



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

April 13, 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 March 14, 2022 Special Meeting, March 16, 2022 Commission Meeting and March 22, 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	50532 – 50562	\$95,895.76
Electronic Payments	3/18/22 – 4/13/22	<u>\$5,143.21</u>
Total Accounts payable		\$101,038.97

Payroll & Payroll Liabilities:

Voucher Numbers	-----	\$-----
Electronic Payments	3/18/22 – 4/13/22	<u>\$32,992.54</u>
Total Payroll & Payroll Liabilities		\$32,992.54

Total General Fund checks and electronic payments in the amount of \$134,031.51.

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

(None)

FINANCIAL REPORTS

- a. CPA Fancher gave an update on cash and investments ending March 31, 2022. The Port's Net Position is \$55,786 above where it was as of a year ago on March 31, 2021. 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. She also said the Port is already working towards building their 2023 Budget.
- b. The first Financial Workshop was held of March 22, 2022, covered the Port's past audit findings and the actions the Port has taken in response. Other items covered were Annual Bond costs, the Annual Port Funding Percentage by Taxpayers versus Moorage, and Tax Levy increases. The next Finance Workshop is scheduled for April 26, 2022 at 4:00 PM.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager's Report – Executive Director Jerral Williams gave the Manager's Report. He has received questions about the Consent Agenda, to which he stated it is a standard approval of payables for the period and past meeting minutes. The Port has received six (6) applications which have been passed on to the Commissioners. Redistricting is continuing, and he will be seeking approval from the Commission to publish the draft. All Ports and cities are experiencing increases in crimes like theft and vandalism. Six slips were filled in just the past week. A 1-year extension was received for permits on underwater work. The Port plans to repair the main pier rather than replace it. The dive report has been received for the North Breakwater chains and the Port is now seeking revised bids for chain repairs/replacement. In-person meetings may be coming soon. Some new legislation went into effect at the end of March and some at the end of April. The Kitsap All-Ports Meeting is scheduled for April 25 in the Brownsville Yacht Club room.
Executive Director spoke on the estimate received from TIKAR for the piling repair on the main pier. 6 companies have been contacted, 4 were spoken to, 2 came to the Port to view the project, only one quote has been received. This work can only be done in August. He requested permission from the Commission to pursue this contract with Tikar. Commissioner Nye motioned to approve Executive Director Williams to move forward in a contract for this quote or a similar quote following review of the Small-Works process up to the amount of \$55,000. Commissioner Messing seconded the motion. The motion passes.
- b. Maintenance Report – Executive Director Jerral Williams gave the Maintenance Report. The staff is preparing for Summer. The soldier wall by the Pavilion will be cleaned up as soon as it dries out. The crew is working on tightening bolts on A-dock and electrical checks are planned for C-Dock. The Diesel Fuel was polished this month. A lot of debris was removed, but the fuel quality was confirmed



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to be good. Since the polishing the Port has pumped about 3,000 gallons of diesel without slowing down. Staff discovered an issue with the Fuel-Dock electricity which was repaired on Monday while the Fuel-Dock was closed. The plumbing on B-Dock is currently being inspected and repaired.

- c. Commissioners Report
None

OLD BUSINESS

- a. Discussion of Proposed Citizens Advisory Committee – Commissioner Mathew Messing stated he wanted to acknowledge the Port is still considering this item presented to the Port at the previous Commission meeting. He stated the Commission will focus on appointing a third commissioner before making any decision on this item. Commissioner Nye stated that he agreed with that sentiment.

NEW BUSINESS

- a. Approval to Publish Redistricting Draft – The Commissioners have both had time to view the redistricting draft. The Commissioner District lines have moved from the current locations. The requirements are stated in RCW 29A.76.010 and RCW Chapter 53.16. Once the draft redistricting plan is published, a public hearing must be held within 10 days to allow for public comment and at least one week before adopting the plan. Commissioner Nye motioned to approve publishing Redistricting draft, Commissioner Messing seconded the motion. The motion passed. Attorney Ruffatto added the statutes require a meeting to be held within 10 days so the Port may not publish the draft immediately.
- b. Resolution 22-05: Surplus of Port Property – This is a resolution to surplus items on Exhibit A for disposal and Exhibit B for surplus/sale. Exhibit A largely consists of old tools and office equipment that no longer works. Exhibit B includes an old tractor, forklift, aluminum boat, Ms. Nug, and 3 outboard engines that do not currently work. Commissioner Nye motioned to approve Resolution 22-05. Commissioner Messing seconded the motion.

The Vote:

Messing: Aye

Nye: Aye

The Resolution is approved.

PUBLIC COMMENT

Sally Hass commented that she did not hear anything in the meeting concerning item 7.c Commissioner Reports. Commissioner Nye and Commissioner Messing both stated they had nothing to report at this time.

Sally Hass representing the Brownsville Community Group commented that the Port was looking great and thanked the staff, thanked the Port for the Finance Workshops, and thanked ED Williams for presenting the Volunteer of the Year award to Joseph Goodman. They requested the applications for



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Commissioner be made available to the public for comment. They also requested to hear about the summer schedule at the Port.

Steve Neuhauser thanked the Port for their transparency. He requested that CPA Fancher provide graphics along with the financial reports to better illustrate the numbers.

Jack Bailey asked if Resolution 22-05 was read at a previous meeting and added that most items, unless urgent, require a second reading before being approved. He commented that Ms. Nug had not appeared on previous surplus list drafts he had seen. Mr. Bailey also stated that the Port must first offer any item being sold for public auction before any private offers can be accepted.

Shirlee Sours asked the Port to look into the flower baskets that used to be put up around the Port every year. She requested the Port also look into the kayak ramp by the Fire Hall as it would be easier to use than the boat launch. ED Williams responded that the flower baskets have been dropped off at the nursery and the flower baskets will be ready in about 2 weeks.

Ned Cook expressed his concerns that the redistricting would affect those applying for commissioner as well as the current commissioners. ED Williams stated that the new district borders would not go into effect until 2023 and would only be effective at the next election going forward.

Steve Neuhauser asked about the ramp by the Fire Hall, if the community could clean it, and if this is on the Port's list as a priority to be resolved. He also reminded the Commission that they will need to resume the Comprehensive Scheme meetings.

Jack Bailey commented that the ramp mentioned by Shirlee Sours and Steve Neuhauser is not closed and hasn't been closed. It is still accessible but has not been cleaned recently. He also stated that his concern regarding the resolution being passed without a second reading was not addressed.

Attorney Peter Ruffatto stated that the Port's by-laws do state that a resolution will not be passed at the same meeting it is presented, but state laws have no such requirement.

Commissioner Messing offered his thanks to all 6 applicants for the open Commission position.

EXECUTIVE SESSION

At 7:17 PM Commissioner Messing recessed the meeting to go into Executive Session for 35 minutes to begin at 7:20 PM after a three minute recess pursuant to RCW 42.30.110(1)(h) To evaluate the qualifications for a candidate for appointment to elective office. The Commissioners came out of Executive Session at 7:55 PM.



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Commissioner Messing made the motion to bring forward two candidates for interviews, Carol Tripp and Kenneth McEwan. Commissioner Nye seconded the motion. Both approved and none opposed. The motion passes.

Commissioner Messing stated that he wants to include the community in the application process and would like to solicit interview questions from the public for the candidates to be received no later than April 30, 2022. A special meeting will be held on May 11, 2022 before the regular commission meeting for interviews. Commissioner Nye seconded the motion. Both approved and none opposed. The motion passes.

CLOSE MEETING / ADJOURN

Next Regular Meeting is scheduled for May 11, 2022 at 6:00PM.

Meeting was adjourned at 8:00 PM.



President / Commissioner

Secretary / Commissioner



Treasurer / Commissioner

Recording Secretary