



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

Commissioners Meeting Minutes
Port of Brownsville Commission
Wednesday, October 12, 2022, 6:00 PM
9756 Ogle Road, Bremerton, WA 98311

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 Matthew Messing, CPA Jan Fancher, Executive Director Jerral Williams, Auditor Joseph DaBell, Administrative Assistant Heidi Cross and via Zoom, Commissioner Ken McEwan, and Attorney Peter Ruffatto of Chmelik Sitkin and Davis.

Commissioner Messing noted an error on the written Agenda and amended it to reflect that this is a regular Commissioners Meeting and not a Special Meeting.

PLEDGE OF ALLEGIANCE

Commissioners led the Pledge of Allegiance.

Commissioner Messing adds to the Executive Session for potential litigation under RCW 42.30.110.1(i)(iii) with legal counsel present, for potential legal risks for a proposed action or current practice, Commissioner McEwan seconds, all approved, none opposed.

APPROVAL OF AGENDA

Commissioner Messing motioned to approve the amended Agenda. Commissioner McEwan seconded the motion. All approved with none opposed.

APPROVAL OF CONSENT AGENDA

All matters listed under Consent Agenda have been distributed to each member of the Commission for reading and study, are considered to be routine, and will be enacted by one motion of the Commission with no separate discussion. If separate discussion by a Commissioner is desired, that item may be removed from the Consent Agenda and placed under New Business.

a. Approval of September 14, 2022 Commission Meeting Minutes, September 27, 2022 Finance Workshop Minutes, September 28, 2022 Special Meeting Minutes, and October 4, 2022 Special Meeting Minutes.

b. The following checks and electronic payments are approved for payment:



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Accounts Payable:		
Voucher Numbers	50702 - 50726	\$100,524.57
Electronic Payments	9/30/22 – 10/14/22	<u>\$7,447.74</u>
	Total Accounts Payable	<u>\$107,972.31</u>
Payroll & Payroll Liabilities:		
Voucher Numbers	-----	\$-----
Electronic Payments	9/30/22 – 10/14/22	<u>\$38,605.04</u>
	Total Payroll & Payroll Liabilities	<u>\$38,605.04</u>
Total General Fund checks and electronic payments in the amount of		<u>\$146,577.35</u>

Commissioner Messing motions to approve the Consent Agenda as written, Commissioner Nye seconds, all approve, no opposed.

PUBLIC COMMENT

(None)

PUBLIC HEARING – for the 2023 Operating, Maintenance, and Capital Budget Pursuant to RCW 53.35.020 and RCW 53.35.030

(No public comments)

PRESENTATION TO OR BY THE BOARD

(None)

FINANCIAL REPORTS

CPA Fancher greets the Commission & everyone present. The results of September 30th dispositions show an increase of 302.64% overall cash, reserved & unreserved, equaling \$1,341,409.

Looking at the first 2 graphs – September drops down below the peak and is still up compared to previous year. CPA Fancher says there is no surprises here. Total cash and investments bar graph: We want the far right line on the chart to be over \$2 million in approximately 2 years.



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Operating budget – 3/4th of this year is shown, operation revenues are increased, better than expected. (See chart 7 of 8, attached.) Operating Revenue, Capital Assets B2A: The bill for the Main Pier Project is coming for \$53,015 and then the retainage. The Port is using a lot of the reserved Capital funds.

Dedicated fees: as of September 30th, \$181,810 has been collected. The Port paid interest only on the bond. (See chart 8 of 8, attached.) Fees income totals \$46,438. Budgeted funds will roll over if not used.

INFORMATION, STAFF AND COMMITTEE REPORTS

a. Manager's report – Executive Director Williams states, for October, the RCO kiosk project – we've received kiosks and they are being installed but not functional yet. The first one is installed in the place of the old ramp fee box. The other is to be installed on the breakwater dock. By end of the month, they should be up and running. They are solar powered.

b. Budget completion is tonight, and the Commission is beginning working on the Tariff. Winter mooring started. The Ms. Nug has left to go to Oregon. Marina activity has been slowing but the warm weather is hanging on. Smaller boats have been leaving for winter. It was a busy weekend with fishing derbies. Empty slips – many 24' slips are open and handful of 34-38' slips; ED Williams put a word out to other marinas that there are vacancies.

Seaworthy and compliance checks – Insurance and registration were requested by letter. Many have responded but a lot of customers haven't complied, yet. ED Williams, addressing Public: if you're going to stay in the marina, we need your documentation. It could lead to termination of moorage. We have had a good response and soon will begin follow-ups on those who have not yet responded.

Reminder, Haunted Harbor sponsored by The Brownsville Yacht Club will be Oct. 28th, 6:00-8:00 PM.

Maintenance is cleaning up for fall, including the upper park and the water systems are winterized. The upper parking lot sealing is scheduled for this week. Installation of the kiosks is in progress. Maintenance is involved with the upcoming audit, proving the inventory of Port assets – tools and equipment.

Everette Yacht Club is coming this weekend; moving winter moorage boats over to open the guest dock for Thursday and Friday.

Sloop Tavern Yacht Club is coming to Brownsville for the first time; we're expecting about 10 boats.

Commissioner McEwan asks about insurance – to what extent would the Port be protected if a customer has a lapse in their policy and an incident occurs? How long would it take to get compensation back if there's a loss under the Port's general liability? ED Williams replies, our goal is to have everyone in compliance. The Port could start terminating those customers not providing proof of insurance in a timely manner.



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OLD BUSINESS

(None)

NEW BUSINESS

- a. Resolution 22-19 Operating and Capital Budget – Commissioner Nye motions to approve, Commissioner Messing seconds, all in favor, no opposed.
- b. Resolution 22-20 Establishing Budget and Tax Levy – Commissioner Nye motions, Commissioner Messing seconds, all in favor, no opposed.

PUBLIC COMMENT

Terry Asla – not representing the Brownsville Yacht Club, The Yacht Club is coming into its busiest time of year, looking at Haunted Harbor, Christmas, Jingle Bell Dock, Santa Clause coming. They budgeted \$10,000 at the Kingston Yacht Club for holidays. The BYC is doing it in BV for free. In addition, they are having Friendsgiving for people that don't have any place to go. Another event, the end-of-year Staff Appreciation party will be happening. Things are getting hotter at the BYC. Tough years have passed, and the Port seems to have turned the corner. Asla asks the Commission to give thought to promoting other parts of the marina. The Deli used to have bands play on Fridays. Now they can't afford commercial cable to put on the football games. The BYC is considering ways to include paddleboarders and kayakers, attempting to bring in younger people into the Port community. Thanks, and Happy Halloween.

Sally Hass – adding to Asla's comments, the Great Pumpkin will be here on Oct. 22nd in the pavilion at 5:30 PM; collecting food for the foodbank, supported by the BYC and Brownsville Community Group. To pull in more of the community. There's a number of events that are open to the broader community, to get more support for BV. There will be a drop-in breakfast, for BV staff and community members, Thurs. Dec. 1st at 10:30 AM.

Jack Bailey – Did you have the public hearing for the budget?

Commissioner Messing responds that he did have the public hearing open, and it was closed after there was no response.

Executive Session – for potential litigation at 6:35 PM, for 20 minutes. (Until 6:55pm) No decisions were made.



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CLOSE OF MEETING

Commissioner Messing closes the meeting at 6:55 PM.

A handwritten signature in black ink, appearing to read "Mathew Messing", written over a horizontal line.

President / Commissioner

A handwritten signature in blue ink, appearing to read "Shaun Nye", written over a horizontal line.

Secretary / Commissioner

A handwritten signature in black ink, appearing to read "Shaun Nye" (likely a typo for Kenneth McEwan), written over a horizontal line.

Treasurer / Commissioner