



## **PORT OF BROWNSVILLE**

9790 Ogle Rd • NE Bremerton, WA 98311  
Office: 360-692-5498 • FAX 360-698-8023  
[pob@portofbrownsville.org](mailto:pob@portofbrownsville.org)

**Commissioners:**  
Mathew Messing  
Shaun Nye  
Kenneth McEwan

June 2, 2023

Special Meeting Minutes

### **CALL TO ORDER**

Commissioner Messing called the special meeting to order at 4:00 PM. In attendance were Commissioner Shaun Nye, Commissioner Kenneth McEwan, Interim Port Manager Joseph DaBell, Attorney Peter Ruffatto, and CPA Jan Fancher.

### **APPROVAL OF AGENDA**

Commissioner Nye motioned to approve the agenda as written. Commissioner McEwan seconded the motion. The motion passed.

### **PUBLIC COMMENT**

(None)

### **CONTRACTED PAYROLL AND PAYABLES SERVICE**

The proposed contract with Clarity Bookkeeping Services, which was brought to the Commission on May 26, 2023, has been reviewed by legal and adjustments have been made regarding travel billing. The bookkeeper will be at the Port this coming Monday, June 5<sup>th</sup>, to review payroll with IPM DaBell and her second day will be Tuesday, June 13<sup>th</sup>. The current contract is for a 30 day period and is month-to-month after. She already has a \$1,000,000 insurance policy and has obtained a \$50,000 surety bond naming the Port of Brownsville.

Commissioner Messing motioned to approve the contract with Clarity Bookkeeping, Commissioner McEwan seconded the motion.

The Vote:

Messing: Aye

McEwan: Aye

Nye: Aye

The motion passes and the contract with Clarity Bookkeeping was approved.

### **PORT MANAGER EMPLOYMENT AGREEMENT/APPOINTMENT OF PORT MANAGER RESOLUTION 23-08**



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After receiving applications and conducting interviews with prospective candidates, the commissioners have agreed to hire Robyn Dally as Port Manager for the Port of Brownsville beginning June 12, 2023 at a starting salary of \$85,000.

Commissioner Messing motioned to approve the employment agreement and Resolution 23-08 to hire Robyn Dally as the Port Manager for the Port of Brownsville. Commissioner McEwan seconded the motion.

The Vote:

Messing: Aye

McEwan: Aye

Nye: Aye

The motion passes, the employment agreement is approved and Resolution 23-08 is approved.

IPM DaBell informed the Commissioners of the steps being taken to prepare for the incoming manager which include repainting the upstairs offices of the firehall, ordering new office furniture for those offices as well as a new computer. IPM DaBell also stated that to allow for these purchases the Port's credit card bill will be paid out of sequence, but will still have all normal review, backups and will appear on the following check control report for the Commissioners' review.

### **RESOLUTION 23-07 – ACCEPTANCE OF DIESEL SYSTEM REPAIRS**

Following the King Tide in December of 2022 the diesel pump system for the fuel dock became non-operational. The Port contacted SME Solutions to locate and address the issues. A diesel turbine was replaced, old wiring was replaced, and a solenoid at the beginning of I-Dock was replaced. It has been confirmed that all repairs are complete, and the diesel pump system is fully functional. SME Solutions has provided all invoices for their work along with intents and affidavits of wages paid. This resolution is to formally accept the work as complete so that payments can be released.

Mathew motioned to approve Resolution 23-07 accepting the repairs as complete. Commissioner McEwan seconded the motion.

The Vote:

Messing: Aye

McEwan: Aye

Nye: Aye

The motion passes and Resolution 23-07 is approved.

### **CERB PLANNING GRANT UPDATE**

A bid has been received from Maul Foster & Alongi, Inc. for the work related to the CERB Planning Grant. The Commissioners will be reviewing their bid and discussing at the next meeting before responding. No other bids were received before the cutoff date of May 26<sup>th</sup>.



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### CLOSE MEETING / ADJOURN

Commissioner Messing adjourned the meeting at 4:20 PM.

A handwritten signature in black ink, appearing to be 'Mathew Messing', written over a horizontal line.

President / Commissioner

A handwritten signature in black ink, appearing to be 'Shaun Nye', written over a horizontal line.

Secretary / Commissioner

A handwritten signature in black ink, appearing to be 'Shaun Nye', written over a horizontal line.

Treasurer / Commissioner