



PORT OF BROWNSVILLE

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Commissioners:
Mathew Messing
Shaun Nye
Kenneth McEwan

August 24, 2022

Special Meeting Minutes

CALL TO ORDER

Commissioner Messing called the special meeting to order at 4:00 PM. In attendance were Commissioner Shaun Nye, Commissioner Kenneth McEwan, Executive Director Jerry Williams, CPA Jan Fancher, Attorney Peter Ruffatto, and Auditor Joseph DaBell.

APPROVAL OF AGENDA

Commissioner Messing motioned to approve the agenda as written. Commissioner Nye seconded the motion. The motion passed.

POLICY CHANGES

Executive Director Williams began discussion on possible policy changes to the Port's Personnel Policy Manual. Under section 3.5 he proposed changing the wording of the Port's hours listed in the policy. Commissioner Messing stated he would like the policy to state the Port will be open 7 days a week in summer and possibly less days in winter. Discussions lead to changing the wording "The Port Office shall be open" to language referring to Port hours of operation.

In section 3.6 – Overtime for Non-Exempt Employees, Executive Director Williams proposed adding language to clarify the language for minimum call-back time for overtime to state the employee must leave the site and be called back to qualify or be called in on their day off. Discussions lead to changing the language to "Employee called back outside of regular working hours."

In section 3.11 – Involuntary Termination (Dismissal) part E, Executive Director Williams proposed removing this section requiring the Port to provide 14 days written notice of termination or fourteen days pay as the policies clarify that the Port is an "At Will" employer. Executive Director Williams also proposed revising Holidays Section 9.1 to be in line with the current RCW 1.16.050. This would add Juneteenth, remove Columbus Day, and add Native American Heritage Day on the day after Thanksgiving. All Commissioners were in agreement with this item.

CPA Fancher presented proposed changes to Appendix H: Travel Reimbursement of the Personnel Policy Manual based on recommendations from MRSC.org, SAO.org, and presentations by the office of Chmelik, Sitkin & Davis. The first proposed change is to the tipping limit of 15% and the timing restriction for meals. It was proposed to remove the wording requiring commissioners and the executive director to submit anticipated travel in June as part of the budget cycle. Section 3 for Allowed Travel Expenses was revised to match SAO and MRSC's language. A list was added of lodging expenses that would not be reimbursed and should not be incurred and revised the details of travel and meal expenses that will not be reimbursed. Lastly, a section was added for Approval of Travel Expense Claims.



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All of these proposed changes are to be brought forward for final approval by resolution at the September 14, 2022 Commission Meeting.

PRELIMINARY BUDGET DISCUSSION

Executive Director Williams and CPA Jan Fancher stated they have begun discussion and will prepare a preliminary budget to be approved at the next meeting. Insurance costs in the current year were much higher than budgeted, garbage expenses are set to increase, electricity is stated to rise, and CPI is currently over 9%.

RESCHEDULE SEPTEMBER 14th COMMISSION MEETING

Commissioner McEwan stated that previously scheduled plans will prevent him from attending and he may be unable to attend via Zoom. The Commission agreed that it would be acceptable for Commissioner McEwan to attend the meeting via phone.

EXECUTIVE SESSION

At 5:20 PM Commission Messing recessed the meeting to go into Executive Session pursuant to RCW 42.30.110(1)(i) to discuss potential litigation for 45 minutes. No action is expected. At 6:05 PM Commissioner Messing extended the executive session by an addition 10 minutes. The Commissioners came out of Executive Session at 6:16 PM and resumed the meeting. No decisions were made.

CLOSE MEETING / ADJOURN


Meeting was adjourned at 6:17 PM.



President / Commissioner



Secretary / Commissioner



Treasurer / Commissioner

Recording Secretary