



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

July 20, 2016

CALL TO ORDER

Commissioner Jack Bailey called the regular session of the meeting to order at 6:02 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. President of the Board, Jack Bailey, requested Fred Perkins run the meeting since his voice was affected by his recent illness.

PLEDGE OF ALLEGIANCE

Commissioners led pledge of allegiance.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Consent agenda includes the 13 June 2016 Regular Meeting minutes, 22 June 2016 Study Session 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: July 2016 voucher numbers 40216 through 40295 for a total amount of \$106,319.15

Also approved for payment was July 2016 Electronic Transfer voucher numbers 2016-49 through 2016-61 for a total amount of \$32,864.13.

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

PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA

None

PRESENTATIONS TO OR BY THE BOARD

None



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FINANCIAL REPORTS

Port Accountant Dennis Bryan provided the May 2016 end of month financial report and as of May 31, 2016, the balance was \$1,007,802.31.

	With Fuel	Without Fuel
Operating Revenue	Under Budget 11.5%	Even to Budget
Non-Operating Revenue	Under Budget 10.5%	Under Budget 10.5%
Operating Expenses	Under Budget 11.1%	Over Budget 4.0%
Administrative Expenses	Under Budget 8.6%	Under Budget 8.6%
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

INFORMATION, STAFF AND COMMITTEE REPORT

- a. Manager Report – Attached.
- b. Maintenance Report – Attached. Bob Kalmbach noted that there is a good crew keeping the marina clean. The upper park looks very good. Jack Bailey said that there is new striping in the parking lot. Jack Bailey stated the motor home in the parking lot needs to be moved. Jerry Rowland stated that it belongs to a tenant and the motor home is his only vehicle, therefore he is not breaking any rules. Ned Cook commented that he was amazed with the quick response at the gas dock, with the crew being at the dock within minutes.
- c. Commissioners Report – Fred Perkins reported on the special meeting held with SEALASKA on repairing and replacing the boat launch ramp and the kayak ramp. He encouraged whoever was interested to read the minutes on that meeting. He also reported on the financial seminar for ports. He said it was worthwhile and he learned a lot about the manuals and requirements. He encouraged the Port to send the administrative assistant to the next one and the Maintenance Supervisor as they would benefit from this seminar. The speakers continually stated they would provide training but when he asked when there was no definitive reply. Fred reported on the All Ports meeting that was held the previous Monday, July 18, noting that there was not as many attendees as there was in previous years but it was a good meeting and a lot of information was shared.

Jack Bailey had no report due to being on vacation the last few weeks and the condition of his voice.

Bob Kalmbach reported he was gone the last 3 weeks on vacation so the only thing he had to report was he was going to attend the WPPA Commissioners Meeting next week at Alderbrook Inn.

- d. BAD XI – The Port is supplying the car show flyers at a fast pace and has provided over 300 sign up flyers to various car shows around Kitsap. The Port has already received six vendor sign ups and six



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car show sign ups. Donated cash for the art show is at \$150.00 collected with \$500.00 plus more pledged. Still not sure how the food is going to be paid for but the committee is working on it. Marjorie Rowland said the committee performed an inventory of the BAD supplies and new prizes will have to be purchased. Fred Perkins asked what the dollar amount would be. Marjorie replied about \$300.00. Jack Bailey stated the local stores should be contacted for donation for the food. Jerry Rowland said the local stores request that these types of donations need to be in to them one year in advance. Fred Perkins asked what the dollar amount was for the food. Jerry Rowland replied about \$1,200.00.

OLD BUSINESS

- a. Boathouse Compliance – Matt Appleton reported that there are only 4 boat houses that are not in compliance with the Rules and Regulations. He is going to send letters to those that have passed their promised due date. John Mitchell asked why C-13 has a due date 4 years out. Jerry Rowland stated that the boat house had been refloated with new floats shortly before the rules and regulations had changed to the new float requirements. Therefore, Jerry asked this individual to give the new date that the required floats would be installed. Jerry Rowland and Matt Appleton went over the 4 that were not in compliance in detail.
- b. Resolution 16-10 - 2017 Tariff. The Commissioners have a copy of the proposed tariff. Jerry Rowland requested this be deferred to next meeting so it can be discussed with the 2017 budget. Commissioners agreed they needed more time to provide comments. Item deferred.
- c. Fire Hall – There is no additional information on this agenda item at this time.
- d. Kayak Racks – The Port has not received any additional bids to build a kayak rack. The Commissioners have a copy of the plans for the only bid the Port has received. The Port Manager, Jerry Rowland, requested permission to pursue having this company build one kayak rack. This item is well under the Port manager's purchase authority but he requested the Commissioners to have a say one way or the other. Bob Kalmbach clarified that this is a local company. The commissioner's agreed to proceed with purchasing one kayak rack.
- e. B- Dock finger piers – Jerry Rowland has talked to Northwest Docks (NWD) several times since the last port meeting. NWD has assured him repeatedly that they will be able to build the B-dock finger piers and have them delivered and installed prior to 14 October 2016. Jerry Rowland said that with the credit the Port is owed the final cost to the Port will be \$17,734.64. The Port has in the 2016 budget to build finger piers. This cost is less than what is allocated. Bob Kalmbach suggested some details that should be added to the purchase order to delineate due date and installation requirements. There was some discussion on paying tax on something that may have already been taxed. It was decided that this was a different purchase than previous so taxes would have to be paid. Dennis Bryan stated the Port could contact the Department of Revenue to get final clarification. The Port Manager requested authorization from the Commissioners to enter into an agreement with NWD to build and install a 68' end section and 4 additional 30' finger piers on B-dock. Fred Perkins stated he would feel more comfortable with this transaction if there were some piers that showed up prior to the due date. Bob Kalmbach made a motion to have the Port Manager give a purchase order to NWD for no more than \$18,000.00 with changes as discussed. Jack Bailey seconded the motion and motion passed unanimously.



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NEW BUSINESS

- a. Preliminary 2017 Budget – Jerry Rowland stated that this is the first reading of this budget and that there will be public meetings in September and October. The budget is due to the County by the end of November.

PUBLIC COMMENT

Jack Bailey brought up the requested vote for Enduris Board positions. Since there was only one person running for each of the 3 positions, Jerry Rowland said he would check the boxes and send it in.

Ned Cook asked if there was any update on the letters that were sent to people that did not have boat registration. Jerry Rowland said yes and explained that the Port staff had done an inventory of all the boats that did not have their boat registration visible. 126 letters were sent out and approximately 30 people have replied with proof of having the registration or saying thanks for the reminder. This will be done again in another 30 days and at that time a certified letter will be sent with a notice of eviction if not complied with. Fred Perkins said he wanted to provide Matt Appleton with another list similar to the boat house list to maintain.

Jerry Rowland said the commissioners have a copy of the Port Manager evaluation and there is a copy ready to be signed at this meeting or it can be put on next month's agenda under executive session. Commissioners stated they prefer an executive session at the next meeting.

Boat Launch – Jerry Rowland and Matt Appleton will meet with SEALASKA, Suquamish Tribe Alison O'Sullivan and Mike Blanton WDFW on Thursday, July 21, at 1:00 PM here at Port of Brownsville. This is just to give them information about the boat launch ramp and kayak ramp repair or replacement plans, and to see if they will have any objections to the proposals. Jack Bailey said he would attend this meeting.

The permit pre-application meeting with the County for the boat launch ramp and kayak ramp is set for 4 PM Monday 25 July at Port Orchard. Bob Kalmbach stated he would attend this meeting.

The big Duck Race is coming July 29, 2016. The Port will load the cage for the ducks onto Ms. Nug on the 26th. Then the plan is to move the boat to Silverdale on the 27th or 28th.

Jack Bailey stated that the Port was not ready for the pre-application meeting with the County because there were no drawings. Jerry Rowland said there were rough draft drawings but they were not needed for this meeting. This was only to see what kind of permit the county is going to require for this project as it relates to shoreline requirements.

Jack Bailey asked if there were signs posted that say "No shellfish harvesting". Jerry Rowland stated there were and he has warned those that he has seen digging on the shore.



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EXECUTIVE SESSION

None

CLOSE MEETING / ADJOURN

Commissioner Jack Bailey adjourned the meeting at 7:10 PM.

President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary