



PORT OF BROWNSVILLE

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

Commissioners:

Fred Perkins
Jack Bailey
Shaun Nye

February 24, 2021

Special Meeting Minutes

CALL TO ORDER

Commissioner Fred Perkins called the regular session of the on-line special meeting to order at 4:00 PM. In attendance were Commissioner Jack Bailey, Commissioner Shaun Nye, CPA Jan Fancher, Maintenance Manager, Jerry Williams, Auditor Joe DaBell, Interim Port Manager Wendy Smith, and Attorney Jon Sitkin, Chmelik Sitkin and Davis.

PLEDGE OF ALLEGIANCE

Commissioners led the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Nye made a motion to approve the agenda. Commissioner Bailey seconded the motion. Motion was approved unanimously.

Tariff Review / Change

a. Late Fees

Commissioner Perkins would like to make a motion to change to item 26 of the 2021 Tariff to read "All fees are due by the first calendar day of the month preceding the service received. A 2% late fee will be assessed on the total monthly moorage for balances due past the 15th calendar day of the month. The Port Manager will resolve any and all late fee issues to include adjusting and/or waiving late fees." Feels the current Tariff assessing 2% per day is very stiff. Commissioner Nye seconded the motion. Could this be done starting on Jan. 1, 2021. CPA Fancher asked that this be applied to current tenants. Attorney Sitkin suggested started today as opposed to going back to Jan. 1. Attorney Sitkin suggested an administrative policy for the board to adopt of how late fee waivers would apply so it is not arbitrary. Commissioner Perkins withdrew his motion and Commissioner Nye concurred. Commissioner Perkins made a motion to revise item 26 in the tariff to read "All fees are due by the first calendar day of the month preceding the service received. A 2% late fee will be assessed on the total monthly moorage for balances due past the 15th calendar day of the month. The Port Manager will resolve any and all late fee issues to include adjusting and/or waiving late fee," to be effective going forward starting today. Commissioner Nye seconded the motion.

The Vote:

Commissioner Perkins – Aye

Commissioner Bailey – Aye

Commissioner Nye – Aye

Motion Carries.



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b. Suspension of Liveboard Fee Increase

Commissioner Perkins said this is in reference to Item 28a in the 2021 Tariff. Commissioner Perkins would like to make a motion to suspend the increase in Item 28a in the 2021 Tariff to be postponed until July 1, 2021. Commissioner Nye seconded the motion. Commissioner Bailey clarified that Commissioner Perkins motion was to delay the increase on liveboards to July 1, 2021. The increase in the tariff is from \$55/month going to \$100/month. This motion would suspend the increase until July 1, 2021. Attorney Sitkin said for the record this is due to COVID and current concerns. Commissioner Perkins withdrew his motion and Commissioner Nye agreed. Commissioner Perkins made a motion to delay the liveboard impact fee increase per month in the 2021 Tariff until the 1st of July 2021. Commissioner Nye seconded the motion.

The Vote:

Commissioner Perkins – Aye

Commissioner Bailey – Aye

Commissioner Nye – Aye

Motion Carries.

Port Manager Hiring - Discussion

Interim Port Manager Smith gave an update and status on the port manager position.

Commissioner Perkins is hopeful to have more applicants to review at the next meeting and

Commissioner Bailey is hopeful to have in-person interviews. The commission has received four full package applications at this time.

Office / Accounting Position Hiring - Discussion

Interim Port Manager Smith also gave an update and status on the administrative and accounting position. To date she has 24 resumes and has requested further information from 11 of those.

Hoping to hire immediately for the needs of the port office and functions. Commissioners asked for information related to who the manager hires and applicants. Port Manager Smith will send that information out.

Maintenance Bids –

a. Breakwater – three bids received - Action

Maintenance Manager Williams gave history and review of bids. His review and suggestion of the bids includes his weigh in that Kingston Diver Down is his choice for this project as they are local and have completed several projects at the marina. Commissioner Bailey made a motion to award a contract to Terry Martin of Kingston Diver Down in the amount of \$17,100.00 plus WSST for the cleaning and inspecting of all the three portions of the breakwater.

The Vote:

Commissioner Perkins – Aye

Commissioner Bailey – Aye

Commissioner Nye – Aye

Motion Carries.

b. Spill/Fuel Buckets – two bids received mandatory work – Action

Maintenance Manager Williams gave history and review of bids. This came under a need to repair status with timelines. Maintenance Manager Williams said he would award to SME based on their



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lengthy bid and previous work for the Port. Commissioner Bailey made a motion to approve the award to SME. Commissioner Nye seconded the motion. Commissioner Bailey asked how this fits into the budget. CPA Fancher said she will take a look at the expenses and if there is any amendments needed.

The Vote:

Commissioner Perkins – Aye

Commissioner Bailey – Aye

Commissioner Nye – Aye

Motion Carries.

c. Bulkhead Sidewalk Work – Two bids received – Action

Maintenance Manager Williams gave the background and history of this project. Provided detail to the bids received. He solicited numerous companies to bid this project. Commissioner Bailey made a motion to award this project to Tikar Services LLC to repair the voids in the bulkhead/sidewalk. Commissioner Nye seconded the motion.

The Vote:

Commissioner Perkins – Aye

Commissioner Bailey – Aye

Commissioner Nye – Aye

Motion Carries.

Resolution 21-02 – First Reading

Interim Manager Smith read the resolution allowed. Commissioner Perkins asked about other ports and what position they include in this resolution. Common for many Ports to invest in LGIP. The named position could include Executive Director or Port Manager, Commission Treasurer or Finance Manager or could be Commission President. CPA Fancher suggests two positions in the document if allowed. Commissioner Perkins said this is the first reading and would like to see this come up at another meeting after review.



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CLOSE MEETING / ADJOURN

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

Meeting was adjourned at 5:04 PM.

Handwritten signature of Fred Perkins in black ink.

President / Commissioner

Handwritten signature of Jack Bailey in black ink.

Secretary / Commissioner

Handwritten signature of Shaun Nye in blue ink.

Commissioner

Recording Secretary