

PORT OF BROWNSVILLE

9790 Ogle Rd • NE Bremerton, WA 98311
Office: 360-692-5498 • FAX 360-698-8023

Commissioners:

Shaun Nye
Jack Bailey
Fred Perkins

February 13, 2019

CALL TO ORDER

Commissioner Shaun Nye called the regular session of the meeting to order at 6:03 PM. In attendance were Commissioner Jack Bailey, Commissioner Fred Perkins via phone, and Port Manager Matt Appleton.

PLEDGE OF ALLEGIANCE

Commissioners led pledge of allegiance.

APPROVAL OF AGENDA

Commissioner Fred Perkins made a motion to approve the agenda. Commissioner Jack Bailey seconded the motion. The agenda was approved unanimously.

APPROVAL OF CONSENT AGENDA

Consent agenda includes the Meeting Minutes for January 16, 2019, and 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 vouchers approved for payment are included in the audited and certified list and further described as follows: January 2019 General Fund voucher numbers 42100 through 42109 for a total amount of \$10,816.80 and February 2019 General Fund voucher numbers 42110 through 42147 for a total of \$107,614.08. Also approved for payment was January 2019 Electronic Transfer voucher numbers 2019-08 through 2019-10 for a total amount of \$5,763.42 and February 2019 Electronic Transfer voucher numbers 2019-11 through 2019-15 for a total amount of \$7,055.35.

Motion made by Commissioner Jack Bailey to approve consent agenda as written. Motion was seconded by Commissioner Fred Perkins. Motion was approved unanimously.

PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA

Jonathan Thomas commented on the recent weather saying that it was cold.

PRESENTATIONS TO OR BY THE BOARD

None

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FINANCIAL REPORTS

Port Manager Matt Appleton stated that he does not have the December report as of yet. He then questioned the Commissioners regarding what they would like to see on the reports going forward.

Commissioner Jack Bailey stated that he would like to keep the three-year comparison on future reports. Port Manager Matt Appleton agreed that was a valuable part of reports. He then went on to state that in December 2016 the Net Cash was \$989,917. In December 2017 the Net Cash was \$1,506,194 due to receiving a revenue bond. And in December 2018 the Net Cash was \$1,361,709, decreasing due to capital expenditures. Commissioner Jack Bailey and Port Manager Matt Appleton then began to debate whether or not the reports they have been receiving were in cash or accrual accounting.

Commissioner Fred Perkins stated that he would like to see the values in each separate account of the port and how the accounts change over the period.

Commissioner Shaun Nye stated that he would like to see a monthly comparison to better see short-term trends. Commissioner Jack Bailey stated a monthly comparison would not be valuable as the port is a seasonal business. Port Manager Matt Appleton agreed with Commissioner Jack Bailey.

Commissioner Fred Perkins questioned what the information on the December statements would be since those came from the past accountant.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached. Port Manager Matt Appleton will be traveling to Spokane for a seminar on the BIAS accounting software along with Commissioner Shaun Nye.
- b. Maintenance Report – Attached. No reports for Keyport, Illahee, or Waterman.
- c. Commissioners Report –
Commissioner Jack Bailey attended the All Ports meeting. The BIAS software was unable to be demonstrated, but he was able to get many questions answered regarding it.
Commissioner Jack Bailey reminded Port Manager Matt Appleton that the security guard has not been able to make it to the port due to the weather for the last four days. Port Manager Matt Appleton is communicating with the security company to get a refund or credit for those four days. Commissioner Jack Bailey stated that while he understands the trouble they faced, some positions are critical and three or more days is difficult to excuse. Port Manager Matt Appleton stated he understands the difficulties traveling. The County offices, schools, and many stores have been closed. Even some employees have required rides to work.
Tenant Ned Cook commented the port staff has been doing an excellent job keeping up with the weather and keeping the docks safe for everyone.
Commissioner Shaun Nye had no report.
Commissioner Fred Perkins had no report.

Committee Reports - None

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OLD BUSINESS

- a. Boat Compliance list – Matt Appleton stated that a few have come off the list but a few have been added. There was more discussion on the boats on the list. Commissioner Shaun Nye suggested looking in to new ways to resolve the derelict vessel issue. Commissioner Jack Bailey commented that if the boat is not a hazard the fine is an acceptable penalty.

NEW BUSINESS

- a. RFQ for New CPA – Port Manager Matt Appleton proposed posting a Request for Qualifications for a new CPA. He suggested allowing 60 days to gather bids. Commissioner Jack Bailey suggested waiting until Matt Appleton returns from the BIAS seminar to put out the RFQ. Commissioner Jack Bailey also proposed an RFQ for legal services. Commissioner Shaun Nye moved the decision to the next meeting.
- b. Resolution 19-02 – Port Manager Matt Appleton explained that a mistake was found in the Resolution 17-21 regarding the starting dates the port would switch from GAAP to Cash. This Resolution is to correct that error. Commissioner Jack Bailey moved to waive the second reading. Commissioner Fred Perkins seconded the motion. The motion passed unanimously.

PUBLIC COMMENT

No public comments.

EXECUTIVE SESSION –

- | | | |
|----------------|------|------------------------|
| a. Legal | None | RCW 42/3-/11-(1) (I) |
| b. Real Estate | None | RCW 42.30.110(1) (b-c) |
| c. Personnel | None | RCW 42.30.110(1) (f-h) |

CLOSE MEETING / ADJOURN

Next meeting is March 13, 2019 at 6 PM.

Meeting was adjourned at 6:45 PM.

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President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary