tower back up. Pump out station – has two pumps, one was not operating it was replaced and installed and is back up and running. New motor coming for the pump out boat. Held a safety meeting on Nov. 4 and will do these monthly. Working on inventory.
- c. Commissioners Report – Commissioner Perkins had nothing to report. Commissioner Bailey said there has been lots of debris in the water so keep your eyes out for it.

PUBLIC HEARING

Commissioner Nye recessed the regular meeting and opened the Public Hearing for the 2021 Operating, Maintenance, and Capital Budget Pursuant to RCW 53.35.020 and RCW 53.35.030. CPA Fancher gave the budget presentation and background to the audience.

Sally Hass

Sally addressed the underwater inspection of the breakwater and wanted to verify that this was listed in our upcoming budget for 2021.

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

OLD BUSINESS

- a. Emergency Resolution – 20-05 – nothing new to report. Commissioner Bailey reminded everyone that Central Kitsap has been a hot area and he continues to be concerned with tenants and guests on the docks and lack of masks.

NEW BUSINESS

- a. Resolution 20-08 – Adoption of the Operating/Maintenance and Capital Budget for 2021 – Action



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Interim Port Manager Smith summarized the hearing and testimony received and asks for a motion to approve. Port Manager Smith read Resolution 20-08. Commissioner Perkins moved to adopt Resolution 20-08 Adoption of the Operating/Maintenance and Capital Budget for 2021.

Commissioner Bailey seconded the motion.

The Vote:

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

b. Resolution 20-09 – Adoption of a Finding of Substantial Need – Action

Port Manager Smith gave the background on this substantial need and having to declare a finding of Substantial Need. When the Implicit Price Deflator (IPD) is under the 1%, the port must establish a finding of substantial need. IPD is 0.60152 therefore this resolution was necessary to take 1% of the highest lawful levy.

Commissioner Bailey moved to approve Resolution 20-09 Adoption of a Finding of Substantial Need. Commissioner Perkins seconded the motion.

The Vote:

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

c. Resolution 20-10 – Adoption of the Property Tax Levy for 2021 – Action

Port Manager Smith gave the background on this highest lawful levy and the 1% over and above that amount. Commissioner Perkins moved to pass Resolution 20-10 adoption of the Property tax levy for 2021. Commissioner Bailey seconded the motion.

The Vote:

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

d. Appointment of Auditor – Action

Port Manager Smith gave a background to this appointment. Smith determined internally that with segregation of duties and Gail Mock hired on that she become the appointed auditor. Joe said he is relieved and Gail is flattered by the offer. Smith asking for Gail Mock to be appointed at auditor. Commissioner Nye moved to appoint Gail Mock as Auditor for the Port of Brownsville. Commissioner Perkins seconded the motion.

The Vote:

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



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e. Timber Harvest – Discussion

Port Manager Smith gave some history on revenue from timber harvests. Consultant looked at 19 acres and reported timber on steep slope and soil erosion is severe. Still in discussion but doesn't look very likely. Commissioner Bailey said the people at the Port of Brownsville like the trees and do not want them cut down and would not be in favor.

f. Winter Hours – Discussion

Port Manager Smith said she and Jerry determined for best practices is to keep things as they are. Three employees Monday – Friday and three employees Tuesday – Saturday. Maintenance Manager Williams feels this is a good opportunity to get projects done when things are less busy and that he feels more comfortable having staff on site more often and not having a lapse of staff for 48 hours. Commissioner Perkins said customer service is most important and Saturdays especially.

PUBLIC COMMENT

Sally Hass

Sally commended Joe DaBell for all of his work and said he is a true professional and much appreciated. Disappointed there was no comment or discussion on the Port Manager position and she feels this is a hardship to all. She is officially requesting this be an item on the December agenda.

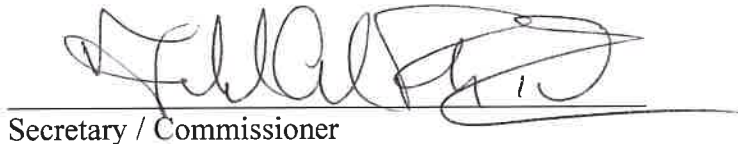
CLOSE MEETING / ADJOURN

Next Meeting is scheduled for December 16, 2020.

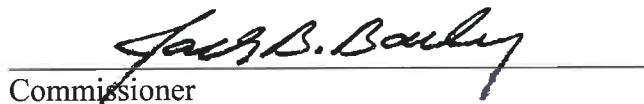
Meeting was adjourned at 7:37 PM.



President / Commissioner



Secretary / Commissioner



Commissioner

Recording Secretary