



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

July 14, 2021

CALL TO ORDER

Commissioner Fred Perkins called the regular session of the on-line meeting to order at 6:02 PM. In attendance were Commissioner Jack Bailey, Commissioner Shaun Nye, CPA Jan Fancher, Port Manager Carol Ehlinger, Maintenance Manager Jerral Williams, Auditor Joseph DaBell and Attorney Jon Sitkin, Chmelik Sitkin and Davis.

PLEDGE OF ALLEGIANCE

Commissioners led the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Perkins asked to amend the agenda and add items 9.c) Moorage Agreement with Kitsap Transit and 9.d) Sinking Breakwater Finger pier. Commissioner Bailey motioned to approve the agenda with the amendments of 9.c and 9.d. Commissioner Nye seconded. Motion was approved unanimously.

APPROVAL OF CONSENT AGENDA

The consent agenda included Meeting Minutes for June 16, 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	50238 – 50270	\$97,463.18
Electronic Payments	6/25/21 – 7/14/21	\$9,910.58
Total Accounts payable		\$107,373.76

Payroll & Payroll Liabilities:		
Electronic Payments	6/25/21 – 7/14/21	\$42,557.36
Total Payroll & Payroll Liabilities		\$42,557.36

Total General Fund checks and electronic payments in the amount of \$149,931.12

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



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

There were no public comments.

PRESENTATION TO OR BY THE BOARD

There were no presentations.

FINANCIAL REPORTS

CPA Fancher gave an update on cash and investments ending June 30, 2021, and year to date cash and investments. She spoke of how the Port is about \$179,000 ahead of where the Port was at the same time last year. The Port has been awarded an \$86,000.00 grant from RCO for Ramp Fee Kiosk and Fuel Dock Kiosk. The grant requires a \$28,675.00 match by the Port. The contracts are still being written by RCO and will be sent to the Port Manager when ready.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager's Report – Attached. Port Manager Ehlinger read the Manager's Report she prepared. Commissioner Perkins requested to add the Tariff discussion to the July 28 Study Session that already includes Cyber Security Training, Delegation of Authority and Purchasing Policy.
- b. Maintenance Report – Maintenance Manager Williams presented the Maintenance Report to the board. In-dock pump out system was extended to the end of E-Dock. Ms. Lepew was down for maintenance but was repaired in house. 3-inch water line on E-Dock was repaired and has been maintaining function since. Port of Keyport has been experiencing electrical and plumbing issues that Port staff has been working on as part of the Interlocal Agreement. All power stanchions at the Port are in the process of being inspected. A pier on the East Breakwater has been sinking despite pumping out the floats. Estimated costs to remove are \$6,771.08. Decision will be made as part of 9.d) under new business.
- c. Comprehensive Plan for Harbor Improvement – A list of volunteers has been gathered for the committee. He proposed the first meeting be held in the first week of August, but will contact the volunteers to get their preferences.
- d. Commissioners Report – Commissioner Bailey attended a virtual meeting for the WPPA and NMTA Marina committee. Many dealers are selling boats, but buyers have no place to moor their new boats. National Marine Fisheries is holding up many of the permits for facilities. Commissioner Perkins spoke on how over the past year the Port has moved from only being able to perform maintenance on emergency situations and is now able to handle more projects including work at Keyport.

OLD BUSINESS

- a. Fiddler's Dream – The vessel left the Port on July 10, 2021, at the hands of a non-profit organization that works with the tribes to take over the project. Commissioner Perkins also stated that the Fiddler's Dream was moored at the Port without cost in exchange for services such as dock cleaning and the future opportunity to educate youth.



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- b. Tariff Review – This will be added to the Study Session on July 28, 2021. Commissioner Perkins motioned to maintain the current reduction of the Liveboard fee to the 2020 rate until the end of August. Commissioner Bailey seconded.

Vote:

Commission Perkins: Aye

Commissioner Bailey: Aye

Commissioner Nye: Aye

Motion carries.

NEW BUSINESS

- a. Resolution 21-04 - Termination of Resolution 20-05 – Emergency Resolution Delegation of Authority. Commissioner Nye motioned to approve the resolution. Commissioner Bailey Seconded.

Vote:

Commissioner Perkins: Aye

Commissioner Bailey: Aye

Commissioner Nye: Aye

Resolution passed

- b. Resolution 21-05 – Termination of KMHF and no collection of debt. Attorney Sitkins explained the details of the Resolution and clauses contained within. Commissioner Bailey motioned to approve the resolution and waive the second reading. Commissioner Nye seconded the motion.

Vote:

Commissioner Perkins: Aye

Commissioner Bailey: Aye

Commissioner Nye: Aye

Resolution passed

- c. Kitsap Transit Moorage Agreement – Kitsap Transit needs a space to moor a passenger ferry for maintenance for about \$3,000.00 per month. Commissioner Nye motioned to allow the Port Manager to engage in a moorage agreement with Kitsap Transit. Commissioner Bailey seconded the motion.

Vote:

Commissioner Perkins: Aye

Commissioner Bailey: Aye

Commissioner Nye: Aye

Motion carries.

- d. Sinking Breakwater Finger Pier – Commissioner Nye motioned to allow the Port Manager and Maintenance Manager to proceed with the project to remove the sinking finger pier with a cost of less than \$8,000.00. Commissioner Bailey Seconded the motion.

Vote:

Commissioner Perkins: Aye

Commissioner Bailey: Aye

Commissioner Nye: Aye

Motion carries.



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PUBLIC COMMENT

Sally Hass – Happy to hear about the inspections of the power stanchions. The Brownsville Community group hosted a Meet-and-Greet with the new Port Manager Carol with about 30 in attendance. She requested that liabilities that are not on the operating budget be reported. She requested that the CPA report again on the reasons why the fuel dock is closed on Sunday. She also asked that the garbage be dealt with on Sundays.

Commissioner Perkins stated that Maintenance Manager Williams has a plan to address the garbage issue mentioned. He also stated that the Port has been looking for additional help that could help allow the fuel dock to be opened.

Steve Neuhauser – Mr. Neuhauser asked for clarification on the gate key charge. He asked CPA Fancher to define “maintenance expenses.” He commented that the public would appreciate having questions like these answered at meetings. He also stated that he has not received the new moorage agreement that was sent out to all tenants.

Wesley Parsons – He asked Maintenance Manager Williams if he could provide a schedule of the planned outages as he works on the pedestals in the Marina.

CLOSE MEETING / ADJOURN

Next Regular Meeting is scheduled for August 11, 2021 at 6PM.

Meeting was adjourned at 7:14 PM.

Handwritten signature of Fred Perkins in blue ink.

President / Commissioner

Handwritten signature of Jack Bailey in blue ink.

Secretary / Commissioner

Handwritten signature of Shaun Nye in blue ink.

Treasurer / Commissioner

Recording Secretary