



# PORT OF BROWNSVILLE

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

## Commissioners:

Shaun Nye  
Fred Perkins  
Jack Bailey

October 14, 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 and Attorney Jon Sitkin, Chmelik Sitkin and Davis.

## 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 Special Meeting and Regular Meeting Minutes for September 16 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: September 2020 voucher numbers 43175 through 43179 for a total amount of \$7,914.05. Also approved for payment was October 2020 voucher numbers 43180 through 43210 for a total amount of \$90,942.53 and September 2020 electronic transfer voucher number 2020-67 through 2020-69 for a total amount of \$5,726.65. Also approved October 2020 electronic voucher number 2020-70 through 2020-72 for a total of \$3,781.32.

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 September 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 process and timelines of becoming our own treasurer. CPA Fancher discussed the budget and timelines for the budget for 2021.



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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. Joe DaBell reported on the various maintenance events that have occurred in the last month. Highlights of maintenance are garbage issues. Joe has started scheduling the pickups so crews do not have to run garbage to the landfills. Shower issue with the public restroom. Both men's showers were vandalized and they are out of order. Joe also gave highlights for the registration compliance. Commissioner Perkins offered his help on this. Only two tenants past 60 days aging on our list.
- c. Commissioners Report – Commissioner Bailey attended two meetings. He attended the WPPA Environmental Meeting in September. They discussed how environmental change is happening much quicker than anticipated. He also attended the WPPA NMTA meeting. Discussion on security and video systems. Would like to discuss this further and get a video company on board. Discussed ways of finding sneak aboards. Discussed permits and federal permits. No permits are moving forward. They discussed about a two year delay. Main focus is security and the gate key system. Commissioner Perkins commended the staff and all they have done to keep operations and functions going. Commissioner Nye agreed.

### OLD BUSINESS

- a. Emergency Resolution – 20-05 – nothing new to report.
- b. Resolution 20-07 – Port Investment Policy – Action  
Interim Director Smith explained that this is the second part of the move to become our own treasurer. She reminded the commission that they previously voted and passed Resolution 20-06 to appoint Commissioner Shaun Nye as Treasurer and that now adopting a policy for investment is in order. Commissioner Perkins suggested the Resolution needed a line out on the term Special Meeting as this is a regular meeting. Commissioner Bailey made a motion to approve Resolution 20-07. Commissioner Perkins seconded the motion.

The Vote:

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

### NEW BUSINESS

- a. Legal Services Agreement – Action  
Commissioner Nye introduced Attorney Jon Sitkin of Chmelik, Sitkin and Davis.



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Jon Sitkin, partner Chmelik, Sitkin and Davis, introduced himself and gave the background of his firm and expertise. Commissioner Perkins said welcome aboard. Commissioner Bailey is glad that they are making this move to Attorney Sitkin and his firm. Commissioner Nye made a motion to accept the Legal Services Agreement with Chmelik Sitkin and Davis to be signed by the Port President and a representative of the firm. Commissioner Perkins seconded the motion.

The Vote:

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

b. Boathouse Approval Request – Action

Commissioner Bailey said the plans look good as long as they stick to what they have. Commissioner Bailey said he saw that they have already started the project. Commissioner Nye summarized the paperwork. Commissioner Bailey moved to accept the modification of the boathouse located on C-4. Commissioner Perkins seconded the motion.

The Vote:

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

### PUBLIC COMMENT

Sally Hass

Welcome Gail. Was hoping for an update on the Port Manager position. If the audit meeting is public she would like to have advance notice posted so public can attend. If not she would at least like to see the findings posted.

David Fergus

Thank you for the approval on the boathouse. The lift in the boathouse was installed four years ago. No work has begun as it is slated for November.

### CLOSE MEETING / ADJOURN

Next Regular Meeting is Scheduled for November 11 which is Veteran's Day so the next meeting will be held on November 18, 2020.

Meeting was adjourned at 6:50 PM.



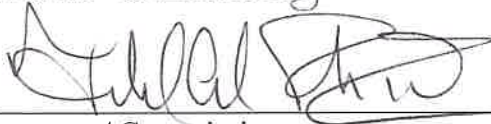
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Jack Bailey

  
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President / Commissioner

  
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Secretary / Commissioner

  
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Commissioner

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Recording Secretary