



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

December 16, 2020

Special Meeting Minutes

CALL TO ORDER

Commissioner Shaun Nye called the regular session of the on-line special meeting to order at 6:09 PM. In attendance were Commissioner Jack Bailey, Commissioner Fred Perkins, CPA Jan Fancher, Interim Port Manager Wendy Smith, Maintenance Manager Jerry Williams 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 Regular Meeting Minutes for November 18 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: November 2020 voucher numbers 43267 through 43281 for a total amount of \$26,957.89. Also approved for payment was December 2020 voucher numbers 43282 through 43320 for a total amount of \$82,251.30 and November 2020 electronic transfer voucher number 2020-83 through 2020-85 for a total amount of \$6463.39. Also approved December 2020 electronic voucher number 2020-86 through 2020-88 for a total of \$5297.66.

Motion made by Commissioner Bailey to approve consent agenda as written. Motion was seconded by Commissioner Perkins. Motion was approved unanimously.

FINANCIAL REPORTS

CPA Fancher provided the financial and cash flow report as well as budget to actual for November 2020. CPA Fancher discussed the transition in becoming the Port's own Treasurer and moving away from Kitsap Bank.

INFORMATION, STAFF AND COMMITTEE REPORTS



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- 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 gave updates on open slips, derelict vessels, missing dock signs, new propane vendor and the replacement of aging smoke and carbon monoxide detectors. Jerry also gave the schedule and dates for the new door lock system. Jerry suggested surplussing some property in order to sell or auction these items. This will come forward in the future.
- c. Commissioners Report.
Commissioner Perkins complimented Jerry and staff on the maintenance yard area and how great it looks. Also said there is no update on the port manager search at this time. He feels that this is a face to face process so that has been on hold.
Commissioner Bailey talked about the winter weather coming and getting ready for it.
Commissioner Nye read a list of items that were accomplished in 2020 as a year-end close out.

NEW BUSINESS

- a. Resolution 20-11 – Amendment to Bylaws including Treasurer Duties. Interim Manager Smith gave the background to the amendment and read the Resolution 20-11. Commissioner Bailey asked if the only amendment was the modification of the Treasurer Duties. Interim Manager Smith said there are various cosmetic changes within the document. Attorney Sitkin went through the changes that were not substantive but appropriate to point out RCW's or citing's. Commissioner Bailey has not had time to review the changes. He would only be in favor of the changes that include the Treasurer duties. Commissioner Perkins said this could be the first reading and the second reading could be next month. CPA Fancher and Attorney Sitkin suggested the changes need to take place before month end. Attorney Sitkin suggestion modifying the document to only include the treasurer additions at this time and table the rest until January. There is also a change to the check signing and term voucher to checks. Commissioner Bailey is opposed to only one signature. Commissioner Perkins made a motion to table this item to a special meeting to be held on Monday December 21 @ 4PM. Commissioner Bailey seconded the motion.
The Vote:
Commissioner Nye – Aye
Commissioner Perkins – Aye
Commissioner Bailey – Aye
Motion Carries.
- b. Resolution 20-12 – 2021 Tariff – Action
CPA Fancher would like to start the discussion tonight on the tariff even if that moves to Monday. Commissioner Bailey asked about having a public hearing on the tariff. Commissioner Bailey asked the Attorney about a public hearing. It is not a requirement but it is not unheard of. After some discussion on the item Commissioner Nye made a motion to pass resolution 20-12 the 2021 tariff. Commissioner Nye asked if there is a second. Commissioner Perkins seconded the motion. Commissioner Perkins asked if this item could be tabled to the special meeting also. Commissioner Bailey wants to have a worksession to discuss the items again. Commissioner Perkins stated he has continued to review the document and the rates and fees numerous times. Commissioner Perkins made a motion to table this Resolution to also be on the agenda for the



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Special Meeting to be held Monday December 21 @ 4PM. Commissioner Bailey seconded the motion.

The Vote:

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

c. Resolution 20-13 – Resolution to close Kitsap County funds – Action

CPA Fancher said that this document stands on its own but establishes the sequence of events to close accounts and transfer the funds to the bank. Interim Manager Smith agreed and stated this resolution is required by the County Auditor. Commissioner Bailey moved to pass Resolution 20-13. Commissioner Perkins seconded the motion.

The Vote:

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

d. Safe Security Contract – Action

Commissioner Bailey discussed this with Safe Security. They sent a three year proposal. Their rate covers the cost of the employees and the contract seems fair. Commissioner Nye would like Attorney Sitkin to review the actual contract. Commissioner Bailey will call the owner to get a copy of their actual contract. Commissioner Perkins is in agreement to get something signed before it expires for year end. Commissioner Bailey made a motion to table this item to the special meeting on Monday December 21 @ 4PM. Commissioner Nye seconded the motion.

The Vote:

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

e. Marina Dock Parts LLC Contract - Action

Port Manager Smith gave some history and background on what other ports use. Jerry talked to this firm by reference from Port of Ilwaco. Jerry gave highlights of the new system.

Commissioner Nye made a motion to get gate access control system. Commissioner Perkins seconded the motion.

The Vote:

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



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PUBLIC COMMENT

Terry Asla

Familiar with the gate system at Ports of Kingston and Port of Port Townsend. He was asking how we make sure the restrooms are available to the public. Jerry said the system will be fully controlled by staff. During public hours the restrooms will be open and closed during off hours.

David

His comment was that there does not need to be new tenant agreements in order to change the security system.

Roy

Would like to see if the Port could include more communications and documents on their website. He said minutes are not posted timely and the backup documents are not there for reference.

David

Agreed with Roy's comments. How do they get questions answered? Commissioner Nye suggested questions or comments will be answered soon after the questions are asked through the manager. Interim Smith suggested questions should be posed to the office first and not to the meeting. If those cannot be answered they can work up the chain. He is on the other side of the sinking boathouse. Doesn't think they should have to go through the Port Manager when trying to address the commission.

Female Tenant

Talked about the new tenant agreement. Would like to compare the new verbiage with the old. When will the new contract be available? Interim Manager Smith said this item hasn't gone forward yet. Update the older agreement to a new agreement to get the forms and signatures up to date.

David Tippets

Asking about revenue streams and why you would kick tenants out without new revenue streams. Appreciates having an avenue to ask questions.

Kim Tippets

Thinks paper checks are very outdated. Talked about the sinking boathouse on C dock next to their space. Very concerned with this boathouse. Commissioner Bailey thought that the boathouse had been taken care of through compliance.

Tammy Cox

Noticed by several tenants that Port employees do not wear masks indoors or in the vicinity of others. She lost her sister last week due to COVID. Would like to know why that is being allowed.

Fred Perkins



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Good comments – lots of staff now to ask questions of and get your simple items addressed.

EXECUTIVE SESSION

Commissioner Nye recessed the meeting to go into Executive Session for 40 minutes starting at 8:10PM pursuant to RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for public employment. Also pursuant to RCW 42.30.10(1)(i) Potential Litigation. No action expected.


Out of executive session at 8:47PM.

CLOSE MEETING / ADJOURN


Next Special Meeting is scheduled for December 21, 2020 at 4PM.

Next Regular Meeting is scheduled for January 13, 2021 at 6PM.

Meeting was adjourned at 8:50 PM.



President / Commissioner



Secretary / Commissioner



Commissioner / Secretary

Recording Secretary

