



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

August 16, 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 July 12, 2023 Meeting, 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	50970 – 51015	\$193,644.36
Electronic Payments	7/21/23 – 8/18/23	<u>\$36,757.44</u>
Total Accounts payable		\$230,401.80

Payroll & Payroll Liabilities:

Voucher Numbers	-----	\$-----
Electronic Payments	7/21/23 – 8/18/23	<u>\$49,752.42</u>
Total Payroll & Payroll Liabilities		\$49,752.42

Total General Fund checks and electronic payments in the amount of \$280,154.22.

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.

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

None



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PRESENTATION TO OR BY THE BOARD

(None)

FINANCIAL REPORTS

CPA Fancher gave an update on cash and investments ending July 31, 2023. The Port is currently in the process of applying for an RCO Deferred Park Maintenance Grant worth up to \$100,000. Applications are due September 18, 2023. In July the Port earned more than \$3,000 in interest from their LGIP investment and are looking to invest additional funds. Fuel wages in July are above June despite the gas pumps having stopped operating in the middle of the month. The Port's net position increased by \$214,987.81 from July 2022 to \$1,600,935.62.

Commissioner McEwan questioned what could have led to the increased fuel wages during the period. Port Manager Dally commented that the Port had received a bad batch of diesel filters which had to be changed once a week and were slowing down fueling from 10 gal/min to 1 gal/min.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager's Report – Robyn Dally presented the Manger's Report. July 31st the Port hosted the Kitsap All Ports Meeting. She was able to meet a lot of local Port Commissioners and learned a great deal. On August 18 the West Seattle Yacht Club will be coming to the Port with 20 boats. A celebration of life for a long-time Port denizen, Mark Morton, will be held August 26th. Mr. Morton's family has requested permission to provide a memorial bench for the Upper Park, and the commissioners gave their blessing. Des Moines Yacht Club will be here Labor Day Weekend with 40 boats. The Tugboat on the breakwater is now up-to-date on payments and DNR has pulled back their intent to obtain custody. She is working with Stokes Auction to schedule the auction of a number of boats the Port has taken custody of. Seaworthiness checks are being scheduled. Work on setting up the office in the Port Annex is progressing well. The Department of Commerce is opening grants for installing EV Charging stations. The Port is still working with SME to repair the gas system and schedule an annual pressure test. The Port is beginning work on a draft budget and plans to pass their final budget at the October Commission meeting. A new administrative worker has been hired and will begin next week. SME was on site Monday and replaced the gas turbine. After starting the system up it shut down. It appears the bus for the diesel and gasoline systems are linked. They believe there may be a fault in the junction box at the bottom of the ramp which is underwater.
- b. Commissioners Report – Commissioner Nye attended the WPPA Commissioner Seminar in Alderbrook. Topics included predatory litigation, strategic planning, working with other local jurisdictions, and responsibilities between the commission and the staff.

Commissioner Messing provided an update on the tugboat on the breakwater. Currently it has hundreds of gallons of wastewater to be removed. They are continuing to work to get the boat operational so that it can leave the Port.



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Commissioner McEwan spoke with Port Manager Dally about the trailered Bayliner in the parking lot which has been there for one month. He has spent a bit of time looking into steps the Port can take to remove it. Port Manager Dally stated she has reached out to a local towing company and was quoted a price of \$8,000 to remove it. She will try reaching out to the sheriff's office to see what other alternatives there may be.

OLD BUSINESS

1. RFCA Marina Management Software – Port Manager Dally provided a request for Commission Action to authorize the Port to purchase a license for MOLO Marina Management Software. She has reviewed 3 systems, MOLO which costs about \$12,000 annually, DockWA which costs about \$10,000 annually, and Marina Life which costs about \$16,000 annually. MOLO allows for guest moorage to be booked internally unlike the other two systems. Service modules within MOLO can track maintenance hours for workers unlike the other systems. Non-slip rentals, like parks, can be handled within MOLO. MOLO's Point of Sale (POS) system can integrate with the fuel pumps and fuel system. MOLO also has direct integration with QuickBooks unlike the other two programs. Training and support are also included within the cost. CPA Fancher commented that MOLO is a leader in this type of software, but she does not have direct experience with it. Port Manager Dally stated that Port of Bremerton uses this software for both the Bremerton Marina and Port Orchard Marina. Commissioner McEwan motioned to approve the purchase of the MOLO Marina Management software. Commissioner Messing seconded the motion. All approved and none opposed. The motion passed unanimously.

NEW BUSINESS

1. Resolution 23-12: Contract 08.01.23 Maul Foster & Alongi – This Resolution grants approval by the Commission and authorizes the Port Manager to enter into contract with Maul Foster & Alongi to perform an economic development study paid for by the CERB Planning Grant with matching funds provided by the Port. Commissioner Messing motioned to approve Resolution 23-12. Commissioner McEwan seconded the motion.
The Vote:
Messing – Aye
McEwan – Aye
Nye – Aye
The motion passes and the Resolution is adopted.
2. Resolution 23-13: RCO Deferred Park Maintenance Grant Authorization – This Resolution authorizes the Port Manager to apply for the RCO Deferred Park Maintenance Grant. The minimum value of the grant is \$35,000 and maximum is \$100,000. This grant can be used to cover the cost of equipment in addition to projects. Port Manager Dally and Commissioner Nye attended a webinar held by RCO regarding the grant on August 15, 2023. Tier 1 tasks have a shorter approval process and cover equipment purchase as well as projects that do not disturb the ground. Tier 2 projects, such as replacing a sprinkler system, can only cover one area and have a longer approval process. There are no required matching funds for this grant and no extensions are



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allowed. The potential purchase of a new Port Truck would need to be brought forward when applying for the grant. The grant specifically does not allow for any over-water work. Tool and equipment purchases do not need to be tied directly to a project. Commissioner Messing motioned to approve Resolution 23-13. Commissioner McEwan seconded the motion.

The Vote:

Messing – Aye

McEwan – Aye

Nye – Aye

The motion passes and the Resolution is adopted.

3. RFCA Fuel System Repairs – Port Manager Dally is seeking a motion from the Commission to authorize her to contract with SME Solutions in excess of \$10,000 with a limit of \$25,000 to allow SME to complete repairs on the gas system. She is also seeking a motion finding that the circumstances described in this Request regarding the need to repair the fuel system presents a real, immediate threat to the proper performance of essential functions of the Port and to waive the requirement for competitive bidding. This motion is for consideration in an abundance of caution given that the amount of the project is less than the threshold required for competitive bids under state law. Commissioner Messing motioned to authorize the Port Manager to contract with SME for the gas system repairs. Commissioner McEwan seconded the motion. All approved and none opposed. The motion passed unanimously. Commissioner Messing motioned that as the need to repair the fuel system presents a real, immediate threat to the proper performance of essential functions of the Port and to waive the requirement for competitive bidding. Commissioner Nye seconded the motion. All approved and none opposed. The motion passed unanimously.
4. Road Sign Permit – Commissioner Messing has been working with the county on getting the proper permitting for a road sign for Port of Brownsville along Highway 303. The application has been forwarded to the Port Manager.
5. Logo Redesign – To go together with the new sign, Commission Messing proposed the Port look into updating its logo. The Port will reach out to the community for their thoughts. The old logo will still be used for employee clothing and hats.

PUBLIC COMMENT

Sally Hass thanked the commissioners for their service to the Port and the community. She wanted to draw attention to the article in the Kitsap Sun which noted the Brownsville Yacht Club's support of Rijl Barber in her attempt to become the first woman to swim around Bainbridge Island. She commented that she has noticed a striking difference between the Port of Brownsville newsletters and those of other Ports. She hopes the newsletters can strike a lighter tone in the future.



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Jack Bailey commented that the parking lot was paved in 1991 with funding from a 67% RCO grant. The Port has been doing crack sealing since then with a tar machine. He added that the OWL video system is having some glitches and wanted to make the Commission and staff aware. He stated he was sad to hear that Auditor DaBell is planning to leave the Port and thanked him for sticking around as long as he has for the sake of the Port.


EXECUTIVE SESSION

At 7:43 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. At 8:30 PM Commissioner Messing stated that they would be extending the Executive Session for an additional 10 minutes. The Commissioners came out of Executive Session at 8:40 PM. No decisions were made.

CLOSE MEETING / ADJOURN

Next Regular Meeting is scheduled for September 13, 2023 at 6:00PM.

Meeting was adjourned at 8:41 PM.



President / Commissioner



Secretary / Commissioner



Treasurer / Commissioner