



MEETING MINUTES

Regular Meeting

Port of Brownsville Commission

Wednesday December 18th, 2024 at 6:00 PM

9756 Ogle Rd, Bremerton, WA 98311

And VIA ZOOM

1. Open Meeting / Call to Order

*Commissioner McEwen called the meeting to order. In attendance were Commissioner Ken McEwen, Commissioner Dan Kieta, Maintenance Manager Kat Segerson, Admin Stephanie Luther. Port Manager Robyn Dally, Bookkeeper Cecelia Kakela and Port Legal Peter Ruffatto attended via Zoom.

2. Pledge of Allegiance

*Led by Commissioner McEwen

3. Approval of Agenda

*Motion to Approve by Commissioner McEwen, seconded by Comm Kieta. 2 aye 0 nay.

4. Approval of Consent Agenda

*Commissioner McEwen read the Consent Agenda as written below. Commissioner McEwen made the motion to approve Consent Agenda, seconded by Commissioner Kieta. 2 aye, 0 nay.

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 November 2024

b. The following checks and electronic payments are approved for payment:

The following payments and checks are approved for payment from the Port's General Fund:

Payroll Checks	\$3,135.54
Payroll Direct Deposit	\$18,985.54
Payroll Liabilities	\$ 35,025.09
Electronic Funds	\$280,715.47
Accounts Payable Checks 51536-51569	\$150,065.21

For a Total Accounts Payable of: \$465,805.77

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

*Kevin Combs and Terry Asla spoke about Don Jacoby's boat. Kevin believes if "we had waited 4 more hours the boat would have gone down" and it is very bow forward. He is very concerned about this boat as last year \$600.00 worth of diesel was pumped into the vessel and has a lot of oil on it. The boat is pulling down the dock. Kevin called the Port office, and the office told Don to turn his pumps on but apparently he didn't. Per Port Manager Robyn Dally, the vessel is on the derelict list that we are working with CSD on. Comm McEwen asked if this was something we were aware of. Port Manager Dally stated this is the first time the vessel has gotten to that level. When Comm McEwen asked if POB had pumps in the shop, Maintenance Manager

Kat Segerson and Comm Kieta both stated that we are not allowed to touch the boat. Comm McEwen clarified that if the boat is a danger, we can help pump it out. Kevin said that right now the vessel is 2' down in bow. Port Manager asked Kevin Why was this not brought to her attention before it was brought to Commission. Kevin responded that he was in his tender in front of Don's boat and from that location Kevin called the Port Office and Maintenance Mike Carlile went to check on the vessel, asked Don to turn on his pumps. Apparently Don did not do so and as of 5:00pm the boat appeared to be at the same level. Comm McEwen thanked Kevin for bringing this front and center and immediately following the meeting, a walk would be taken to view the vessel and discuss what the next step is. Comm McEwen asked about electricity and where the owner is, Kat Segerson stated that this is very long complicated situation and she could explain it in detail after the meeting.

6. Appointment of Commission Positions

*Port Manager Dally explained that since the Port Commission President resigned, the positions need to be reorganized. Currently Comm McEwen is the Treasurer and Secretary and can not be all three. Comm Kieta is happy to be President and confirmed that Kat Segerson is allowed to sign checks in the absence of the Treasurer. Comm McEwen asked that Comm Kieta be added to the accounts and former Comm Messing removed, sooner than later. Comm McEwen moves that he remain as Secretary & Treasurer and Comm Kieta act as Commission President. Comm Kieta seconds the motion. 2 aye 0 nay.

7. Presentation to the Board

- a. None

8. Information, Staff, and Committee Reports

- a. Manager's Report

*HVAC for Fire Hall to be completed Thurs 12.19.24, after the New Year to begin working on the Historical House.

*Port Manager Dally had a meeting with Terry and Kathy about the Historical House, to see what kind of ideas they have since they are researchers and specialize in area history. Great Ideas on how to market the cottage itself and given some resources to look into for historic structures that could be used to help fund the improvements.

*Coming up on the end of Fiber. The goal is to be done by end of day Thurs 12.19.24 and the lines will be divided out for use.

- b. Maintenance Report

*Port Manager Dally spoke about a number of things Maintenance Manager Kat Segerson has been working on. Working with Jez on HVAC before the end of year, concerned a critical piece would not get here in time. James is the contracted electrician working on the GFCIs. Having an issue sourcing the correct ones, it may be something that has to be manufactured. Doing research

Comm McEwen asked what the electrician thinks may be the cause. One of the quotes is to put GFCIs in the pedestal so just that pedestal will trip not the full section. 50s found easily enough, 30s hard to find.

*Almost ready to send to legal for Review Camera Bids and Landscaping Bids.

*Comm McEwen brought back the Electricity issue. Asked if the wiring was done correctly when it was installed. James said it was wired weird, not incorrectly just not how he would recommend it be done. It does not need to be taken out and redone. From the transformers to the pedestals he said it could have been done more efficiently. The docks are wired differently, not uniform. Comm McEwen requested that going forward, instead of just supplying a bid Comm McEwen would like to see what is actually going to be done, why certain work would need to be done. Would like to know what is involved in installing the GFCIs into the pedestals. Comm Kieta stated that previously his understanding is that the electrical problems were because we were over-drawing, which is different than the GFCIs. James has not found any ground faults on our system. 4-10 vessels on a run of a transformer and when someone turns on an appliance, it trips the entire run of transformers. Instead, the GFCI would trip only that particular stanchion and the tenant would be able to turn it back on themselves instead of having Port staff come in after hours. McEwen: are the 5 or more boats on a particular transformer is exceeding the amperage rating. Our transformers are working like they are supposed to. The GFCI would alleviate that and the transformers would be a back up.

*Comm McEwen asked what the status is on the door closing actuator for the security door. Per Maintenance Supervisor Kat Segerson, Troy recommended a company across the water. The company is looking to find a new mechanism as the one we have needs to be completely replaced. Kat sent pictures

of the part we have in the office that was ordered months ago and the company doesn't believe it will work. Port Manager Dally stated that the opener in the office is now to go on the lower door of the Fire Hall. To be Handicap compliant for the temporary move of reception to the Commission Room while the office is being redone. The system on the door is hydraulic and no longer is that system allowed in the State of Washington. The replacement for the hydraulic system is also not one recommended for use in Washington State. The whole thing will need to be totally replaced. If Kat doesn't hear back from the current company by Thursday 12.19.24 10am, she will call others and start over.

9. Old Business

a. Fiber Installation

*Covered during Manager / Maintenance report

b. Heat Pumps

*Covered during Manager / Maintenance report

c. 24-30 Approval of Rules & Regulations of Port of Brownsville

*Peter Ruffatto discussed the Grievance Process in the Rules and Regulations. Creates confusion and complexity due to state and federal laws allowing for due process.

*Added in Events Policy

*Updated the liveboard section to line up with more of the public ports.

*Motion to approve by Comm McEwen, seconded by Comm Kieta. 2 aye 0 nay.

d. 24-31 Extension of Clarke Whitney Contract 1 year to end on December 31, 2025

*Clark has helped get the State Auditor reports done in a timely fashion and has been setting up the GL codes in Sage. Management would like to have all of our systems transferred over before hiring a new CPA to learn the Port of Brownsville. Max cost for Clark for the year of 2025 to be \$30,000.00. We will go through the full bid process for a new CPA before the start of 2026.

*Motion to approve by Comm McEwen, seconded by Comm Kieta. 2 aye 0 nay.

e. RFA Commission to take action by selecting a CERB option to move forward with for Maul Foster Alongi.

*Holding over for Jan 2025 Commission meeting. No decision made. Commissioners had many questions about the details of the grant. Confusion about how to get the market analysis for different projects. Comm McEwen would like to look at projects that will help bring in more yacht clubs, like a restaurant. He also has concerns about an RV park being desolate in the winter as well as a security problem due to an entrance coming off the Brownsville Highway. Comm McEwen said he has concerns about maintaining the property and projects we have much less a whole new area like an RV park. Much discussion ensued about the feasibility of a restaurant, daycare, shooting range. Comm McEwen believes MFA should have more input and market analysis before we look further into picking a project. He said he thought the Port would be able to submit a few ideas for market analysis, not just one due to how long this process is taking and the amount of the grant left.

\ f. 24-32 PRA Policy

*Motion to approve by Comm McEwen, seconded by Comm Kieta. 2 aye 0 nay.

10. New Business

a. 24-34 2025 Commission Meeting Dates

*Motion to approve by Comm McEwen, seconded by Comm Kieta. 2 aye 0 nay.

b. Security Contract/Bid Evaluation.

i. 24-35 Approval of Contract for Security Services.

*We only received one. Blue Star Security contract is less than currently paying to SAFE security. They are more tech knowledgeable and have a more reliable presence. Will be starting the first of the year.

11. Public Comment for items listed on the Agenda. No response from the Port during this period.

*Jack Bailey had a comment but it was not understood.

12. Executive Session

a. The Commission will now adjourn into an executive session to consider the minimum price at which real estate will be offered for sale or lease – RCW 42.30.110(1)(c)

*Executive Session to last approx. 30mins with the Public Portion of the meeting commencing at 7:45pm.

13. Close Meeting / Adjourn

*Commissioner Kieta adjourned the meeting at 7:46pm


Commissioner


Commissioner

Commissioner