



PORT OF BROWNSVILLE

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

Commissioners:
Mathew Messing
Shaun Nye
Kenneth McEwan

June 14, 2023

CALL TO ORDER

Commissioner Mathew Messing called the regular session of the Port of Brownsville Commission meeting to order at 6:00 PM. In attendance were Commissioner Shaun Nye, Commissioner Kenneth McEwan, CPA Jan Fancher, Port Manager Robyn Dally, Auditor Joseph DaBell and Attorney Peter Ruffatto of Chmelik Sitkin and Davis.

PLEDGE OF ALLEGIANCE

Commissioners led the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Nye motioned to approve the agenda as written. Commissioner McEwan seconded the motion. All Commissioners voted to approve with none opposed and the motion passed.

APPROVAL OF CONSENT AGENDA

The consent agenda included Meeting Minutes for the May 4, 2023 Special Meeting Minutes, May 10, 2023 Regular Meeting Minutes, May 17, 2023 Special Meeting Minutes, May 18, 2023 Special Meeting Minutes, May 26, 2023 Special Meeting Minutes, June 2, 2023 Special Meeting Minutes, vouchers audited and certified by the auditing officer as required by RCW 42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090, which have been recorded on a listing and have been made available to the public. Those checks approved for payment are included in the audited and certified list and further described as follows:

Accounts Payable:

Voucher Numbers	50916 – 50944	\$136,108.67
Electronic Payments	5/19/23 – 6/14/23	<u>\$54,005.80</u>
Total Accounts payable		\$190,114.47

Payroll & Payroll Liabilities:

Voucher Numbers	-----	\$-----
Electronic Payments	5/19/23 – 6/14/23	<u>\$26,298.66</u>
Total Payroll & Payroll Liabilities		\$26,298.66

Total General Fund checks and electronic payments in the amount of \$216,413.13.

Motion made by Commissioner Nye to approve the consent agenda. Commissioner McEwan seconded. All Commissioners voted to approve with none opposed and the motion passed.



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PUBLIC COMMENT – Citizen comments for items not on the agenda.

Paul Rulifson commented that an educational Beach Walk is scheduled to be held at the Port on July 6th with the goal of educating children on the ecology of beaches. No special accommodation is needed from the Port.

PRESENTATION TO OR BY THE BOARD

Commissioner Nye and Commissioner McEwan attended the WPPA Finance Seminar June 7th to June 9th. There were presentations by the Washington State Auditor's Office on the first day and a great deal of information about available grants for Ports in the state. Commissioner McEwan was unable to attend the second and third days. Both expressed confidence in the Port's abilities to meet the State Auditor Office's requirements in upcoming audits next year.

FINANCIAL REPORTS

- a. CPA Fancher gave an update on cash and investments ending May 31, 2023. The Port's annual report to the Washington State Auditor's Office was filed timely. The Port's continuing disclosure to the Municipal Securities Rulemaking Board (MSRB) Electronic Municipal Market Access (EMMA) website was completed as well. The Port has contracted an external Bookkeeper who began working on June 5, 2023 with Auditor DaBell. The Port received \$177,670 in property taxes from Kitsap County on May 10, 2023. The Port earned \$2,000.37 in interest on its savings in the Local Government Investment Pool (LGIP) last month. Net Cash and Investments Decreased by \$20,037 from May 31, 2022. The Port's Total Net Position increased by \$251,732 from May 31, 2022.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager's Report – Robyn Dally presented the Manger's Report. Bellevue Power Squadron will be coming to the Port the weekend of June 16th with 10 boats and Pleasant Harbor Yacht Club with 8 boats and 3 RV's will be arriving the weekend of June 23rd.
- b. Auditor's Report – Joseph DaBell presented the Auditor's Report. Fuel sales and boat traffic have increased greatly since the last meeting. The kiosks are now operational and accepting payments for ramps fees and guest moorage. The Port is tracking on usage and will be comparing with numbers from previous years. Slips are filling up. There are only about a dozen vacant slips which are all 24 ft slips. Maintenance has been dealing with plumbing issues throughout the marina. At this time everything is operational. The Port will be holding an auction for 4 boats on July 6th and 1 boat on July 13th. Auditor DaBell reminded those listening that vessel registrations expire June 30th. He also stated that the Port is planning to carry out seaworthiness checks this year and that everyone should ensure that their boat is clean and operational.
- c. Commissioner McEwan contacted the County regarding improving the safety of the crossing by the Port of Brownsville. He made note of old crossing change plans. He has reached out to Pacific Netting Products for information on wave attenuation systems as a recent northerly made the failures of the current system apparent.



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Commissioner Messing contacted the County regarding adding signs for the Port of Brownsville along Highway 303 pointing travelers toward the Port.

OLD BUSINESS

1. CERB Planning Grant – CPA Fancher spoke to the Commission regarding the pre-contract requirements list provided by CERB. Creating a finalized Scope of Work will require the Commission to get together in a workshop with the Port Manager. The Port will also add passing proof of committing up to \$12,500 as required by CERB. A Special Meeting was scheduled for June 21st at 4:00 PM.
2. Additional RCO Grant Items – CPA Fancher brought up ordering covers for the Kiosks. The Port has only used \$26,000 of about \$100,000 funds made available by the grant. The current grant also covers communication improvements like Wi-Fi, telephones in addition to improved lighting. Many of the Port's current year capital projects fall under this umbrella. Additional news will be provided at the June 21st Special Meeting.

NEW BUSINESS

1. Marina Management Software – Port Manager Dally has noticed the administrative burden in the Port's office and feels it could be reduced if the Port moves to a system that handles marina management, maintenance management, and finance all in one and integrates with QuickBooks. She is looking at MOLO which also includes the potential to expand with additional modules for boat, kayak, and park rentals. MOLO would also allow the Commissioners to access the system and view maintenance reports and information they may be interested in.
2. Staff and Commissioner Parking – Currently only 3 parking spots are designated for Staff and Commissioners. Commissioner Messing would like to mark 2 additional spots next to the Port Office for Staff and Commissioners and add signage to the other spots next to the building marking them as daytime business parking. The other commissioners voiced their approval and requested Port Manager Dally get the additional signs for the parking spaces.
3. Comprehensive Scheme – Port Manager Dally spoke about updating the Port's Comprehensive Scheme should they seek to apply for upcoming grants. She asked the Commission to look over the current Scheme so the Port can hold workshops to slim down the current one to be more broad and less specific about projects. Attorney Ruffatto stated the process can be lengthy and there are ways to take current projects and add them to the scheme and call it an update. He added that many Ports have their capital budget also state that it automatically updates the Comprehensive Scheme. The advertising requirements for updates to the Comprehensive Scheme are 10 days notice published in the newspaper and changes require 14 days notice in the newspaper.

PUBLIC COMMENT

Jack Bailey welcomed the new Port Manager Robyn Dally. He asked if she could introduce herself and let everyone know where she comes from. He commented that bus shelters would likely meet the Port's needs for kiosk covers. He added that he has pushed to get the Comprehensive scheme updated the last few years.



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Sally Hass stated that the community members have done research on making the road safer. She commented that she has noticed small slip vacancy in the marina and is unsure if that is due to people being out boating. She was surprised to see the lack of boat trailers in the parking lot over Memorial Day weekend and suggested the Port could work more on advertising to increase traffic to the Port.

Cheryl Estep welcomed Port Manager Robyn Dally. She commented that she participated in looking into improving the road safety years ago and her information is likely out of date. She remembered that in the past there were 4-hour parking signs on the spots next to the Port Office and Yacht club. She feels that the sign changes on the hillside parking by the office is a good idea.

EXECUTIVE SESSION

At 7:20 PM Commissioner Messing recessed the meeting to go into Executive Session for 25 minutes to pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee. The Commissioners came out of Executive Session at 7:45 PM. No decisions were made.

CLOSE MEETING / ADJOURN

Next Regular Meeting is scheduled for July 12, 2023 at 6:00PM.

Meeting was adjourned at 7:45 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