



## 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

October 13, 2021 Budget Workshop

### CALL TO ORDER

Commissioner Fred Perkins called the Special Meeting to order at 3:31 PM, In attendance were Commissioner Jack Bailey, Commissioner Shaun Nye, Interim Port Manager Jerral Williams, Auditor Joseph DaBell, and CPA Jan Fancher.

### APPROVAL OF AGENDA

Commissioner Nye moved to approve the agenda as written. Commissioner Bailey seconded the motion. All approve and the motion passes.

### OLD BUSINESS

#### Tariff Work Session

Commissioner Bailey recommended a technology fee to help cover the purchase of technology and recommended lowering the gate maintenance fee from the current year's rate and should be decreased further once the system is paid off. Commissioner Bailey reviewed the CPI rates from the previous meeting and has concluded that the CPI-W applies to the Port's circumstances better.

#### Budget Work Session

CPA Fancher presented the draft budget (attached) with adjustments based on the Commissions comments from the previous work session on October 6, 2021. The moorage rate increase was budgeted at approximately 12% instead of the 6% from the previous meeting to cover long-term debts.

CPA Fancher brought forth two items that could save staff time. Currently IPM Williams receives two separate payments each payroll as required by Resolution 21-08. The attorney will be consulted on how to amend this. The second item concerned the timing of the Commissioner payroll. It currently lands on the monthly Commission Meeting date.

CPA Fancher has adjusted the payroll sheet to reflect the potential hiring of a full-time Manager on April 1, 2022, and the removal of the Interim Manager position. The Commission requested multiple payroll options with different percentage rate increases for staff in addition to the current 5% provided.

The draft Capital Asset sheet was reviewed next. Commissioner Bailey requested to add an Environmental Assessment to the budget for permitting and projects.

CPA Fancher proceeded to the budgeted revenues section, payroll liabilities, outside services, and service fees. CPA Fancher brought forward that the Port has had some months where the fee for merchant services was over \$4,000. It was discussed whether a surcharge needs to be added for credit card-based purchases.

Commissioner Bailey asked what monthly fees for the Port will be associated with the proposed Ramp Fee kiosk project.



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**Commissioners:**  
Fred Perkins  
Jack Bailey  
Shaun Nye

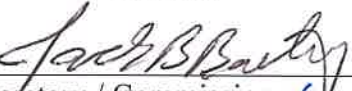
The Commission settled on holding the public hearing for the preliminary budget on November 10, 2021 and adopt their final budget on November 18, 2021.

The next work session is scheduled for November 3, 2021 at 3:30 PM.

## CLOSE MEETING / ADJOURN

Commissioner Fred Perkins adjourned the meeting at 5:01 PM.

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

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

  
\_\_\_\_\_  
Commissioner

**2022 DRAFT BUDGET**



**October 13, 2021**





**Port of Brownsville**  
**2022 Operating and Nonoperating Budget - Draft**

	Draft Budget 2022	Actual Annualized Estimated 2021	Budget 2021	Draft % Inc (Dec) 2022
<b>Operating Revenues/Expenses</b>				
Total Permanent, Winter and Transient Moorage	\$ 948,431	\$ 839,260	\$ 868,000	9.27%
Total Fuel Revenue	507,654	481,068	423,045	20.00%
Total Lease Revenue	52,513	20,333	95,000	-44.72%
Total Marina Other Revenue	291,962	354,603	306,850	-4.85%
<b>Total Operating Revenues</b>	<b>1,800,560</b>	<b>1,695,263</b>	<b>1,692,895</b>	<b>6.36%</b>
Total Fuel Expenses	475,184	335,767	362,373	31.13%
Total General and Administrative Operating Expenses	1,283,295	1,356,794	1,234,584	3.95%
<b>Total Operating Expenses</b>	<b>1,758,478</b>	<b>1,692,561</b>	<b>1,596,957</b>	<b>10.11%</b>
<b>Total Operating Income (Loss)</b>	<b>42,082</b>	<b>2,702</b>	<b>95,938</b>	<b>-56.14%</b>
<b>Nonoperating Revenues/Receipts (Expenses/Disbursements)</b>				
Total Capital and Operating Grants	113,305	41,966	173,130	-34.55%
Total Other Nonoperating Revenues	6,501	3,897	16,000	-59.37%
Total Derelict Vessel Recovery - DNR/Insurance	-	-	-	
Total Interest Income	800	770	8,500	-90.59%
Total Property Taxes (Ad Valorem)	430,000	343,832	425,000	1.18%
<b>Total Nonoperating Revenues</b>	<b>550,606</b>	<b>390,464</b>	<b>622,630</b>	<b>-11.57%</b>
Other Nonoperating Expenses	36,900	35,290	57,498	-35.82%
Other Nonoperating Expenses - Derelict Vessels	-	-	-	
Total Interest Expense - GO & Revenue Bonds	104,608	82,168	109,558	-4.52%
<b>Total Nonoperating Expenses</b>	<b>141,508</b>	<b>117,459</b>	<b>167,056</b>	<b>-15.29%</b>
<b>Total Nonoperating Revenues (Expenses)</b>	<b>409,099</b>	<b>273,005</b>	<b>455,574</b>	<b>-10.20%</b>
<b>Nonrevenues and Nonexpenses</b>				
Total Leasehold Excise/Sales Taxes Collected	140,000	128,655	120,000	16.67%
Total Principal Paid on Long-Term Debt - GO & Revenue Bonds	(175,000)	-	(170,000)	2.94%
Total Purchase of Capital Assets - Construction Fund	-	-	-	
Total Purchase of Capital Assets	(349,180)	(102,709)	(435,635)	-19.85%
Total Leasehold Excise/Sales Taxes Remitted	(140,000)	(128,655)	(120,000)	16.67%
<b>Total Nonrevenues and Nonexpenses</b>	<b>(524,180)</b>	<b>(102,709)</b>	<b>(605,635)</b>	<b>-13.45%</b>
<b>Total Nonoperating Revenues/Receipts (Expenses/Disbursements)</b>	<b>(115,083)</b>	<b>170,296</b>	<b>(150,061)</b>	<b>-23.31%</b>
<b>Net Increase (Decrease) in Cash and Investments *</b>	<b>\$ (73,000)</b>	<b>\$ 172,998</b>	<b>\$ (54,123)</b>	<b>34.88%</b>

\* Note: The estimated 2022 loss up to \$149,980 reflects the utilization of remaining 2017 Revenue Bond proceeds

**Port of Brownsville  
Capital Assets Budget - Draft  
2022**

	Estimated Cost	Grant Funds	Construction Funds	Port Funds
<b>Capital Assets</b>				
Main Pier Consultant/Planning	\$ 15,000	-	-	15,000
Main Pier Upgrades / Phase I (Loan?) Kayak Ramp / Phase I (Total Remaining Constructions Funds \$149,980)	24,980	-	24,980	-
Breakwater Chain Replacement (Total Remaining Constructions Funds \$149,980)	125,000	-	125,000	-
40' Aluminum Finger / Part I	35,000	-	-	35,000
Breakwater Whaler Boards	7,500	-	-	7,500
Ms. Nug Upgrades	5,000	-	-	5,000
Security Camera - Grounds - Phase I	15,000	-	-	15,000
Automated Boat Launch Payment Station and Kiosk / Automated Gas Dock Payment System / (With 75% Grant Funds)	114,700	86,025	-	28,675
Commercial Annex Bldg II	7,000	-	-	7,000
<b>Total Capital Assets</b>	<b>\$ 349,180</b>	<b>\$ 86,025</b>	<b>\$ 149,980</b>	<b>\$ 113,175</b>

Port of Brownsville Pay scale Matrix January 2022				
Title	2022 Draft			2021 %
	2021 Current	2022	Proposed %	Incr To 2022 Rate
Port Manager (Note - Will Not Have Both)	\$90,000	115,000.00	0.00%	0.00%
Exempt (9 Months)		\$ 86,250		
New Hire - Estimated Start April 2022				
Interim Port Manager (Note - Will Note Have Both)	\$90,000	\$94,500	5.00%	5.00%
Exempt (3 Months)		\$ 23,625		
Jerral A. Williams - Estimated Thru March 2022				
Maintenance Manager	\$75,000	\$78,750	5.00%	5.00%
Exempt (9 Months)		\$ 59,063		
Jerral Williams - Estimated Start April 2022				
Office Administrator/Port Auditor	\$26.67	\$28.00	5.00%	5.00%
(Annual equivalent)	\$ 55,474	\$ 58,247		
Joe DaBell				
Accounting/Admin Assist	\$19.00	\$19.95	5.00%	5.00%
(Annual equivalent)	\$ 39,520	\$ 41,496		
Jean Muenzenberger (New 2021)				
Maintenance Tech 1	\$25.83	\$27.12	5.00%	5.00%
(Annual Equivalent)	\$ 53,726	\$ 56,413		
Tim Herman				
Maintenance Tech 1	\$21.98	\$23.08	5.00%	5.00%
(Annual Equivalent)	\$ 45,718	\$ 48,004		
Mike Carlile				
Maintenance Tech 2	\$19.00	\$19.95	5.00%	5.00%
(Annual equivalent)	\$ 39,520	\$ 41,496		
James Long (New 2021)				
Maintenance Tech 2	\$18.03	\$18.93	5.00%	5.00%
(Annual equivalent)	\$ 37,502	\$ 39,378		
Garrett Gregory				
Marina Attendant	\$14.00	\$15.00	7.15%	7.15%
(<16 Weeks Total)	\$ 8,960	\$9,601		For <16 Wks
Seasonal Helper I (Seasonal)				
2022 minimum wage WA is \$14.49				
General Helper	\$14.00	\$15.00	7.15%	7.15%
(<16 Weeks Total)	\$ 8,960	\$9,601		For <16 Wks
Seasonal Helper II (Seasonal)				
2022 minimum wage WA is \$14.49				
2022 Total Budgeted		\$ 473,173		
2022 % Increase Over 2021		18.20%		
2021 Total Budgeted		\$ 400,332		