



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

May 18, 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 April 13, 2022 Commission Meeting, April 26, 2022 Finance Workshop, and May 11, 2022 Special Meeting minutes, 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	50563 – 50593	\$71,041.38
Electronic Payments	4/15/22 – 5/18/22	<u>\$37,872.98</u>
Total Accounts payable		\$108,914.36

Payroll & Payroll Liabilities:

Voucher Numbers	-----	\$-----
Electronic Payments	4/15/22 – 5/18/22	<u>\$52,135.04</u>
Total Payroll & Payroll Liabilities		\$52,135.04

Total General Fund checks and electronic payments in the amount of \$161,049.40.

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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PUBLIC HEARING FOR THE DRAFT PLAN FOR REDISTRICTING THE PORT OF BROWNSVILLE COMMISSIONER DISTRICTS PURSUANT TO RCW 29A.76.010

At 6:03 PM Commissioner Messing recessed the regular meeting and opened the Public Hearing for redistricting the Port of Brownsville Commissioner Districts. The draft plan was presented to the Commissioners and the public and was then opened up for comment.

Jack Bailey commented that the images of the draft borders did not include a portion of the district at the northern boundary and stretched outside of the limits in the area southwest of Island Lake as well as near the southeast corner of the district boundary. He recommended the Port table the draft until it can be reviewed.

Sally Hass asked when this redistricting would go into effect and what fee was charged for the drafts. Executive Director Williams responded that the new district would be effective in 2023 and the cost of the drafts was \$600.

Attorney Ruffatto commented that the process does allow for revision, but it must be presented again at least 7 days before adoption.

Commissioner Messing stated that the plan will be reviewed with the contractor and will be presented for comment again at another time.

The Public Hearing was closed at 6:22 PM and the regular meeting resumed.

PRESENTATIONS TO OR BY THE BOARD

(None)

FINANCIAL REPORTS

- a. CPA Fancher gave an update on cash and investments ending April 30, 2022. The Port's Net Position is \$1,229,345.89; \$65,452 above where it was as of a year ago on April 30, 2021. All dedicated fees are either close or above budgeted estimates. The Port has received the first large portion of property taxes in the amount of approximately \$176,000. Bond interest payments are due on June 1st. Commissioner Messing added that the Port is working to make visual changes for the financial reports and they should be ready for the June meeting. No specifics have been provided by the WA State Auditors Office on when they will begin their audit of the Port in the fall.
- b. The next Finance Workshop is scheduled for May 24th. In person workshops will begin in July as there will be no Finance Workshop in the month of June.



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INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager's Report – Executive Director Jerral Williams gave the Manager's Report. The Port is still working on filling the vacant Commission seat but had to cancel the previously scheduled interviews on May 11th. A new date has been set for May 25th at 6:00 PM in the Fire Hall and on Zoom. Winter moorage has ended as of April 30th. Boat shuffling is continuing and only 8 vacant slips remain in the marina. The Main Pier Piling repair contract has been signed and work is scheduled for this summer. The North Breakwater Dive Report provided great information for estimates on the chain repair/replacement. The All-Ports Meeting had a presentation from Kitsap County regarding the development of electric infrastructure for vehicles on construction projects. A plaque was presented to Jack Bailey for his years of service to the Port and community provided by the Brownsville Community Group with photo by Terryl Asla.
An estimate for the North Breakwater Chain repairs/replacement was presented to the Commission in the amount of \$35,270.22. This plan would replace the sections of the chains that are failing and includes new anodes. 5 vendors were contacted, 2 companies looked at the project with 1 backing out. Commissioner Nye motioned to approve ED Williams to enter contract with Ballard Marine for the North Breakwater Chain repairs and replacement. Commissioner Messing seconded the motion.
The Vote:
Messing: Aye
Nye: Aye
None opposed.
The motion passes.
- b. Maintenance Report – Executive Director Jerral Williams gave the Maintenance Report. The staff is working hard on trimming up the greenery around the Port. Power washing on the docks is continuing. ED Williams is confident that the Port is finally starting to work proactively on maintenance rather than before forced to react. He has been contacting the owners of visibly neglected boats to get the owners to clean their vessels. The flower baskets have arrived and are up all over the Port making it finally feel like spring.
- c. Commissioners Report
None

OLD BUSINESS

(None)

NEW BUSINESS

- a. Resolution 22-06 – Amendment to Commission By-Laws: This resolution amends the current by-laws regarding signatures for check control procedures. Current by-laws require the auditor, treasurer, and non-treasurer commissioner signature before releasing payments. The amendment changes this to require the auditor, treasurer, and executive director to release payment with a second signature at the following Port meeting to ratify. CPA Fancher stated that this change tightens the Port's process for payables and makes it explicit with the Port's policies. Commissioner Nye motioned to approve



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Resolution 22-06 to amend the current Commission By-Laws. Commissioner Messing seconded the motion.

The Vote:

Messing: Aye

Nye: Aye

None opposed.

The Resolution passes.

- b. Amendment to CPA Contract: CPA Jan Fancher's contract is set to expire as of June 30, 2022. This agreement would extend the contract from July 1, 2022 through December 31, 2025. Commissioner Nye motioned to approve the Amendment to the CPA contract. Commissioner Messing seconded the motion.

The Vote:

Messing: Aye

Nye: Aye

None opposed.

The motion passes and the Amendment to the CPA Contract with CPA Fancher is approved.

PUBLIC COMMENT

Wesley Parsons stated that damage was caused to his boathouse from the wakes of the fast ferry while doing sea trials in the area. 6 support beams had to be replaced costing him about \$700. He stated that he would like the Port to install "No-Wake" buoys to the North and South of the breakwater.

CLOSE MEETING / ADJOURN

Next Regular Meeting is scheduled for June 15, 2022 at 6:00PM.

Meeting was adjourned at 6:59 PM.

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

President / Commissioner

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

Secretary / Commissioner

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

Treasurer / Commissioner

Recording Secretary