



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

September 13, 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 August 16, 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 | 51016 – 51050 | \$101,086.30 |
| Electronic Payments | 8/19/2023 – 9/15/202 | <u>\$6,272.89</u> |
| Total Accounts payable | | \$107,359.19 |

| | | |
|-------------------------------------|---------------------|--------------------|
| Payroll & Payroll Liabilities: | | |
| Voucher Numbers | ----- | \$----- |
| Electronic Payments | 8/19/23 – 9/15/2023 | <u>\$33,899.25</u> |
| Total Payroll & Payroll Liabilities | | \$33,899.25 |

Total General Fund checks and electronic payments in the amount of \$141,258.44.

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.

Terryl Asla spoke on the upcoming Haunted Harbor event on October 27th and requested the Port's support. This will be the 8th year of the event, children from the area are invited and the event has averaged 500 children each year. He requested the Port consider providing free moorage for the visiting boats and decorated boats as well as provide children lifejackets for the event. They are expecting up to 20 boats from Navy Yacht Club Everett weather permitting. He stated he would be happy to provide additional information from past Haunted Harbor events to the staff and commission.

Mark Ruble commented to the commission that he made a mistake and was unaware that his neighbors were able to hear his outbursts. He apologized the commission and Port staff.

Cheryl Estep commented that she was incorrect and there are no No-Parking Signs or 72 Hour Parking Signs along the water front parking. She asked how the public would go about getting items listed on the agenda. Port Manager Dally responded that the pob@portofbrownsville.org email or her email robbyn@portofbrownsville.org would be the best options. Port Manager Dally then added that the submissions would be cutoff as of the Friday before a meeting to allow time to publish the agenda.

Wesley Parsons commented that the Port should move public comment to the end of the meeting to allow the public to comment on items discussed during the meeting. Commissioner Messing stated that there is an additional Public Comment listed on the agenda at the end of the meeting for that purpose.

Paul Rulifson commented that Haunted Harbor will be held on October 27th. Jingle Bell Dock planning is in the works. Pier Peer is also in the planning process for next year. The Brownsville Yacht Club has also voiced their support of the Port's ongoing seaworthiness checks.

PRESENTATION TO OR BY THE BOARD

(None)

FINANCIAL REPORTS

CPA Fancher gave an update on cash and investments ending August 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. The Port earned \$3,192 in interest from LGIP in August. YTD Gross Fuel revenues are down by \$153,734. YTD Moorage revenues have increased by 2.2% from the same period in the previous year. YTD boat ramp fees are coming in approximately 25% greater than the same period last year. The Port's net position has increased by \$158,732.41 from the August 31, 2022.



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INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager's Report – Robyn Dally presented the Manager's Report. A large picnic will be held in the Upper Park by Puget Sound Naval Shipyard. On Saturday there will be a wedding being held in the pavilion and upper park. Port Townsend Yacht Club will be visiting with 5 boats on September 18th. Two baby showers are also scheduled. The admin staff are working through the waiting list to fill vacant slips. There were two incidents this last month. First, staff member Mike Carlile was stung multiple times by yellow jackets after stumbling onto a nest in the upper park. On September 8th a customer, while trying to start a power washer, his hand struck his neighboring boathouse and cut his hand open requiring 11 stitches. Northwest Parking Equipment, who the Port contracted with for the payment kiosks, has not provided all information to Labor and Industries in order to allow the Port to close out the project. This should be completed in time for the October meeting. Seaworthiness checks are ongoing, but responses have been slow. The Port has received some input from the public on the logo redesign and will be reviewing submissions and suggestions. The Canochet Tugboat is still located at the Port and it still waiting on repairs and certification from Coast Guard. An injured seal was spotted on the breakwater and is being monitored by the Department of Fish and Wildlife and NOAA. The office admins are also being tasked with contacting customers on delinquent accounts.
- b. Commissioners Report – Commissioner McEwan commented that he recognizes there has been some pushback on the seaworthiness checks. Boaters are a community. The largest cause of boat fires are damaged or improper shore power cables, internal wiring, and heaters. It is clear to him that some boats in the marina have not been checked in 5 years. Zincs need to be replaced yearly to avoid corrosion. He urged the public to take this matter seriously and that it is something that needs to be done.

Commissioner Messing commented that he has been approached by the public and received pushback. The public was informed that these checks would be happening since the June 2023 newsletters went out.

OLD BUSINESS

1. Marina Management Software – MOLO Marina Management Software was approved to be purchased at the last commission meeting. It was found that the estimate was based on incorrect numbers. The correct numbers include 359 slips and more than 1000 ft on linear moorage inside of the breakwater. These changes increased the estimated cost to \$13,200. CPA Fancher expressed concerns that the software may not directly work with the Port's CASH Basis accounting system reporting. She would like to reach out to another Port that uses both a CASH Basis accounting system as well as MOLO. Commissioner McEwan motioned to approve the Port Manager to enter contract with MOLO for the increased amount based on the corrected numbers for slips and lineal moorage with the consideration that the software is confirmed to work with CASH Basis reporting. Commissioner Nye seconded the motion. All commissioners approved and none opposed. The motion passes.



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2. Road Sign Permit – Commissioner Messing stated that he has received preliminary approval for a sign along Highway 303. Work will now begin on getting the permits in place.
3. Port of Brownsville Logo Redesign – The Port is accepting proposals from the public and will be reviewing submissions.
4. RCO Local Parks Maintenance Grant – Port Manager Dally will be meeting with the grant manager of the program on Friday. Applications for the grant are due on Monday, September 18th. The Port's proposed maintenance items are asphalt repair, replacing tools, renovating the public restrooms, replacing park grills, and purchasing portable bollards to help block traffic for events. She would like to start closing bathrooms on Sundays as there is no staff to monitor them. The Port is currently lacking manpower to maintain them.

NEW BUSINESS

1. 2024 Budget – The first budget workshop was held today. The next workshop is currently planned to be held on September 21st. The current plan is to adopt the 2024 Budget on October 11th.
2. Boathouse Standards – As stated earlier in the meeting there was an injury do to the construction of a boathouse. There are currently no formalized standards set for boathouses outside of electrical standards and burnout panel requirements. Port Manager Dally is looking to formalize some standards together with the Commission. Commissioner McEwan commented that he feels electrical specifications would be a high priority.

PUBLIC COMMENT

Paul Rulifson questioned whether with the corrected number of slips in the marina if that would allow the Port to have more liveaboards. Port Manager Dally stated that the total number of liveaboards is based on the number of permanent slips rather than the total number of slips.

EXECUTIVE SESSION

At 6:55 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 7:40 PM the Commissioners came out of Executive Session.

Commissioner Messing made the motion to waive any work-product privilege that might apply to public records containing communications between the Port's former attorney, Neil Wachter, and the Washington State Auditor's Office that were requested by Eric Hood. Commissioner Nye seconded the motion. All approved and none opposed.



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CLOSE MEETING / ADJOURN

Next Regular Meeting is scheduled for October 11, 2023 at 6:00PM.

Meeting was adjourned at 7:41 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

Treasurer / Commissioner