



Regular Meeting MINUTES
 Port of Brownsville Commission
 Wednesday October 16th, 2024 at 6:00 PM
 9756 Ogle Rd, Bremerton, WA 98311
 And VIA ZOOM

1. Open Meeting / Call to Order
Called to order by Commissioner Dan Kieta, Commissioner Ken McEwen attending via Zoom.
2. Pledge of Allegiance
Led by Commissioner Dan Kieta
3. Approval of Agenda
Comm Kieta made the motion to approve the agenda as written, seconded by Comm McEwen. Passed.
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 August 2024 September 2024, 2.27.24 Special Meeting, 4.22.24 Special Meeting, 4.29.24 Special Meeting, 5.7.24 Special Meeting, 8.3.24 Special meeting, 9.10.24 Special Meeting, 9.18.24 Special Meeting,
 - 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 and Payroll Liability Electronic Payments in the amount of:			\$ 46,279.61
AND			
Accounts Payable in the amount of:			\$ 157,802.80
For a Total Accounts Payable of:			\$ 204,082.41
Last Check # issued:	51461-51489	10/11/2024	

Consent Agenda read and motion to approve by Commissioner Kieta, seconded by Commissioner McEwen.

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

**Sally Hass – in person at meeting. As a citizen / denizen speaking on behalf of the Brownsville Community Group, requesting support from the two commissioners in attendance to get a notice posted in the November newsletter: The Brownsville Community Group will be hosting a meeting on Saturday November 16 in the Brownsville Yacht Club. BVCG wishes to have an emergency response plan and how tenants can alert each other to an emergency. Captain Starkey from CKFD met with the*

Brownsville Community Group a couple of weeks ago. Directed to Robyn: if marina staff gets assigned to participate, group requests Joanie since she has a history of fire training.

*Jack Bailey – hand up over zoom call. As co-chair of a previous committee, had worked on emergency plan many years ago, it should be in the office somewhere. Also, is Commissioner Matthew Messing an excused absence?

*Wes Parsons – recently had a car broken into in front of the deli, couldn't pull the camera because of a password issue, has that been resolved so we can view the footage and help catch those responsible?

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 choose.

Response from Commissioner McEwen: In favor of a community meeting. Unfortunately, Ken will be unable to participate since he will be out of state. In favor of posting an announcement and having guidance from the fire department. Per Port Manager Robyn Dally, we cannot provide Port support for that as our insurance carrier, Enduris, will not cover anything if the public is touching Port equipment. We do not currently have a volunteer pathway forward to make this a viable solution. It is a liability to allow the public to use more than the fire extinguishers.

Discussion ensues between Commissioner McEwen, Port Manager Robyn Dally, Commissioner Dan Kieta regarding what Enduris Insurance would cover and what can be expected.

Clarification from Sally Hass: This is just for tenant / citizen emergency and disaster procedure, how to notify other tenants i.e. 2 blasts means come to the muster station, etc.

Decision: Port can't sanction a group that is formed in the community, putting an article in the newsletter is a form of support. Ok to put up fliers and notices.

*Commissioner Matthew Messing does have an excused absence for this meeting, per Port Manager Robyn Dally.

7. **PUBLIC HEARING** for the 2024 Operating, Maintenance, and Capital Budget Pursuant to RCW 53.35.020 and RCW 53.35.030 **(Meeting inside of a meeting)**

If approved tonight, the 2025 Levy is \$457,009. Kitsap County sent numbers 257 and 457 to Robyn, calculations based on new building, property tax changes, etc. This is the same levy rate every year and this is the projected 2025 number.

*Jack – hand raised via Zoom. "Have always asked for 1% over last year + new construction"

*Unknown meeting attendant – where are these numbers from? Per Robyn Port Manager,

*Wes Parsons – what happened to the cameras in regard to the car break in? Per Port Manager, the cameras are fried.

*Terry Asla – can you translate, how much do the rates go up? Per Port Manager, Robyn Dally, the result of the budget is the tariff. Playing catch up with county levy, to tariff, to Port budget.

Robyn reviewed Resolutions 24-26 and 24-27, with Legal Council Peter Ruffalo confirming.

Motion to close the Public Hearing for 2024 Operating, Maintenance and Capital Budget made by Comm Kieta.

Seconded by Comm McEwen. 2 aye 0 nay. Motion passed.

8. Presentation to the Board

- a. None

9. Information, Staff, and Committee Reports

- a. Manager's Report

Port Manager Robyn Dally: Financial picture. Quick books would not pull the report to fill for ytd or mtd. Should be in Sage by November. Getting data verified in ADP and then will get the budget loaded into ADP. Molo is fully integrated. Once the staff is fully comfortable, will start doing transient moorage online. Bug in Molo, caused some double billing and auto payments in October 2024. Molo fixed right away. Still in process of adjusting invoices from Quickbooks to Molo, please be patient. Stellar is the online software, please use the program on the POB website to book all park events. If looking for In-District rate, please contact the Port Office after booking online.

Port of Bremerton coming in Oct 24-27 for Haunted Harbor. Sloop YC coming in Oct 26-27 with 6 boats. CERB questionnaire results regarding additional revenue streams.

75% did not respond or did not respond in a way that we could evaluate.

Read results including: We asked for full transparency; I object to this survey as anything other than a starting point; we have been ignored and is not a good reflection on the Port."

The results were very disappointing and did not help direct us in a specific direction.

"Why should the port need additional revenue stream? Do one thing and do it well. Raise the levy and the port will be more stable." & "Try reducing our administrative expenses".

Port Manager Robyn Dally addressed quite a lot of these questions / complaints. Many concerns and financial questions were answered by stating what was Bond money vs Levy money etc.

25% acceptable answers: Have seafood shop? Restaurant, would love to have French fries. Taproom, firehall. Upper lot dedicated to dry storage. Brew Pub. Bait and Tackle. If you build it, they will come.

b. Maintenance Report

*A lot to talk about, no one specific to be addressed. *Working on getting electrician down here that knows marina electricity as well as on the approved list, Kat is working with Port of Kingston to find out who they use. Prior management and CPA did not pay electricity retainers. *Maintenance has had to clean human waste off the Waterloo walls. If continues, we will have to shut down the Waterloo since that is a HazMat issue. *Got permit for Fiber Optics, need Lumen to shut down the road. *Winter is coming. Please be aware that we have a number of boats and trying to keep electricity. Make a plan for your boat houses before snow. The Port can not go on tenant houseboat due to snow. *Vessel that sank last week. Please let us know if you see a boat even start to take on water. Waiting for DNR permission to move the boat and salvage. *When in doubt of fuel on a vessel, DO NOT MOVE the vessel. When move gas, vapors concentrate and increase risk of explosion.

10. Old Business

a. Fiber Installation

*Approval received. Once the service breakdown is received, the Port will be able to address potential billing issues.

b. Heat Pumps

*We can't use the oil heaters in either the Fire Annex or the Historical House per Robyn Dally.

*Comm McEwen made a motion to approved the Request for Action for HVAC contract authorizing Port Manager Robyn Dally. Comm Kieta seconded. 2 aye 0 nay. PASSED

11. New Business

a. 24-26 Adoption of 2025 Operating, Maintenance and Capital Budget

*Comm Kieta Propose motion to pass, seconded by Comm McEwen. 2 aye 0 nye. PASSED

b. 24-27 Adoption of 2025 Property Tax Levy

*Comm Kieta Propose motion to pass, seconded by Comm McEwen. 2 aye 0 nye. PASSED

c. 24-28 Changes to Personnel Manual (Holidays)

Need commissioner review and vote next regular session.

d. 24-29 Changes to Personnel Manual (Medical Coverage for Dependents)

Need commissioner review and vote at the next regular session.

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

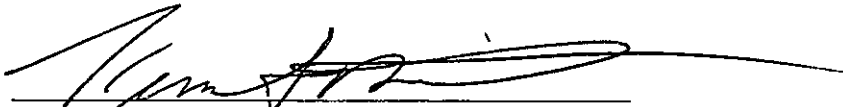
None at this time

13. Executive Session

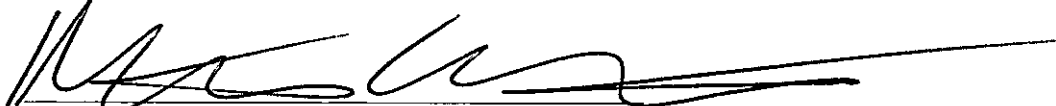
a. None

14. Close Meeting / Adjourn

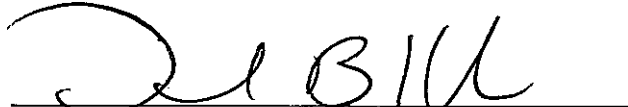
Meeting closed by Commissioner Dan Kieta and Commissioner Ken McEwen at 8:42pm 10.16.24



Commissioner



Commissioner



Commissioner