



Meeting Minutes

Special Meeting
Port of Brownsville Commission
Thursday, February 15th, 2024, at 6:00
PM 9756 Ogle Rd, Bremerton, WA
98311 And VIA ZOOM

1. Open Meeting / Call to Order
Commissioner Messing called the meeting to order at 6PM PST.
2. Pledge of Allegiance
3. Approval of Agenda

Commissioner McEwan requested to have Voucher numbers 51177-51214 removed for executive session. Following the executive session would like the open meeting to be resumed. Upon reopening the meeting Commissioner McEwan is going to move for approval of a motion to direct the Port Manager to develop some policies to address current financial needs.

Commissioner Messing: Asked about RCW for the above changes.

Attorney Ruffatto: Current executive motion covers this.

Commissioner Messing agreed voucher numbers 51177-51214 from consent agenda to executive session.

4. 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 routine, and will be enacted by one motion of the Commission with no separate discussion. If separate discussion by a commissioner is desired, that item may be removed from the Consent Agenda and placed under New Business.

Commissioner Messing moved to consent the agenda. Commissioner McEwan seconded the motion. All ayes and no opposition.

- a. Approval of the September 2023 Meeting Minutes
- b. The following checks and electronic payments are approved for payment:

Accounts Payable:

Voucher Numbers: N/A

Electronic Payment Dates 12/8/23; 1/19/24 – 2/16/24 \$34,956.26

Total Accounts Payable: \$34,956.26

Payroll

Electronic Payments 1/19/2024 – 2/16/2024 \$50,467.49

Total Payroll & Payroll Liabilities \$50,467.49

Total General Fund checks and electronic payments in the amount of \$240,393.29

Commissioner Messing made a motion to approve consent to agenda. Commissioner Nye seconded. All ayes and no opposition.

5. Public Comment

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

Terry Asla: Asked for support for the Peer Pier event in the nature putting out life jackets, heaters, and if possible solar lighting. He is expecting a lot of people and inviting schools. Stream Stewards are in the final part of their training session and requested commissioners to attend.

No further comments.

6. Presentation to or by the Board

a. Live Aboard

Port Manager Dally: Reviewed legal requirements for live aboard status. Reviewed state definition of live aboard. Referenced Washington State Administrative Code 332.30.106 (62). She then reviewed the county definition referencing the Kitsap County Shoreline Master Plan 22.15.375. Referenced Kitsap County Shoreline Master Plan 22.600.125. 328. Discussed status of filled slips for Denizen status and the policies being put in place including parking passes. Commissioner Messing: Recommended putting pendants on slips for denizens. Port Manager Dally stated that she has spoken to some of them, and they do not want the status advertised publicly. Commissioner Messing requested the attorney to investigate this going forward regarding if the port has authority on the matter.

7. Financial Reports

a. Financial Picture

CPA Francher: Advised that the port has paid off their 2013 obligation bond. The port still has 2012 and 2017 bonds in place. Projected profit was \$75,000. Net profit turned out to be \$63,500. Operating expenses were far below projected at \$162,000 from the budgeted \$244,000, which increased our bottom line. \$50,000 revenue bond to be established. Current CBA grant reimbursement in progress. Current cash balance as of December 31st, 2023, equates to \$1,577,601.90. \$1,325,282.79 is unreserved funds. \$252,319.11 is reserved.

Commissioner Nye requested to have CPA Patrick and Maintenance Supervisor Segerman in on future financial fees. Commissioner McEwan confirmed fee for revenue bond had been started as of January 2024.

8. Information, Staff, and Committee Reports

a. Manager's Report

Port Manager Dally: Reviewed the following: vacant slips, waitlist updates, yacht clubs, tugboat status, and changes to new tenant packets.

Commission Messing asked if denizen status transfers and the resulting answer was no it does not.

Commission McEwan wanted information on the dock where the tugboat is as well as status of authorities are involved. Port Manager Dally gave all the information on statuses of both. Commissioners all agreed that more needs to be done.

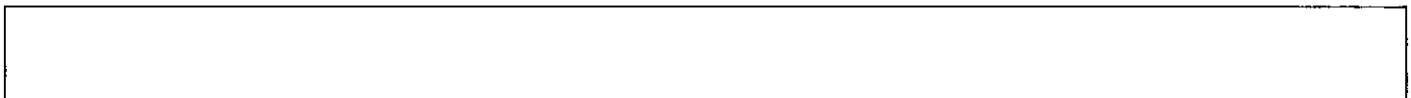
b. Commissioners Report

Commissioner McEwan presented updates on rezoning for wastewater. This was concluded after confirmation that Port Manager and Attorney Ruffatto would be following up with through the Grove Management Act as well as a possible revenue stream going forward. Port Manager Dally also gave notice that the county is meeting March 22nd, 2023, if anyone wanted to appear in person.

9. Old Business

a. CERB Update

Port Manager Dally advised that the included her CERB update as well.



10. New Business

a. Approval of Commission By-Laws

Commissioner Messing: Resolution 24.04 Port of Brownsville Approval of By-Laws per annual requirements.

Commissioner McEwan: Requested vote on. Made a motion to adopt resolution 24-04 as time was of the essence.

Commissioner Messing seconded motion. All ayes and no opposition.

b. Interlocal Agreement with Keyport

Port Manager Dally requested to renew interlocal agreement with Keyport to assist with repairs.

Commissioner Messing made a motion to approve. Commissioner McEwan seconded motion, subject to insurance is covered. All ayes and no opposition.

SAO Report:

Maintenance Supervisor Segerman reviewed the following phase one challenges awaiting reply is there too much included in the deposit, is there a need for a bill's registry, is a night drop at the bank safer than our office safe, and what strategic plan can be put in place for the marina.

Port Manager Dally then reviewed the following: cash transaction procedures, MOLO, Sage, and marina SAO policies in effect.

Job Descriptions and Job Goals:

Port Manager Dally reviewed the Receptionist and Accounting Administrator positions. Commissioner Messing advised will convene more on this subject at the following meeting.

11. Public Comment

Paul Rulifson wanted an update on the lease hold excise tax refund.

Commissioner Messing did not have any information on this at the time but can review it for the next meeting agenda.

Jack Bailey informed the light buoy is missing from the water. Port Manager Dally advised it is being repaired and then it will be placed back into the water at the designated location.


12. Executive Session

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

Commissioner Messing stated that this will take place from 7:30pm-8:30pm to discuss previously mentioned vouchers.

13. Close Meeting / Adjourn

Commissioner Messing closed meeting and recording concluded at 7:30pm



President / Commissioner



Secretary / Commissioner

Treasurer / Commissioner