



Meeting Minutes

Regular Meeting

Port of Brownsville Commission

Wednesday, November 15th, 2023 at 6:00 PM

9756 Ogle Rd, Bremerton, WA 98311

And VIA ZOOM

1. Open Meeting / Call to Order
Commissioner Messing Called to Order at 6PM PST.
2. Pledge of Allegiance
3. Approval of Agenda
Commissioner Messing called to motion, Commissioner McEwan seconded. All ayes and no opposition.
4. Approval of Consent Agenda
Commissioner Messing listed all under Consent Agenda 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. The following checks and electronic payments are approved for payment:

Accounts Payable:		
Voucher Numbers	51077 - 51126	\$85,960.43
Electronic Payments	10/27/2023 – 11/17/2023	\$47,246.00
	Total Accounts Payable	<u>\$133,206.43</u>
Payroll & Payroll Liabilities:		
Voucher Numbers	-----	\$-----
Electronic Payments	10/27/2023 – 11/17/2023	\$35,798.76
	Total Payroll & Payroll Liabilities	<u>\$35,798.76</u>
Total General Fund checks and electronic payments in the amount of		<u>\$168,959.65</u>

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

5. Public Comment
 - a. Citizen Comments for items not listed on this agenda.

Paul Rulifson: Haunted Harbor event was successful with 720 people, 20 boats, and 8 hearses. Suquamish Tribe made an appearance to hand out candy. After a question about advertising from Commissioner Nye, the gentleman explained cost of breakdown for event and benefits to the harbor. Requested if wanted more advertising additional funds to be provided.

Larry Gorman: Made comment on the following port challenges he observed including but not limited to:

- Decisions without a general framework in place. His solution to create that framework for more cohesive thought processes.
- Property Tax Assessment is lower than other ports. Suggestion provided to review the information and compare accordingly.
- Denizens Rate increase. Requested to have this be more thought out for fairer distribution of fees.
- Various projects examples listed as the fire hall and the house not being utilized.
- Wants to establish an advisory committee of tenants to help offset work on staff.

Jack Bailey: Would like boat ramp area cleaned and waterfront trees better maintained.

Steve Neuhauser: Agreed about the advisory committee and made mention it was discussed in 2021. Commissioner Messing stated likes the idea, but no one followed through at the time.

6. Presentation to or by the Board

a. Commissioner McEwan Presentation

Acknowledged the frustrations previously stated. Agreed to more transparency as well as providing information on an appointed CPA to assist. Made mention of his support for addressing concerns, holding accountability with tasks, setting rates that will fund the port, and tariff changes.

7. Financial Reports

a. Financial Picture

CPA Francher opened advising has with her September 2023 drafts that will be finalized alongside October 2023 information by next meeting. The highlights are as follows: the Park Maintenance Grant of \$100,000 was not received. Currently in the process of submitting reimbursement to assist with flooded bathroom restoration. Hoping to get that funding no later than 12/31/23. CPA Francher reviewed over LGIP Portion of savings earned of \$3,29.29 in September 2023. Timberland Bank we earned \$73.91 in September 2023. From October 2022 to October 2023 there was a decline in the amount of past due invoices. Cash position at the end of September 30th, 2023: Spending Cash and Investments \$1,550,070.30. Unreserved \$1,300,377.88. Reserved \$249,692.42.

Budget Percentages as follows: Moorage 71.41%, Transient Moorage 113%, Port Fees 72.44%, Ramp Fees 76%, Dock Boxes N/A, Commercial Permits 156%, Security Fees 90%, Maintenance Fees 64%, Service Charges 86.71%, Mailbox Fees 84%, Gate Maintenance 15%, Fuel Revenue 50%, Fuel Expenses 55%, General Administration -70%.

Net increase of \$382,870.41. \$224,583.75 going to U.S. Bank for bond units' principle Interest.

Information, Staff, and Committee Reports

b. Manager's Report: Port Manager Dally advised closures and decorations for upcoming holidays. Office schedule for Monday through Friday. Port Manager Dally gave information on available slips, impounded vessels, and technical issues in the office. Kiosk covers were installed. Incidents and dates October 26, 2023, Vehicle lost function, resolved without issue. November 6th, 2023, plumbing issues resolved. November 14th, 2023, electrical issue in Deli was addressed and measures were taken by Commissioner McEwan to ensure no further issue. November 14th, 2023, police were notified of armed assailant, identified needed training for emergency protocol. November 14th, 2023, truck damaged fence on property, claim has been filed for resolution.

Commissioner Messing: Where are we with taxes? Port Manager Dally: Updates for commission to sign.

Commissioner Nye: Requested following items: Inventory logs, new revenue streams, and grant updates.

Port Manager Dally: Currently in progress for all of the above.

Peter: Correction Port Manager Dally for agenda amendment for resolution 23-16. Levy change per county has to be changed from the amount of \$5,800.00 to \$4,358.00. As well as updating 1% to 1.001%.

Commissioner Messing: Made a motion to amend agenda. Commissioner Nye seconded. All ayes. No opposed.

c. Commissioner's Report (None)

8. Old Business

a. Resolution 23-18 Modification to Leave Policy Continued from prior. Changed weekly accrual of vacation and sick time to an hourly basis. Commissioner Nye made motion, Commissioner Messing Seconded. Due to wording update. Commissioner Messing made a new motion to add time is of the essence. Commissioner Nye retracted the prior motion and seconded the new motion. All ayes and no opposition.

9. New Business

a. Resolution 23-19 Modify the Port Tariff No discussion had. Commissioner Messing made a motion to modify tariff. Commissioner Nye seconded the motion. All ayes no opposed.

b. RFA Appointment of Maintenance Supervisor

i. Resolution 23-20

Request of action concerning the hiring of Garrett Gregory for maintenance supervisor. Port Manager Dally advised of job description and background. Commissioner Messing made a motion to approve. Seconded by Commissioner Nye and Commissioner McEwan. All ayes and no opposition.

Res. 23-21 Declaring emergency waiving competitive bid recording requirements. No discussion. Commissioner Messing made motion with time being of the essence. Commissioner McEwan Seconded. All ayes and no opposition.

10. Public Comment

Larry Gorman – Requested procedure on if request for information is not provided or responded to siting list of denizens. Peter advised nonformal request to expedite process. Port Manager Dally advised of privacy concerns. Commissioner Messing terminated the discussion and advised him to see Port Manager Dally for more information.

Jack Bailey – Agreed with choice of Garrett. Requested more information to prepare for meetings.

11. Executive Session

a. (None)

12. Close Meeting / Adjourn.

Commissioner Messing adjourned at 7:30PM PST.



President / Commissioner



Secretary / Commissioner

Treasurer / Commissioner