



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

November 10, 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, Interim Port Manager Jerral Williams, Auditor Joseph DaBell and Attorney Peter Ruffatto of Chmelik Sitkin and Davis.

PLEDGE OF ALLEGIANCE

Commissioners led the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Perkins moved to correct item 5 on the Agenda, the Public Hearing for the Budget, and change the year from 2021 to 2022. Commissioner Perkins also stated that the Executive Session at the end of the meeting has two items under potential litigation (RCW 42.30.110(1)(i)). Commissioner Bailey moved to approve the agenda as amended. Commissioner Nye seconded that motion. All approved and the motion passes.

APPROVAL OF CONSENT AGENDA

The consent agenda included Meeting Minutes for October 6, 2021 Budget Workshop, October 13, 2021 Budget Workshop, and October 13, 2021 Commission Meeting, 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	50382 – 50389, 50391 - 50418	\$80,279.34
Electronic Payments	10/22/21 – 11/10/21	<u>\$27,698.76</u>
Total Accounts payable		\$107,978.10
Payroll & Payroll Liabilities:		
Voucher Numbers	50390	\$269.30
Electronic Payments	10/22/21 – 11/12/21	<u>\$38,262.60</u>
Total Payroll & Payroll Liabilities		\$38,531.90

Total General Fund checks and electronic payments in the amount of \$146,510.00



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

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

Commissioner Perkins spoke about a letter he received signed by 20 individuals. The letter covered a number of concerns including the percentage of the Port's revenue coming from moorage as well as past financial issues. Commissioner Perkins stated that the initial reports filed for 2017 and 2018 had issues, but the corrected reports did not. The 2019 reports had no issues as the Port's financial reporting has greatly improved. Commissioner Perkins stated that the Port is not going bankrupt as the signers of the letter may fear. He stated that the Port's maintenance efficiency has improved greatly with IPM Williams. He thanked Steve Neuhauser for providing an up-to-date financial report from Port Townsend. Lastly, he advise the incoming Commissioner Mathew Messing to speak one-on-one with the current Commissioners as it will be his last opportunity before being sworn in to office.

Jim Holmes stated his concerns over the unreliability of the Port Manager position over the last few years and that IPM Williams is currently tasked with two jobs. Mr. Holmes covered his personal experiences and offered to apply for the Port Manager position on a temporary of full-time basis.

Mathew Messing stated that he is looking forward to working with the other Commissioners.

Steve Neuhauser commented that \$70,000 in the budget seems high for legal expenses. He questioned why moorage has been raised \$50 over the last 6 years and why many fees have been added around for services. Commissioner Perkins responded that the available balance in our bank account helps improve our bond rating.

Terryl Asla spoke on behalf of the Brownsville Community Group. They thanked IPM Williams for the Q&A session he attended. They requested to be informed of the progress on security camera installation around the Port. The Brownsville Community Group requested the Commissioners provide their top priorities for the coming year and asked that additional detail be added to Resolutions and voucher numbers. Lastly, they offered their thanks to the Port staff for the help with Haunted Harbor this year.

Terryl Asla then spoke on behalf of the Brownsville Yacht Club. He stated that they will be going forward with the Christmas event "Holiday Harbor" December 11, 2021. On December 5 they would like to decorate the Port and stated this has been discussed with IPM Williams already. They plan to hold the event on land and at the lighthouse rather than the dock due to weather. Commissioner Nye motioned to amend the Agenda to add Holiday Harbor to New Business (10. B), Commissioner Bailey seconded the motion. All approved and the motion passed.

Commissioner Bailey thanked Terryl Asla and the Brownsville Yacht Club for putting on Haunted Harbor. Parking nearly ran out before things tapered off. Commissioner Bailey congratulated Mathew Messing on his election and thanked Commissioner Perkins for all the time and effort he has put in on the Port of Brownsville Commission.



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PUBLIC HEARING FOR THE 2022 OPERATING, MAINTENANCE, AND CAPITAL BUDGET PURSUANT TO RCW 53.35.020 AND RCW 53.35.030

At 6:25 PM Commissioner Perkins temporarily adjourned the regular meeting to begin the Public Hearing on the 2022 Budget. CPA Fancher covered the Operating and Non-operating Budget. IPM Williams covered the Capital Assets Budget.

Mike Williams commented on the proposed Ms. Nug expenses in the Capital Budget. IPM Williams had commented that it was unsafe and the Port currently had no one qualified to operate the crane. Commissioner Perkins stated that they are setting aside money to assess whether or not it is a good decision. Commissioner Bailey stated that Ms. Nug is a good boat and has earned its keep by working hard around the Port for years. The hydraulic boom has gone bad but just needs to be repaired or replaced.

Steve Neuhauser asked what the cost-ratio on operation of Ms. Nug has been. Commissioner Bailey replied that it has earned money for the Port.

With no further comments, Commissioner Perkins motioned to approve Resolution 21-10: Adoption of the 2022 Budget. Commissioner Bailey seconded the motion.

The Vote:

Commissioner Perkins: Aye

Commissioner Bailey: Aye

Commissioner Nye: Aye

The Resolution passes.

Commissioner Perkins motioned to approve Resolution 21-11: Adoption of the 2022 Property Tax Levy. Commissioner Nye seconded the motion.

The Vote:

Commissioner Perkins: Aye

Commissioner Bailey: Aye

Commissioner Nye: Aye

The Resolution passes.

The Budget Hearing was closed at 6:37 PM and the regular meeting resumed.

PRESENTATION TO OR BY THE BOARD

Commissioner Bailey stated he will be attending the Annual WPPA Seminar in December. Mathew Messing will be attending the training session at the same meeting. Commissioner Bailey is also researching to answer the National Marine Fisheries' questions toward the Port.

Commissioner Nye stated that he attended the WPPA Small Ports seminar where many financial topics were covered and learned of multiple financial avenues that may be available to the Port. It was educational to hear from other Ports and how they have been weathering through COVID.



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FINANCIAL REPORTS

CPA Fancher gave an update on cash and investments ending October 31, 2021, and year to date cash and investments. The Port has received the second large portion of its property taxes for the year in the amount of \$157,960.19 today. On December 1 the principal and interest payment on the Port's bonds is due in the amount of approximately \$224,000.00. CPA Fancher stated that she has provided an amortization plan to the Commission for a dedicated revenue source for the 2017 Revenue Bond.

Commissioner Nye reminded the Commission that CPA Fancher's services are set to end in December and asked if she would be available if an extension was necessary. CPA Fancher deferred to legal but stated she would be available to assist IPM Williams through February.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager's Report – Interim Port Manager Jerral Williams presented the Manager's report to the Commission. Three derelict vessels have left the Port to be dismantled and the Port is currently working on additional boats as well. The RCO Grant for the ramp fee kiosk has been approved so the Port can begin to move forward on that project. IPM Williams attended the WPPA Small Ports Seminar which was very informative and also presented good legal advice and information on Port management. Haunted Harbor was a huge success with over 500 participants. IPM Williams also attended a Q&A session with the Brownsville Yacht Club.
- b. Maintenance Report – Interim Port Manager Jerry Williams gave the Maintenance Report. IPM Williams thanked Cross Sound Machine for their quick and quality work on the breakwater ramp in time for Haunted Harbor. The crew is still working hard on the bull-rails and whaler boards. There was a power outage on November 6 that caused the gate to stay locked due to the battery backup. Kitsap Transit changed the ferry they have moored and it will be there at least 2 or 3 more months. IPM Williams warned everyone check their heaters and cords in their boats as we head towards Winter.

An updated Tree-Trimming quote from Precision Tree Care was provided to the Commission in the amount of \$8,455. Commissioner Perkins moved to approve IPM Williams to proceed with this quote but not to exceed \$9,000. Commissioner Nye seconded the motion. Commissioner Bailey commented the Port has been negligent in tree care. All approved the motion.

After a discussion by the Commission, Commissioner Perkins stated that he will add a discussion of placing IPM Williams as the full time Port Manager on next meeting's agenda.

- c. Comprehensive Plan for Harbor Improvement.
Commissioner Perkins requested that Commissioner Bailey provide the information he has on the current state of the Comp Scheme to Commissioner Nye and Mathew Messing. Commissioner Bailey stated that he plans to begin the meetings again in the third week of January 2022.



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d. Commissioners Report

Commissioner Perkins stated that he is currently in a tough position and would like to leave the Port in a good position to move forward.

OLD BUSINESS

- a. Request for Commission Action – Resolution 21-08: Appointment of Interim Port Manager. IPM Williams submitted a request to the Commission to approve the removal of the language “in a separate check” from item 5 of the Resolution as it causes additional administrative issues and uses up staff time to accomplish. Commission Nye motioned to approve the amendment to the Resolution. Commissioner Bailey second the motion.
Perkins: Aye
Bailey: Aye
Nye: Aye
The amendment to the Resolution passes.

NEW BUSINESS

- a. Dedication of Upper Park – Commissioner Perkins stated that he would like to dedicate the Upper Park to former Port Manager Jerry Rowland for his many years of service to the Port. Commissioner Perkins stated that he would be willing to pay out of pocket for a plaque. Commissioner Bailey stated the plaque should include Mr. Rowlands accomplishments here at the Port. This will be discussed further at the next Commission Meeting on December 15, 2021.
- b. Holiday Harbor – Commissioner Perkins stated his support of the event and that it does not sound like it will involve any Port staff hours. Commission Bailey and Commissioner Nye also approved of the event.

PUBLIC COMMENT

Wesley Parsons congratulated Mathew Messing on the election and thanked Commissioner Perkins for his time at the Port. He asked if former Port Manager Jerry Rowland had passed away but was informed that he has not.

Jim Holmes complimented IPM Williams on his performance. He stated that asking Jerry to act as both manager and maintenance manager is unfair and unreasonable. Mr. Holmes then stated that the next Port Manager should be compensated at the same rate as the previous manager.

Commissioner Perkins stated that it is Veterans’ Day tomorrow which is not to be confused with Memorial Day. Please thank any service members you know for their service.

EXECUTIVE SESSION

At 7:42 PM Commissioner Perkins recessed the meeting to go into Executive Session for 30 minutes to begin at 7:50 PM after an 8 minute recess pursuant to RCW 42.30.110(1)(i) to discuss potential litigation. No action expected.



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Out of executive session at 8:20 PM.

CLOSE MEETING / ADJOURN

Next Regular Meeting is scheduled for December 15, 2021 at 6:00PM.

Meeting was adjourned at 8:21 PM.

A handwritten signature in blue ink, appearing to read "Fred Perkins", written over a horizontal line.

President / Commissioner

A handwritten signature in blue ink, appearing to read "Jack Bailey", written over a horizontal line.

Secretary / Commissioner

A handwritten signature in blue ink, appearing to read "Shaun Nye", written over a horizontal line.

Treasurer / Commissioner

Recording Secretary