



Meeting Minutes

Regular Meeting

Port of Brownsville Commission

Wednesday, April 12th, 2023 at 6:00 PM

9756 Ogle Rd, Bremerton, WA 98311

And VIA ZOOM

1. Open Meeting / Call to Order

Commissioner Messing calls the meeting to order at 6:00 PM.

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

2. Pledge of Allegiance

Commissioner Messing leads the Pledge of Allegiance.

3. Approval of Agenda

Commissioner Nye motions to approve the Agenda, Commissioner McEwan seconds, all approve, none oppose.

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 March 15th, 2023 Meeting Minutes and March 30th, 2023 Special Meeting Minutes.

b. The following checks and electronic payments are approved for payment:

Accounts Payable:

Voucher Numbers	50867 – 50889	\$72,011.95
Electronic Payments	3/31/2023 – 4/14/2023	<u>\$1,178.44</u>
	Total Accounts Payable	<u>\$73,190.39</u>

Payroll & Payroll Liabilities:

Voucher Numbers	-----	\$-----
Electronic Payments	3/31/2023 – 4/14/2023	<u>\$27,582.39</u>
	Total Payroll & Payroll Liabilities	<u>\$27,582.39</u>

Total General Fund checks and electronic payments in the amount of \$100,772.78

Commissioner Nye motions to approve the Consent Agenda, Commissioner McEwan seconds, all approve, none oppose.

5. Public Comment

a. Citizen Comments for items not listed on this agenda

Paul Rulifson – about the sign that used to be on the corner, asks to have the sign replaced. Commissioner Messing states he is inquiring if a sign can be placed on the corner, at the highway intersection.

6. Presentation to or by the Board

a. (None)

7. Financial Reports

a. Financial Picture

CPA Jan Fancher greets all in attendance. The Port was awarded a \$50K planning grant with the Port required to match 12,500 for a total of 62,500.

CPA Fancher reads the financial reports and describes the overall picture of the Port's finances. There have been positive improvements since the diesel pump was repaired and with the spring season. The State Auditors won't be back until fall of 2024 for another 2 year audit. Things are trending upwards this month.

8. Information, Staff, and Committee Reports

a. Manager's Report

IPM DaBell greets all in attendance. He states that on March 16th Commissioner McEwan gave a presentation and the Port was awarded the CERB Planning Grant. He thanks all who contributed to the presentation. He states the parking lot clearing is still moving forward and looking better. The programming for the kiosks has been finalized. There is a request for action to approve clear covers to protect the kiosks from the elements. The reschedule for the Brownsville Elementary School group is this Friday. School staff and students will be present at the pavilion and upper park. The maintenance crew has been cleaning up the grounds. The Port is expecting the Day Island YC with 15-20 boats the following weekend. The Water Loo has issues with someone flushing items down the toilet. Current slip vacancies: 25 x 20-24', 30'+, there are 6 slips open.

b. Commissioners Report

Commission announces that the Port is currently in the middle of a lawsuit against the Port. They ask Attorney Ruffatto to elaborate, and he states the information is public information. Commissioner McEwan states the CERB grant was approved and IPM DaBell is working on hiring for consultants. The Port's properties will be assessed to determine the best uses. Commissioner Messing requests a special meeting next week on Wednesday, April 19th.

9. Old Business

a. (None)

10. New Business

a. Request for Commission Action: Kiosk Covers

IPM DaBell states he has had discussions with RCO to get the change of scope approved and it's verbally approved, it just needs to be submitted in writing. The RCO money has not yet been exhausted. Commissioner McEwan asks what NRB Modular uses for material? IPM DaBell replies he will need to check on that. He also asks if the Par-Kut units are electricity independent, which would not be needed for the kiosks which are solar powered. He asks about the freight. IPM DaBell states he isn't sure on the specifics. Commissioner McEwan notes that the Par-Kut units' lead time is 18-20 weeks and is much shorter for the NRB Modular units. There are clear glass sides are on all quoted units; plexiglass would be preferred. Commissioner McEwan is concerned that the units aren't far enough from cars pulling up. Commissioner Nye says there should be a bollard in front of the kiosk in the parking area. More research may be needed. Matt says maybe it could be built by staff for less money. He's not ready to approve the request and moves this item to the next meeting for further discussion.

b. RFP: Consultation Services for CERB Planning Grant

Drafting is still in progress and will be presented at the Special Meeting next Wednesday, April 19th.

11. Public Comment

Frank Dalton – In the event we lose the litigation, where does the money come from to pay the defendant? Could it end up as an increase in moorage? Commissioner Messing says not necessarily. Insurance won't cover the cost. Commissioner McEwan states they are limited in the amount that can be discussed and asks the constituents to be patient with information coming out regarding the lawsuit.

Sally Hass – She greets everyone and thanks Commissioner McEwan for being present via zoom while he's sick. She requests a reiteration of the amount the Port is responsible for for the CERB Grant and when it will need to be paid. She states she wishes the Commission would give an opportunity to the community to provide input.

Commissioner Messing says that is what these comment opportunities are for. The CERB requires \$12,500 match to the \$50,000 or 25% of the actual cost.

Wesley Parsons – Being closed on Sundays may be the reason why the Port is losing fuel sales. IPM DaBell is doing well managing. He commends the maintenance team and AA Cross for their work. Commissioner Messing responds that the Port will be open on Sundays, during the summer months.

12. Executive Session

- a. Recess into Executive Session pursuant to RCW 42.30.110(1)(i) to discuss litigation ~~or potential~~ litigation.
- b. Recess into Executive Session pursuant to RCW 42.30.110(1)(iii) to discuss potential litigation.
- c. Recess into Executive Session pursuant to RCW 42.30.110(1)(c) to discuss the minimum price for leasing Port property.
- d. 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 for 60 minutes at 6:37 PM.

The executive session was adjourned at 7:36 PM. No decisions were made.

13. Close Meeting / Adjourn

Commissioner Messing adjourned the meeting at 7:36 PM.



Commissioner



Commissioner



Commissioner