



PORT OF BROWNSVILLE

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

Commissioners:

Shaun Nye
Fred Perkins
Jack Bailey

June 10, 2020

CALL TO ORDER

Commissioner Shaun Nye called the regular session of the telephone meeting to order after some technical difficulties at 6:17 PM. In attendance were Commissioner Jack Bailey, Commissioner Fred Perkins, CPA Jan Fancher, Interim Port Manager Wendy Smith, Port Auditor Joe DaBell and Port Attorney Neil Wachter.

PLEDGE OF ALLEGIANCE

Commissioners led the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Perkins made a motion to approve the agenda as written. Commissioner Bailey seconded the motion. Motion was approved unanimously.

APPROVAL OF CONSENT AGENDA

Consent agenda includes the Regular Meeting Minutes for May 2020 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 2020 voucher numbers 42995 through 43000 for a total amount of \$6,335.06 Also approved for payment was June 2020 voucher numbers 43001 through 43034 for a total amount of \$144,710.98 and electronic transfer voucher number 2020-41 for a total amount of \$1,393.94 and June 2020 electronic voucher numbers 2020-42 through 2020-47 for a total amount of \$9,606.39.

Motion made by Commissioner Perkins to move the approval of the regular meeting minutes under new business and approve consent agenda as written. Motion was seconded by Commissioner Bailey. Motion was approved unanimously.

PRESENTATIONS TO OR BY THE BOARD

None

FINANCIAL REPORTS

CPA Fancher provided the financial report for May 2020. CPA Fancher also suggested the Port think about becoming their own treasurer as opposed to utilizing the County Treasurer for these services. CPA Fancher gave some updates on SAO reporting and audit dates. The State Auditor informed the Port that they were adding 2019 to the 2017/2018 scope. State Audit reports are to be issued August/September 2020.



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INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager's Report – Attached. Wendy Smith reported on the various happenings at the port in the last month.
- b. Maintenance Report – No maintenance report this month.
- c. Commissioners Report – Commissioner Perkins wanted to compliment the staff working on the audit and finances. Staff is shorthanded and have been doing a great job keeping up on everything. Should be hiring for summer help soon. Commissioner Bailey wanted to ask about the port manager advertisement and if it was on our website? Interim Manager Smith suggested this be discussed when the item comes up on the agenda. Commissioner Bailey talked again about the picnic tables and lack of social distancing. Wants to see a policy about interfacing with public and wearing masks.

OLD BUSINESS

- a. Boat Compliance list – Joe DaBell gave highlights of the compliance list.
- b. Hiring of the Port Manager – Commissioner Perkins would like to know if this has been on our website. Interim Manager Smith said we have been advertising on WPPA and LinkedIn. I also wanted the ad on the website. There have been 13 requests for the package. Three application packets have been sent in and Joe has received another couple in the office. Commissioner Bailey would like to see the ad on the WFOA Site also. Commissioner Perkins would like the packets electronically. Commissioner Nye would like to do a work session once we have received a number of applications.
- c. Emergency Resolution – 20-05 – Interim Port Manager Smith asked if this resolution should be terminated as the county has moved into further phases. Commissioner Nye suggests keeping the resolution in place so we can react quickly. Commissioner Perkins agreed.

NEW BUSINESS

- a. CPA Contract Extension – Commissioner Nye gave history and background on CPA Fancher and her contract is due to expire. Asked CPA Fancher to discuss her contract. CPA Fancher commented that this contract was due to expire just after the 2019 statement was filed. CPA Fancher expressed her personal goal is to train Joe to take on some of the tasks she is currently performing. There is a lot of unfinished business still in the works at this time. She also mentioned the State Parks Grant submission. CPA Fancher has frozen her rates for the next year also. Her desire is to be extended but her contract is flexible. Commissioner Perkins asked about the current contract and when it needs to be renewed. The contract extension is for one year. Commissioner Bailey expressed concern about the out of cycle dates. Would like to see this contract back on schedule for annual renewal. Would like to see a contract for six months, and then an extension for an additional year is necessary. Commissioner Perkins made a motion to renew CPA Fancher's contract for an additional year. Commissioner Nye seconded the motion.

The Vote:

Commissioner Nye: Aye

Commissioner Perkins: Aye

Commissioner Bailey: Nay



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Motion Carries.

b. Becoming our own Treasurer

Commissioner Nye gave some background on this issue and the history with Kitsap County and previous meetings. Has been researching this issue and having discussions with local banks. This is an important step and he would like the entire commission to agree on this issue. Auditor DaBell said that this issue has been brought to his attention since last fall. He said it seemed intimidating to change over and make sure the automatic payments transfer correctly. Joe brought up issues that the county swept the account for election payments without notice or backup. NSF's that occurred but the county never informed the Port. Joe feels that there is a big lack of control using the County. CPA Fancher brought up several further examples of control and ability to invest the Port's funds in accounts earning more interest than being limited to the county fund only. She brought up a limited staff trying to deal with the county timelines and work within these constraints. Commissioner Bailey recalled looking at this in the past and there was an accepted list of banks that are approved. Commissioner Nye has the list and contact Timberland, Liberty and Kitsap Bank. Commissioner Perkins would like to see us control our own destiny with a bank who is committed to us. Knows that this a process to get through it. Interim Manager Smith gave her personal account of being your own treasurer. Gave an example of the Port of Shelton's investment account earning only .02%. Local Government Investment Pool was earning well over .50% earning thousands of dollars. Ability to switch was allowed due to the fact that they were their own treasurer and not relying on the county to make those decisions. One commissioner is appointed annually as the treasurer. Commissioner Nye has the packets from each of the banks for each commissioner's review.

c. May 2020 Minutes (moved from consent agenda)

Commissioner Bailey had a revision to the minutes. Last page, paragraph, Sally submitted – later in the paragraph especially the property at 9756 Brownsville Hwy, this is owned by the Port. If she is referring to Jack Bailey's property his address is 9736. Future land acquisitions are not discussed openly because of the potential for the property to escalate in cost. Joe DaBell made the change on the spot.

Next month is scheduled for July 8 – the county reports do not come out until later so Commissioner Nye would like to move the meeting to July 15 @ 6PM.

PUBLIC COMMENT

Sally Hass

Said thank you to Commissioner Nye for having a phone conversation before Memorial Weekend. She stated that Commission Perkins announced closing of the office and fuel dock in October and he cited further maintenance outside of fueling and customers. She and others see this as the same cost but less service. Feels that you owe the 15 tenants a response to pending maintenance projects. She also stated that three weeks ago she left a letter in the office for Commissioner Bailey inviting him to a one-on-one discussion but realized he doesn't pick up mail from the office. Sent the same letter to your home. Continues asking for improved communication with commissioners, cited the commissioner resource guide from 2009. Suggests that communication is key.



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Carol Tripp – Port of Poulsbo

Wanted to congratulate the commission for considering becoming their own treasurer. The Port of Poulsbo became their own treasurer a couple of years ago and she will share all of their documents. The process was not greatly involved. Banks will often match or beat current rates. They use Timberland Bank.

Commissioner Perkins

He stated that there has been a lot going on for the last eight months. Patience is important. Input has always been taken and never ignored.

Commissioner Nye

Echoed Commissioner Perkins comments.

CLOSE MEETING / ADJOURN

Next Regular Meeting is July 15, 2020.

Meeting was adjourned at 7:50 PM.

President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary