



# Special Meeting Minutes

Special Meeting

Port of Brownsville Commission

Thursday, May 4<sup>th</sup>, 2023, 5:00 PM

9756 Ogle Rd, Bremerton, WA 98311

## 1. Open Meeting / Call to Order

Commissioner Messing calls the meeting to order at 5:00 PM

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

## 2. Approval of Agenda

Commissioner McEwan motions to approve the agenda as written, Commissioner Nye seconds, all approve, none opposed.

## 3. Public Comment

Paul Rulifson – Peer Pier biologists want to do a “Beach Walk” and states they may want use of the Pavilion. The tentative date for it is July 6<sup>th</sup>.

## 4. Marina Rules and Regulations

Section VIII – Liveaboards – Commissioner Messing talks about the liveaboard rules needing clarification. Those that have liveaboard status, it is for whoever signed the original contract, their spouse, and dependents. The Commission wants the person on the contract to be the person using the liveaboard status, whoever it is on the signed contract.

Discussion: Steve Neuhauser read the other area marinas’ rules and they are very specific to regulate liveaboards. Commissioner Messing states they are trying to clarify many rules. Mr. Neuhauser says to stay overnight, the boat owner must be present at other marinas. Terry Asla states it may address some other issues. A Resolution will be presented at the next meeting after consulting with legal counsel.

Commissioner McEwan wants to look at the policies and procedures for derelict vessels on the property. Commissioner Nye said he looked into having a towing company remove the vessel that is in the parking lot. Commissioner McEwan would like it to be addressed in the Rules and Regulations for the Port. It is not currently an agenda item. Commissioner Nye would like to discuss other derelict vessels in the Marina.

## 5. Personnel Policy Manual: Probationary Period

CPA Jan Fancher addresses the Commission. She states that ahead of hiring any new employees, consistent with other ports’ policies, the Port would like to resolve to

implement a policy change to make paid vacation time off unavailable until the end of the probationary period (usually six months but could be an undefined time frame, to allow for an extension). To be a resolution at the next meeting.

#### 6. Accounting Software

To upgrade QuickBooks since the desktop version is outdated and support will no longer be supported. The staff has researched upgrading to the "Enterprise" version which has enhanced payroll and other desirable features. Timekeeping in the new program requires that the employee be on-site to use the clock-in feature. The timekeeping feature also can be task specific as well as automate some of the payroll data entry. Everything will still need to be reviewed for accuracy. Commissioner McEwan is in favor of upgrading the software to manage task-specific timekeeping. IPM DaBell states the Enterprise trial was just started yesterday and more testing and trials will be needed. Everything will seamlessly transfer. It will streamline the payroll, taxes, and quarterly reporting. Commissioner Nye states the Port needs to keep up with advancing technology. The Commission agrees they want this to move forward. Commissioner McEwan wants the maintenance staff's task reporting to be very detailed.

#### 7. Payroll Outsourcing

This will be integrated with QB, ideally. CPA Fancher said no other ports have anything good to say about outsourcing payroll. She formally withdraws this agenda item.

#### 8. Yacht Club Lease

The Commission received the final version of the Lease agreement. Attorney Ruffatto asks if the Commission is ready to have the Yacht Club approve it? The best practice is to have the Club approve and sign, and then the Commission signs upon final approval. Commissioner Messing agrees with how it is written. It will go back to a Request for Commissioner Action to sign once it's approved by the Club, so long as there are no requested changes by the Club. No further changes are to be made currently.

#### 9. Staffing/Hiring

The Port is currently looking for a Port Manager and Maintenance Supervisor. Commissioner Messing suggests a need for another front office person, as a minimum wage staffer to fill-in for Administrative Assistant Cross as she's training under IPM DaBell. Commissioner McEwan was unaware of any need and asked IPM DaBell. IPM DaBell says that may not be needed yet and we can utilize Garrett Gregory, as needed, in the office. IPM DaBell doesn't have a strong position on when they should start looking to fill the position. Commissioner Nye states there may be too many maintenance workers, and he is good in the office. CPA Fancher states in the past the Port has inquired about outsourcing the janitorial and grounds maintenance duties. This would leave more time for regular staff to focus on more important and skilled labor duties. The Commission thinks it's possible this may save some

money on maintenance costs. Commissioner McEwan states the Small Works Roster (SWR) may show other Ports' selections on these services. Attorney Ruffatto says he can work with staff to research more what the SWR requirements are. Attorney Ruffatto talks about having special market conditions to provide exceptions to the competitive bidding law, and prevailing wages needing to be paid. IPM DaBell talks about advertising to the local community and then creating a SWR for the desired work.

10. Executive Session

- a. Recess into Executive Session pursuant to RCW 42.30.110(g) to Review the Performance of a public employee.

The Commission recesses into Executive Session at 5:34 PM, until 6:00 PM. No decision is expected. Executive Session was extended to 6:30 PM, the Commission came out of ES and extended to 6:40 PM, and adjourned ES at 6:40 PM.

11. Close Meeting / Adjourn

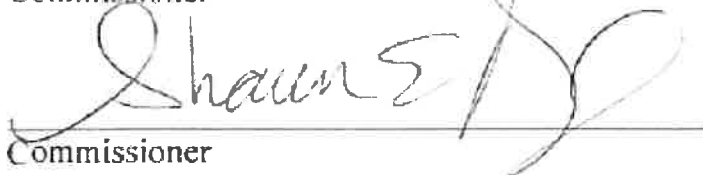
Commissioner Messing adjourned the meeting at 6:40 PM.



Commissioner



Commissioner



Commissioner