



Meeting Minutes

Regular Meeting
Port of Brownsville
Commission Wednesday,
June 12th, 2024, at 6:00 PM
9756 Ogle Rd, Bremerton,
WA 98311 And VIA ZOOM

1. Open Meeting / Call to Order

Commissioner Messing opened the meeting at 6pm PST.

2. Pledge of Allegiance

3. Approval of Agenda

Commissioner Messing made a motion to approve agenda as written, Commissioner McEwan seconded motion. All ayes and no opposition

4. Approval of Consent Agenda

All matters listed under the Consent Agenda 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 a separate discussion by a commissioner is desired, that item may be removed from the Consent Agenda and placed under New Business.

- a. Meeting Minutes from Nov 2023, December 2023, January 2024, February 2024, March 2024, April 2024 & May 2024
- b. The following checks and electronic payments are approved for payment:
- c. Accounts Payable:
 - i. Voucher Numbers 51281-51316 \$ 88,498.72
 - ii. Electronic Payments \$ 64,743.98
 - iii. Total Accounts Payable \$153,242.11
- d. Payroll & Payroll Liabilities:
 - i. Electronic Payments \$ 39,038.25
- e. Total General Fund checks and electronic payments in the amount of \$192,280.36

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

5. **Citizen Comments for items not listed on this agenda. LIMITED TO 3 MINUTES**

6. Commissioner Response to Citizen Comment

- a. This section is to allow Commissioners to respond to items that are not listed on the agenda that were brought up during the Citizen Comment period if they should so choose.

Sally Hass stated that she will have a date for the Beach Walk at the July meeting. She also gave information about the previous deck party the yacht club held and invited all to the next one scheduled for June 21st, 2024.

Commissioner McEwan advised that he would be like to be in attendance.

7. Presentation to the Board

(None)

8. Financial Reports

Port Manager Dally gave updates on Sage, DRS changes, audit preparation, and documentation.

a. Financial Picture

Port Manager Dally reviewed over year-to-date financials, bond balances, negative balances, and refund processes. Commissioner McEwan addressed the negative balances at the end of each month and the unpaid balances. Port Manager Dally advised would go over them more in the Manager's Report.

9. Information, Staff, and Committee Reports

a. Manager's Report

Port Manager Dally reviewed the current slip vacancies. She detailed the steps taken for delinquent accounts addressed by Commissioner McEwan as at thirty days the tenants get a phone call, at forty-five days they receive their first letter, at sixty days they are issued a sticker notice for their vessel, and at ninety days they get notice of seizure process. She then addressed the 2025 Budget and Tariff scheduling with tentative dates. She addressed the push back that she and the office have received in reference to the 11% late fee charged to open balance and reconfirmed with commissioners the ability to waive up to one late fee per year. She reviewed current status of security and issues associated with it. Concluding this portion with the online portal has been removed due to technical difficulties.

Maintenance Supervisor Segerman gave a report detailing the restoration of the historic house and the current removal of the rust from the breakwater. She further provided that she is doing the necessary research on redoing the platform leading to the breakwater. She announced new picnic tables and maintenance request forms.

Discussion held about status of electricity issues on B and D Dock and the steps that are being taken to address them.

Port Manager Dally advised of changes to be made to save some money.

Discussion held about tugboat.

Announced Potluck for port on July 4th, 2024.

10. Old Business

a. Fiber Installation

Fiber Installation to take the place at the end of July.

11. New Business

a. 24-18 Small Works Roster Direct Contracting Small Business Utilization Plan

Maintenance Supervisor Segerman advised of changes being made to roster and bidding requirements. Attorney Ruffatto elaborated further on the changes and the specifications of the plan itself. No vote took place.

12. Public Comment for items listed on the agenda. **No response from the Port during this period.**

David Holman commented on the following topics: late fee percentage, lack of communication, post boxes, and background checks.

13. Executive Session


a. Recess into Executive Session pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee.

14. Close Meeting / Adjourn

Commissioner Messing adjourned the opening meeting at 6:53pm PST.



President / Commissioner



Secretary / Commissioner

Treasurer / Commissioner