



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

August 10, 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

Commission Nye motioned to approve the agenda as written. 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	50649 – 50664	\$106,213.70
Electronic Payments	7/22/22 – 8/10/22	<u>\$39,653.27</u>
Total Accounts payable		\$145,866.97

Payroll & Payroll Liabilities:

Voucher Numbers	-----	\$-----
Electronic Payments	7/22/22 – 8/10/22	<u>\$38,319.55</u>
Total Payroll & Payroll Liabilities		\$38,319.55

Total General Fund checks and electronic payments in the amount of \$184,186.52.

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



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

Steve Neuhauser stated that a group has been arranged for the 28th of August to clean the old launch ramp behind the Port Annex and that he wanted to confirm with Executive Director Williams if that would be okay.

PRESENTATIONS TO OR BY THE BOARD

Commissioner Messing stated that going forward for the next few months the commission will be holding an additional meeting each month to focus on policies, budget, and audit preparations.

FINANCIAL REPORTS

- a. CPA Fancher gave an update on cash and investments ending July 31, 2022. The Port's Net Position is \$1,385,947.81; \$178,060.04 above where it was as of a year ago on July 31, 2021. Expenses compared to the previous year are down \$115,791. All dedicated fees remain close or above budgeted estimates. There are large upcoming expenses for the Port including the annual insurance payment and payments for the North Breakwater Chain Repair project. The Port has received reimbursement from the Department of Natural Resources for the demolition of three derelict boats amounts to approximately \$18,000. Budget and tariff planning has already begun together with Executive Director Williams.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager's Report and Maintenance Report – Executive Director Jerral Williams gave the Manager's Report and Maintenance Report. TIKAR began preliminary work on the Main Pier Piling Repair Project today. The Port hosting the July 25th Kitsap All-Ports Meeting. Other Ports are reporting lower boater usage. One attendee reported that three Port vehicles were stolen from their property. Regarding the CERB Planning grant, a Resolution is being presented to the Commission tonight to ratify their decision this last meeting. The RCO project for Ramp Fee kiosks is moving forward and now awaiting approval from L&I. Work is being done to set a schedule for budget planning. At the previous meeting Executive Director Williams spoke about advertising for a new front-desk worker, and new hire Heidi Cross began today. Surplus sales are moving forward with the forklift and ford tractor having been sold and removed from Port property. In the early summer, high fuel prices and bad weather have had a negative effect on fuel sales, but warm weather and prices dropping have had a large effect the past month. Seaworthy checks have begun again. Boats are required to have current insurance and registration per Port policy. Executive Director Williams stated that removing abandoned and neglected boats from the marina has been a high priority for him since he first began working at the Port. Yacht Club groups are scheduled to arrive at the Port each weekend through Labor Day with the largest two being the Beneteau Rendezvous with 40 boats and the Des Moines Yacht Club with 45 boats.



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b. Commissioners Report

Commissioner McEwan stated that it was brought to his attention that there may have been a violation of the Open Public Meetings Act when both he and Commissioner Messing attended the Brownsville Community Group meeting and answered questions. He stated that the meeting did not require advertisement as no action or decisions were potentially going to be made. After discussion with legal they agreed that there was no violation, but best practice going forward would be to only have one commissioner attend. Commissioner McEwan is not aware of any direction or legal basis that would prevent Executive Director Williams from attending Brownsville Community Group meetings in the future, but stated he has no intention of forcing staff to attend such meetings to answer questions.

Commissioner McEwan stated he has been invited by Jim Holmes of the Brownsville Yacht Club to discuss ongoing issues. Commissioner Messing and Commissioner Nye agreed to send Commissioner McEwan for the discussions along with Executive Director Williams.

OLD BUSINESS

- a. Citizens Advisory Committee: Commissioner McEwan stated that he is still in favor of forming this committee but would like to consider putting a hold on it until after the budget process. Attorney Peter Ruffatto commented that more things would need to be added including details on size and how members are appointed.

NEW BUSINESS

- a. Resolution 22-09 – CERB Planning Grant: Authorizing submission of grant request for CERB Planning Grant. Commissioner McEwan wanted to clarify whether this grant involves spending by the Port and whether it would help to have a strategic plan before submitting the application. Executive Director Williams stated that the grant provides funding to seek consultants to review the Port's assets and provide a plan of development. The Port would be responsible for 25% of the grant. Following the consultant's report the plans can be added to the strategic plan. Commissioner Messing motioned to approve resolution 22-09. Commissioner McEwan seconded the motion.

The Vote:

Messing: Aye

Nye: Aye

McEwan: Aye

The motion passes and Resolution 22-09 is adopted.

- b. Resolution 22-10 – PFML Employee Portion: This resolution affirms a decision made by past management and commission to pay the employee's portion of the Paid Family Medical Leave payroll tax. This resolution memorialized the past action and allows for the Port to take action to change this decision in the future. Commissioner McEwan commented that he feels this provides a benefit towards retaining employees. Quarterly costs began at \$250 per quarter in 2019 and are now approximately \$440 per quarter. It was stated that the Port also covers the employee L&I portion of



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Worker's Compensation. Commissioner Messing motioned to adopt Resolution 22-10. Commissioner Nye seconded the motion.

The Vote:

Messing: Aye

Nye: Aye

McEwan: Aye

The motion passes and Resolution 22-10 is adopted.

PUBLIC COMMENT

Steve Neuhauser asked CPA Fancher whether the negative value for Total Operating Expenses on the financial reports means that expenses are down. CPA Fancher confirmed that this is indeed the case.

CLOSE MEETING / ADJOURN

Next Regular Meeting is scheduled for September 14, 2022 at 6:00PM.

Meeting was adjourned at 6:49 PM.



President / Commissioner



Secretary / Commissioner



Treasurer / Commissioner

Recording Secretary