



MEETING MINUTES

Special Meeting

Port of Brownsville Commission

Wednesday, February 8, 2023, 3:00 PM

9756 Ogle Rd, Bremerton, WA 98311

1. Open Meeting / Call to Order –

Commissioner Mathew Messing calls the meeting to order at 3:02 PM.

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

2. Approval of Agenda – Commissioner Messing motions to amend the agenda, to move item 12 to item 6 and item 6 to item 12, and to move item 7 to item 11 and item 11 to item 7, due to Attorney Ruffatto needing to leave the meeting early.

Commissioner Nye seconded the motion. All approved, none opposed.

3. Public Comment – Paul Rulifson: Pier Peer will be going forward. James Wolfrey volunteered to help with it in Terry Asla's absence. In the past the Port had put a tank on the docks for the kids to see marine life. The project is for children to see what's under the docks. The UW staff and students come and put on the event. The timeline is suggested for early March. The Yacht Club lease is up May 31st. Discussions have been had to clear up misconceptions and to make progress for the lease renewal. There was a discussion with Commissioner McEwan in regards to legal constraints about giving credit to the Yacht Club for activities that benefit the Port. It was suggested that a credit be calculated or a discount be given to the Yacht Club when an event also benefits the Port.

Discussion about drafting a process or contract for the relationship with the YC and hosting events, with the direction of legal counsel, as to not be "gifting of public funds".

Commissioner Messing states the result of holding events needs to benefit the Port, aside from just gaining publicity.

Sally Hass: Commissioner Messing attended the BVCG meeting on February 1st and for the first time taxpayers outnumbered the marina customers. Next meeting is March 29th and the Group invites the Commissioners to come to it. Citizens are concerned about the speed of traffic at the corner by the deli. Pedestrian traffic is of concern. They liked Commissioner Messing's idea of trimming foliage for safety and security. Lights and cameras, the public's opinion is that better lights are beneficial and signs noting the use of cameras may be helpful. The group is concerned about the Port's days of operation. Understand but would like to see staff returning to weekends as soon as possible to avoid loss of revenue and for security reasons. There's lost revenue from ramp use and fuel sales. The opinion is the Port

is not saving on payroll by being closed on weekends. Also, the group has a statement about the Audit for the next Port meeting, February 15th.

Steve Neuhauser: On options for taxing the Port District. He looked up a law: WAC 458-19-050 restricting how much tax can be assessed. Addressing legal, is it possible to maximize the levy potential of 45¢ per one thousand dollars of property values?

4. Strategic Plan & Invite Community Input – The Commission agrees to employ the suggested Legal Consultants, Jon Sitkin and/or Jim Darling, to help develop a Strategic Plan and Comprehensive Scheme. A refined proposal will be presented to the public, and community input will be encouraged.
5. Updating Comprehensive Scheme & Invite Community Input – Commissioner McEwan states the Port stopped working on it two years ago and it is incomplete. This topic is linked to the previous topic, Strategic Planning, which once determined, will help lay out the Comprehensive Scheme. Commissioner Messing thinks it should be started from scratch.
6. Resolution 23-02: Assign Certain Management Functions to Commissioner – Attorney Ruffatto: Scope of duties can be assigned in different ways. Identify how the delegation is separated. Commissioners can be paid per diem when performing Port duties. The resolution would provide a framework for any Commissioner in this position. The purpose would be to make sure the staff has some direction. Commissioner McEwan would like Commissioner Messing to act as Manager in the interim. Commissioner Nye agrees and disagrees. He states Auditor DaBell is able to control the office. CPA Fancher proposes to make Auditor DaBell the Interim Port Manager, giving him delegation of authority, and requiring he provide weekly check-ins to the Commission. Commissioner McEwan states moving forward, he would like a weekly report but not be involved in the day-to-day operations of the Port. A resolution naming Auditor DaBell as Interim Port Manager is to be presented at the next meeting, on February 15th. Administrative Assistant Cross will be supporting Auditor DaBell, with additional training, to free up time for managerial duties, if the Resolution is passed.
7. Taxing Options available to the Port – The Commission and Staff will research all possible taxing options and new ways to generate income and consider the possibilities. This item is tabled until more information is collected.
8. Cutting Brush and Trees along Ogle Road – Commissioner Messing states the community is in agreement to cut the trees back and the water runoff should not be an issue. Commissioner McEwan says adding lighting and opening up the area will make the parking area less attractive to criminals.

9. Pedestrian Safety between Parking Lot and Deli/Boat Launch – The staff is to call the city or county roads department to inquire what’s needed and/or how to obtain speed bumps. Commissioner Messing mentions flashing signage to alert drivers to slow down around the corner.

Attorney Ruffatto excuses himself at 4:10 PM from the meeting.

10. Wave Attenuation (North Breakwater & East Breakwater) – The Port’s next big project will be the wave attenuation systems. A survey may be needed to assess the current state of the attenuators. It is assumed that they are dilapidated and in need of repairs and/or replacing. The old schematics will need to be referenced and if possible, the maintenance crew could rebuild the existing systems. The Whisper Wave Attenuator, north of the north breakwater dock, needs to be replaced, which would require divers to install.
11. Cameras & Lighting for Parking Lot – The dedicated Camera Fee has been collected specifically to fund the expanding of the security camera system. There will be resolution, in the near future, to modify the Tariff to include improving lighting in the parking lots, and changing the fee to be called the “Security System Improvement Fee”. This will allow for future security improvement projects to be funded by this dedicated fee.
12. Quote for new Phone Provider – Auditor DaBell is changing the phone system from the current analog land-line to a Voice-over IP Network. The cost of the new service will save the port \$360 per month, over the next 3 years. Auditor DaBell requested the Commission to allow him to move forward with changing the service. Commissioner Messing motions to approve the change. Commissioner McEwan asks if there’s any question about reliability or service issues. Auditor DaBell states the service would work in tandem with our IT service, and so long as the internet is working, the system will work. Commissioner Nye seconded the motion. All in favor, none opposed. The motion is passed.
13. Advertising for new Port Manager or Executive Director – Commissioner Messing would like to change the title of the position to ‘Harbormaster’. Commissioner Nye motions to approve posting the job opening with the given description. CPA Fancher says the posting was updated January 2021. Commissioner Messing states it can be changed but the job description is adequate for filling the position. Auditor DaBell asks if the salary range needs to be updated. It is agreed that it will remain at 85-105K per year, DOE. It was decided that the title ‘Port Manager’ would be used as opposed to ‘Harbormaster’ or ‘Executive Director’.

Attorney Ruffatto reintroduces himself to the meeting at 4:54 PM – He states Jon Sitkin is not available on Wednesdays. He asks if the Commission can have a special meeting to get organized with Mr. Sitkin and Mr. Darling. It is to be determined.

Commissioner McEwan states at the BVCG someone complained or stated the Port isn't enforcing the deli lease. There is nothing in the lease that can make the deli change their hours. They are required to be open 6 days a week and the Deli has been following that requirement.

Paul Rulifson states someone found the current lease which is different from the previous one.

Steve Neuhauser asks if the lease is set at fair market value per sq ft. which Commissioner McEwan answers that that is discussed in executive session.

14. Close Meeting / Adjourn – Commissioner Messing closes at 4:59 PM and thanks all in attendance.



Commissioner



Commissioner



Commissioner