



# Special Meeting Minutes

Special Meeting

Port of Brownsville Commission

Wednesday, May 17<sup>th</sup>, 2023, 4:00 PM

9756 Ogle Rd, Bremerton, WA 98311

1. Open Meeting / Call to Order

Commissioner Mathew Messing calls the meeting to order at 4:00 PM.

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

2. Approval of Agenda – Commissioner Nye motions to approve the Agenda as written, Commissioner McEwan seconds, all approve, none opposed.

3. Public Comment – Jack Bailey reminds the Commission about managing and whose job it is to manage. He states there is no history of a Commission hiring for summer help. He wishes them luck.

4. Yacht Club Lease – RFA to approve lease. Rent for the Yacht Club is on Autopayment, the electric bill will have a 10-day grace period. Commissioner McEwan asks if there were any issues and Commissioners Messing and Nye state it will not be an issue with the terms of the agreement.

On use of premises – restricts to whom and when the club allows use of the premises.

Paul Rulifson had brought up the wording on damage being charged to the lessee.

There was a 48-hour rule for subleasing, and it was changed to 72 hours for visiting clubs. Restricting the use of outside clubs to 10 times per year.

The default clause and late fees were contradictory and was clarified to 20 days without payment which will result in penalty fees.

Unauthorized improvements – a camera was added without knowledge by the Port. It would not be conducive if everyone could put up cameras. Commissioner McEwan was unaware and doesn't have a problem with it. It is a personal camera that was installed and pointed towards the parking area. Commissioner McEwan thinks the person who is responsible could just ask for permission for that one camera. CPA Fancher points out that it's a private person's camera on public property. Commissioner McEwan states that if it was on a case-by-case basis it could be decided. Commissioner Messing states he will reach

out to Mr. Rulifson to address the camera issue. The Commission hasn't had a chance to address it so it should be an item for later. Improvements need to be requested in writing.

The Commission agrees on the lease changes. IPM DaBell will provide the final lease to the Brownsville Yacht Club Commodore Paul Rulifson for signing.

5. Summer Hire – Commissioner Messing brought this to the meeting to address the staff shortage and extending the business hours to include being open on Sundays. The summer helper could be trained to run the fuel dock and do cleaning. The Commission is in agreement and CPA Fancher states the hiring of a summer helper is in the budget.
6. Executive Session
  - a. Recess into Executive Session pursuant to RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment.

Commissioner Messing recesses into Executive Session at for 4 hours at 4:30 PM. No decisions to be made. The executive session was adjourned at 8:30 PM.

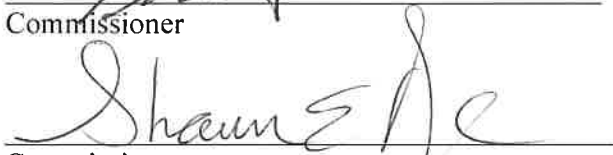
7. Close Meeting / Adjourn  
Commissioner Messing adjourned the meeting at 8:30 PM.



Commissioner



Commissioner



Commissioner