



PORT OF BROWNSVILLE

9790 Ogle Rd • NE Bremerton, WA 98311
Office: 360-692-5498 • FAX 360-698-8023

pob@portofbrownsville.org

Commissioners:
Mathew Messing
Shaun Nye

March 14, 2022

Special Meeting Minutes

CALL TO ORDER

Commissioner Messing called the regular session of the on-line special meeting to order at 1:03 PM. In attendance were Commissioner Shaun Nye, Interim Port Manager Jerry Williams, Auditor Joe DaBell, and Attorney Peter Ruffatto, Chmelik Sitkin and Davis.

APPROVAL OF AGENDA

Commissioner Messing moved to amend item 7 - Lease of Port Property: Annex to instead discuss the Rental House. Commissioner Messing motioned to approve the agenda as amended, Commissioner Nye seconded the motion. Both approved.

Diesel Fuel Polishing Approval Request

- a. IPM Williams informed the Commission of the issues regarding the Port's diesel pumps leading to many spent fuel filters and slow pump times. Two quotes have been received at approximately \$4000. Commissioner Nye suggested this process be added to the Port's maintenance schedule. Commissioner Messing motioned to approve IPM Williams to proceed with the contract with SME for fuel polishing. Commissioner Nye seconded the motion.

The Vote:

Commissioner Messing – Aye

Commissioner Nye – Aye

Motion Carries.

RFQ for Port CPA/Finance Officer

Interim Port Manager informed the Commission that the Port is looking for an in-house finance officer to take on most of the work from CPA Fancher while having CPA Fancher stay on as the Port's CPA. He requested the Commission work together with CPA Fancher moving forward on this.

Process for Filling Vacancy in Commission

IPM Williams spoke on the process of filling the vacancy in the Commission. He provided a Request for Action to the Commission to establish a schedule and process for applicants. The Port has 90 days from the time the vacancy was made to fill the position before the decision moves to the county level. Commissioner Nye stated he would like postcards send to every home within Commissioner District 1. Commissioner Messing stated that April 6th would be an adequate cut-off date for applicants and that on April 13th the Commissioners could review. Applications would still be received through IPM Williams.



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Filling Vacancy in Commission Officer Position

Following the resignation of the previous Commission President, the Secretary, Mathew Messing, temporarily assumed the position of President. Commissioner Nye motioned to appoint Commissioner Messing as President and Shaun Nye as Treasurer. Commissioner Messing seconded the motion.

The Vote:

Commissioner Messing – Aye

Commissioner Nye – Aye

Motion Carries.

Lease of Port Property: Rental House (Annex 2)

Commissioner Messing stated he wants to get the rental house rented and would like the Port to determine what costs are necessary to make the building safe and rentable. IPM Williams stated that Windermere had acted as a contractor to the Port to find tenants and assess fair-market value.

Executive Session

Commissioner Messing recessed the meeting Executive session at 1:40 PM per RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment and RCW 42.30.110(1)(c) to consider the minimum price at which real estate will be offered for sale or lease. Discussion was not expected to last more than 10 minutes and there is anticipated action based on this Executive Session.

The Commissioners came out of Executive Session at 1:49 PM and resumed the Special Meeting.

Resolution 22-04: Appointment of Executive Director Jerral Williams

This Resolution appoints Jerral Williams as the Port of Brownsville Executive Director, changes the title of the management position from Port Manager to Executive Director, and makes policies and documents that refer to Port Manager instead be understood to refer to the Executive Director. Commissioner Nye motions to approve Resolution 22-04. Commissioner Messing seconded the motion.

The Vote:

Commissioner Messing – Aye

Commissioner Nye – Aye

The Resolution is adopted.

Approval of Employment Agreement for Executive Director Jerral Williams

Commissioner Nye motioned to approve the employment agreement for Executive Director Jerral Williams, effective March 15, 2022. Commissioner Nye seconded the motion.

The Vote:

Commissioner Messing – Aye

Commissioner Nye – Aye

The motion passes and the employment agreement is approved.



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CLOSE MEETING / ADJOURN

Next Regular Meeting is scheduled for March 16, 2022 at 6PM.

Meeting was adjourned at 1:52 PM.

A handwritten signature in black ink, appearing to read "Mathew Messing", written over a horizontal line.

President / Commissioner

Secretary / Commissioner

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

Treasurer / Commissioner

Recording Secretary