



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

March 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

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

APPROVAL OF CONSENT AGENDA

Consent agenda included Meeting Minutes for February 10, 2021 and Special Meeting Minutes for February 24, 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 50102-50130 in the amount of \$96,295.02 for a Total Accounts Payable of \$96,295.02. Payroll & Payroll Liabilities: Checks 50097-50101 in the amount of \$7,146.24 and Electronic Payments 2/19/2021 – 3/10/2021 in the amount of \$18,583.07 for Total Payroll & Payroll Liabilities \$25,729.31. Total General Fund checks and electronic payments in the amount of \$122,024.33.

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

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

David Tippetts

David said the website had the wrong zoom information meeting ID and password.

Terry Asla

Commented on the property rentals and being advised on that. He also asked if we could give a status on liveaboard lists and filling the vacant slips.



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FINANCIAL REPORTS

CPA Fancher gave thanks to Auditor DaBell as they just finalized the reconciliation of the transfer from Kitsap County. CPA Fancher provided the cash balances reserved and unreserved for February. She further commented on the reserve funds for the outstanding bonds.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager's Report – Attached. Wendy Smith reported on the various happenings at the port in the last month. Commissioner Bailey asked if there is a list of open slips to review. Joe DaBell offered that there is a list of open slips. Filled 2 – 38 foot slips and 1 – 34 foot slip. Joe is calling those on our waiting list.
- b. Maintenance Report. Jerry Williams reported on the various maintenance events that have occurred in the last month. Included were updates on the replacing lights on the main pier with LED lights. Camera is functioning but still working through the software. Also working with security on leaving the camera in a good position overnight. Main gate on the main dock, actuator is now functioning and reliable. Given over 300 FOBs out. Now it is more infrequent. Work on A Dock. Dilapidated finger. Maintenance crew repaired and replaced and got it back in the water. Gave a report on delinquent vessels. Maintenance Project report – award of contracts have been sent. Intent to pay forms and insurance certificates have been coming in. Contracts are getting ready. Otter trapper is on the job and working to get otters trapped.
- c. Commissioners Report.
Commissioner Nye no report. Commissioner Bailey attended a WPPA marina meeting. A fish and wildlife representative attended and spoke about the permit problem with US marine fisheries. Discussed derelict vessel program may be lacking funding according to this discussion. Warning about frequent flyers coming to marinas and paying for one night then disappearing for a while. If boats are over 35 foot or 40 years of age or older a survey must be done before the boat is sold. Commissioner Perkins had nothing new to report.

OLD BUSINESS

- a. Resolution 20-05 – Nothing new to report.
- b. Resolution 21-02 – LGIP – Action
Commissioner Nye commented that he had reviewed the Prospectus. Interim Port Manager Smith read the Resolution aloud. Commissioner Bailey made a motion to adopt Resolution 21-02. Commissioner Nye seconded the motion. Commissioner Bailey suggested adding Commissioner Perkins to the on-line account access. Commissioner Bailey offered a friendly amendment to his motion to add Commissioner Perkins to the web access sheet. Commissioner Nye seconded the amendment.
The Vote:
Commissioner Perkins – Aye
Commissioner Bailey – Aye
Commissioner Nye – Aye
Motion Carries.



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Commissioner Bailey made a motion to adopt Resolution 21-02. Commissioner Nye seconded the motion.

The Vote:

Commissioner Perkins – Aye

Commissioner Bailey – Aye

Commissioner Nye – Aye

Motion Carries.

PUBLIC COMMENT

JB – Brownsville Community Group

Thanked the commissioners and Wendy Smith for taking input and advertising the manager position. Thanked Jerry Williams for the progress on the maintenance projects. Looking for time frame on projects as they move forward. Thanked Jerry Williams for the derelict vessel removal. Committee would like to work with the commissioners on the comprehensive scheme and be involved and give their input. Sees plan was update in 2016 and 2018. Looking for 2021 priorities. Would like to see commission reports posted on the website. Commissioner Perkins said we are due to review the comprehensive scheme soon and set up a committee involving input.

Jana Brown

Requesting if there are resolutions or financial reports on an agenda if that backup paperwork could be distributed to the public. She recommends more than one person listed on forms for authorization. Comprehensive Scheme should be considered as part of the budget process. Would like to see an advisory committee as part of this.

Matthew Gardiner-Brown

Asked about grants and if there is a requirement for an increase in the moorage rates increasing. Felt blind-sided a few years back when their rates increased. He loves the way the meetings are going and seeing Jerry wandering the docks is great. Interim Port Manager Smith said for the RCO grant there is no expectation or requirement to raise tenant moorage rates. The grant actually provides for free money. Commissioner Bailey suggested the raise was due to the revenue bonds.

EXECUTIVE SESSION

Commissioner Perkins recessed the meeting to go into Executive Session for one hour starting at 7:05PM pursuant to RCW 42.30.10(1)(i) Potential Litigation and RCW 42.30.10(1)(g). No action expected.

Out of executive session at 7:40PM.

CLOSE MEETING / ADJOURN

Next Regular Meeting is scheduled for April 14, 2021 at 6PM.



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Meeting was adjourned at 7:40 PM.

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

President / Commissioner

A handwritten signature in blue 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