



Meeting Minutes
 Regular Meeting
 Port of Brownsville
 Commission Wednesday,
 March 13th, 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 Nye clarified resolution of 24-05. Commissioner Messing confirmed that will be addressed later. Commissioner Messing made a motion to approve the agenda. Commissioner McEwan seconded the motion. All ayes no opposition.

4. Approval of Consent

All matters listed under the 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. Approval of the October Meeting Minutes
- b. The following checks and electronic payments are approved for payment:

Accounts Payable:		
Voucher Numbers	51215 - 51235	\$70,107.78
Electronic Payments	2/26/2024 - 3/15/2024	\$14,276.41
Total Accounts Payable		\$84,384.19
Payroll & Payroll Liabilities:		
Voucher Numbers	-----	\$-----
Electronic Payments	3/1/2024 – 3/16/2024	\$30,955.88
Total Payroll & Payroll Liabilities		\$30,955.88
Total General Fund checks and electronic payments in the amount of		\$115,340.07

Commissioner McEwan asked if amounts were checked. Port Manager Dally stated that this week has not been finalized referred to Commissioner Nye to which he confirmed them. Commissioner Messing makes motion to approve the agenda. Commissioner McEwan seconded the motion. All ayes no opposed.

5. Public Comment

- a. Citizen Comments for items not listed on this agenda.
 - Paul Rulifson: Peer Pier went well with a turn out of over one hundred people and a lot of comments that they didn't know Brownsville was here.
 - Terry Asla: Went over an incident with a car being broken into and requested to have Resolutions put up online beforehand.
 - Sally Hass: Thanked everyone for attending the question-and-answer forum during the town hall. All commissioners agreed they had a good time. Then advised she had been reviewing Washington Public Ports in Port Governments and wanted to ask questions. She inquired about the vouchers, contracts of large value, and the processes associated with each of them. Commissioner Nye and Port Manager Dally gave the requested information.

Jack Baley: Commented on the following topics: vouchers can be requested to have detailed breakdowns, that the auditor position, resolutions should be presented earlier, and that the flag should be at half-mast for advertised officers' deaths.

6. Presentation to or by the Board

a. CERB Pre-Existing Conditions

Port Manager Dally reviewed the report from CERB, and the changes being proposed for the Kitsap County Strategic Plan. Advised that we will no longer be part of Bremerton GMA and will have more information in later meetings.

7. Financial Reports

a. Financial Picture

(None)

8. Information, Staff, and Committee Reports

a. Manager's Report

Port Manager Dally went over the fishing fleet, DNR boats, yacht clubs, and vacancies. MOLO meetings are to be started the following day. Announced adding a port calendar to the website. Starting April 1st, 2024, we will be charging a gate maintenance fee.

b. Commissioners Report

(None)

9. Old Business

a. 24-05 Resolution Definition of the Port Auditor

Port Manager Dally partnered with Attorney Ruffatto on designing the roll descriptions and the feedback that was given at previous meetings. Commissioner Nye called for a motion to approve. Commissioner Messing seconded. All ayes no opposed.

b. 24-06 Resolution Approving Description of Account Administrator

Commissioner Messing described resolution, advised this would be bringing it in house and move away from an outside CPA. Commissioner Nye commented on the overload of one person. Commissioner Messing made a motion to approve. Commissioner McEwan Seconded. All ayes and no opposed.

c. 24-07 Resolution Approving Description of Port Receptionist

Commissioner Messing described resolution. Port Manager Dally described the roll and schedule. Commissioner Nye and Commissioner Messing agreed beneficial. Port Manager Dally also mentioned summer helper as well only on weekends. Commissioner Messing made a motion approve. Commissioner McEwan seconded. All ayes no opposed.

10. New Business

a. Security conversation

Commissioner Messing opened discussion wanting to eliminate onsite security due to issues that occur during their shift as well as the cost. Commissioner McEwan agreed and discussed more lighting for the marina. Port Manager Dally advised she has contacted multiple service providers with no reply. Commissioner Messing made a motion to open the conversation. Commissioner Nye seconded. All ayes and no opposition.

Sally Hass spoke on wanting statistics on reports, action plans, and better surveillance.

Terry Asla spoke about not wanting to give up the security without a replacement.

Jack Baley stated we should talk to the supervisor at the security company.

Paul Rulifson elaborated on car incidents.

Cheryl and Sharon requested information on cameras. – Last names not provided for these individuals.

Commissioner Messing requested to send out an email for feedback.

b. 24-08 Resolution Approving Maintenance Supervisor

Port Manager Dally: Gave overview on why it is a needed position appointment and description of roll for Katerina Segerman. Commissioner Messing liked that it would be promoting from within. Commissioner Nye didn't agree and wanted someone with more experience. Commissioner McEwan stated that this gives Katerina Segerman the chance to show us what she can do and agrees with Commissioner Nye that this is a trial/temporary basis. Commissioner

Messing: This would be a six-month probationary period. Commissioner McEwan Moved to approve, Commissioner Messing seconded. 2 aye's one nay.

c. 24-09 Personnel Manual Overtime

Port Manager Dally gave clarification that this would be in the case of overtime if there is approved vacation or holiday already in play and someone gets called in. Commissioner Messing made a motion to approve as time is of the essence, Commissioner McEwan seconded. All ayes and no opposition.

d. Accounting Software Overview

Port Manager Dally gave status on various programs and advised Sage would be the best option for the port. Commissioner Messing made a motion to approve Sage purchase. Commissioner McEwan seconded. All ayes and no opposition.

e. 24-10 Procurement & Purchasing Policy (updated to meet June 2024 requirements)

Port Manager Dally would like to have more information on this in the coming months due to policy changes taking place in July. No vote needed at this time.

f. 24-11 Appointment of Port Auditor

Upon confirmation with attorney Port Manager Robyn and all commissioners agreed on the temporary appointment of Commissioner Messing. Commissioner Messing made a motion to approve the change effective March 15th, 2023. Commissioner McEwan seconded the motion. All ayes and no opposition.

g. BVYC LET Status

Port Manager Dally: Currently being reviewed and will follow up with Commissioner Nye upon completion.

h. SME Payment

Skipped

i. Tribal Payment

Skipped

j. Tim Herman & Mike Carile back PTO accrual

Skipped

k. Lighthouse Cleaning

Port Manager Dally requested to have the library removed for rental purposes. Commissioners approved books for donation.

11. Public Comment

Cheryl (Last Name Not Given) wanted to know the process for writing upcoming contracts. Port Manager Dally responded the contract with her comments goes to the attorney and then commissioners.

Paul Rulifson: Requested a transparent document for quotes to be presented for projects.

Sally Hass inquired about fuel prices. Port Manager Dally explained that is based on purchase price.

Jack Baley had concerns about the following: part time employees, Commissioner Messing being auditor even if only temporary, and that maintenance needs more respect.

Terry Asla echoed what Jack said about maintenance staff.

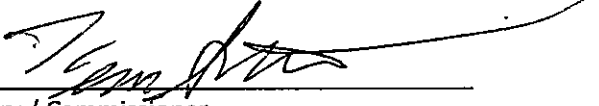
12. Executive Session

- a. Recess into Executive Session to discuss with Port legal counsel litigation and/or potential litigation including legal risks of a proposed action or practice under RCW 42.30.110(1)(i).

13. Close Meeting / Adjourn

Commissioner Messing adjourned open meeting at 7:55pm PST to start executive session.


President / Commissioner

A handwritten signature in black ink, appearing to be 'Tommy' followed by a stylized surname, written over a horizontal line.

Secretary / Commissioner

Treasurer / Commissioner