



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

Regular Meeting

Port of Brownsville Commission

Wednesday, January 11th, 2023, at 6:00 PM

9756 Ogle Rd, Bremerton, WA 98311

And VIA ZOOM

1. Open Meeting / Call to Order: Commissioner Mathew Messing calls the meeting to order at 6:00 PM.

In attendance is Commissioner Shaun Nye, Commissioner Kenneth McEwan, Auditor Joseph DaBell, Administrative Assistant Heidi Cross, CPA Jan Fancher, and Attorney Peter Ruffatto via Zoom.

2. Pledge of Allegiance: Commissioner Messing leads the Pledge of Allegiance.
3. Approval of Agenda: Commission Nye motions, Commissioner McEwan seconds.

Auditor Dabell recommends amending the Consent Agenda to include the December 13th, 2022 Special Meeting Minutes.

Commission McEwan motions to add the minutes to the Consent Agenda, Commissioner Nye seconds. All approve, none opposed.

Commissioner Nye motions to approve the amendment to Consent Agenda, Commissioner McEwan seconds, all approve, none opposed.

4. Election of Officers: Commissioner Messing is the Commission President, Commissioner McEwan is the Commission Secretary, and Commissioner Nye is the Commission Treasurer. Commissioners Messing & Nye agree the current positions are satisfactory. Commissioner Messing motions to leave the positions as is, Commissioner McEwan seconds, all in favor, none opposed.

5. 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 the December 14th, 2023 Regular Meeting Minutes and the January 5th, 2023 Special Meeting Minutes. (Amended to include the Special Meeting Minutes for the December 13th, 2022 meeting.)
- b. The following checks and electronic payments are approved for payment:

Accounts Payable:



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Voucher Numbers	50785, 50793 - 50813	\$73,141.18
Electronic Payments	12/23/2022 – 1/11/2023	<u>\$10,171.08</u>
	Total Accounts Payable	<u>\$83,312.26</u>
Payroll & Payroll Liabilities:		
Voucher Numbers	50786 – 50792	\$10,861.58
Electronic Payments	12/23/2022 – 1/11/2023	<u>\$25,870.94</u>
	Total Payroll & Payroll Liabilities	<u>\$36,732.52</u>
Total General Fund checks and electronic payments in the amount of		<u>\$120,044.78</u>

Commissioner Messing motions to approve consent agenda, Commissioner Nye seconds, all approve, none opposed.

6. Public Comment:

a. Citizen Comments for items not listed on this agenda

Steve Neuhauser: Constituents recently became aware of the resignation of Executive Director Jerral Williams. His resignation letter contained serious accusations. Is there going to be an exit interview, maybe with legal counsel? Commissioner Messing states it is done and the outcome is to be determined. Neuhauser asks will there be a public address of the outcome. Commissioner McEwan states there is a fact finding being conducted and hopefully there will be a future meeting to discuss with the Port Constituents.

Sally Hass: Hass thanks all three Commissioners for time spent on the Denizens behalf, especially Commissioner Nye, who has put in extra time. We are coming into another time without an Executive Director. She points out that the ED is the go-to person for customers. Without a Manager, there is a hardship. She is asking for consideration for a rotating 1-hour Q&A on a schedule, preferably late afternoons. When news was received it was a blow, as ED Williams was easy to work with and transparent. Many things had been accomplished on maintenance, under ED Williams leadership. She regrets not thanking him more.

Jack Bailey: Said he sad to hear of ED Williams' resignation and stated he tried very hard at his job. The Port will fall on hard times without a manager. Mr. Bailey wishes the Commission good luck.

Jenna Reiselman: Regarding the Polar Plunge event held at the Brownsville Marina on January 1st, 2023, there was scare leading up to it with a local sewage spill, possibly cancelling the event. Kitsap Public Health District confirmed the BV marina was not impacted. There were volunteers and a donation-based breakfast. About 50 people got in the water and about the same amount of people were watching the event from the shore. \$1030 & 93lbs of food donations were raised. Fishline was gifted the donations. They were chosen due to their Fresh Start Shower program, inspired by the BV showers being closed. It was good to see the Port full of people. Kitsap Sun took photos of the event and posted them in the paper on Jan. 2nd, 2023. Commissioner Messing explains the Port showers were vandalized leading to the closure. Ms. Reiselman thanks Commission.

Joe Long: concerning the change to the hours of operation. He stated he was shocked to learn of his schedule changing. Having staff on site on Saturdays and Sundays makes it possible to avoid people stealing moorage, monitor ramp usage and increases security and sales. Mr. Long asks the Commission to consider the impacts of closing the Port office on weekends.



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7. Presentation to or by the Board

- a. Commissioner Nye: The State Audit went well from start to finish. Commissioner Nye thanks Auditor DaBell, CPA Fancher, and the Commission for a job well done. It was perfect. No fines, no penalties were imposed. All past records will come off this year.
- b. Commissioner McEwan: Regarding ED Williams, he asks that before drawing conclusions, people consider the facts, and wait until things are sorted through to come to any conclusions. He states the Commission is working on the issue.

8. Financial Reports

a. Financial Picture

(CPA Fancher greets all in attendance: She says the State Auditor had their last weekly meeting today, January 11th, 2023. There are no issues or recommendations that they will make. Their report will include things going back to 2013. The response will be that those things are fully completed. CPA Fancher congratulates the Commission. They would like to schedule the exit conference for January 23rd, 2023, at 11:30 AM via Zoom, and will be available for public attendance on Zoom if two or more commissioners are in attendance.)

The Port's total cash at the end of 2023 shows a 28% increase over the same period last year. The net income is \$332,330 over last year, a 525% increase compared to the same period last year.

The goal of the Port getting to \$2,000,000 reserves is progressing but could take up to 10 years to achieve. The graph 'Budget to Actual' shows the Port surpassed the net increase in cash & investments on the budget by \$233,661. For operating expenses, the Port is under budget by \$85,628. The 2022 Capital Assets has not changed from the previous meeting. The 2023 Capital Budget will be discussed at the next meeting. Dedicated Fee Recap: The Technology Fee has paid for a new secure server firewall, for \$1,785.42, leaving \$15,580.48 in the fund. The 2017 Revenue Bond Fee has collected \$17,148.48, overall and has \$3,557 in it currently. The Camera Fee fund has all the monies available, at \$24,798.40.

The Port's long term debts for the three bonds equal \$2,670,000 outstanding principal. 2013 GO Bond is to be paid off this year. The Port is building debt repayments into future budgets. \$100,000 will need to be budgeted each year to repay outstanding debts. The Port has no plans currently to take on any additional debt.

Auditor DaBell and CPA Fancher have been talking about the duties that can be transferred to Auditor DaBell from CPA Fancher, and from Auditor DaBell to Administrative Assistant Heidi Cross. CPA Fancher states she will try to do things more remotely, going forward.

Commissioner McEwan asks about the dedicated fee for cameras, and asks about a lighting improvement project, as well as clearing out some brush around blind areas. Ms. Hass states that there will be BVYC meeting on January 19th, 2023, and a Brownsville Community Group meeting on February 1st, 2023, where they can collect community feedback about improving the lighting and if they would want to use the dedicated camera fee to fund it. Ms. Reiselman



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asks if there's any grants that might possibly be available to fund such a project. Commissioner Messing suggests having a meeting with the community to discuss solutions. Commissioner McEwan welcomes comments from community members.

CPA Fancher states the CERB grant is in the final stages for the Kiosks. The Port needs to determine if they want shelters for the kiosks. 75% of the costs could be covered by the grant if we move on it. 100% cost would go to the Port if not decided on time. Peter says it would be beneficial to make a decision. Commissioner Nye nominates himself to give a presentation. Commissioner McEwan is in favor of moving it forward and would like to be involved. March 13th, 2023 is the deadline to have the slides for the presentation ready. There may be a retreat scheduled to prepare for a presentation.

Commissioner McEwan states the Port doesn't have a strategic plan with a clear goal, which he'd like to schedule a meeting to discuss future planning. Any plans will need to be tied into future budgets.

CPA Fancher suggests the CERB will be able to look at the Port's assets and give recommendations. The Commission may be able to meet the following deadline instead of the March deadline. A tentative date of February 8th, 2023 is set for the Strategic Planning meeting which is to be held at the "firehall" annex.

- b. Financial Workshop
(None)

9. Information, Staff, and Committee Reports

- a. Commissioners Report
(None)

10. Old Business

- a. (None)

11. New Business

- a. Meeting Schedule – Discuss the year's calendar and meeting dates
The following is the 2023 Commissioner Meeting Schedule:

February 15th
March 15th
April 12th
May 10th
June 14th
July 12th

August 16th
September 13th
October 11th
November 15th
December 13th
January 10th, 2024

Commissioner Messing motions to amend the current dates to the suggested dates as listed on the meeting schedule, Commissioner McEwan seconded. All approve, none opposed.



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12. Public Comment

Frank Dalton: Did the Commission consider having a survey? It may benefit the Port and Dalton says he can help with that.

Cheryl Estep: Asks for quick update on the current BVYC lease. Commissioner McEwan replies they reached out to the Commodore; there are tasks still to be done. They are drafting a new contract for consideration that is still in the works due to the Executive Director resigning.

Paul Rulifson: The next meeting January 19th, 2023, the BVYC meeting will be discussing matters further.

Executive Session

- a. Recess into Executive Session pursuant to RCW 42.30.110(1)(i)(iii) to discuss potential litigation.
- b. Recess into Executive Session pursuant to RCW 42.30.110(1)(g) to evaluate the performance of a public employee. There may be decisions made.

Commissioner Messing thanks the Constituents for attending the meeting.

The Commission recessed into Executive Session at 6:58 PM for 1 hour.
The Executive Session was extended by 30 minutes at 8:00PM.

At 8:30 PM the Commission came out of Executive Session.

It was decided that all eligible employees will receive a wage increase for cost of living by 5%, across the board. Commissioner Nye makes a motion to approve, Commissioner McEwan seconded. All approve, none opposed.

It was decided that at the completion of Administrative Assistant Heidi Cross' probationary period, she would be given a wage increase of \$2.00 per hour, setting the wage at \$21.50 per hour. She is to begin training that is to be for 6 months, at which time, there will be a review. She will be training with Auditor DaBell and CPA Fancher. Commissioner Messing makes a motion to approve, Commissioner McEwan seconds the motion. All approve, none opposed.


13. Close Meeting / Adjourn: Commissioner Messing adjourned the meeting at 8:35 PM.



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