



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 16, 2022

CALL TO ORDER

Commissioner Mathew Messing called the regular session of the on-line meeting to order at 6:00 PM. In attendance were Commissioner Shaun Nye, CPA Jan Fancher, Executive Director 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 Nye motioned to approve the agenda as written. Commissioner Messing seconded the motion. Both Commissioners voted to approve, and the motion passed.

APPROVAL OF CONSENT AGENDA

The consent agenda included Meeting Minutes for the February 16, 2022 Commission Meeting and March 1, 2022 Finance Workshop, 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	50505 – 50531	\$84,628.58
Electronic Payments	2/17/22 – 3/16/22	<u>\$3,452.21</u>
Total Accounts payable		\$88,080.79

Payroll & Payroll Liabilities:

Voucher Numbers	-----	\$-----
Electronic Payments	2/17/22 – 3/16/22	<u>\$31,840.46</u>
Total Payroll & Payroll Liabilities		\$31,840.46

Total General Fund checks and electronic payments in the amount of \$119,921.25.

Motion made by Commissioner Nye to approve the consent agenda. Commissioner Messing seconded. Both Commissioners voted to approve, and the motion passed.

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

(None)



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PRESENTATION TO OR BY THE BOARD

Citizens Advisory Committee –

Ken McEwan stated he was glad to hear the Commission would seek public input on major maintenance issues. He quoted from the Washington Public Ports Association's Commissioner Resource Guide the following:

“A port commissioner must recognize his/her limitations. No one person has all the information and insight to make the right decision all of the time. Getting things done right and on time often requires added resources. Working closely with the executive director/manager and his/her staff, citizen groups, and other interested parties can increase the commission's ability to resolve issues. Often, the study of an issue by an assembly of interested people results in a more informed decision. Commissioners must take full advantage of opportunities to work with others when studying and analyzing an issue.”

He requested the Port establish a Citizens Advisory Committee which could act as a resource for the Commission to utilize additional skills and research for Port projects and decisions. Ken McEwan provided Executive Director Williams with a draft resolution (attached). Mr. McEwan stated that the committee would have no power to make decisions and would only exist to provide their opinions. He added that the current Port bylaws require a Commissioner to chair any such group and requested that this be changed.

FINANCIAL REPORTS

- a. CPA Fancher gave an update on cash and investments ending February 28, 2022. The Port's Net Position is \$88,607 above where it was as of a year ago on February 28, 2021. Ending Cash and Investments are also \$25,364 above the previous year. All dedicated fees are either close or above budgeted estimates. CPA Fancher added that the Washington State Auditors Office is still planning to do a 2-year audit of the Port this Fall. Washington Department of Revenue is continuing to do Leasehold Excise Tax audits on numerous entities. The cost the Port has paid for professional services is down \$73,000 from the previous year.
- b. The first Financial Workshop was held of March 1, 2022, with the second one scheduled for March 22. A request has been received from Ed Wurden to cover the Port's most recent audit findings and where the Port stands on addressing or correcting these issues. CPA Fancher requested that those interested in submitting topics please do so at least two weeks in advance of the scheduled meeting date.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager's Report – Executive Director Jerral Williams gave the Manager's Report. The vacant seat on the Commission was discussed on Monday, March 14. He is currently working on quotes for



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district-wide mailers. Small crime has been increasing everywhere in the county, and he asked everyone to be aware and to say something if they see something. The Port is still shuffling boats around to accommodate those that wished to move slips while many new customers have been welcomed into the Port over the last month. The Port has received permission informally to extend their current construction permit while the scope of work is reviewed. The Port has entered contract with Ballard Marine to survey the chains on the North Breakwater and provide pictures and videos for the Port's use in future estimates. Executive Director Williams added that the Port may be moving back to live meetings again depending on the Governor's decision.

- b. Maintenance Report – Executive Director Jerral Williams gave the Maintenance Report. He asked the crew to build a list of maintenance items outside of their usual routine to better identify items to be addressed. Bull-rail repairs on the breakwater have been completed and man-hours are in the process of being recoded directly to the project. The giant green dumpsters will be leaving tomorrow, March 17, and be replaced with smaller rolling dumpsters to test if they would be viable compared to the garbage cans and trash compactor. The wacky-tube guy on A-Dock appears to be working at deterring otters in the areas he operates.
- c. Comprehensive Plan for Harbor Improvement.
None
- d. Commissioners Report
None

OLD BUSINESS

- a. Security Camera Bids – Executive Director Williams stated that all bids received by the Port are comparable to one another ranging from \$27,000 to \$33,000. Jerry added that these estimates do not cover the cost of trenching or electricians. The bids cover cameras on the waterfront, and lower parking lot with potential to expand to the upper lot, shop area, and behind the Port building. Commissioner Messing stated he wanted to avoid too many extra costs. No decisions were made at this time.
- b. Open Commission Position Advertising – Executive Director has received a quote of approximately \$1,500 to send out postcards to every residence in Commissioner District 1. Commissioner Messing was uncertain it was fiscally responsible to spend so much on this advertisement. Commissioner Nye stated that it would be best not to cut corners on advertising this item given its importance. The motion to proceed with the mailing advertisements was approved.

NEW BUSINESS

- a. Discuss potential for leasing Port Property: Annex – Commissioner Messing stated there is work to be done on the Annex 2 (Rental House) to improve it to the point it is acceptable to ask fair market value. He would like to see quotes for repairing the drainage and finishing the basement. Commissioner Messing stated that a company has contacted the Port about leasing the top floor of the Port Annex (Fire Hall) and the Port should take steps to ensure they receive fair market value. Executive Director Williams stated that will need to look into procedures for vetting prospective tenants, determining what modifications would be necessary to the property, and determine whether a short-term or long-term lease would be better suited.



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- b. Discuss Potential for Sale of Port Property – Commissioner Messing wished to discuss the potential sale of land owned by the Port of Brownsville. He commented that while the Port may not be paying property taxes on the land, they may recoup some money. He added that much of the land appears undevelopable. Executive Director Williams commented that the land in question can be used for environmental mitigation for Port projects. Attorney Ruffatto spoke on the process of surplus property and that they Port may currently be restricted by their comprehensive plan.

PUBLIC COMMENT

Johnathan Thomas congratulated Jerral Williams on his promotion. He claimed the Port Annex had only one heater for the entire building, asbestos tiles, and bad wiring. He stated that the Port must justify charging any new tenant more than the rate that was charged to the previous tenants. He added that the financial reports looked great aside from the rental income. He suggested the Port look into the possibility of raising property taxes on the district to increase revenues rather than increase moorage.

Sally Hass thanked Commissioner Nye for arranging the Financial Workshops and thanked Executive Director Williams for his Q&A sessions with the community. She has requested at both the January and February meetings for more information from the Commissioners, possibly in the monthly newsletter. She was interested if applications would be made available after the end date for the public. The Brownsville Community Group plans to meet the first Wednesday of each month with the next meeting being April 6. She is looking forward to fire-safety training and thanked both Commissioners for volunteering as deep-water victims.

Nathan Thomas commented that he was alarmed by someone demanding to know why he was in the RV parking area after having made arrangements at the Port office. He commented that the Port could potentially earn more income if the RV spots were given water and sewer hook-ups. He also claimed that there was no mention of the RV parking spots on the Port's website.

Chris Bigelow commented in regard to the security camera systems that the Port should discuss with the Sheriffs to get their thoughts. He also asked for clarification on the qualifications for the Commissioner District 1 position.

EXECUTIVE SESSION

At 7:30 PM Commissioner Messing recessed the meeting to go into Executive Session for 25 minutes to begin at 7:35 PM after a five minute recess pursuant to RCW 42.30.110(1)(c) To consider the minimum price at which real estate will be offered for sale or lease. No action is expected. The Commissioners came out of Executive Session at 8:00 PM



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CLOSE MEETING / ADJOURN

Next Regular Meeting is scheduled for April 13, 2022 at 6:00PM.

Meeting was adjourned at 8:02 PM.



President / Commissioner

Secretary / Commissioner



Treasurer / Commissioner

Recording Secretary

**CITIZEN'S ADVISORY COMMITTEE RESOLUTION
(PROPOSED)**

WHEREAS, The Port of Brownsville desires to have a Citizens' Advisory Committee to advise the Port Commissioners on matters of interest to the operation of the port and,

WHEREAS The Port of Brownsville has been informed and agrees that a Citizens' advisory Committee would benefit the Commissioners in their decision-making responsibilities,

NOW, THEREFORE, BE IT RESOLVED, after due consideration it is the determination of the Port of Brownsville Commission as follows:

1. Creation of The Port of Brownsville Citizen's Advisory Committee

The Port of Brownsville ("POB") hereby creates a Citizen's Advisory Committee ("POBCAC"). The POBCAC is a Committee of 5 to 7 interested citizens who are either residents of the POB tax district and/or POB tenants/moorage customers. The purpose of this Committee is to advise the Port commission on: (a) tasks assigned by the Port Commission; (b) advise the Port Commission on issues determined by the POBCAC to be matters of interest to residents of the POB tax district and/or POB tenants/moorage customers; (c) request information from the POB on matters of interest to residents of the POB tax district and/or POB tenants/moorage customers.

2. The POB Commissioners hereby authorize a group of volunteers to work with the POB Executive Director to draft rules, policies and procedures that provide guidelines for the

Advisory Committee to be submitted to the POB Commissioners for their review and final approval. The draft rules, policies and procedures shall be submitted to the POB Commissioners for their consideration no later than 30 days following approval of this resolution.

3. Compensation and Expenses

- a. Members of the Advisory Committee shall serve without compensation
- b. Members of the Advisory Committee are required to seek pre-authorization for any proposed expense.

4. Advisory Committee members are not empowered to supervise Port staff, make decisions on behalf of the Port or speak on behalf of the POB.

5. The Advisory Committee has no actual or de-facto decision-making authority. Its role is solely advisory.

ADOPTED by a majority of the members of the commissioners of the Port of Brownsville a majority being present and voting on this Resolution at a regularly scheduled meeting on _____ 2022 as attested to by the signatures below of the commissioners physically present this ____ day of ____ 2022.

