



# 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

June 16, 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, Port Manager Carol Ehlinger, Auditor Joseph 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. The agenda was approved unanimously.

## APPROVAL OF CONSENT AGENDA

Consent agenda included a correction to the consent agenda from May 12, 2021. Accounts Payable: Check Numbers 50169 – 50196 was corrected to \$77,927.10 (Previously \$77,715.80). Total Accounts Payable was corrected to \$105,070.34 (Previously \$104,859.04). Total General Fund checks and electronic payments was corrected to \$137,638.82 (Previously \$137,427.52). The consent agenda included Meeting Minutes for May 12, 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	50197 – 50237	\$135,112.34
Electronic Payments	5/24/21 – 6/16/21	\$7,902.40
Total Accounts payable		\$143,014.74

### Payroll & Payroll Liabilities:

Electronic Payments	5/15/21 – 6/16/21	\$31,734.33
Total Payroll & Payroll Liabilities		\$31,734.33

Total General Fund checks and electronic payments in the amount of \$174,749.07

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



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### **Commissioners:**

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

Sally Hass

Speaking on behalf of the Brownsville Community Group. Invited the Port Manager Ehlinger to a Meet-and-Greet on July 7 at the Upper Park.

Commissioner Bailey

Commissioner Bailey questioned why we are unable to see anyone else's video. Auditor DaBell responded that this is how we have carried out the meetings thus far and that we can allow the audience to turn on their cameras if they desire.

Matthew Messing

Mr. Messing's fishing charter that is supposed to be voted on at the meeting does not appear on the agenda. Commissioner Bailey moved to amend the agenda to add item 10. g to allow the Port Manager to work together with the legal counsel to review and approve the commercial agreement with Mr. Messing.

### **FINANCIAL REPORTS**

CPA Fancher gave an update on cash and investments ending May 31, 2021 and year to date cash and investments. The Port successfully submitted their annual report to the Washington State Auditor's Office in a timely manner. The staff and treasurer are developing good routines and procedures and the staff at the bank are extremely helpful.

Commissioner Nye thanked CPA Fancher for her service in helping the Port.

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

- a. Manager's Report – Attached. Port Manager Ehlinger read the Manager's Report she prepared.
- b. Maintenance Report – Port Manager Ehlinger read the Maintenance Report prepared by Maintenance Manager Williams as MM Williams was out of town due to a previous obligation. MM Williams is currently gathering bids to replace the chains on the breakwater per the diver report. The spill bucket project has been completed. Concrete has been poured for the sidewalk project and the company is waiting on materials for the railing. The railing has since been completed. There was a plumbing failure on E-Dock that caused us to shut off potable water for a few days which has since been resolved. The parking lot area has been completely opened for parking and it was requested that tenants be courteous and park along the sides leaving room for trucks with boat trailers. We are still advertising for an additional summer hire. Commissioner Perkins spoke about moving the next audit out to 2022. This would allow the new manager to participate more and reduce stress on the CPA.
- c. Comprehensive Plan for Harbor Improvement.  
Commissioner Perkins announced the Port will begin work on the current updated Comprehensive Plan for the Port. Commissioner Bailey will be heading the group to work on the plan. Commissioner Bailey said that work would begin and requested a sign-up sheet in the office to establish a group for the committee.



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### Commissioners:

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- d. Commissioners Report – Commissioner Bailey attended the WPPA Spring Meeting electronically. He is also looking to attend the upcoming Commissioners Seminar on July 20. Commissioner Nye spoke of establishing the plans for which Commissioners will attend which events. John Sitkin covered the current schedule available on the WPPA Events page.

### OLD BUSINESS

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

### NEW BUSINESS

- a. Amendment to the CPA Contract – Amendment to the CPA's Professional Services Agreement to extend the contract to the end of December 2021. Commissioner Perkins moved to proceed with the agreement. Commissioner Nye seconded the motion. Commissioner Bailey had nothing additional to add. defibrillator and not to exceed \$1500.00. Commissioner Nye seconded the motion.

The Vote:

Commissioner Perkins – Aye

Commissioner Bailey – Aye

Commissioner Nye – Aye

Motion Carries.

- b. Fiddlers Dream – Commissioner Perkins spoke regarding the Fiddlers Dream vessel and the Kitsap Maritime Heritage Foundation. Much time, effort and costs have been invested in the project. Commissioner Perkins asked for help if anyone knows of anyone that can take over the project rather than see it lost.
- c. Tariff Review – Commissioner Perkins asked both Commissioner Bailey and Commissioner Nye to review the current Tariff for potential changes to the Tariff to help reduce the costs to tenants and spread any increases over the next few years. Commissioner Bailey stated he had been opposed to a number of the increases that were in the Tariff. Auditor DaBell mentioned the temporary reduction to the Denizen fee from the February 24 Special Meeting was set to expire at the end of the month. Shaun made the motion to extend the reduction in the liveaboard fee to August 1, Commissioner Bailey seconded.

The Vote:

Commissioner Perkins – Aye

Commissioner Bailey – Aye

Commissioner Nye – Aye

Motion Carries

- d. Delegation of Authority – The policy as it stands was provided to the Commission for review as it holds some conflicts and overlap with the purchasing policy.
- e. Purchasing Policy – The current policy was provided to the Commission along with the write-up of the current policies in practice by the Port. Manager Ehlinger spoke about the current limits in the Port's policy and suggested potential new purchase thresholds. Manager Ehlinger also brought up the current Credit Card Policy. Commissioner Perkins stated that a work session will be planned to cover the Delegation of Authority, Purchasing Policy and potentially other policies.



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- f. Moorage Agreement – A number of years have gone by and there are inconsistencies with customer's moorage agreements. A new moorage agreement is being developed and finalized by Manager Ehlinger and with the help of Attorney Sitkin's office.
- g. Commercial Fishing Approval – Attorney Sitkin advised the Commission that they can delegate the authority to Manager Ehlinger to handle these matters in the future. Commissioner Perkins said this could be added to the upcoming work session. Commissioner Nye made the motion to authorize Manager Ehlinger to sign the Commercial Fishing Agreement that has been developed and approved by the Port's counsel for the case of Matthew Messing. Commissioner Bailey seconded the motion.

The Vote:

Commissioner Perkins – Aye

Commissioner Bailey – Aye

Commissioner Nye – Aye

Motion Carries

### PUBLIC COMMENT

No Public Comments

### EXECUTIVE SESSION


Commissioner Perkins recessed the meeting to go into Executive Session for 20 minutes starting after a 6 min recess at 7:09PM pursuant to RCW 42.30.10(1)(i) to discuss potential litigation. No action expected.


Out of executive session at 7:26PM.

### CLOSE MEETING / ADJOURN

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

Meeting was adjourned at 7:27 PM.

  
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President / Commissioner

  
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Secretary / Commissioner

  
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Treasurer / Commissioner

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Recording Secretary