



## PORT OF BROWNSVILLE

9790 Ogle Rd • NE Bremerton, WA 98311  
Office: 360-692-5498 • FAX 360-698-8023  
[pob@portofbrownsville.org](mailto:pob@portofbrownsville.org)

**Commissioners:**  
Mathew Messing  
Shaun Nye  
Kenneth McEwan

September 27, 2022 Financial Workshop

### CALL TO ORDER

Commissioner Nye opens the workshop at 4:00pm and welcomes the attendees. In attendance were Commissioner McEwan, CPA Jan Fancher, Auditor DaBell, and Administrative Assistance Cross.

### DISCUSSION OF FINANCIAL TOPICS

For the workshop there were 2 groups of questions asked:

- Part A: Accounts Receivable

1. As of either July 31<sup>st</sup> or August 31<sup>st</sup>, 2022, please provide the number of moorage customers that are considered delinquent in their moorage and the total amount owed to the Port.
  - 18 accounts are past due
  - Of those, 11 have since been paid in full by September 14<sup>th</sup>
  - 1 partial payment has been collected
  - 2 boats are chained up
  - 4 accounts are in the collections process, including both letters and chaining up.
2. On the monthly financial report, where are the delinquent moorage amounts identified?
  - The monthly financial reports don't include the A/R Aging report which is addressed daily and at every team meeting.
3. In your opinion, is there a percent or target amount that is normal for delinquent accounts?
  - The Port is tracking accounts receivable and working to keep accounts current.

Discussion of Port's accounts receivable process:

The process starts with timely reports and invoices. The goal is to email the invoices to customers with a link to make an immediate payment, rather than mailing out invoices as is done currently.

The Port has an obligation to make daily deposits, within 24 hours.

60 days delinquent – a letter is sent.

90 days delinquent – another letter is sent and the boat is chained to the dock.

If a customer reaches 90 days delinquent three separate times, their moorage is terminated.

Discussion of methods available for customers to make payments:

There are many ways currently for customers to make payments – through online portal, the drop box at the office, phone-in or ACH, which is ideal for the Port office staff.



## PORT OF BROWNSVILLE

9790 Ogle Rd • NE Bremerton, WA 98311  
Office: 360-692-5498 • FAX 360-698-8023  
[pob@portofbrownsville.org](mailto:pob@portofbrownsville.org)

**Commissioners:**  
Mathew Messing  
Shaun Nye  
Kenneth McEwan

Card processing fees for card payments cannot be charged to the customers. ACH is the most cost-effective way to make and receive payments.

To help to avoid delinquency going forward, it would be good to find out where new customers are coming from, their previous moorage facilities, if applicable. We should look at the condition of the vessel before granting moorage and discuss known problems with potential customers at the all-ports meetings.

Looking at the reports, A/R Aging summary is getting to be less.

Steve Neuhauser asked about card fees, if ACH would save the Port fees. CPA Fancher suggested he try it out for the Port and see how it works.

Mr. Neuhauser stated that the internet isn't good enough for that and he can't print. Auditor DaBell and Commissioner Nye stated that there are plans to look into getting fiber optic wi-fi in the future. Commissioner Nye stated that he has a similar problem with the current wi-fi system.

Auditor DaBell stated that the Port of Kingston has access points at each dock and that seems to work well for them. The Port already has upgrading the system on their radar for next year.

Sally Hass asks where is the monthly aging report: CPA Fancher tells her it's on QuickBooks in the A/R Aging summary and that is kept in the office and available to office staff. CPA Fancher points out that privacy of customers is necessary. If the Port was on a cash-only system, it would be on the final report. Ms. Hass asks the number of customers that are 90 days past due. CPA Fancher stated that the office staff is continually working on bringing past due accounts up to date. It's a management decision if the information is made available to the public.

### - Part B: Capital Project Grant Sources

1. Was there grant money for B-Dock?

The response was "no".

2. Was there grant money for the boat ramp?

The response was "yes".

3. If so, how much, where was it spent?

CPA Fancher points to the August 23<sup>rd</sup>, 2022 Finance Workshop Detailed Presentation which included \$653,616 RCO Grant for Boat Launch.

Mr. Neuhauser asks was it a 1 million dollar revenue bond? CPA Fancher answers it was itemized as two items: Revenue Bond on one side and Grant money on the other side. All was considered on one page.

Mr. Neuhauser wonders how the money was allocated. CPA Fancher points to the report which showed that \$1.6 million was spent on both projects.



## PORT OF BROWNSVILLE

9790 Ogle Rd • NE Bremerton, WA 98311  
Office: 360-692-5498 • FAX 360-698-8023  
[pob@portofbrownsville.org](mailto:pob@portofbrownsville.org)

**Commissioners:**  
Mathew Messing  
Shaun Nye  
Kenneth McEwan

CPA Fancher states that the Port must match the bond amount, \$1 million to the launch and \$566,000 to B-Dock. Any remaining grant monies were put into the construction fund and allocated to the pier encasement project. The construction fund is closely watched and checked on a monthly basis.


Ms. Hass asks about bond reserves. CPA Fancher confirms there is reserves. She states she has clumped together special funds and general funds to allocate them better.


CPA Fancher states the goal is to be transparent.

### CLOSE MEETING/ADJOURN

The next scheduled Finance Workshop will be held on October 25, 2022, at 4:00 PM in person and will largely focus on budgeting and tariff items.

Commissioner Shaun Nye adjourned the meeting at 4:37 PM.

  
\_\_\_\_\_  
President / Commissioner

  
\_\_\_\_\_  
Secretary / Commissioner

  
\_\_\_\_\_  
Treasurer / Commissioner

\_\_\_\_\_  
Recording Secretary