



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

October 11th, 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, Admin Kat Segerman, 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 September 27th, 2023 Meeting Minutes, , 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	51051-51076	\$59423.64
Electronic Payments	9/16/2023 – 10/11/2023	<u>\$2754.42</u>
Total Accounts payable		<u>\$62178.06</u>

Payroll & Payroll Liabilities:

Voucher Numbers	-----	\$-----
Electronic Payments	9/16/2023 – 10/11/2023	<u>\$40936.38</u>
Total Payroll & Payroll Liabilities		<u>\$40936.38</u>
Total General Fund checks and electronic payments in the amount of <u>\$103114.84</u> .		

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.

PUBLIC HEARING FOR COMPREHENSIVE SCHEME UPDATES PURSUANT TO RCW 53.20.020

At 6:05 PM Commissioner Mathew Messing recessed the regular meeting into a Public Hearing for the 2023 Comprehensive Scheme Updates on RCW 53.35.020 and RCW 53.35.030.

Jan stated we have not made any changes since the last time we our final revision that we brought forward with you.

No public comment.

Commissioner Messing adjourned the Public Hearing and the Public Hearing was closed at 6:07 PM and the regular meeting was resumed.

PRESENTATION TO OR BY THE BOARD

(None)

FINANCIAL REPORTS

- a. CPA Fancher was unable to give an update as the port had a delay in getting the financial records from the banking institutions, and CPA Fancher is still in the process of reconciling. She is hoping to have the update prepared for the commission by Friday.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager's Report – Robyn Dally presented the Manger's Report. We have the Hunters Association of Puget Sound coming on Friday with four to five boats. We have a wedding in Upper Park and in the Pavilion on Saturday. We have Pumpkin Palooza on the 20th. We have the Navy Yacht Club in from the 27th through the 29th, Haunted Harbor on the 27th, and an Upper Park Rental on the 28th. For slips we have 20, 20 to 24's open, most likely those won't rent out until next boating season. We have fourteen others open, and we will be making additional calls this week. Kat has been calling all our tenants to remind them about their payments if we have not received them. She's also been making an effort to call anyone who's 30 days or 45 days late. We've seen some good success with collecting some of the outstanding rents. The kiosk covers came in. Maintenance is currently working on assembling those and figuring out how they are going to attach those. 2 1/2 weeks ago the roof on this building started leaking, Maintenance guys jumped on it, have sealed it and have resurfaced most of it. Currently deck maintenance has been going on, and they have done some maintenance on the pump out boat.



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- b. Commissioners Report – Commissioner Nye would like to use the second meeting to get caught up with our finances. Attorney Ruffatto recommends if the commission were to meet twice in a month this late in the year to notate them as a special meeting, or to mend the original resolution that set the meeting schedule and then they could be regular meetings.

OLD BUSINESS

1. Port Logo – The port is picking a new Logo; the designs will be posted at the office to be voted on by the people.
1. Resolution 23-14 - This is a resolution of the port of Bronzeville accepting the purchase of the payment kiosk from Northwest Parking Equipment as complete. Commissioner Messing motioned to approve the resolution. Commissioner McEwan seconded the motion.
The Vote:
Messing – Aye
McEwan – Aye
Nye – Aye

2.

NEW BUSINESS

1. Brownsville Yacht Club leasehold tax. – Paul brought forward that DOR has granted the Yacht Club an exemption to the leasehold excise tax going back to 2019. Stated that he had brought this to the Ports' attention in April. The YC is requesting the Port refunds the leasehold tax that has already been paid for. The YC also received confirmation from the Department of Revenue that yes, they are extending the exemption again for this year. Jan states there is one statement that needs to be added to issue reimbursement. Then amend 15 quarters. Once we submit that to the state, they will decide on it, they will remit the money to the port, and then the port would immediately remit it to the Yacht Club.
2. Haunted Harbor - a request for Commission action here from Brownsville Yacht Club, Haunted Harbor. The requested action is approval of allowable expense for promotional hosting event Haunted Harbor to be held October 27th, 2023. The club also promotes these visitors to donate canned goods for the local furniture food line. Finance Fiscal Impact report will provide one free night of mortgage up to \$1500 for the vessel owners who decorate their boat and actively participate in this event. It will allow the use of pavilion use the pavilion and one of the Port's outdoor heaters to the hosting club as a staging area free of charge. The port also provides personal flotation devices, flip jackets for the non-adult visitors to be used during the event free of charge, which the Port has in its store reaction. The Commission is asked to consider a motion authorizing the concession related to mortgage and the use of port property identified in this request for action supporting the Haunted Harbor. The commission is concerned about the gifting of public funds. The yacht club will be responsible for the LET for the slips. Commissioner Messing motioned to approve the resolution. Commissioner Nye seconded the motion.
The Vote:
Messing – Aye



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McEwan – Aye

Nye – Aye

3. Resolution 23-17, RFA leave policy - Port of Brownsville amending as personnel policy manual. So there was a statement in our leave policy that if an employee was absent for three days without pay, they would lose their vacation and benefits for the month. So, we have removed that. Going forward with this change, you will only accrue it on the hours that you worked or rather the hours that you are in pay status. Commissioner Messing motioned to approve the resolution.

Commissioner Nye seconded the motion.

The Vote:

Messing – Aye

McEwan – Aye

Nye – Aye

4. Resolution 23-15 - This is a resolution of the Board of Commissioners of the Port of Brownsville providing for acceptance, approval and adoption of the final operating and maintenance and capital budget for 2024 for RCW 533.05.30. Commissioner Messing motioned to approve the resolution. Commissioner Nye seconded the motion.

The Vote:

Messing – Aye

McEwan – Aye

Nye – Aye

5. Resolution 23-16, the Board of Commissions of the Board of Brownsville establishing the budget for 2024 and adopting the property tax levy for 2023 for RCW 84.55.120. Commissioner Messing motioned to approve the resolution. Commissioner Nye seconded the motion.

The Vote:

Messing – Aye

McEwan – Aye

Nye – Aye

6. Winter moorage - It's the liveaboard mortgage status that when people come in and they want to live aboard their boat through the winter here and it's turned out there's several people that are still here.

PUBLIC COMMENT

Paul- Wanted to express gratitude for approving Haunted Harbor. Cautioned the port of copyright infringements with our logos. And wanted to clarify that they are putting up posters of the event and talking to the schools in the district.

Jack- Would like us to look at the meters for electric usage. Would also like the port to be more diligent with when the flag should be lowered.



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EXECUTIVE SESSION

(None)

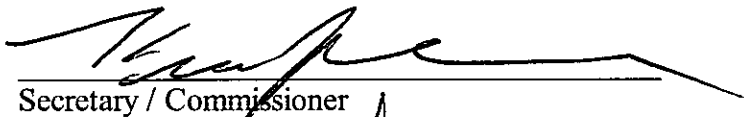
CLOSE MEETING / ADJOURN

Next Regular Meeting is scheduled for November 15, 2023, at 6:00PM.

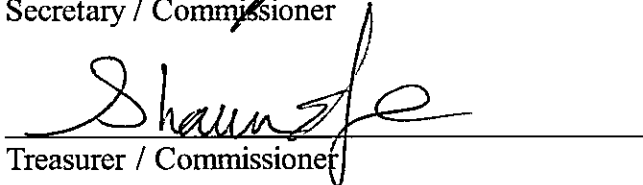
Meeting was adjourned at 7:19 PM.



President / Commissioner



Secretary / Commissioner



Treasurer / Commissioner