



PORT OF BROWNSVILLE

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Commissioners:
Mathew Messing
Shaun Nye
Kenneth McEwan

June 21, 2023
Special Meeting Minutes

CALL TO ORDER

Commissioner Mathew Messing called the Special Meeting of the Port of Brownsville Commission to order at 4:00 PM. In attendance were Commissioner Shaun Nye, Commissioner Kenneth McEwan, CPA Jan Fancher, Port Manager Robyn Dally, and Auditor Joseph DaBell.

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.

PUBLIC COMMENT

(None)

CERB PLANNING GRANT

The Commissioners discussed the requirements they would like added to Scope of Work for the CERB Planning Grant project. The Commissioners felt that the minimum requirement list provided by CERB is comprehensive and covers the desires of the Port from the consultant. CPA Fancher would like wording added that the bidder will determine the highest and best use for locations. Port Manager Robyn Dally that after contacting other Ports and institutions that have worked together with Maul-Foster have reported that the bidder was very responsive to questions and did a good job answering their client's questions and responding to their needs.

Resolution 23-09 approving the expenditure of funds in the amount of \$12,500 as a match for the CERB Planning grant was brought forward for approval. As time is of the essence and this item has been repeatedly discussed by the Commission, Commissioner Messing motioned to waive the first reading and approve Resolution 23-09. Commissioner Nye seconded the motion.

The Vote:

Messing: Aye

McEwan: Aye

Nye: Aye

The Resolution is adopted.

RCO GRANT DISCUSSION

Port Manager Robyn Dally will be having a phone meeting with Henry from RCO to better understand the current RCO Grant and to what degree it can help cover projects. She has reached out to Kitsap Public



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Utility District for an updated quote on Fiber installation. She has located covers for the kiosks that would cost approximately \$6,000 - \$7,000 but would ship here from out of state. Port Manager Dally reached out to in-state companies, but the covers would be much more costly and would not be delivered until next year. The cover roofs are made of a clear polycarbonate and would have aluminum frames. She will ask about using the available funding for associated structures and facilities for items like the kiosks such as bollards to protect the kiosk and customers by the boat launch. RCO has also sent official notice to the Port that the timeline for the current grant has been extended to December 31, 2023.

COMPREHENSIVE SCHEME

The commissioners discussed reviewing and updating the Port's Comprehensive Scheme. It must be updated within the last 5 years for the Port to seek certain grants. For transparency, they would like to make a red-line version with notes as to why some items were removed or lowered on the scheme. Commissioner McEwan will provide his documents from the Comprehensive Scheme Committee meetings from 2021. The commissioners agreed to hold a special meeting on June 27th at 4:00 PM to discuss the changes to the Comprehensive Scheme. The Public Hearing will be held on July 12th during the regular monthly commission meeting.

CLOSE MEETING / ADJOURN

Meeting was adjourned at 4:32 PM.

President / Commissioner

Secretary / Commissioner

Treasurer / Commissioner