



PORT OF BROWNSVILLE

9790 Ogle Rd • NE Bremerton, WA 98311
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Commissioners:
Fred Perkins
Jack Bailey
Shaun Nye

July 28, 2021 Study Session

CALL TO ORDER

Commissioner Fred Perkins called the Study Session to order at 2:03 PM. In attendance were Commissioner Jack Bailey, Commissioner Shaun Nye, Port Manager Carol Ehlinger, Maintenance Manager Jerry Williams, Port Auditor Joseph DaBell, Attorney Peter Ruffatto of Chmelik Sitkin & Davis, and CPA Jan Fancher.

NEW BUSINESS

Cyber Security Training

Commissioner Perkins stated that the presenter for this section had a family emergency and was unable to attend. Due to this the cyber security training will be held another day.

Delegation of Authority

Discussion was held on a draft version of the Delegation of Authority for Port Manager Carol Ehlinger. Most of the discussion was focused on the purchase limit for the Port Manager to approve. Discussions also included the types of approval the Port Manager would require from the Commission. Attorney Ruffatto explained the limits of the Commission to make decisions outside of public meetings. The Commission agreed that a purchase limit of \$5,000.00 is reasonable and would allow for the fluid operation of the Port in most circumstances. Purchases and projects that go beyond that limit would be brought to the Commission. Commissioner Perkins spoke of some items from the current policy he wanted to keep like keeping the Commission advised of operations of the Port and will furnish monthly reports. Leases will also be brought to the Commission for review and input as well.

Purchasing Policy

With the agreement of \$5,000.00 purchase limit much of the policy can be rewritten. Port Manager Ehlinger suggested the current draft be adjusted before in-depth review by the Commission.

Tariff Review

Discussion was held on items by the Commission with input from the staff on several items on the tariff. Item 37-Tenant Services will be discussed after a complete workup of employee costs is calculated for review. Commissioner Perkins motioned to adjust item 28a-Liveaboard Impact Fee to \$75.00 per month starting in September 2021, remove item 33-Holding Tank Pump-Out Fee of \$170.00 per portable tank load, and remove item 39-Propane Tank Purge of \$10.00.

Vote:

Commissioner Perkins: Aye

Commissioner Bailey: Aye

Commissioner Nye: Aye

The motion passes.



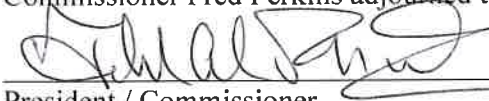
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CLOSE MEETING / ADJOURN

Commissioner Fred Perkins adjourned the meeting at 3:36 PM.



President / Commissioner



Secretary / Commissioner



Commissioner

Recording Secretary