



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

Commissioners:
Jack Bailey
Fred Perkins
Bob Kalmbach

April 13, 2016

CALL TO ORDER

Commissioner Jack Bailey called the regular session of the meeting to order at 6:00 PM. In attendance were Commissioner Fred Perkins, Commissioner Bob Kalmbach, Port Manager Jerry Rowland, Maintenance Supervisor Matt Appleton, Port Attorney John Mitchell and Port Accountant Dennis Bryan.

PLEDGE OF ALLEGIANCE

Commissioners led pledge of allegiance.

APPROVAL OF AGENDA

Commissioner Fred Perkins made a motion to approve the agenda as written. Motion seconded by Commissioner Bob Kalmbach, motion was approved unanimously.

APPROVAL OF CONSENT AGENDA

Consent agenda includes the 16 March 2016 Regular Meeting minutes, 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: April 2016 voucher numbers 40037 through 40095 for a total amount of \$98,377.12. Also approved for payment was April 2016 Electronic Transfer voucher numbers 2016-24 through 2016-33 for a total amount of \$20,341.68

Motion made by Commissioner Fred Perkins to approve consent agenda. Motion was seconded by Commissioner Bob Kalmbach and motion was approved unanimously.

PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA

Jonathon Thomas reported on the Kitsap Maritime Heritage Foundation (KMHF) and reviewed of March events. Central Kitsap School district accepted the KMHF as a partner in the STEM program. Bob Kalmbach asked for the full definition of STEM and Jonathon replied Science, Technology, Engineering, arts and Mechanical. The KMHF is an official member of the West Central Local Integrating Organization of the Puget Sound Partnership, which means KMHF is meeting with other entities and agencies and talking about how to provide education and knowledge about the Puget Sound. It is a state organized group and they are happy to have KMHF as part of the group. Also, KMHF was accepted as an associate member of Washington Maritime Federation. In ten years the maritime industry will be looking for employees. Maritime industry brings 37 billion dollars to the Puget Sound area and many maritime jobs, even on shore. Jonathon has been meeting with Pacific Maritime Association which brings in the large vessels/cargo ships, and they are interested in the maritime education of grades Kindergarten through 12th grade. Jonathon said that KMHF did attend the STEM night at the Brownsville Elementary



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school on March 30th. Kids were lined up to experience the mechanical advantage demonstration that KMHF presented there. Pictures are available on CK District Facebook site. An update was given on the schooner Fiddler’s Dream. They are getting ready to laminate the chart house and main hold beams. Jonathon encouraged everyone to go to the KMHF Facebook page. Tall ships, Lady Washington and Hawaiian Chieftain will be at the Port of Brownsville in August 8 through the 11th. Since it is in the summer it will be difficult to coordinate with the schools. Bob Kalmbach asked if KMHF has talked to the PTA’s of the schools. Jonathon explained that now since the CK District has accepted them as a partner, they can now go to those PTA’s and other school organizations. Bob Kalmbach asked what the contact information was for the tall ships. Jonathon replied that KMHF can be contacted at 360-633-7421 or Grays Harbor Historical Seaport Authority at 1-800-200-5239 (Lady). The City of Tacoma and the festival of sail in 2017 are finalizing the plans. When that is complete KMHF is going to plan a laundry stop in Kitsap County. Jonathon stated that the Kitsap Great Give is scheduled for May 3rd and he encouraged everyone to donate to their favorite charity, one of those being KMHF. Any funds donated will be matched by 10%. Then KMHF has a matching grant which will double the amount. Jack Bailey said the Puget Sound Partnership is an interesting organization. Jonathon gave a brief description of that organizations purpose.

PRESENTATIONS TO OR BY THE BOARD

None

FINANCIAL REPORTS

Port Accountant Dennis Bryan provided the end of year 2015 report and the January and February 2016 end of month financial reports. Balance as of January 31, 2016 was 796,130.78 and the balance as of February 29, 2016 was 797,860.06. Jack Bailey asked if all the changes had been made as required and requested by the state audit in 2015. Dennis Bryan said they had. Jerry Rowland noted that there are still 2 policies that have to be written. Dennis stated that his office and Port of Brownsville administrative assistant were working on this but the practices were already in place. As of February 29, 2016:

	With Fuel	Without Fuel
Operating Revenue	Under Budget 6.1%	Even to Budget
Non-Operating Revenue	Under Budget 6.4%	Under Budget 6.4%
Operating Expenses	Under Budget 5.2%	Over Budget 2.6%
Administrative Expenses	Under Budget 2.9%	Under Budget 2.9%
Non-Operating Expenses	Even to Budget	Even to Budget
Capital Improvements	Even to Budget	Even to Budget
Bond Principal	Even to Budget	Even to Budget

Bod Kalmbach asked why the comparison to other years for comparison was so different (11.5% less than 2015). Dennis Bryan explained that it was due to the state audit requiring the Port to not report property tax income until received (bi-yearly) instead of monthly estimates. In a few years it should be a more reasonable comparison. Fred Perkins asked if there was a way to make it make sense now. Dennis



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replied that you can add about \$33,000.00 to the income every month and it will compare to previous years. Jack Bailey stated one of the most valuable items in the report was the comparison to past years.

INFORMATION, STAFF AND COMMITTEE REPORT

- a. Manager Report – Attached. Fred Perkins asked what the progress was on getting cameras in the parking lot, since there was a theft there again. Jerry Rowland stated it was not in the budget but he has been pricing fiber optic cable which is the only way to get cameras in the parking lot. Fred said he would like to add this to the agenda for next month. Jack Bailey said the security guard should be told to monitor the bathrooms more. Jerry Rowland said he would do that. Fred Perkins asked at what percentage the moorage was for the Port. Jerry Rowland replied it was at 100%, except two 24 foot slips.
- b. Maintenance Report – Attached. Bob Kalmbach asked what the feedback was from Keyport on the intercoastal agreement. Matt replied that they are constantly getting praises and everyone is glad they are doing the repairs. Fred asked the process of how repairs were agreed on. Matt Appleton replied that Keyport makes the request, he tell them if it is something the staff can do and gives them an estimate of materials and labor. When Keyport says to proceed they put in the schedule. Fred Perkins asked if Keyport was being billed for the materials and Matt said yes. Bob Kalmbach asked if his administrative time was included in the billing and Matt replied yes. Jack Bailey said the feedback he was getting was that they are very appreciative that the repairs are getting done. Fred Perkins what the holdup was on the fire boxes on D dock. Matt explained the wrong bolts arrived so they had to be reordered but they should be complete by Sunday. Jack Bailey asked if pavement crack repairs were on the schedule. Matt Appleton said not at this time. Cleaning the Port was the priority and they had to wait for warmer temperature. Carolyn Thomas asked what docks were affected with the life rings. Matt Appleton said it was fire boxes on the new docks C, D, and E. Carolyn asked if the paint that was left over from painting the fire hall was donated or how it came to be left over. Matt Appleton said the Port paid for the paint in the bid. Carolyn added that the painters were extremely polite and nice.
- c. Commissioners Report –

Jack Bailey reported that he attended the Bremerton Evergreen Park Launch Ramp ceremony. It was nice but not sure if it is the design that the Port of Brownsville should adopt. He gave a brief description of its design. Bob Kalmbach did add this was an engineered project. Jack said he did meet the State grant person that approved the grant for this project.
- d. Standing Committee Report –

Water Trails Festival. Jerry Rowland reported that the Port of Poulsbo will be joining the Keys to Keyport Kayak event on June 19th. The Sons of Norway will be participating with their long boat. The Port of Brownsville will not be participating on June 18th due to a large yacht club being in during that weekend.



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BAD XI – Jerry Rowland reported that the first meeting is scheduled for May 3rd at 3 PM. There are a few decisions to make yet.

OLD BUSINESS

- a. Boathouse Compliance – Matt Appleton reported that 3 more boat houses are now in full compliance. That leaves only 10 that need repair. 2 are under construction and one more will be when the commissioner approve the design. Matt supplied the report from one year ago and the comparison is impressive on how many boat houses are not in compliance. Jack Bailey stated that there is a lot of interest in boat houses now due to the fire at the Port Orchard Yacht Club Marina. He was at that marina the morning watching how well the response was. The Fire Department had a 6 minute response so they were able to contain the fire quickly. John Mitchell said he received a report that they were reconstructing the boat houses similar to an airplane crash to see what the cause was of the fire.
- b. Earth Day Clean Up – Troy Barnhart, the Navy diver, put out the word to his divers that earth day cleanup was on Saturday 23 April. Since they are the ones doing the diving, it will be on April 23 instead of the actual Earth Day of April 22. The time will be 11 AM to 1 PM.
- c. Resolution 16-05 Second reading with the requested changes on the dollar amount authorized. RCW 53.08.090 authorizes a Port Commission, by resolution, to authorize the managing official of a Port District to sell and convey port district property of ten thousand dollars or less in value. The authority of which shall not be in force for more than one calendar year from the date of the resolution. Per request of the commissioners, this was changed to \$5,000.00.
- d. Resolution 16-06 RCW Second reading. RCW 53.08.090 also requires the managing official to itemize and list the material or equipment to be sold or disposed of and make written certification to the commission the listed material is no longer needed for district purposes. This is the list to support Resolution 16-05. Jack Bailey has contacted Stokes auction personnel to give an estimate of the value of the items on the list. Bob Kalmbach asked if there was some provision to allow throwing away junk. Jack said that why it is valuable to get the estimate of value. Fred Perkins made a motion to approve Resolution 16-05 and Resolution 16-06. Bob Kalmbach seconded the motion and motion passed unanimously.
- e. Peninsula Sailing Club Moorage Agreement – The current agreement expires on 30 April 2016. There is no changes proposed from the previous agreement. It has been reviewed by Port attorney Mr. John Mitchell. Jack Bailey recused himself from this voting. Commissioners agreed to renew the lease. Ned Cook asked if it was a 5 year contract and Jerry Rowland replied yes.

NEW BUSINESS

- a. Resolution 16-07 Authorizing the Port Manager and Officer Manager to Sign banking and credit card documents with the exception of warrants. This will facilitate the changeover from Bank of America to KeyBank. Ned Cook asked if the Port staff on this resolution have to be bonded. Bob Kalmbach



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replied it was not required. Bob Kalmbach made a motion to approve Resolution 16-07. Fred Perkins seconded the motion and the motion passed unanimously.

- b. Resolution 16-08 Modifying the Marina Rules and Regulations. Sections II Definitions, Section IV Boat Owners / Operator Regulations, Section VI Moorage Policies and Procedures and Boathouse Specifications and Standards. Even though this covers several sections in the Rules and Regulation, most of the changes deal with boat measurements and port charges relating to those measurements .Section IV adds new paragraphs (E) Unattended Vessels and (F) Vessel Condition. The Boathouse Specifications changed to read that any future upgrades will need to use steel panels and electrical upgrades will require an L&I electrical permit. Steve Nuehauser asked if the measurement of the boat includes the boat motor up or down. Jerry replied it is however the owner wants to keep it stowed but mostly it will be with motor up. This is the first reading. Fred Perkins requested Jerry Rowland put the information on this in the newsletter. Jerry Rowland said he would do that.
- c. Resolution 16-09 Modify Personnel Policy Manual – Section 3.4 is the Attendance section. And 8.3 is Sick Leave. These two sections do not address disciplinary action if required for sick leave abuse. This puts a policy in place to support it. This is the first reading.
- d. Letters of Appreciation for JB Morrison and Sabrina Sandberg were discussed and passed to the commissioners for signing. This is for all the support they have given the Port during the storms this last winter.
- e. Proposed Plan for Boathouse C-15 – The main question from last month’s meeting was about the loft. Braven and Jo Ann Joyce have stated the drawing shows a loft because the boathouse currently has one. Braven announced he plans on removing the loft. Bob Kalmbach made a motion to approve plans for rebuilding the Boat house in C-15 to no more than 40 feet long and 18 feet high. Fred Perkins seconded the motion and motion passed unanimously.

PUBLIC COMMENT

- a. Jerry Rowland provided the updated information on construction money spent to date on docks C, D, and E. The construction fund is completely depleted. Any future expenditures will be dealt with out of the maintenance budget.
- b. Jerry Rowland reminded the commissioners that the next All Ports Meeting is on 18 April 2016 at the Port of Brownsville at 6:30 PM. Jack Bailey added that the next Port of Brownsville commissioners meeting is May 18, 2016.
- c. Jerry Rowland reported that the trespass warrant currently on a certain individual is about to expire and he wanted it extended. He requested approval to have Port attorney John Mitchell file another trespass order.
- d. Jerry Rowland reported that one of the live aboards has requested permission to allow his in-laws to live with him on his boat during the summer until they can find new housing. There was



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concern that the Taxi cabs they were driving would be an issue. He added that he has looked into it further and they will not be running the business out of the Port property. Commissioners agreed that as long as they don't use the Port as a pick-up point there was not issue. They did request that the Port Manager have a written agreement with terms and signatures for this stay. Jerry Rowland stated he would do that.

- e. Bob Kalmbach stated that all 3 commissioners would be at the Spring Meeting and there was additional training sessions being offered. He said he would attend the Public Works Contracting session and Fred Perkins and Jack Bailey will attend the Environmental Session.
- f. Ned Cook asked if the Port had made any progress in hiring a grant writer. Jerry Rowland stated that the only grant available to the Port this year, he has already applied for so there is no need for one this year.

EXECUTIVE SESSION

None

CLOSE MEETING / ADJOURN

Commissioner Jack Bailey adjourned the meeting at 8:10 PM.

President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary