



## 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:

Fred Perkins  
Jack Bailey  
Shaun Nye

February 10, 2021

### CALL TO ORDER

Commissioner Fred Perkins called the regular session of the on-line meeting to order at 6:00 PM. In attendance were Commissioner Jack Bailey, Commissioner Shaun Nye, CPA Jan Fancher, Interim Port Manager Wendy Smith, Maintenance Manager Jerry Williams. Auditor Joe DaBell and Attorney Jon Sitkin, Chmelik Sitkin and Davis.

### PLEDGE OF ALLEGIANCE

Commissioners led the Pledge of Allegiance.

### APPROVAL OF AGENDA & OPENING REMARKS

Commissioner Perkins suggested the agenda be amended to include Resolution 20-05 – Emergency Declaration as this should be on every agenda. Commissioner Nye made a motion to approve the amended agenda as written. Commissioner Bailey seconded the motion. Motion was approved unanimously.

Commissioner Perkins also opened the meeting reminding the citizens that this is the only time the commission can get together and discuss items and make decisions. Since it is their meeting they will not entertain many requests for agenda items from the public.

### APPROVAL OF CONSENT AGENDA

Consent agenda included Meeting Minutes for January 13, 2021, 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 checks approved for payment are included in the audited and certified list and further described as follows:

#### Accounts Payable:

Voucher Numbers	VOID 50091	
	50052 – 50056	
	50065 – 50067	
	50071 – 50090	
	50092 – 50096	\$94,755.37
Electronic Payments	1/25/2021 – 2/1/2021	<u>\$23,397.79</u>
	Total Accounts Payable	<u>\$118,153.16</u>

#### Payroll & Payroll Liabilities:

Checks	VOID 43289
	VOID 50057



## 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:

Fred Perkins  
Jack Bailey  
Shaun Nye

	50047 – 50051	
	50058	
	50059	
	50060 – 50064	
	50068 – 50070	\$15,585.37
Electronic Payments	1/22/2021 – 2/10/2021	\$12,100.17
	Total Payroll & Payroll Liabilities	<u>\$27,685.54</u>

Total General Fund checks and electronic payments in the amount of \$145,838.70

Motion made by Commissioner Nye to approve consent agenda as written. Motion was seconded by Commissioner Bailey. Commissioner Bailey said the agenda did not have the items on the agenda for the consent items. Motion was approved unanimously.

### **PUBLIC COMMENT** – Citizen comments for items not on the agenda.

David Tippetts

He said he is a part of the Brownsville Community Group of Concerned Citizens. They will take turns having a spokesperson and bringing forward comments at the meetings. Invited the commissioners to attend their own monthly meetings and add items to their agenda.

Jana Brown

Commented and acknowledged Commissioner Perkins opening remarks. She thought the Port Manager position posting looked good. Has looked over the 2020 expenditures and 2021 budget and suggested hiring in house for accounting for less as the port spent over \$400,000 in contracted employees.

### **FINANCIAL REPORTS**

CPA Fancher provided the financial and cash flow report as well as updates on becoming their own treasurer. CPA Fancher discussed her desire of an end goal to move all accounting functions in house.

### **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. Included were updates on the tower and that it is back up with a security camera located on it. He reported that he is planning to look at camera bids for the parking lots also. He gave an update on the new gate system and FOB distribution, new propane tank and vendor, updates on derelict vessel status and updates to a recent fuel tank inspection requiring further work on drop tubes and spill buckets.
- c. Commissioners Report.



## 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:

Fred Perkins  
Jack Bailey  
Shaun Nye

Commissioner Bailey commented that the walkway issue is a big deal and the void is significant. He reported that he attended Port Day in Olympia virtually. One big issue is permitting through Army Corps – he will attend the marina committee meeting with WPPA on Feb. 26. He also attend Kitsap All Ports and there was good discussion. He asked the Port Manager job be posted on Indeed.Com.

Commissioner Perkins commented that he was glad Commissioner Bailey and Maintenance Manager Jerry had a discussion on the sidewalk project. He is happy with the weekly staff meetings and the summaries going out to the commission on the status of items discussed. Very excited about the Pay Station Kiosk and getting possible funding to do that.

### OLD BUSINESS

- a. Resolution 20-05 – Nothing new to report.

### NEW BUSINESS

- a. Resolution 21-01 – Authorizing grant application to Recreation and Conservation Office (RCO) Interim Manager Smith read the resolution that is required and prescribed by RCO in order to apply and receive grant funding. Commissioner Perkins requested waiving the second reading of this resolution. Commissioner Nye made a motion to approve Resolution 21-01. Commissioner Bailey seconded the motion.

The Vote:

Commissioner Perkins – Aye

Commissioner Bailey – Aye

Commissioner Nye – Aye

Motion Carries.

Commissioner Perkins would like to propose a special meeting on February 24 to discuss the applications for the Port Manager and other related items. Special Meeting will be held on February 24 @ 4PM.

- b. Breakwater Cleaning and Inspection Project – Approval

Commissioner Perkins suggested allowing time to read the background and bid materials and postpone this project approval until the special meeting on February 24. Commissioner Nye agreed. Commissioner Bailey agreed.

### PUBLIC COMMENT

Sally Hass

Asked about the ability to advertise the Port Manager job with the military base. Commissioner Perkins will pursue that. She also asked about the process for citizen involvement as lined out in the commissioner resource guide from 2010.

Tammy Cox



## 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:

Fred Perkins  
Jack Bailey  
Shaun Nye

Tammy thanked Commissioner Perkins for his leadership. She has been asking for the resume for the Port Treasurer and has still not received that. She loves the idea of a kiosk for the ramp. Asked about the pay range for the Port Manager position. Looking for updates on the commercial rentals.

Kim Brennan

She thanked Jerry and thinks he is doing an awesome job. Glad that changes are happening. Good updates to the website and documents getting out to the community. All lends to better communication.

Steve Nuehauser

He asked about any feedback to the Auditor's Findings. He voiced his disappointment that there was no further comment.

Jana Brown

Asked if the commission can just announce that they are attending the community meeting in case more than one commissioner wants to attend or they could invite the community to do a shared meeting. Attorney Sitkin said the commissioners could call a special meeting, but they would have to call the meeting by virtual so anyone could attend etc. Logistics may make this difficult. She also made reference to MRSC and the educational items they offer. Commissioner Perkins said yes we are aware and attend trainings through them. Feels that Feb. 24 is a short time frame to review for the Port Manager. Pay for manager is on the job description.

D

Question on the gate and if it will automatically open when you swipe or put in the code. Jerry answered that they know it isn't working properly and they are working on the issue.

Cheryl Estep

She offered a compliment for this meeting and how well it has gone. She is excited about moving forward.

### EXECUTIVE SESSION

Commissioner Perkins recessed the meeting to go into Executive Session starting at 7:45PM for 20 minutes pursuant to RCW 42.30.10(1)(i) Potential Litigation. No action expected.

Out of executive session at 8:05PM.

### CLOSE MEETING / ADJOURN

Next Special Meeting is scheduled for February 24, 2021 at 4PM.

Next Regular Meeting is scheduled for March 10, 2021 at 6PM.



## 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:**  
Fred Perkins  
Jack Bailey  
Shaun Nye

Meeting was adjourned at 8:06 PM.

A handwritten signature in blue ink, appearing to be "Fred Perkins", written over a horizontal line.

President / Commissioner

A handwritten signature in black ink, appearing to be "Jack Bailey", written over a horizontal line.

Secretary / Commissioner

A handwritten signature in blue ink, appearing to be "Shaun Nye", written over a horizontal line.

Treasurer / Commissioner

Recording Secretary