



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
Kenneth McEwan

June 15, 2022

CALL TO ORDER

Commissioner Mathew Messing called the regular session of the meeting to order at 6:02 PM. In attendance were Commissioner Shaun Nye, Commissioner Kenneth McEwan, 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 Messing motioned to add an additional executive session for potential litigation. Commissioner Nye motioned to approve the agenda as amended. All approved and none opposed.

APPROVAL OF CONSENT AGENDA

The consent agenda included Meeting Minutes for the May 18, 2022 Commission Meeting, May 24, 2022 Finance Workshop, and May 25, 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	50594 – 50621	\$97,419.76
Electronic Payments	5/27/22 – 6/15/22	<u>\$3,141.37</u>
Total Accounts payable		\$100,561.13

Payroll & Payroll Liabilities:

Voucher Numbers	-----	\$-----
Electronic Payments	5/27/22 – 6/15/22	<u>\$34,025.81</u>
Total Payroll & Payroll Liabilities		\$34,025.81

Total General Fund checks and electronic payments in the amount of \$134,586.94.

Motion made by Commissioner Messing to approve the consent agenda. Commissioner McEwan seconded. All 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 6:05 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. There were no changes from the plan presented at the May 18th meeting, but it was clarified that the redistricting does not change the outside borders of the Port district. Census blocks do not match up to the Port's boundaries perfectly and are used to create the best approximation to meet the requirements laid out in the RCWs for redistricting requirements.

The hearing was opened up for public comment, but there was none.

Commissioner Nye motioned to approve the draft plan and add the Resolution to adopt the plan to the next meeting's agenda. Commissioner Messing seconded the motion. All approved and none opposed.

The Public Hearing was closed at 6:18 PM and the regular meeting resumed.

PRESENTATIONS TO OR BY THE BOARD

Sally Hass presented a proposal on behalf of the Brownsville Community Group to lower the term of commissioners from 6 years to 4 years. Their research shows that a majority of Ports have a 4-year commissioner term and more Ports have been moving towards this as time goes on. Most other government offices have 4-year terms. She said there is difficulty in gathering candidates for a 6-year term. Cons of the proposal include less continuity and more pressure on incoming commissioners to get up to speed before their next election. She does not have data on the cost to add a ballot measure but could use the Port's election costs to estimate. Community volunteers are willing to develop a manual for new commissioners to improve their ability to acclimate. The Brownsville Community Group believe the Port is in a period of stability to allow for such changes. There are possibly funds from the Kitsap County Elections division to help cover additional costs to the Port.

Executive Director Williams provided his own research on the subject which showed that 72% of Ports still have 6-year commissioner terms. Most Ports that have 4-year terms also have 5 commissioners and budgets many times greater than the Port of Brownsville. Sally Hass requested a copy of the report the Port was in possession of.

Commissioner McEwan commented that he is less concerned about what other Ports are doing and more concerned with what is best for Brownsville. 4-year terms could allow the public better react and remove an official they do not believe meets the Port's interests.

Commissioner Messing expressed concerns for the increased election costs to the Port. The most recent election cost the Port approximately \$8,700 and those costs are projected to increase.



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Attorney Peter Ruffatto stated that if the commission was inclined to proceed with a resolution the vote would need to occur in open session rather than executive session.

No action was taken.

FINANCIAL REPORTS

- a. CPA Fancher gave an update on cash and investments ending May 31, 2022. The Port's Net Position is \$1,312,329.92; \$48,086.43 above where it was as of a year ago on May 31, 2021. All dedicated fees are either close or above budgeted estimates. In June a portion of the Dedicated Revenue Bond fee will be transferred to the General Fund to cover the interest payment that went out on June 1. The Port's 2021 SAO Report was submitted on time and confirmation has been received. The Community Economic Revitalization Board (CERB) has been funded with \$40 million and are looking for projects including planning grants. CERB meets every two months to review proposed projects. The Local Government Investment Pool (LGIP) interest rate has risen to 0.70%, much greater than the 0.10% on the Port's savings account. The Port is researching the merits of transferring more savings to the LGIP.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager's Report – Executive Director Jerral Williams gave the Manager's Report. The Main Pier Piling Repair project is in contract to begin this summer. The North Breakwater chain repair and replacement contract is signed, and work will begin in the last week of June. The ramp fee kiosk scope of change approval was received from RCO. We are preparing to order the kiosks and begin the project. One kiosk will replace the current ramp fee box and second will be on the breakwater for guest moorage. The SAO reports were submitted on time thanks to the efforts of CPA Fancher, Treasurer Nye, and Auditor DaBell. Surplus sales are moving forward with the large yellow tractor selling at auction. Nemesis is currently up for auction. Fuel sales and boat ramp activity are down from the previous year due to both weather and fuel costs.

Executive Director Williams spoke on long-time resident/customer Ed Wurden. Ed Wurden was a tenant of the Port of Brownsville for 50 years. As of June 1st, he has sold his boat not long after celebrating his 91st birthday. He still comes down to the Port almost every day and is still an active member of the community.

- b. Maintenance Report – Executive Director Jerral Williams gave the Maintenance Report. The staff is continuing to work on mowing and weed eating. Electrical checks are going to begin again.
- c. Commissioners Report
Commissioner Nye attended the WPPA Finance Seminar June 8 – 10. The Bond Markets appear to be volatile with the increasing interest rates. This makes it difficult for the Port to take on any new debt. One presentation covered Tax Increment Financing districts (TIF) to gain more tax revenue. CERB grants are available in large amounts. The event is a great way to build relationships with other Ports.



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OLD BUSINESS

- a. Citizens Advisory Committee: Commissioner McEwan had proposed to the commission in March to establish a Citizens Advisory Committee and he feels it is an opportunity to utilize the human resources available to the Port from the public and support the Port on policies. If accepted, Ken is willing to work with the community to establish communication between the group and the Port. The commissioners discussed the item, but no decisions were made. Attorney Ruffatto advised that committees are not subject to the Open Public Meetings Act, but they would be subject to the Public Records Act. He added that MRSC has guidance on advisory committees as well.

The Commissioners agreed to hold a workshop on the subject at a later date to be decided.

NEW BUSINESS

- a. Change in July Commission Meeting Date: Commissioner McEwan requested the July commission meeting date be changed as he has a previous engagement. Commissioner McEwan motioned to move the meeting date from July 13 to July 20. Commissioner Nye seconded the motion. All approved and none opposed.

Attorney Ruffatto commented that this results in a cancellation of the meeting and the scheduling of a special meeting that would limit the commission to only items listed on the agenda.

- b. Dock Box Quote: ED Williams brought a quote for new dock boxes to the commission. The cost to purchase from the Port would be less than the cost for individuals to buy them directly from the manufacturer. ED Williams and Auditor DaBell will contact the current list of interested people to gauge their interest in the boxes at the current projected price of \$700. The Port will look into receiving a deposit from those than are interested.

PUBLIC COMMENT

Sally Hass on behalf of the Brownsville Community Group welcomed Ken McEwan to the commission. She expressed thanks to ED Williams for attending a June 7th Q&A with the group. More people may attend the events if they were listed on the Port's website. The group discussed how to reduce wake disturbances. The group would like "No-Wake" buoys to be installed. The group would also like fire safety training from the fire department. The newest elected commissioner, Mathew Messing, has volunteered to act as the rescue victim.

ED Williams added that the wake complaints are largely related to the commercial fishers. He will look into the requirements and limits on placing buoys in the Port's waters outside of the breakwater.



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EXECUTIVE SESSION

At 7:40 PM Commissioner Messing recessed the meeting to go into Executive Session for 45 minutes to begin at 7:45 PM after a five minute recess pursuant to RCW 42.30.110(1)(i) to discuss potential litigation for two separate items. At 8:30 the commissioners stated they would be extending the executive session an additional 10 minutes. At 8:40 PM the commission came out of executive session to resume the regular meeting. No decisions were made.

CLOSE MEETING / ADJOURN

Next Regular Meeting is scheduled for July 20, 2022 at 6:00PM.


Meeting was adjourned at 8:41 PM.



President / Commissioner



Secretary / Commissioner



Treasurer / Commissioner

Recording Secretary