



# PORT OF BROWNSVILLE

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

## Commissioners:

Fred Perkins  
Jack Bailey  
Shaun Nye

May 12, 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, Maintenance Manager Jerry Williams, Interim Port Manager Wendy Smith and Attorney Richard Davis, Chmelik Sitkin and Davis.

## PLEDGE OF ALLEGIANCE

Commissioners led the Pledge of Allegiance.

## APPROVAL OF AGENDA

Commissioner Perkins said there was a minor change to the agenda. He wants to add an Executive Session after 10a. This is pursuant to RCW 42.30.110(1)(g) to evaluate qualifications of an applicant. Commissioner Nye made a motion to approve the agenda as amended. Commissioner Bailey suggested having 10a. IT Contract, 10b. Subleasing then the executive session then item 10c. Port Manager Hiring. Commissioner Nye made a motion to modify the agenda as above. Commissioner Bailey seconded the motion. All in favor of the changes. Commissioner Bailey made a motion to accept the agenda as modified. Commissioner Nye seconded the motion. All in favor of the agenda as amended.

## APPROVAL OF CONSENT AGENDA

Consent agenda included Meeting Minutes for April 14, 2021 and Special Meeting Minutes for April 27, 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. These payments were approved by Check Control Reports dated April 30 and May 12, 2021. Those checks approved for payment are included in the audited and certified list and further described as follows:

### Accounts Payable:

Voucher Numbers 50169 - 50196 \$77,715.80 (Revised to \$77,927.10)

Voided Voucher(s) 50087 (\$211.30)

Electronic Payments 4/15/21 – 5/14/21 \$27,354.54

Total Accounts Payable \$104,859.04 (Revised to \$105,070.34)

### Payroll & Payroll Liabilities:

Checks 50168 \$170.30

Electronic Payments 4/15/21 – 5/14/21 \$32,398.18

Total Payroll & Payroll Liabilities \$32,568.48

Total General Fund checks and electronic payments in the amount of \$137,427.52 (Revised to \$137,638.82)



## PORT OF BROWNSVILLE

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

### Commissioners:

Fred Perkins  
Jack Bailey  
Shaun Nye

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 Tibbets

Representing the Brownsville Community Group. Asked about cameras in the parking lot. Recent theft and wondered about a status update on cameras in the parking lot. Also addressed the Comprehensive Scheme and when it is planned for discussion for 2021. Would like a status on the Commissioner vision/direction. Also looking for a status on the rental properties.

Commissioner Perkins commented that the comprehensive scheme is due to be looked at again and is overdue. He suggested this meeting should happen once people can gather and be on a committee to go over this with one of the commissioners chairing the committee. He commented on parking lot cameras and that we are hoping to get these going as well. Hiring new IT company later on the agenda.

Mark

Curious what governing body governs the Port Commission. He said you are chartered by the state. A federation of commissioners govern the body and he is asking how often the port is audited by this body.

Jana Brown

On April 14 she emailed all of the commissioners and have not heard back from anyone. Answered the previous speaker that the state audits them each year State Auditor. Requested port vendor payments – out of the \$263,741, \$97,986.00 was spent on accounting services. Suggested this is too high for an entity this high. Asked if they could instead hire an accounting technician for \$30/hour. Asked if the CPA an employee or a contractor? Ask that they go out for a review of this contract. Encourage you to clean this up before a new port manager comes on board. Other than this she thinks they are doing a great job.

Tammy Cox

How many people are you expecting at a comprehensive planning scheme meeting? Feels that since the county is in phase 3 this could happen now. Fred suggested by the June meeting he is hopeful to ask for committee volunteers.

### **FINANCIAL REPORTS**

CPA Fancher gave an update on cash and investments for month ending April 30, 2021 and year to date cash and investments. Reported a net increase of just over \$71,000. CPA Fancher also reported that the Port Treasurer successfully moved \$181,190.00 to the Washington State Local Government Investment Pool (LGIP). This amount is equal to the reserve funds required for the outstanding bonds.

### **INFORMATION, STAFF AND COMMITTEE REPORTS**

- a. Manager's Report – Attached. Port Manager Smith reported the various happenings for the month in her manager's report.



## PORT OF BROWNSVILLE

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

### Commissioners:

Fred Perkins  
Jack Bailey  
Shaun Nye

- b. Maintenance Report. Jerry Williams reported on the various maintenance events that have occurred in the last month. Made mention of Ed Wurden and thanked Ed for taking time with him and providing the binder with years of history and observations. Appreciates all of this information. Water turned off on a couple of docks. Had a project that the crew wrapped up earlier today. Installed a new gate at the shop area for further security. Soldier wall along the walkway to the breakwater. Removed several yards of dirt from behind the wall. New defibrillator has arrived and is in the hallway of the office. Sidewalk and handrail repair project is moving along well. They have done lots off site but now have temp fencing around the site. SME will be on site next week for the fill bucket project. They will be out there for about three days. Ramp will be functional but be careful of the work. Kingston Diver Down has completed their work and will be sending over a report. Jerry gave the highlights of the report.
- c. Commissioners Report.  
Commissioner Nye commented that he wanted to start getting some committees up and going. Commissioner Nye would like to start thinking about doing some marketing through the Chamber of Commerce. Is hopeful for ideas on advertising and community activities. Commissioner Bailey mentioned that he will be attending the virtual WPPA Spring Meeting May 19-21. He will attend the Open Public Meetings and Public Records Act Training. Commissioner Perkins had nothing new to report.

### OLD BUSINESS

- a. Resolution 20-05 – Nothing new to report.

### NEW BUSINESS

- a. IT Contract – IPM Smith led off the discussion and introduced Carl Miller, Network Services Director ESD 114. Carl gave the background of the ESD Network Services. Carl outlined the contract structure in detail. Commissioner Perkins made a motion to authorize IPM Smith to enter into a contract not to exceed \$6000.00 with the ESD 114 for IT Services. Commissioner Bailey seconded the motion.

The Vote:

Commissioner Perkins – Aye

Commissioner Bailey – Aye

Commissioner Nye – Aye

Motion Carries.

The second issue needed was an upgrade to the current server and equipment necessary.

Commissioner Bailey made a motion to authorize IPM Smith to authorize new equipment purchase not to exceed \$3000.00. Commissioner Nye seconded the motion.

The Vote:

Commissioner Perkins – Aye

Commissioner Bailey – Aye

Commissioner Nye – Aye

Motion Carries.

- b. Subleasing – Commissioner Perkins suggested this was subleasing on slips. There have been issues of who is responsible if someone is subleasing. The person who leases from the Port is responsible for this. This was brought forward to look at for future moorage agreements.



## PORT OF BROWNSVILLE

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

### Commissioners:

Fred Perkins  
Jack Bailey  
Shaun Nye

Commissioner Perkins recessed the meeting to go into Executive Session for 20 minutes starting after a 5 min recess at 7:20PM pursuant to RCW 42.30.10(1)(g) to evaluate the qualifications of an applicant. There will be a decision after the meeting.

At 7:40PM the Commission resumed the meeting and continued on with the agenda.

- c. Port Manager Hiring – Commissioner Perkins announced that the Port’s legal team provided an employment agreement to Carol Ehlinger as the new Port Manager. The terms of the Employment Agreement were agreed to by Carol. The letter will be sent to Carol for her signature. Commissioner Perkins moved to approve the offer of the position of the Port General Manager to Carol Ehlinger as set forth in the draft letter approved by legal counsel, and authorize the Commission President to execute the letter on behalf of the Commission. Commissioner Nye seconded the motion. Commissioner Bailey said he will object to this hiring and will not be a yes vote. Thinks Carol is very talented but she doesn’t have Port experience and the salary is far beyond what they have paid in the past. He will be a no vote. Commissioner Nye thinks she is the right candidate and her experience is just what this port needs. Commissioner Perkins said they narrowed it down to three and all were good choices. Commissioner Perkins said he believes she is the right candidate for the position that they are in.

The Vote:

Commissioner Perkins – Aye

Commissioner Bailey – Nay

Commissioner Nye – Aye

Motion Carries.

### PUBLIC COMMENT

Sally Hass – She appreciates the work on the inspection of the breakwater as it was the number one item on the citizens maintenance group. Now speaking on behalf of Brownsville Community Group. Would like to encourage the newsletter and the number of vacant slips listed in the letter so they can help fill these slips. Hopeful that the audit will be flawless. Who is ultimately accountable for insuring a flawless audit? Commissioner Perkins said the commissioners are responsible. Brownsville Community Group willing to host a meet and greet with the new manager. Still looking for a list of the commission 2021 priorities. Could be placed in the newsletter or on the website.

Terry Asla

Thanked Wendy for her service. Congratulations to Commissioners on the hiring. Spelled her name for Terry. Carol Ehlinger. Commissioner Perkins said Carol comes from the State Auditor’s Office as an Audit Manager. Commissioner Bailey suggested she needs to sign the letter and return it before further information is let out so she can approach her current employer.



## PORT OF BROWNSVILLE

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

### Commissioners:

Fred Perkins  
Jack Bailey  
Shaun Nye

John Thomas

Talked about contracts and using the small works roster. Gave his welcome to Carol Ehlinger. Asked about an invoice received from the Port for over \$5000 without explanation for KMHF. He made an official request through RCW 53.12.021 for review and elimination of districts. Also, RCW 53.12.115 increasing the number of commissioners from three to five. Also, RCW 53.12.175 to lower the term years from six years to four years. Is asking for resolutions supporting all of these.

Jana Brown

Congratulations on finding the new Port Manager. IT Services contract sounds wonderful. Jerry's reports are refreshing. Asked about the reexamination of Accounting Services. Suggested commissioners should not answer questions and dialogue back and forth.

Sally Hass

Offered everyone to come by the BYC and pick up a pumpkin to take home.

Tammy Cox

Thanked Tim and Garrett for their work on the BCG picnic.

### EXECUTIVE SESSION

Commissioner Perkins recessed the meeting to go into Executive Session for 20 minutes starting after a 5 min recess at 8:04PM pursuant to RCW 42.30.10(1)(c) to consider the minimum price at which real estate will be offered for sale or lease.

Out of executive session at 8:24PM.

Commission President gave direction to IPM Smith to move forward on the proposal submitted and collect all appropriate financials from the potential tenants.



# PORT OF BROWNSVILLE

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

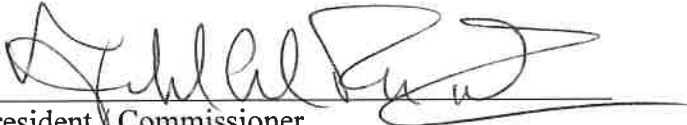
## Commissioners:

Fred Perkins  
Jack Bailey  
Shaun Nye

## CLOSE MEETING / ADJOURN

Next Regular Meeting is scheduled for June 16, 2021 at 6PM.

Meeting was adjourned at 8:24 PM.

  
\_\_\_\_\_  
President / Commissioner

  
\_\_\_\_\_  
Secretary / Commissioner

  
\_\_\_\_\_  
Treasurer / Commissioner

\_\_\_\_\_  
Recording Secretary