



Meeting Minutes

Commissioner Meeting

Port of Brownsville Commission

Wednesday, March 15th, 2023 at 6:00 PM

9756 Ogle Rd, Bremerton, WA 98311

And VIA ZOOM

1. Open Meeting / Call to Order

Commissioner Messing opens the meeting at 6:00 PM. He clarified the agenda, that this is a regular meeting, not a "special" meeting.

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

2. Pledge of Allegiance

Commissioner Messing leads the Pledge of Allegiance.

3. Approval of Agenda

Commissioner Messing motions to approve the Agenda, Commissioner Nye Seconds. All approved, none opposed.

4. 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 February 15th, 2023 Special Meeting Minutes.
- b. The following checks and electronic payments are approved for payment:

Accounts Payable:

Voucher Numbers	50846 – 50865	\$51,893.54
Electronic Payments	3/3/2023 – 3/17/2023	<u>\$3,736.67</u>
	Total Accounts Payable	<u>\$55,630.21</u>

Payroll & Payroll Liabilities:

Voucher Numbers	50866	\$156.41
Electronic Payments	3/3/2023 – 3/17/2023	<u>\$31,502.51</u>
	Total Payroll & Payroll Liabilities	<u>\$31,658.92</u>

Total General Fund checks and electronic payments in the amount of \$87,289.13

Commissioner Messing motions to approve the Consent Agenda, Commissioner McEwan Seconds. All approved, none opposed.

5. Public Comment

- a. Citizen Comments for items not listed on this agenda

Paul Rulifson holds up an issue of The Kitsap Sun. On the front page is the Pier Peer article which mentions the marina; about 80 ppl showed up for the event. People from the state and county proposed doing something similar (a beach walk). At the Brownsville Yacht Club meeting they discussed what the Port might do with the property not being used. There were suggestions for selling the undeveloped land and they discussed property that was purchased for a dock extension. Mr. Rulifson's idea for the unused structure is to offer it to a new Port Manager to rent as part of an employment package. Commissioner Messing says it's not in a livable condition. It wouldn't be cost effective to fix it up to be livable. The Yacht Club members voted to open the door up between the leased club space and the office, as a show of good faith between the two organizations.

No further comments.

6. Presentation to or by the Board

a. (None)

Commissioner McEwan speaks to Mr. Rulifson's comments about the unused properties – The CERB presentation is tomorrow. The Port is asking for a planning grant to be funded to determine the best use of the port's assets. Paul asks when the community would be able to comment on the projects. Commissioner McEwan responds that the grantors would determine the appropriate time for that. Once the grant is achieved, the Port will have to get proposals for the work and move forward from there and perhaps that will be when the public can speak on it. Commissioner Messing states he would like to secure the grant before deciding anything.

7. Financial Reports

a. Financial Picture

CPA Fancher greets all in attendance. She reviews the financial reports with the Commission and Public attendees. CPA Fancher tells everyone that IPM DaBell will be taking his vacation next week and it is critical that he gets this time off from work.

8. Information, Staff, and Committee Reports

a. Manager's Report

IPM DaBell states that Tim Herman and Garrett Gregory started removing bushes and brush from around the parking lot and disposing of it. They will be starting on the next section soon. Two traps for otters and a deterrent have been set up; otters are a menace to the marina. During the freezing weather, the staff cleared walkways and once it warmed up, they repaired plumbing related to the freeze. There was a boat that sank on Sunday, March 5th, which the staff responded to, and all necessary agencies were notified. The owner was responsive to removing the boat from the water in a timely fashion. On March 8th, the boat was removed from the water and the boat is no longer a hazard. IPM Dabell reminds everyone in attendance to check on their boats, especially after heavy rains. Hanging basket flower arrangements are to be delivered, which will bring in some cheer and a feeling that spring is here. Fuel system repairs have been completed as of Saturday, March 11th, and diesel is selling. There is a group coming in this weekend that will generate more fuel sales. The CERB presentation is tomorrow, March 16th. IPM DaBell credits Administrative Assistant Heidi Cross for putting together the slide show. Results should be available the same day.

b. Commissioners Report

Commissioner Nye wants to look at guest moorage rates, compared to other marinas. The Commission agreed to address that in the future.

Commissioner McEwan asks about the kiosks. IPM DaBell responds they are having a hard time with figuring out how to program them for the Port's specific needs.

9. Old Business

a. (None)

10. New Business

a. Employee Timekeeping

Commissioner McEwan states there was a discussion about getting a timekeeping program to keep tabs on the work being completed. Commissioner Nye says he has looked at different systems but would like to continue researching it. Commissioner McEwan asks if it's needed to be added as an agenda item. Commissioner Nye says there's a fingerprint or face id program to prevent cheating on the time clock. Commissioner McEwan says it could be good to keep it to clocking in and out as opposed to task specific programs. Commissioner Nye wants to know what it costs the Port for specific tasks. CPA Fancher said there were 3 viable solutions and then fall happened and there were other things being focused on. Commissioner McEwan asks who is looking into it. CPA Fancher said it is something she has worked with in the past, working with them directly.

b. Personnel Policy Manual – Section 8: Leave – Commissioner Nye has a concern about scheduling vacation in advance. He doesn't want employees to be able to call at the last-minute for a day off. He wants a policy change to require advance notice to take vacation time. Commissioner Messing says callouts are typically under

sick leave, not vacation. Commissioner Messing agrees there is no good reason to call the same day and use a vacation day. The Commission agrees to review the current policy and determine if notice will be required to use vacation time. Attorney Ruffatto states the scheduling may be the one line in the policy: 8.1 B) the manager has the discretion to approve or deny vacation leave. And the wording says, "shall be scheduled". Attorney Ruffatto advises the Port add that the state law will determine the interpretation and add in the Family Leave section that is required per state law. This item will be considered more, going forward, and reviewed by legal counsel. IPM DaBell states the notice for the Family Leave is posted per state law.

c. Resolution 23-04 – Declaration of Abandoned Vessels & Authorization to Sell or Dispose – Vessels to be disposed or auctioned: there are 4 new and one previously existing. IPM DaBell reads the RCWs that would apply to each case. If not able to auction off, they will go to the derelict vessel program.

Commissioner Messing motions to approve the Resolution, Commissioner McEwan seconds, all approve, none opposed.

d. Request for Commission Action: Mission Statement – Modification for the Port's Mission Statement. Commissioner McEwan states the Mission Statement wording in the CERB Presentation is as written in this Request. To add the second paragraph will focus on the future of the Port. Commissioner Nye states it's needed to look at the language since the original statement isn't in line with the future of the Port. Commissioner Messing motions to approve the Request, Commissioner Nye seconds, all approve, none opposed.

11. Public Comment –

Paul Rulifson comments on paid vacation time. Some other companies allow for a couple paid days that are flexible each year. He doesn't know the law. Commissioner Messing says that the sick leave doesn't require a reason.

Sally Hass encourages IPM DaBell to include in the Manager's report slip vacancies over 30 feet. She's interested in lost revenue from the reports. Commissioner Messing met with the BV Community Group. Their next meeting is on March 29th. The Social starts at 5:30 PM and the actual meeting will be at 6:00 PM, and going forward, every other month. Ms. Hass invites one Commissioner at a time to attend (according to the law, no two or more Commissioners can meet without it being a public meeting, unless in Executive Session). Community members more than boaters went to the last meeting which is unusual. She is disappointed that we lost an employee last week. There was no grievance on his part, but the "private sector" had a chain of command for any issue. She asks, "Are there resources to discuss any issues?" She reaches out to the employees and thinks they are a valuable resource.

Jack Bailey regarding the Mission Statement – The Commission voted so quickly, and he didn't hear it. Commissioner Messing reads new version: "Provide public access to and promote safe and responsible use of the marine resources of the Puget Sound. To develop, expand, and diversify the Port of Brownsville economy and create jobs". Jack states running the marina is a financial responsibility.

Cheryl Estep states people come to a destination for the head of the dock. Businesses need to serve the boating community, especially around the "boating holidays".

12. Executive Session

- 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.
- c. Recess into Executive Session pursuant to RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment.

(No decisions expected.)

Commissioner Messing recesses the meeting for ES at 6:48 PM until 7:48 PM.
Executive Session ended at 7:48 PM and no decisions were made.

13. Close Meeting / Adjourn

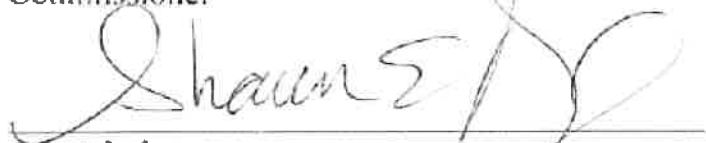
Commissioner Messing closes the meeting at 7:48 PM.



Commissioner



Commissioner



Commissioner