



Meeting Minutes

Regular Meeting

Port of Brownsville Commission

Wednesday, January 10th, 2024, at 6:00 PM

9756 Ogle Rd, Bremerton, WA 98311

And VIA ZOOM

1. Open Meeting / Call to Order Commissioner
Messing calls meeting to order at 6PM PST.

2. Pledge of Allegiance

3. Approval of Agenda

Commissioner McEwan made a motion to approve. Commissioner Nye seconded the motion. All ayes and no opposition.

4. Election of Officers

No changes of Officers. Commissioner Messing made a motion to keep officers in place. Commissioner Nye seconded. Two ayes and one nay.

5. Approval of Consent Agenda

All matters listed under the Consent Agenda that have been distributed to each member of the Commission for reading and study, are considered to be routine, and will be enacted by one motion of the Commission with no separate discussion. If a separate discussion by a commissioner is desired, that item may be removed from the Consent Agenda and placed under New Business.

a. Approval of the December 14th, 2023, Regular Meeting Minutes and the January 5th, 2023, Special Meeting Minutes.

b. The following checks and electronic payments are approved for payment:

Accounts Payable:

Voucher Numbers	51127 - 51168	\$90,496.60
Voided Vouchers	51097, 51060-51067, 51163 – 51167	
Electronic Payments	11/22/23 – 12/24/2023	<u>\$6,022.75</u>
	Total Accounts Payable	<u>\$96,519.35</u>

Payroll & Payroll Liabilities:

Total Payroll & Payroll Liabilities \$40,986.18

Total General Fund checks and electronic payments in the amount of \$137,505.53

Accounts Payable:

Voucher Numbers	51169 - 51176	\$32,731.07
Electronic Payments	12/31/2023 – 1/12/2024	<u>\$263,945.85</u>
	Total Accounts Payable	<u>\$296,676.65</u>

Payroll & Payroll Liabilities:


Total Payroll & Payroll Liabilities \$13,312.54

Total General Fund checks and electronic payments in the amount of \$309,989.19

Commissioner Messing moves to approve the agenda. Commissioner Nye seconds the motion. All ayes and no opposition.

6. Public Comment

a. Citizen Comments for items not listed on this agenda.



Brownsville Community Group: Report on Polar Plunge. Raised over \$1,000 and 460 lbs. of food donated to Fishline in Poulso. Port showers are yet to function despite being told would be resolved by this point. PR for the marina is lacking and would like it to be improved. Wants stronger leadership from the commissioners.

Paul Rulifson: Santa in the Magic Lighthouse was well received and could become a source of revenue in the future.

7. Presentation to or by the Board

a. (None)

Commissioner McEwan commented: There is a total disconnect between what we are trying to do as port as commissioners and is not understood by the community. He hopes to give a statement next month elaborating on this.

8. Financial Reports

a. Financial Picture

CPA Francher: No reports in person, however they are available upon request. Updates through November 30th, 2023, as December is in the process of completion. Changes in account receivable as of December was at \$65,104.27 11th, 2023 there we approximately ninety-three invoices overdue verses December 16th, 2022, \$22,636.55 with approximately forty invoices overdue. In large part this is caused by abandoned boats. Decision will be made on what gets sent to collections by EOM. No reimbursement out of the dedicated fee accounts for November 2023. There will be a reimbursement on December 1st, 2023. A full breakdown of financials took place. Information may be accessed upon request.

Commissioner McEwan: Reserve fee to be added as a possibility for a future meeting.

Commissioner McEwan: Are the formats we are currently using that will be of assistance for auditors?

CPA Francher: Yes, it is set up accordingly.

b. Financial Workshop N/A

9. Information, Staff, and Committee Reports

a. Commissioners Report N/A

Manager Report: Port Manager Dally: No current events/reservations scheduled. Maintenance is power washing the docks and doing inventory on their equipment and needed tools hopefully by the end of the month. The office is starting SOP. Reviews current available slips. RCO grant recap. CERB report due by EOM. Brought up Community Outdoors Athletic Facility Program granted through RCO could attentionally be used for kayak rentals or land. National Working Waterfront Network discussion. MIRAD is for Port Infrastructure Development Program. Discussion of other miscellaneous grant options.

10. Old Business

a. Resolution 24-01 Meeting Schedule – Discuss the year’s calendar and meeting dates.

New dates: 2/15/24, 3/13/24, 4/17/24, 5/15/24, 6/12/24, 7/17/24, 8/14/24, 9/18/24, 10/16/24, 11/13/24, 12/18/24

Commissioner Messing makes a motion to approve new dates. Commissioner McEwan seconded the motion. All ayes and no opposition.

11. New Business

a. Resolution 24-02 to Amend the By-Laws to allow virtual attendance of meetings.

Commissioner McEwan provides reasons to support this amendment including but not limited to keeping up with the times, allowing commissioners to be more available in meetings, and also ensuring flexibility with citizen’s and staff’s time.

Commissioner Nye: Wants guidelines due to wanting people in the office and in the port as much as possible.

Commissioner Messing makes a motion to approve the change. Commissioner McEwan seconded the motion. All ayes and no opposition.

b. Resolution 24-03 Remote Work Policy

Port Manager Dally: I am authorized to give work from home for 5 days. After 5 days would need commissioner approval. Outlines further reasons such as medical, weather, and flexible schedule in case of certain situations at Port Manager Dally's discretion.

Commissioners weigh the pros and cons to this change for the parameters stated.

Peter: Goes over the detailed extent of the requirements and delegation of times, for instance the above or below 5 days.

Commissioner McEwan is in favor, Commissioner Messing is in favor. Being of the essence.

Commissioner Messing makes a motion of approval of time being of the essence. Commissioner McEwan seconded the motion. Two ayes and one nay.

c. Brownsville Community Group Request.

Sally: Requesting a commissioner to come on the first Wednesday of March to do a state of the union and do a general update. We are looking to advertise this with the Brownsville Community Group and Yacht Club. Has it been set up for a Question-and-Answer format? All commissioners agreed and Peter covered legal requirements.

12. Public Comment

Steve Neuhauser: Reviews historical billing changes for the moorage rates and utility costs. Goes over some of the financials with CPA Francher about profit.

Commissioner McEwan: Acknowledges the concern, however that they do have to take into consideration the costs associated with the port.

Commissioner Messing: Empathizes and understands the frustration, but also adds on that there are multiple factors alongside those increases.

Wes and Joanie Parsons: Agrees with the previous statement about the moorage rates. Asked CPA Francher if \$104,000 salary is accurate, and instead if she spent \$335,00 on your salary?

Commissioner Messing: This is a comment only section.


13. Executive Session

a. Recess into Executive Session pursuant to RCW 42.30.110(1)(i)(iii) to discuss potential litigation.

b. Recess into Executive Session pursuant to RCW 42.30.110(1)(g) to evaluate the performance of a public employee.

14. Close Meeting / Adjourn

Commissioner Messing Adjourned at 7:30PM



President / Commissioner



Secretary / Commissioner

Treasurer / Commissioner