



Minutes

Regular Meeting

Port of Brownsville Commission

Wednesday, December 14, 2022 6:00 PM

9756 Ogle Rd, Bremerton, WA 98311

And VIA ZOOM

1. Open Meeting / Call to Order

Commissioner Matthew Messing called the meeting to order at 6:00 PM.

In attendance Commissioner Shaun Nye, Commissioner Kenneth McEwan, Executive Director Jerral Williams, CPA Jan Fancher, Administrative Assistant Heidi Cross, and Attorney Peter Ruffatto via Zoom.

2. Pledge of Allegiance

Commissioner Messing leads the Pledge of Allegiance.

3. Approval of Agenda

Commissioner Messing motioned to approve the agenda, Commissioner McEwan seconds, all approved, none opposed.

4. 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 November 16, 2022 Commission Meeting Minutes.

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

Accounts Payable:

Voucher Numbers	50759 - 50769	\$36,407.12
Electronic Payments	11/25/22 – 12/1/22	<u>\$236,825.78</u>
	Total Accounts Payable	<u>\$273,232.90</u>

Payroll & Payroll Liabilities:

Voucher Numbers	-----	\$-----
Electronic Payments	11/25/22 – 12/9/22	<u>\$39,720.52</u>
Total Payroll & Payroll Liabilities		<u>\$39,720.52</u>

Total General Fund checks and electronic payments in the amount of \$312,953.42

Commissioner Messing motions to approve the consent agenda, Commissioner McEwan seconds, all approved, none opposed.

5. Public Comment

a. Citizen Comments for items not listed on this agenda

Paul Rulifson asks about the change to the tariff, why is the late fee for payment after the 10th changed from the 15th? Jerry confirms the late payment will incur late fees after the 10th

Rulifson asked, did the Port consider the impact of people on Social Security as checks are not required to be issued until the 14th?

Commissioner Messing said they did consider that, but if there's communication with Port staff, exceptions can be made.

ED Williams replied, if they know of more than one person, it can be listed who needs an adjustment and it may need to be reworked. The Commission thanks Rulifson. The date was changed to the 10th to make the accounting easier for the Staff.

Jack Bailey apologized for missing the meeting with the Suquamish Tribe. He hopes to get a good report on that meeting.

6. Presentation to or by the Board

a. (None)

7. Financial Reports

a. Financial Picture

CPA Fancher greets the Commission. The Port's Cash and Investments as of November 30th, 2022 was increased by \$315,404, compared to the same time last year. The Port is ahead of budget by \$472,707. Compared to last year at this time, the Port is ahead by \$308,753. The Capital Assets is at 92.26% of the total budget. The dedicated fees income for January 2021 through November 2022 is \$103,422.40.

b. Financial Workshop

(None)

8. Information, Staff, and Committee Reports

a. Manager's Report

ED Williams greets all in attendance. Recap – the new pay stations aren't up and running, yet. Update on non-compliance: Admin. Asst. Cross has sent out termination letters. There are about 15 customers left that aren't in compliance for insurance. The boat ramp use is slow. Fuel sales are down for seasonal reasons, but with a neighboring marina's fuel dock down, we have picked up some fuel sales. There's a lot of empty slips right now. Commissioner Messing asked about the waitlist. ED Williams replies that 30' slips are on the waitlist. The rest are available. BV community group has some volunteers that decorated the Port and some of the boats, adding holiday cheer. The Port is in the middle of the audit. Two people are dedicated to the audit. The staff is working with them and they are still requesting documents. Commissioner Nye and ED Williams attended the WPPA conference which has a new president. Recurring themes at the conference: moving forward to electric vehicles, climate change and ecology, agriculture, and Permits. It was a good session, Commissioner Nye was voted as the Representative for the Port, for the WPPA. ED Williams stated he sent out RFQ on the roster for the camera system, and had visitors who looked at the standpipe system.

b. Maintenance/Boat Compliance Report

The pump-out boat needed maintenance and is now back together. A couple derelict boats are going to be auctioned. Winter holidays: The restrooms were locked through the holidays, with no emergencies. Winterizing is almost done. There are a few spots that need extra work, with the goal of preventing emergencies. The standpipe system was never tested.

c. Commissioners Report

Commissioner Nye attended the WPPA Conference. With electric cars coming in, one exhibition was of an electric truck used for logistics. He stated that he voted on the new WPPA President.

Commissioner McEwan stated the meeting with the Suquamish Tribe rose out of a misunderstanding when the Commission changed over. They were unaware of the agreement that was in place. Communication was agreed to be a solution. There will be a meeting again in January to address the Tribe's concerns.

9. Old Business

a. (None)

10. New Business

a. Notification of SAO request for port response to Prior Audit Findings.

Commissioner Nye distributed the prior audit report. CPA Fancher states they are required to revisit the issues that came up in the last audit. The Port is going to formally respond to what was done at the exit of the last audit.

Commissioner Nye is to review as directed by the SAO. The Port gets to acknowledge that all previous issues are now resolved.

11. Public Comment

Paul Rulifson: The Brownsville Yacht Club collected Toys for Tots this year and there's pictures of the gifts that were donated. He mentions John "J.B." Morrison and participants were proud of the work they did.

Sally Hass, addressing ED Williams, requests that reports on vacancies be more accurate. The Brownsville Yacht Club held a Staff Appreciation Day on the first of December. Community members and constituents attended. They sent the staff home with a mug and a sincere "thank you". BV Community Group and BV Yacht Club are joining efforts to hold the Polar Plunge. They are using this as an opportunity to collect food for a food drive and will be advertising the event in the community. It will be held on January 1st and they will be hosting a breakfast.

ED Williams apologized for not reporting on Staff Appreciation Day and thanked the Yacht Club and Sally Hass. The staff did appreciate it.

Jack Bailey stated that electric vehicles have been around for 10 years. He mentioned complaints about tractors going by and stated it would be useful to look for something new.

12. Executive Session

a. Recess into Executive Session pursuant to RCW 42.30.110(1)(i)(ii)

- To consider, with legal counsel available, information regarding the security of computer networks and other information that if made public may increase the risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets. (RCW 42.30.110(1)(a)(ii)); and
- To discuss with legal counsel potential litigation, including the legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency. (RCW 42.30.110(1)(i)(iii)).

Recessed into executive session at 6:34 PM.

Came out of executive session at 6:54 PM.

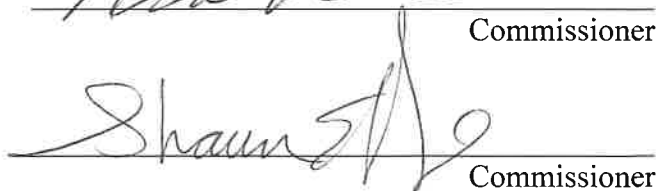
The Commission reviewed the request by the State Auditor to retroactively report a cyber-security event that occurred on March 24th, 2021 and has directed Port staff to report the event with the State Auditor.

13. Close Meeting / Adjourn

The meeting was adjourned at 6:56 PM.


Commissioner


Commissioner


Commissioner