



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

July 20, 2022

CALL TO ORDER

Commissioner Mathew Messing called the regular session of the meeting to order at 6:00 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 add the following items to discuss without action: crew uniforms, timeclock, landscaping services, admin office, opening the fuel dock on Sunday, and charges for assisting tenants. Commission Nye motioned to approve the agenda as amended. Commissioner McEwan seconded the motion. All approved with none opposed.

APPROVAL OF CONSENT AGENDA

The consent agenda included Meeting Minutes for the June 15, 2022 Commission Meeting, 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	50622 – 50648	\$118,130.01
Voided Vouchers	50585	(\$458.81)
Electronic Payments	6/7/22 – 7/20/22	<u>\$54,945.49</u>
Total Accounts payable		\$172,616.69

Payroll & Payroll Liabilities:

Voucher Numbers	-----	\$-----
Electronic Payments	6/24/22 – 7/20/22	<u>\$33,833.92</u>
Total Payroll & Payroll Liabilities		\$33,833.92

Total General Fund checks and electronic payments in the amount of \$206,450.61.

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



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PUBLIC COMMENT – Citizen comments for items not on the agenda.
(None)

PRESENTATIONS TO OR BY THE BOARD

Commissioner Messing spoke his thoughts on exploring the costs of purchasing uniforms for staff, hiring landscaping services for handling the lawns, the potential of moving Executive Director Williams and Auditor DaBell out of the Port Office to a separate office at the Port Annex, opening the fuel dock on Sundays, and the tariff rate for staff to assist customers with tasks on the docks. No decisions were made. The Commissioners scheduled a meeting for July 27th, 2022 at 5:30 PM to further discuss these items.

FINANCIAL REPORTS

- a. CPA Fancher gave an update on cash and investments ending June 30, 2022. The Port's Net Position is \$1,314,103.44; \$152,887.99 above where it was as of a year ago on June 30, 2021. All dedicated fees are either close or above budgeted estimates. In June the Port made their interest payment on the 2012 GO Bond, 2013 GO Bond, and 2017 Revenue Bond. A portion of the dedicated Revenue Bond fee being collected from customers has been transferred to the General Fund to cover the cost of the Revenue Bond interest. The Local Government Investment Pool (LGIP) interest rate has risen to 0.1.01%, much greater than the 0.10% on the Port's savings account. The Port is preparing to transfer \$300,000 additional funds to LGIP.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager's Report – Executive Director Jerral Williams gave the Manager's Report. The main pier piling repair is set to begin in early August. The North Breakwater chain repair/replacement project has been completed. Links that were under 50% remaining were replaced and anodes were placed on all chains. Budget work is starting up. The Port is currently advertising for an administrative assistant and has already received responses. The Port is looking to promote someone from within to the position of Maintenance Manager. The Port has been working through the surplus list. The yellow tractor was sold, but the deal fell through; the sailboat Nemesis sold, and the Port is awaiting final confirmation; and the forklift has been sold and was removed from the Port today. Fuel pricing has been volatile which has led to a decrease in the total gallonage sold. Port staff is beginning seaworthy checks and monitoring boats for registration, power cords, and boat condition.
- b. Maintenance Report – Executive Director Jerral Williams gave the Maintenance Report. Some items came loose due to extreme low tides like water pipes on the North Breakwater. Fuel lines on I-Dock are sagging. Floats on A-Dock finger piers are being replaced with plastic floats to stabilize them. The Department of Ecology is scheduled for their annual inspection of our fuel system.



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c. Commissioners Report

According to the Port's Commission By-Laws commissioners are to talk about upcoming seminars and trainings and decide who will attend which.

Commissioner Seminar:

Environmental Seminar: Messing, Nye, McEwan

Small Ports: Messing, Nye, McEwan

Annual Meeting: Messing, Nye

Spring Meeting: McEwan

Financial/Admin Seminar: Nye, McEwan

OLD BUSINESS

- a. Citizens Advisory Committee: Commissioner McEwan stated that the Port was unable to set up a workshop following the previous commission meeting. He drafted some outlines of ideas for the committee to provide to the other commissioners and legal. About 15 Ports and many municipalities have such advisory committees. He feels that involving the community through this would greatly benefit the Port. He questioned if the Port would want to change their Commission By-Laws to remove the requirement to have a commissioner chair any committees. Commissioner Messing stated that this would be added to the planned July 27th special meeting.

NEW BUSINESS

- a. Resolution 22-07 – Adopting Commission District Redistricting: Following the previous public hearings held on May 18th and June 15th the Port has established and accepted a plan for redistricting the current commission districts within the Port's boundaries. Commissioner Messing motioned to adopt Resolution 22-07, Commissioner Nye seconds the motion.
The Vote:
Messing: Aye
Nye: Aye
McEwan: Aye
The motion passes and Resolution 22-07 is adopted.
- b. Resolution 22-08 – Modify Port Tariff: The 2022 Tariff that was adopted in December 2021 included a 2.4% credit card fee for all credit card payments. The Port has been unable to implement this charge. This resolution removes this item from the tariff and makes the change retroactive back to the beginning of the year to ensure the Port is in compliance with its tariff. Commissioner Messing motioned to adopt Resolution 22-08. Commissioner McEwan seconded the motion.
The Vote:
Messing: Aye
Nye: Aye
McEwan: Aye
The motion passes and Resolution 22-08 is adopted.
- c. CERB Planning Grant: Executive Director Williams stated that Community Economic Revitalization Board (CERB) has received nearly \$40 million in funding. He would like the Port to look at obtaining



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a planning grant to hire a consultant to look at the Port's properties to examine potential projects to develop and create jobs. By going through the planning grant the Port would later be eligible for future CERB grants for projects. The maximum value of the planning grant would be \$50,000 with the cost to the Port being 25% or \$12,500. Commissioner Messing motioned to approve Executive Director Williams to move forward on obtaining a CERB Planning Grant. Commissioner McEwan seconded the motion. All approved and none opposed.

- d. Discussion of Status of Port Property: Commissioner McEwan stated that this was covered in the discussion of the CERB grant. The Port should seek a consultant to provide a quote on Annex 2 (Rental House) and evaluate how much work would need to be done. The Commission tasked Executive Director Williams to obtain at least one bid on the cost to bring Annex 2 to a usable state. Commissioner Messing commented that he would like to make the lower level of Annex 1 (Firehall) part of the Port's offices while leaving the upper level to be leased up.

PUBLIC COMMENT

Ed Wurden commented that the Port has a \$75,000 ramp made for electric wheel chairs on the North Breakwater that could be sold. On the topic of the Main Pier pilings, he stated that you should never drill a hole in a piling. In Seattle there are no pilings with cross braces with the pilings 5 feet apart. He added that those pilings are nearly 100 years old and that adding cross braces only serves to degrade the pilings faster.

Jack Bailey commented that the Port already has a uniform policy. He reminded the commission that contracting a landscaper would be subject to prevailing wage requirements. Moving office staff to Annex 1 is something that has been discussed for 5 years and he feels it would serve the Port well. He does not feel the Port should have ever suspended selling fuel on Sundays. Jack Bailey's understanding is that not charging for help by Port staff amounts to a gift of public funds and that the auditors are targeting that. He ended by stating that any items added to the agenda should be discussed under New Business rather than Presentations to or By the Board.

Sally Hass thanked Jerry for his previous Q&A with the Brownsville Community Group. She thanked Commissioners Messing and McEwan for attending their last meeting and answering questions. Their next meeting is scheduled for August 3rd at 6:00 PM. She added that the last time there was a community fire safety training was 2016. The group is eager to get training before winter when boat fires are more likely to occur. Executive Director Williams stated that he has already talked with Chief Sorenson and Mr. Bigelow of the Central Kitsap Fire and Rescue and is moving forward on setting up training.

Jack Bailey stated in response to comments by Sally Hass that any meeting with two or more commissioners needs to be advertised and any such meeting needs to keep minutes.



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EXECUTIVE SESSION

At 7:43 PM Commissioner Messing recessed the meeting to go into Executive Session for 1 hour to begin at 7:45 PM after a five minute recess pursuant to RCW 42.30.110(1)(i) to discuss potential litigation and pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee. At 8:45 the commissioners stated they would be extending the executive session an additional 30 minutes. At 9:15 the commissioners stated they would extend the executive session by an additional 30 minutes. At 9:45 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 August 10, 2022 at 6:00PM.


Meeting was adjourned at 9:46 PM.



President / Commissioner



Secretary / Commissioner



Treasurer / Commissioner

Recording Secretary