



PORT OF BROWNSVILLE

9790 Ogle Rd • NE Bremerton, WA 98311
Office: 360-692-5498 • FAX 360-698-8023
pob@portofbrownsville.org

Commissioners:

Shaun Nye
Jack Bailey
Fred Perkins

May 8, 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, Port Manager Matt Appleton, Port CPA Jan Francher, Port Office Manager Claudia Sharpe and Port Attorney Neil Wachter.

PLEDGE OF ALLEGIANCE

Commissioners led pledge of allegiance.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Consent agenda includes the Meeting Minutes for April 10, 2019, Special Meeting minutes for April 2, 2019, All Ports Meeting Minutes for April 22, 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: May 2019 General Fund voucher numbers 42264 through 42313 for a total amount of \$86,771.83. Also approved for payment was May 2019 Electronic Transfer voucher numbers 2019-34 through 2019-41 for a total amount of \$13,512.91.

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

PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA

Port Manager Matt Appleton requested to add something to the agenda. Commissioner Jack Bailey noted that it was late in the agenda to request this. Port Manager stated he understood but it was about the Port's credit card policy. Commissioner Jack Bailey made a motion to revert to item 3 of the agenda to vote on the approval of the agenda. Commissioner Fred Perkins seconded the motion and it was approved. Fred Perkins made a motion to add item b under New Business for Port's credit card policy. Commissioner Jack Bailey seconded and motion passed unanimously.

PRESENTATIONS TO OR BY THE BOARD

None



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FINANCIAL REPORTS

Port Manager Matt Appleton stated that the Port staff is taking more responsibility for financial reports and explained the bond automatic payment process. He added that the Commissioners would be shown an example in the next few days. The next payment voucher will be ready for signature on May 14 for the June payment. Claudia Sharpe added that this is something that has always been done but it was not visible to the Commissioners until now.

Claudia Sharpe gave the Cash Flow Statement, bottom half was last month and top part is current month. Balance on 3/31/2018 was \$1,336,704.20, the balance on 4/30/2019 was \$1,587,667.99 which is an increase due to property taxes being given to the Port. Matt Appleton noted that when the Bond payment was made that balance would decrease by approximately \$100,000.00.

Claudia continued to review the monthly reports and they are available upon request. Commissioner Jack Bailey stated he would like to see how fuel purchases affect the financial reports. Claudia Sharpe said that is in process.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached. Commissioner Fred Perkins asked about the empty slips that were vacated due to the fire. Matt Appleton said they are being subleased at this time. Commissioner Jack Bailey commented on the boat anchored out near the Port. Matt Appleton said the Bainbridge Police has helped with notifying him that he has 30 days at this present location and then he has to move at that time. Matt added that the neighbors are upset and have contacted the Port office, and he has informed of the laws regarding this. Ned Cook stated that the Purple Martins are back.
- b. Maintenance Report – Attached. Brownsville – Getting the Port grounds in good shape, have installed the finger pier that was damaged during the fire. Keyport – no report. Illahee – fixed lighting problem. Waterman – no report.
- c. Commissioners Report – Commissioner Fred Perkins stated he had no report for this meeting. Commissioner Jack Bailey he would be attending the WPPA meeting in Spokane on May 14, 2019. Commissioner Shaun Nye said he would also be attending the WPPA meeting in Spokane. Commissioner Fred Perkins noted that checks and vouchers have to be signed by the commissioners on May 14. Commissioner Shaun Nye and Commissioner Jack Bailey said they would be available in the morning for this task.
- d. Committee Reports – Matt Appleton stated that the first BAD Meeting is May 14 at 5 PM. Commissioner Fred Perkins will be the commissioner heading this committee. Marjorie Rowland said there would be challenges this year with Car Show coordinator and volunteers. Commissioner Shaun Nye said his family members that volunteered last year will be volunteering again this year.

OLD BUSINESS

- a. Boat Compliance list – Matt Appleton reported that the Port Attorney has sent a compliance letter to the owner of E-55.



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- b. Resolution 19-04 – Delegate a Port employee to transfer money between accounts at the Kitsap County level. Commissioner Jack Bailey moved to table this resolution to August meeting. Commissioner Fred Perkins seconded and motion passed unanimously.
- c. Port Auditor – Matt Appleton stated it is a law that the Commissioners appoint a Port Auditor. He suggested Claudia Sharpe be the Port Auditor since she has been involved in this process already and there have been checks and balances put in place. He added that he would like to recognize Frank Dalton for all of his years of service to the Port performing this task. Commissioner Jack Bailey stated he would like to see a resolution expressing this appreciation. Commissioner Jack Bailey made a motion to appoint Claudia Sharpe as Port internal auditor effective May 9, 2019. Commissioner Fred Perkins seconded the motion. Commissioner Fred Perkins explained that further research in this position has satisfied him and the other commissioners on the balances and checks now in place. Commissioner Jack Bailey stated he thought maybe two people should have this position but he was in favor of this appointment. Motion passed unanimously.

NEW BUSINESS

- a. Resolution 19-05 – Changes to Rules and Regulations, time for review. This is the first reading.
- b. Port Credit Card – Matt Appleton explained that the current Port credit card is expiring before the next Port Meeting and he has found a bank that will issue a Port credit card without attaching it to a person. The bank is in Gig Harbor but after set up there would be need to go to the bank. Jan Francher brought up that this bank did not attach to a person. Matt requested a motion to allow him by signatures of the Commissioners to establish this credit card account. Commissioner Shaun Nye requested Port Manager Matt Appleton read the credit card policy. Jan Francher explained this was needed to get the Commissioners credit cards for their trip in June. Marjorie Rowland asked if the Amendment A attached to the motion with signatures is existing or new. Matt Appleton said that it is a new policy and could be enacted by a motion. Matt said he could bring the attachment as a resolution to the next meeting. Port Attorney Neil Wachter stated if this was going to be a resolution it would be urgent for tonight. Commissioner Jack Bailey made a motion to provide written authorization to apply for a Port credit card. Commissioner Fred Perkins seconded the motion. Motion approved unanimously.

PUBLIC COMMENT

Joe Palme was there to address to the Port the concerns over the conditions of certain boats but after hearing what is happening at this meeting his concerns are lessened and he will pass that on to others that are concerned.

Port Attorney Neil Wachter thanked the Port Manager Matt Appleton for giving him a tour of the facility. He said he has a better understanding of the Port and viewed the area where the fire took place. He said it was a testament to the community for handling this event. Commissioner Jack Bailey agreed with his statement and added what this Port has in place is the reason the fire wasn't worse.

Next meeting is at the same time as the financial seminar. Port Commissioners agreed to move the next meeting to June 11th, Tuesday, and it would be held at the Port Annex.



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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 May 8, 2019, as scheduled.

Meeting was adjourned at 7:04 PM.

President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary