



Meeting Minutes

Special Meeting

Port of Brownsville Commission

Wednesday, February 15th, 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 Kenneth McEwan, Auditor Joseph DaBell, CPA Jan Fancher, Administrative Assistant Heidi Cross and via Zoom, Commissioner Shaun Nye, and Attorney Peter Ruffatto.

2. Pledge of Allegiance

Commissioner Messing leads the Pledge of Allegiance.

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

3. 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 January 11th, 2023 Regular Meeting Minutes, January 23rd, 2023 Special Meeting Minutes, and the February 8th, 2023 Special Meeting Minutes.

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

| | | |
|--|-------------------------------------|---------------------|
| Accounts Payable: | | |
| Voucher Numbers | 50770 - 50784, 50814 - 50845 | \$170,608.59 |
| Electronic Payments | 12/16/2022; 1/20/2023 – 2/17/2023 | <u>\$33,590.92</u> |
| | Total Accounts Payable | <u>\$204,199.51</u> |
| Payroll & Payroll Liabilities: | | |
| Voucher Numbers | ----- | \$----- |
| Electronic Payments | 1/20/2023 – 2/17/2023 | <u>\$57,090.29</u> |
| | Total Payroll & Payroll Liabilities | <u>\$57,090.29</u> |
| Total General Fund checks and electronic payments in the amount of | | <u>\$261,289.80</u> |

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

4. Public Comment

a. Citizen Comments for items not listed on this agenda

Sally Hass reads from the Brownsville Community Group statement dated January 31st, addressing the Commissioners: the BVCG wants to officially commend the Commissioners, staff, especially Auditor DaBell and CPA Fancher, to achieve an audit no penalties or findings. They commend the Commissioners and staff, realizing this was a sizeable effort. They are appreciative of a successful audit.

Ms. Hass attended the Port Commissioner's special retreat on February 8th. Ms. Hass' opinion about extending a contract to knowledgeable individuals about future development and generating more revenue is that she would like to see 5% of the cost of the contract being allocated to do a survey of the district taxpayers and moorage

customers' ideas and desires. Discussion about the YC lease, the current activities they are involved in doesn't really generate direct revenue for the Port. What the events do provide is cost-free advertising for the Port and goodwill. It is a chance to get value out of the Port though they don't have a boat in the marina. That should be factored in when setting the lease rates for the YC.

Jack Bailey – Aligns with Sally Hass about needing weekend staff. He can see the boat ramp from his house and there is a lot of activity on the weekends and people not paying the fee. This is a recreational port, which for most people is on the weekends. The guard should keep a better eye on what goes on at night. Mr. Bailey says people are parking and hiding in the bushes in the upper park. He commends the Commission for their decision to employ Auditor DaBell as Interim Port Manager.

- 5. Presentation to or by the Board
 - a. (None)

- 6. Financial Reports
 - a. Financial Picture

CPA Jan Fancher states that some electronic deposits received in January increased the net income for 2022, by about \$2700. She reads from the financial reports and graphs. The financial reports show an overall growth from the previous year by 22.9%, for cash and investments. There is a grant reimbursement that isn't received, yet, for \$30,000. Fuel revenue is down, negative 7%. Operation revenue is right on budget. Operation revenue is down due to additional expenditures that are not usual. The Audit came in \$6225 under budget.

- 7. Information, Staff, and Committee Reports
 - a. Manager's Report

Interim Port Manager/Auditor Joseph DaBell – Update on RCO grant: for the kiosk project there is an appointment tomorrow for programming issues. CERB Grant is being prepared for the presentation on March 16th, in Lacey. A massive king tide affected the diesel system, which is having an issue at the solenoid at the dock. There is also a plumbing problem at the waterloo. 20 boats are scheduled for rendezvous with two separate groups. Large number of open slips, most of them are the smaller ones and we have been getting calls for them. The posting for PM is going to be posted tomorrow. Hours of Port operations – starting next week there will be staff on Saturdays; Sundays will be added back as we get closer to summer.

- b. Commissioners Report

Ken McEwan – The CERB Grant presentation is being worked on and he's hoping it'll be successful. It entails analyzing the scope of use for the Port's properties. Mid-March is the due date for the presentation.

- 8. Old Business
 - a. (None)

- 9. New Business
 - a. Resolution 23-01 – Meeting Schedule for 2023

Commissioner Messing motions to approve 23-01, Commissioner McEwan seconds, all approve, none opposed.

- b. Resolution 23-02 – Appointing Interim Port Manager

Commissioner Nye motions to approve 23-02, Commissioner McEwan seconds, all approve, none opposed.

- c. Request for Action – Pier Peer, Brownsville Elementary, and Sea Scouts

IPM DaBell speaks to the three Requests for Action in order, presented individually. Attorney Ruffatto states it's within the Port's power, as to not be "gifting of public funds".

For the Pier Peer event, Commissioner Messing motions to approve the action, Pier Peer, Commissioner Nye seconds, all approve, none opposed.

Commissioner Nye motions to approve the action, BV Elementary Water Quality Testing Day, Commissioner McEwan seconds, all approve, none opposed.

Commissioner McEwan motions to approve the action, Sea Scouts event, Commissioner Nye seconds, all approve, none opposed.

10. Resolution 23-03 – Modify Tariff to include other security enhancements, other than the addition of more cameras to the Camera Dedicated Fee, to make funds more widely available. It will be called the Security System Improvement Fee.

Commissioner Messing motions to approve 23-03, Commissioner McEwan seconds, all approve, none opposed.

11. Public Comment

Steve Neuhauser – Requests a copy of the financial reports. DaBell states they will be available at the office the day after the meeting.

Paul Rulifson thanks the Port for having staff on site on Saturdays. Once the diesel pumps are fixed it will help with income for the Port. For the Pier Peer event, the YC is providing safety and is asking for volunteers to help. Last week, the YC wanted to move forward with an item that didn't make the agenda, the lease agreement. Mr. Rulifson asks what the next steps are to keep the process moving. Commissioner McEwan asks if the YC has exercised their option to retain the space? Mr. Rulifson replies, yes. Commissioner McEwan asks Legal Counsel if it needs to be in writing that the YC would like to retain the space. Attorney Ruffatto replies, to create a record, that would be appropriate. The renewal is in the draft process. Mr. Rulifson would like to have the time to resolve any disagreements that may arise.

Jack Bailey – Talking about the fish tank, he suggests asking Tim Herman what happened to it. Mr. Bailey thinks Jerry may have disposed of it. He thinks it was previously stored upstairs of the annex.

12. Executive Session

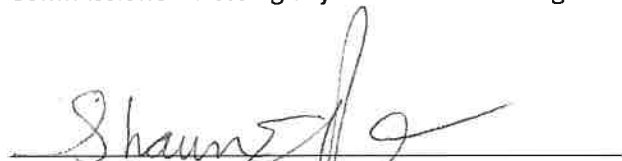
Commissioner Messing calls to recess at 6:50 PM to ES until 7:20 PM. No decisions are expected.

- 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)(c) to discuss the minimum price for leasing Port property

The Executive Session was extended at 7:20 PM for 20 minutes. Executive Session ended at 7:43 PM.

13. Close Meeting / Adjourn

Commissioner Messing adjourned the meeting at 7:43 PM.


Commissioner


Commissioner


Commissioner