



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 27, 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.

COMPREHENSIVE SCHEME

Port Manager Robyn Dally stated that when the Port received their last RCO grant the Port was told that their Comprehensive Scheme would need to be updated within the last five years for any additional grants. Commissioner McEwan noted that the Port's Mission Statement was updated earlier this year and should be reflected on the updated Comprehensive Scheme.

Port Manager Dally stated that the Project/Objective List and Capital Improvement Program are nearly identical with few differences. The Project/Objective List is not a requirement and is largely redundant.

Updates for the Capital Improvement Program were as follows:

Item 1 – Port Expansion/Replacement/Rebuild: This has largely been completed, but A-Dock and the Fuel Dock replacement remain.

Item 2 – Rebuild/Repair Boat Launch Including Kayak Ramp: Line out “Boat Launch” item and keep Kayak Ramp.

Item 3 – Walking Trails: Commissioners agreed to line this item out.

Item 4 – Redesign & Expand parking: Leave as is.

Item 5 – Expand existing camera system: Commissioners agreed to amend this item to include improved lighting.

Item 6 – Develop/Install Operational Wi-Fi: Leave as is.

Item 7 – Playground Equipment: Leave as is.

Item 8 – Change Look of Marina Entrance: Leave as is.

Item 9 – Clean, inspect, repair Breakwaters: Leave as is.

Item 10 – Ogle Rd Safety Improvements: Leave as is.

Item 11 – Public Address System: Leave as is.



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- Item 12 – Develop Additional Moorage: Leave as is.
- Item 13 – Develop Tenant Storage: Change definition to “Dry-rack storage, kayak storage, and trailer storage.”
- Item 14 – Remodel/Expand Port Office and Ancillary Buildings: Leave as is.
- Item 15 – Monitor/Repair Rock Bulkhead: Leave as is.
- Item 16 – Develop Open Storage Facility: Redundant with item 13, remove from the document.
- Item 17 – Install Boat Trailer/Boat Washdown System: Leave as is.
- Item 18 – Modify North Breakwater – Relocate and expand, Wave Attenuation: Separate this into two separate items with North Breakwater as one and Wave Attenuation as a second item.
- Item 19 – Encourage Special Events: Not a capital project and was lined out.
- Item 20 – Dinghy/Kayak Storage: Included in Item 13, lined out.
- Item 21 – Encourage Commercial Facilities: Leave as is.
- Item 22 – Acquire Property: Leave as is but ensure purpose for property is determined before acquisition.
- Item 23 – Marketing and Advertising: Not a capital project and was lined out.
- Item 24 – Obtain and install backup generator: Leave as is.

Additions:

- Item 25 – Mitigate Erosion around the Port’s properties.
- Item 26 – Replace Signs throughout the Port’s facilities.

The “Timelines and Priorities” section was removed. “Goals and Objectives” was moved into tables with details removed. The Port’s Property list was updated to include property purchased in 2018. The “Demographic Information” section was removed. “Encourage Community Events” has been included in this section. The Demand and Need Analysis” could be accomplished with a table. Removed the “Public Involvement Process” section. Removed the FAQ section. Work is being done to edit the Brownsville Area History and Port of Brownsville History sections.

PUBLIC COMMENT

Jack Bailey commented that all that needed to be done was add this year’s capital projects to the current scheme. All items that were redlined were in the scheme because they related to bonds. He commented that the Port of Brownsville has management rights to 500 ft from the East Breakwater in perpetuity and that the East Breakwater wave attenuation also needs addressing. A-Dock is in need of repairs as is the parking lot. Jack Bailey then stated that he would not make any changes to the current scheme except adding the current budgeted items.



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CLOSE MEETING / ADJOURN

Meeting was adjourned at 5:28 PM.

President / Commissioner

Secretary / Commissioner

Treasurer / Commissioner

