



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

August 14, 2019

CALL TO ORDER

Commissioner Shaun Nye called the regular session of the meeting to order at 6:02 PM. In attendance were Commissioner Jack Bailey, Commissioner Fred Perkins, Port Manager Matt Appleton, Port CPA Jan Francher, and Port Attorney Neil Wachter.

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 motion passed unanimously.

APPOINT JOE DABELL AS PORT AUDITOR

Jack Bailey made a motion to appoint Joe DaBell as Port Auditor. Fred Perkins seconded the motion and motion was approved unanimously.

APPROVAL OF CONSENT AGENDA

Consent agenda includes the Meeting Minutes for July 15, 2019, All Ports Meeting Minutes for July 2019, Study Session Meeting Minutes for July 31, 2019, Special Session Meeting Minutes for July 31, 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: July 2019 General Fund voucher numbers 42441 through 42498 for a total amount of \$185,532.80. Also approved for payment was July 2019 Electronic Transfer voucher numbers 2019-60 through 2019-68 for a total amount of \$20,402.59. 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

Ed Wurden said that the Port did not have a depth sounder and they should purchase one. He said he would purchase one for the Port if they could not. He also reminded the Commissioners about the maintenance items that are not getting done and he has the list if the Commissioners would like to see it. He stated that 75% of the maintenance has been neglected for 30 years and the Commissioners should be focused on that rather than purchasing property.



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PRESENTATIONS TO OR BY THE BOARD

None

FINANCIAL REPORTS

Port CPA Jan Francher discussed the Cash Flow Statement that was presented to the Commissioners. As of June 30, 2019, the balance was \$1,549,875.59. As of the end of July 31, 2019, the balance was \$1,590,701.45. She stated that the State Audit is scheduled for October 28, 2019, for 2017 and 2018. Fred Perkins explained why the 2017 audit had to be redone. Report is available upon request.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached. Fred Perkins how much of the fuel was pumped with one dispenser and Matt Appleton said most of it. Jack Bailey asked if there was a dumpster could there be signs posted no liquids in dumpster. Matt Appleton said that the staff watches the garbage to make sure something liquid is removed immediately.
- b. Maintenance Report – Attached. Brownsville – Staff has been organizing storage. A boat hit one of the fuel dispensers and broke it. Keyport – no report. Illahee – no report. Waterman – no report.
- c. Commissioners Report – Commissioner Jack Bailey said he had attended the WPPA Commissioners Conference and there was a strong suggestion about Port finances and from the Financial Seminar. The main thing was that everybody should be financially informed which is what the Port is doing. He also said that some Ports are thinking about going from Cash Basis to Accrual since it is easier for Port Commissioners to understand. He said he received a call about the property across the bay from the Port and the Peninsula Conservancy is working on getting that piece of property and they may be sending someone to the Port to discuss that plan and looking for support. They are looking at putting in walking trails and that would be good for the community.
Commissioner Fred Perkins said they had a study session last month and one of the goals was a strategic plan to focus on what needs to be done in the next few years and out in the future. An example is the boat ramp was tied to the Main Walkway in the grant application and therefore the Port needs to focus on that. He added that knowing finances as Commissioner Jack Bailey talked about is high in importance. He reviewed what the Port has gone through concerning financial changes in this year. It is important to know where the Port is going financially after the 2017 and 2018 State Audit. Commissioner Shaun Nye agreed with the other Commissioners that financial knowledge has increased and the groundwork is being laid for future financial stability. Commissioner Jack Bailey said the Study Session they had was one of the best meetings he has been to in a long time and something he has wanted for a long time. He said the Comprehensive Scheme is a plan but there is nothing firm. The strategic plan focuses on what is needed.
- d. Committee Reports – Recording Secretary and Event Coordinator Marjorie Rowland gave the report on Brownsville Appreciation Day 2019. She stated the next meeting is August 20, next Tuesday at 5 PM in the same room. The hard spots are the Art Show prize money and \$859 is needed. Commissioner Fred Perkins said he would give \$125. Commissioner Jack Bailey stated he would give \$150 and Commissioner Fred Perkins said he would match that amount. Commissioner Shaun Nye stated he would match the \$150. Marjorie Rowland continued saying volunteers were needed in all areas including the Dunk Tank. There are no volunteers to be dunked at this time. She said Sally



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Hass has agreed to coordinate the Car Show but Marjorie requested some help from a car club or motorcycle club to help with the Car Show. She said there are some things that have been discussed but nothing is before the committee for approval. Commissioner Jack Bailey said he had been contacted by a car club member and he would contact him to know the Port's needs. Marjorie Rowland stated that the event date is September 28 which is a little over a month away and the committee needs to start finalizing things. She stressed the August 20 meeting is crucial. Commissioner Shaun Nye said he had 2 volunteers that will attend the meeting. Mylie Dahlke stated she has a son at Brownsville Elementary and she committed to raise \$300 for the Art Show. Marjorie said there are sign-up sheets in the Office. Tammy Cox said that in the past the sign-up sheets were at the Deli or at the Brownsville Yacht Club. Matt Appleton said he attended a Brownsville Yacht Club meeting and handed out the sign-up sheets. Marjie said that to her knowledge they have always been in the office but they can be put at the Deli if they agree.

OLD BUSINESS

- a. Boat Compliance list – Matt Appleton reported that he sent out second round of letters. He continued on with details of certain boats that were either in arears or owned by the Port for selling or scraping. The big boat has been looked at by a few organizations and they are interested in taking ownership of that vessel.
- b. Resolution 19-05 – Changes to Rules and Regulations. Matt Appleton stated that this has been reviewed many times. Commissioner Fred Perkins asked if Section 10 is an addition and Matt replied yes. Commissioner Shaun Nye asked Matt Appleton to read Sections 10 which he did. Jan Francher asked how section 10 incorporated the desire of the Port to have the insurance coverage. Matt Appleton stated it is in the Rules and Regulations already. Commissioner Fred Perkins made a motion to approve the Resolution 19-05, Changes to the Rules and Regulations. Jack Bailey seconded the motion. Port Attorney Neil Wachter pointed out the term “denizen” is still prevalent in the changes and it was part of the policy change to change it to tenant. After some discussion it was decided to table the motion until the next meeting and after further review.
- c. Budget– Matt Appleton stated has been at the last two meetings and there needs to be a public meeting set for September 15 for the budget and one before October 8. Commissioner Fred Perkins asked why it was necessary to call a special meeting. Matt Appleton explained the criteria has changed for submitting it to the county. Commissioner Jack Bailey stated the Port has submitted it in November in the past because the county was late in getting the tax numbers to the Port. Commissioner Shaun Nye said a schedule for the meetings can be discussed at the end of the meeting. Commissioner Fred Perkins stated the normal meeting date for Port meeting in October is October 9. Matt Appleton said that wouldn't work because it was one day late. Commissioner Fred Perkins said everyone is reasonable so it is silly to have 2 meetings in October. Matt Appleton referred the response of this to the CPA or Port Attorney. Jan Francher said it is a requirement. Commissioner Fred Perkins said it is something to discuss as they go through the calendar.
- d. Resolution 19-07 Tariff – Matt Appleton stated this is the second reading and it does not have to be voted on tonight. Commissioner Jack Bailey stated that the Port has continually taken less than the Cost of Living Rates and after some years that amounts to a large sum of money. He added that this contributes to the financial situation the Port faces now. He discussed the need for dredging the marina to continue to launch boats. He said it has been 30 years since the Port has



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been dredged. He added that there have been increase in some things that the Port has no control over such as insurance. He stated that a 10% increase is needed. Jan Francher stated that her review of the budget showed that it was favorable to the Port's goals. Resolution was tabled until next meeting.

- e. Deli Lease – Matt Appleton requested permission to hand this over to the Port Attorney for review of a new contract. This lease expires on December 31, 2019. Commissioner Jack Bailey stated there needs to be a review and make sure the terms and conditions have been adhered to. Port Attorney Neil Wachter read the terms of the lease concerning renewal and said this current lease cannot be renewed. It has to be a new lease.

NEW BUSINESS

- a. Resignation of Recording Secretary – Recording Secretary Marjorie Rowland read her letter to the Commissioners resigning as of August 30, 2019. She noted that she has been recording secretary since June 2003. Commissioner Jack Bailey stated that he appreciated working with Marjorie throughout the years. He said she will be missed.

PUBLIC COMMENT

Matthew Gardner-Brown said he heard there is a boat compliance list but no one has seen it. Is it something that can be made public or is it a commissioner only list? Matt Appleton said he could come to the office and he would share the list. Commissioner Fred Perkins asked for a recommendation and Matthew said that he thinks it should be posted in the monthly newsletter. This list is causing concern amongst the boat owners and it should be made public if the ones on the list are not complying with the rules. This should be transparent.

Matthew addressed the 10% raise that Commissioner Jack Bailey discussed and said that for the past 2 years there have been raises to the boat owners and he would like the commissioners to reconsider any raise this next year.

Tammy Cox stated that the 10% is not right and it will drive people out if there are raises 3 years in a row. She also agreed that a boat compliance list should be made public. Matthew Gardner Brown says making this public will keep people in line and keep opinion out of it as to what is good looking boat and what is a bad looking boat. Matt Appleton requested Matthew to come into the office so there is a better definition and understanding of what the boat compliance list is. Commissioner Shaun Nye requested Matthew to come into the office to meet with Matt on this subject.

Joe Palme brought up the items that Ed Wurden had said were neglected maintenance items and asked what the Commissioners are going to do about it. He stated he thought it was the Commissioners job to tell Matt what his priority is and what needs to be done. He went on to say about the property across the street that Commissioner Jack Bailey was discussing, that the type of money should be put back into the marina. He said he has not seen any response from the Commissioners from complaints or suggestions about the maintenance of the marina. Joe then asked how many boats does the marina owned. Matt



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Appleton answered 3 but it will soon be 1. Joe then asked if this Port was following the guidelines from the Port Authorities on the Rules and Regulations because at the Port of Poulsbo you don't see any boats that are in bad shape. He then went on to ask about the Commercial trucks that park out by the launch ramp for all day waiting for a boat. He said the Port should be charging them for this. That is one way the Port could get more money. He then stated that he would like to see on the next agenda some kind of statement of what the boat owners have been talking to the commissioners about because he has never seen a follow up. Commissioner Fred Perkins addressed the first and last comment. He said the commissioners are elected to do the right thing for the Port but the public may not see it all. He said he talks to Matt on a regular basis and suggestions such as the depth sounder will be taken to the commission for a vote. Comments do not fall on deaf ears. Joe Paling went on to describe how an item on the agenda keeps getting postponed because the Commissioners have to research. Commissioner Shaun Nye thanked Joe for his comments and the Commissioners have heard them.

Mylie Dahlke said she has lived in the Port District for 8 years and thanked the Commissioners for what they have done and asked what she can do to help the commissioners to make the Port more prosperous. She applauded the Commissioners for all the improvements that have been made to the marina even though there were complaints about closing the boat ramp it was the right thing. Commissioner Fred Perkins said come to meetings and get involved in committees. Marjorie Rowland said the Port needs an Event Coordinator for BAD next year since this is the last year she will be doing it.

Marjorie Rowland said she wanted to address some of the things that have been addressed here. She said that Mr. Ed Wurden comes to the meetings and throws out maintenance items that aren't getting done all the time even though he knows there is a Maintenance Plan that is developed and being revised all the time. Mr. Wurden has seen the plan and he thinks it's great but he continually comes to the meetings and complains. She said she did not hold any credence in his statements. She said she wanted the other people to know that this is not something new and the things Mr. Wurden have brought up have been acted on in the past.

Commissioner Jack Bailey stated that the commissioners are not supposed to get into a debate at these meetings. The Commissioners operated under RCW 53 and are directed by the State, the commissioners are elected and manage the Port. He said the goal is to keep the marina filled and work with people that are on the boat compliance list and getting rid of a boat is an expensive process.

Commissioner Fred Perkins said there is tension in the room and that means the Commissioners care. The commissioners will take these comments and move on what needs to be done. He said that he wanted to recognize everything that Marjorie Rowland has done for the Port and she will be missed.

Commissioner Shaun Nye said there would be a 15 minute recess and then the executive session would begin for 45 minutes discussing personnel and real estate and there may be a decision made from the executive session. Regular session was adjourned at 7:24 PM. At 8:54 PM the commissioners said the executive session will be in session for another 45 minutes and there will be no discussion on real estate.



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EXECUTIVE SESSION –

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

The executive session was adjourned at 9:09 PM and regular session was reconvened. There was discussion on meeting dates.

CLOSE MEETING / ADJOURN

Next Meeting September 18, 2019, as scheduled.

Meeting was adjourned at 9:15 PM.

President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary