



Meeting Minutes

Special Meeting

Port of Brownsville Commission

Wednesday, April 19th, 2023, 5:00 PM

9756 Ogle Rd, Bremerton, WA 98311

1. Open Meeting / Call to Order

Commissioner Mathew Messing calls the meeting to order at 5:02 PM.

In attendance are Commissioners Shaun Nye and Kenneth McEwan, Interim Port Manager Joseph DaBell, CPA Jan Fancher, Administrative Assistant Heidi Cross, and via Zoom, Attorney Peter Ruffatto.

2. Approval of Agenda

Commissioner Nye motioned to approve the Agenda, Commissioner McEwan seconded, all approved, none opposed.

3. Executive Session: Commissioner Messing recessed into Executive Session at 5:02 PM until 5:30 PM no decisions expected.

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

Commissioner Messing resumed the meeting at 5:28 PM.

4. Public Comment: None

5. Request for Commission Action: Kiosk Covers – The Commission agrees that the maintenance crew can build the kiosk covers to save on costs. The request for action is denied.

6. RFP: Consultation Services for CERB Planning Grant – CPA Fancher proposes dates for the next steps. The candidates will have until May 26th to submit their proposals. The Commission wants to have a special meeting to review the candidates. By July 20th a decision will need to be made. A meeting is scheduled for June 1st to review and notify the “short list”. Interviews are to be conducted between June 19th and the 30th and a contract signed by the July 12th meeting. The contact person for applicants will be Commissioner Nye, using the POB email for contractor questions. The final draft for the RFP is to be reviewed by legal counsel & signed tomorrow, April 20th.

7. Request for Commission Action: Grant CPA and Commissioner Banking access – Joe states the Port only has 2 people authorized currently and transactions require 2 people which leaves no room for absences. Commissioner Nye motions to approve, Commissioner Messing seconds, all approve, none opposed. Time being of the essence, all were approved as a single item as opposed to approving each individual person.

8. Staffing/Hiring – Make sure that the Port is adhering to the Port’s hiring protocols; applicants are required to include a cover letter, form application, as well as their resume. Job postings for the Port Manager and Maintenance Manager are to be posted as soon as possible. IPM DaBell is to forward all applications to the

Commission for review. An email is also to be sent to the previous applicants that are being considered to request the additional documents that were not submitted.

Commission approves future incurring of overtime for Administrative Assistant Cross.

Commission agrees on the Port Manager job description.

Commission reviews the Maintenance Supervisor job description and salary.

Joe states any job posting must, by law, include a salary range.

The Commission decides on a range of \$60-75,000 per year, depending on experience, for the Maintenance Supervisor Salary.

Commissioner Messing requests action: Post job for Port Manager and Maintenance Supervisor.

A special meeting is scheduled for Thursday, May 4th, 2023, at 5:00 PM.

Prior applicants will be contacted to request a for a cover letter and application per the policy for applicants.

9. Close Meeting / Adjourn – Commissioner Messing adjourns the meeting at 7:21 PM.


Commissioner


Commissioner


Commissioner