



PORT OF BROWNSVILLE

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Commissioners:
Mathew Messing
Shaun Nye
Kenneth McEwan

November 2, 2022 Special Meeting Minutes

CALL TO ORDER

Commissioner Mathew Messing called the special meeting to order at 4:00 PM and welcomed everyone. In attendance were Commissioner Shaun Nye, Commissioner Kenneth McEwan, Executive Director Jerral Williams, and Auditor Joseph DaBell, CPA Jan Fancher, and Administrative Assistant Heidi Cross.

APPROVAL OF AGENDA

Commissioner Nye motioned to approve the agenda. Commissioner McEwan seconded the motion. All approved, none opposed.

TARIFF WORK SESSION

Executive Director Jerry Williams stated that the Commission met last week and there was no need to go over everything line-by-line, again this meeting. The changes that were made were discussed in detail. Items that were still undecided from the previous meeting were settled on.

The Commission discussed whether the Port will be charging fishing trucks for the use of the ramp, while the fishing boats are unloading onto them. The Commission thinks it would be beneficial to find out who oversees those trucks and charge them a fee, which is yet to be determined. The thinking is that they block the ramp for other customers to use it while they are loading. Commissioner Messing suggested selling them a pass to hang in the windshield. He suggested having each truck's plate number printed on the pass. Commissioner Nye suggested putting up a sign to indicate that the trucks must pay a fee to load the trucks in the ramp area. Commissioner McEwan thinks a sign is a good idea. The discussion is ongoing about charging commercial trucks that use the ramp area for loading.

Executive Director Williams addressed the commercial boats that moor with the Port and often don't pay the ramp fee. He suggested the Port charge a fee on the regular moorage bill for the use of the ramp. The initial discussion was the fee would be \$45 per month, as a starting point but was still up for discussion. Executive Director Williams adds that it's a daily occurrence during the fishing season. There was some discussion amongst the ED and Commissioners, and they decided to add a line item to the moorage invoices for commercial fishing vessels mooring at the Port of \$60 a month, during the applicable months only.

The tariff items that were changed at the previous meeting were reviewed and decided on.

The extra key fob for moorage customers will now be \$20 each.

Late fees will be increased to 5% of the balance due, with a new due date of the 10th of each month for regular moorage payments.

Prorating for moorage has been done day-by-day. ED Williams states this practice is time consuming and leaves room for error. He has suggested changing the practice to prorate in half-month increments instead. For example, if a customer starts their mooring on the 12th of the month, they would only pay for a half month but if they started on the 5th, they would pay for the entire month. If one were to vacate their slip on the 24th, they would pay for the entire month but if they were to vacate their slip on the 16th, they would only owe for the half month. The commission agreed they like the idea. The Rules & Regulations booklet would need to be updated.

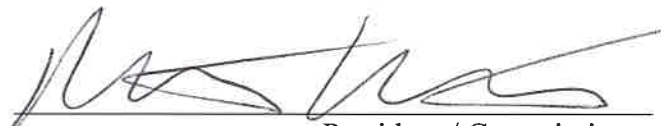
If no conflict is found, the RV dump station will be free to Port District residents (ED Williams will be researching whether it is considered a “gifting of public funds” to offer this as a service to Port Constituents). Commissioner Messing states he just feels like its one way to give back to the community. Customers outside of the district will still pay \$10 for use of the RV dump station. The Port does offer an annual pass for the RV dump which will be reduced from \$110 to \$100.

The fee to rent the Upper Park and Pavilion for Port District residents will now be \$30. The fee for out-of-district customers will be \$100.

The portable toilet and handwashing station can be rented for use in the upper commons area, which hasn't been rented in several years. The Commission decided the price for these rentals will be at 25% over cost.

Commissioner Nye thanked ED Williams and ED Williams passed the thanks on to CPA Fancher. Commissioner Nye stated that it has been an easy process. CPA Fancher stated that this year's tariff was the easiest, noting that last year the changes to the moorage fees were very difficult and set the bar for area marinas.

Commissioner Messing adjourned the meeting at 5:05 PM.



President / Commissioner



Secretary / Commissioner



Treasurer / Commissioner