



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

July 12, 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 June 14, 2023 Meeting Minutes, June 21, 2023 Special Meeting Minutes, June 27, 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	50945 – 50969	\$102,264.84
Electronic Payments	6/23/23 – 7/14/23	<u>\$8,288.19</u>
Total Accounts payable		\$110,553.03

Payroll & Payroll Liabilities:

Voucher Numbers	-----	\$-----
Electronic Payments	6/23/23 – 7/14/23	<u>\$32,413.87</u>
Total Payroll & Payroll Liabilities		\$32,413.87

Total General Fund checks and electronic payments in the amount of \$142,966.90.

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 the Beach Walk had 60-70 attendees. The visitors and marine biologists had a great time. Sabrina Sandberg is setting up Brownsville Float Day for June 29th for people in human-powered boats to enjoy the water. Rigel Barber will be attempting to swim around Bainbridge Island on August 9th to become the first woman to do so. He requested the Port to contribute fuel for the support boats for her attempt. Attorney Ruffatto commented that such requests need to be reviewed for benefits to the Port and memorialized with a Request for Action. The Port Commission and Staff discussed setting a policy with forms for the public to submit such requests. Paul Rulifson added that Brownsville Yacht Club will be holding a reception party at 9:00 PM on August 9th following the event.

Jack Bailey commented that he was thrilled Port Manager Robyn Dally will be attending the WPPA Directors Seminar. He encouraged the Commissioners to attend the upcoming Commissioner Seminar at Alderbrook this month.

PUBLIC HEARING FOR COMPREHENSIVE SCHEME UPDATES PURSUANT TO RCW 53.20.020

At 6:18 PM Commissioner Mathew Messing recessed the regular meeting into a Public Hearing for the 2023 Comprehensive Scheme Updates pursuant to RCW 53.20.020 which was advertised in the Kitsap Sun newspaper on July 2, 2023.

Jack Bailey commented that he has provided the Commission with copies of the 2016 and 2018 Comprehensive Schemes for their review. He stated that these are living documents that provide all the details people could want to know about the Port including its strengths and weaknesses. It encourages the Port to build on previous versions. He would like it noted the public was not involved in updating this since it did not follow the procedures laid out in past versions. He encouraged the Commission to not remove the sections they have.

Commissioner Nye motioned to close the Public Hearing. Commissioner McEwan seconded the motion. All approved at the Public Hearing was closed at 6:25 PM and the regular meeting was resumed.

PRESENTATION TO OR BY THE BOARD

(None)

FINANCIAL REPORTS

- a. CPA Fancher gave an update on cash and investments ending June 30, 2023. The Port is still in the process of finalizing the pre-contract conditions for the CERB Planning Grant. The Port earned \$2,554.17 of interest in the LGIP account. The Port's fuel revenues are down from the same period last year. Moorage revenue is up 2.3% from the same period last year and transient moorage is up 19.2%. Boat ramp fees are \$1,440 above the previous year, about a 46.1% increase. The dedicated fee account reimbursed the general fund for the 2017 Revenue Bond interest payment of \$16,891 on June 1. The Port's Total Net Position improved by \$261,202.64 from the previous year.



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INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager's Report – Robyn Dally presented the Manger's Report. She is currently attending the WPPA Directors Seminar in Everett. There are a large number of rentals for the park and pavilion over the next month. The Kitsap All Ports Meeting will be held on July 31st. The Port is currently at 98% capacity. The owner of the tugboat on the breakwater has taken custody of the vessel. A letter has been sent to the United States Coastguard and the owner for the moorage owed on the vessel. A boat auction will be held at the Port tomorrow for one vessel. Going forward the Port will be moving to Stokes Auction to sell boats. We are waiting for quotes for kiosk covers, security lighting, and fiber installation. She is working with Peter to finalize the pre-contract conditions for CERB.
- b. Commissioners Report - None

OLD BUSINESS

1. CERB Planning Grant – Port Manager Dally is waiting to hear back from the Port attorney regarding the contract to be sent to Barbara at CERB. The contract will identify the consultant selected by the Port and will include the scope of work that was provided together with the RFQ/RFP.
2. Marina Management Software – Port Manager Dally has spoken with DockWA and has the previous quote from MOLO. She will be receiving two other bids in the next few weeks. DockWA costs about \$11,000 per year and has no QuickBooks integration, no fuel integration, and no service modules. MOLO has direct QuickBooks integration, fuel integration modules, and can include park rentals at about \$11,000. Commissioner McEwan asked if MOLO would reduce the labor involved in payroll and invoicing as well as whether it can be used to track maintenance tasks. Port Manager Dally stated that MOLO will not affect payroll, but will greatly reduce the labor involved in invoicing and it can be used to track project and code expenses.

NEW BUSINESS

1. Resolution 23-10: Modify Comprehensive Scheme – Notice of the public hearing was published on July 2, 2023. The changes have been discussed at length during the June 26, 2023 Special Meeting. Additional updates are planned to be held in the Fall this year which will call for much more public involvement. Commissioner McEwan motioned to approve the resolution. Commissioner Nye seconded the motion.
The Vote:
Messing – Aye
McEwan – Aye
Nye – Aye
The motion passes and the Resolution is adopted.
2. Resolution 23-11: Declaration of Abandoned Vessels – This is a Resolution authorizing the Port Manager to sell and/or dispose of two vessels, a 1975 San Juan Sailboat and a 1977 C&C Sailboat.



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Commissioner Messing motioned to approve the Resolution. Commissioner McEwan seconded the motion.

The Vote:

Messing – Aye

McEwan – Aye

Nye – Aye

The motion passes and the Resolution is adopted.

PUBLIC COMMENT

(None).

EXECUTIVE SESSION

At 7:00 PM Commissioner Messing recessed the meeting to go into Executive Session for 45 minutes to pursuant to RCW 42.30.110(1)(i) to discuss litigation or potential litigation and RCW 42.30.110(1)(g) to review the qualifications of an applicant for public employment and 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 August 16, 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