



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

**Commissioners:**  
Jack Bailey  
Fred Perkins  
Bob Kalmbach

February 10, 2016

## **CALL TO ORDER**

Commissioner Jack Bailey called the regular session of the meeting to order at 6:04 PM. In attendance were Commissioner Bob Kalmbach, Commissioner Fred Perkins, 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 Bob Kalmbach made a motion to approve the agenda as written. Motion seconded by Commissioner Fred Perkins, motion was approved unanimously.

## **APPROVAL OF CONSENT AGENDA**

Consent agenda includes the 13 January 2016 Regular Meeting minutes, 25 January 2016 Draft Kitsap All Ports 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: February 2016 General Fund voucher numbers 30444 through 30497 for a total amount of \$57,467.94. Also approved for payment was February 2016 Electronic Transfer voucher numbers 2016-09 through 2016-15 for a total amount of \$12,319.68

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

## **PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA**

Carolyn Thomas, Commodore of the Brownsville Yacht Club, reported on the "Pier Peer" event held on January 22, 2016. A WSU naturalist was there to assist. There were about 100 to 120 attendees. Also, there was an underwater camera, a touch tank and Navy divers. The divers brought up sea life from the water and the naturalist informed all interested of what they were. Many unwanted things were found and the naturalist discussed why it is important not to throw things in the water. The most interesting was a plastic chair. It had a lot of barnacles, sea anemones and a big sea star in the middle. Jerry Rowland stated the Port took the chair and now has it in custody. Jack Bailey stated he was sure he saw this chair fall into the water during a storm. Cookies and hot chocolate were provided by the Yacht Club and they ran out so will prepare better next time.



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## PRESENTATIONS TO OR BY THE BOARD

None

## FINANCIAL REPORTS

Port Accountant Dennis Bryan provided the December 2015 end of month financial report. As of December 31, 2015 the balance was \$817,292.47. Dennis reported he is working with the Port Manager to clean up the list of assets and their value. This is to comply with one of the findings during the State Audit. He said that the Port Administrative Assistant attended training on financial reports to help with the next audit. As a result his office has been working with the Administrative Assistant on accounts payable and receivable.

	With fuel	Without fuel
Operating Revenue	Under budget by 15.1%	Over Budget by 7.9%
Non-Operating Revenue	Under Budget by 3.6%	Under Budget by 3.6%
Operating Expense	Under Budget by 22.4%	Even to Budget
Administrative Expense	Over Budget by 6.1%	Over Budget by 6.1%
Non-Operating Expense	Even to Budget	Even to Budget
Capital Improvement	Even to Budget	Even to Budget
Bond Payments	Even to Budget	Even to Budget

Dennis stated that the Port has had consistent financial reports over the last 3 years, indicating a healthy financial situation. He said there is a need to change reconciliation of money to the bank statement and this is one of the procedures that are being put in a policy. Bob Kalmbach asked if the reconciliation for December will be reviewed after the policy is in effect. Dennis said it is in progress now so no need for review after the policy is in place. Bob asked how the asset items under \$2,000.00 are being tracked. Jerry Rowland replied they are being tracked in the small and attractive items list that is maintained by the Maintenance Supervisor, Matt Appleton.

Jack Bailey commented that it would be nice to have a laser etcher for identifying assets but he knows it is very expensive. Jerry Rowland said it is something that is being worked on with the inventory list.

Fred Perkins asked if there is concern over the unexpected increase of cost for the State Audit which would result in a budget adjustment. Jerry Rowland said that the Port has not exceeded the budget amount in total so an adjustment is not needed.

Dennis added that the goal with the policies in development is to shorten the time of the State Audit and to have clear policies in place for the future.

## INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached. Fred Perkins suggested an agenda item for Matt Appleton to report on maintenance items (Matt's Minutes). It was discussed where to put this item and it was agreed to put it at the end. Bob Kalmbach asked about the water leak at the rental house. Jerry Rowland gave details of the location and the planned repairs. Matt Appleton added to the manager's report on the



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Keypoint maintenance visit (first one). He stated it took them 4.5 hours with 2 people working. They changed 5 lights and temporarily fixed the water leak until back flow device arrives that was ordered. Matt talked to the Keypoint Commissioners about ladders and some other concerns and they will bring it to the Keypoint commissioners meeting for approval. Jack Bailey asked if there was anything that was left undone. Matt replied that there was some little things including pressure washing but the focus now is in repairing the safety items. Cosmetic items will follow. Fred Perkins said it would be a good idea to add this Keypoint report to the agenda. Jack Bailey asked what the general condition of Keypoint was. Matt replied that when they arrived it was in 'D' condition (A through F, with A being excellent). When they left it was in 'B' condition. Jerry Rowland added that one of the items they found was the electrical panels did not have locks so the Port of Brownsville provided locks to them for this purpose. Fred Perkins discussed how to communicate with the Port of Keypoint and to keep records of the communications. Jack Bailey suggested a log for Keypoint. Jerry Rowland said that is already in place. John Mitchell, port attorney, reminded everyone of the Freedom of Information Act requirements and suggested that phone conversations would be best and then logged. There was some discussion on how the Freedom of Information Act is causing problems for some Ports and how there is an organization of people that are using this Act to obtain personal gains.

b. Commissioners Report –

Jack Bailey talked with the Government representative, Robert Johnston, and they are doing a study on mussels. They may come to a future Port of Brownsville commissioner's meeting or an All Ports Meeting to give the information on the study. This study will benefit the Port of Brownsville with base line data. Ned Cook asked if this was different than the health department individual who comes to the Port. Jack Bailey said yes, it is different as this is a study not an inspection.

c. Standing Committee Report –

It was discussed about the BAD committee not needing to be convened as a lot of the arrangements were already in place. However, a commissioner needs to lead the event and be head of the committee. Jack Bailey was selected. Marjie Rowland added that the car club already asked for fliers to distribute so the dash plaque design has already been selected. There will be a report giving an update of items. Jack Bailey added that the Port of Poulsbo is having an event this coming weekend. He also stated that he and Jerry Rowland met with the public and the Kitsap Maritime Association and about public relations and events. He suggested to continuing meeting to compare calendars but the Port made it clear they cannot be involved in some of the events suggested. They can assist if needed but that is all they are allowed to do. Carolyn Thomas added that too many events spread the Yacht Club and Port too thin and the focus should be on the boating and recreational opportunities, including BAD. Carolyn continued that for the Polar Plunge the money went to WILD which promotes water safety and cleanliness. Fred Perkins asked when BAD was planned this year, Jerry Rowland stated that September 24, Saturday.



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## OLD BUSINESS

- a. Boathouse Compliance – Matt Appleton reported that he did send out 6 additional letters and receive replies from 3 of them giving completion dates. He stated that C-51 came into full compliance. Boathouse in C-34 was sold and the new owners have stated they will work on making this boat house in full compliance. Jack Bailey stated that the tarp on C-19 is very torn and parts of the tarp are falling in the water. Matt replied that the Port is trying to contact this individual and they have been sent a letter that they will be receiving a fine if not in compliance.
- b. Resolution 16-01. Fixed Asset Policy and Procedure. This is one of the policies the auditor recommended the Port put in place. It establishes the dollar amount and inventory periodicity as well as the Ports and the Accounts responsibility concerning fixed assets.

Dennis suggested we change the dollar amount from \$3,000 to \$2,000 and on the small and attractive policy this change will bring the max limit to \$1,999 vice \$2,999. This change was made.

- c. Resolution 16-02. Small and Attractive Item Policy and Procedure. Another Audit recommendation. It also establishes a dollar amount and inventory periodicity as well as establishing a method to track and dispose of these assets.
- d. Resolution 16-03. Internal Control Cash Handling Procedure. This procedure outlines internal cash handling and collection procedures.

Jerry Rowland added that the Port has been doing all of these but did not have a policy in place. Jerry Rowland requested all of the Resolutions be treated as a group. Fred Perkins made a motion to approve Resolution 16-01, 16-02 and 16-03. Bob Kalmbach seconded the motion. The motion passed unanimously and all 3 Resolutions were approved.

Fred Perkins asked Jerry Rowland to explain the reason for the rate increases on moorage for 2016. Jerry Rowland said there were several reasons for the increase; one was the base moorage rate increased by 2 ¼ %, another was the 6% increase on electricity and another was the 8% increase on water. The other reason most of the tenants are seeing an increase, the Ports has now measured every boat and boat house and so the rate did increase based on those measurements. Most of the people who tried to challenge did finally agree that the measurements were accurate. The new policy is for every new boat obtaining moorage, the Port will measure the boats when they arrived. Just recently a person who said his boat was 30 feet long, measured 37 feet long. This person did not move here to a 30 foot pier. Fred Perkins said this information was in the newsletter but asked if the Port should put out more information. Jerry Rowland said there have been no issues with the February billing and he didn't see any need to advertise any more. Bob Kalmbach said he didn't get any comments in the last few weeks.

Jack Bailey reminded everyone that the All Ports Meeting is Monday, January 25, 2016 at 7 PM at the Port of Brownsville.



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## **NEW BUSINESS**

None

## **PUBLIC COMMENT**

Jack Bailey stated at the last All Ports meeting it was brought up that the Port of Bremerton was proposing a reciprocal moorage between Ports. Matt Appleton said the only Port that would benefit is Bremerton so the other Ports were not in favor of this proposal. John Mitchell added that it doesn't make sense to give away public assets since taxes pay for the Port of Bremerton. He said they are doing lots of promotional things to fill up the Port. He doesn't understand how they think they will make a profit with these promotions. Jack Bailey said they are giving free nights during the Boat Show. Jerry Rowland stated that there is already a Reciprocal Agreement between Yacht Clubs but they handle that, not the Port.

Bob Kalmbach asked if there were any plans in the future to add water to the RV spots. Matt Appleton stated there are spigots available but it requires long hose runs. However, there are plans in place to add water but the difficult part is accessing the water main. Jack Bailey added this would require a lot of ditch digging under concrete. He also stated that when water is readily available to RV campers they tend to use more and we do not have sewer outlets there. Bob Kalmbach said we don't want sewer outlets; there is a RV dump site already at the Port. Jerry Rowland said there were plans to expand the sprinkler system and it would not be too difficult to include water to the RV campers. Matt Appleton said he will continue with the planned sprinkler system.

Bob Kalmbach asked what the plan is for the old truck since the back window is broken. Jerry Rowland said he will be putting before the commissioners a resolution to scrap the truck. Jack Bailey said he thinks the truck has value and maybe should be put on eBay or any other site to sell it. Matt Appleton added that there are a lot of little things that are wrong with the truck and it is not cost effective to put any money into those repairs. Jerry Rowland said he will put forth a resolution to excess the truck.

Jack Bailey asked Jerry Rowland to report on the boat trailer that came loose in the parking lot. Jerry explained that the boat trailer hit Frank Dalton's van. The owner of the boat trailer reported it immediately to the office and he and Frank Dalton met and it was turned over to the insurance company.

Jerry Rowland stated that there is a report on construction data to date. He added information that the bond payment with interest made the end balance of the project less by approximately \$100,000.00 than expected.

Jerry Rowland said that the Navy Divers asked to come to the Port on Earth Day. Jerry agreed to this request. SUBGROUP 5 will coordinate the divers and gear. Jerry said the only possible expense to the Port is to get a trash roll off in place. He said they do need volunteers and asked Carolyn Thomas to ask



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the members of the Brownsville Yacht Club if they are interested. It is Friday, April 22, 2016. No start time at this time. 15 to 20 volunteers is a good number. Carolyn stated this is a good event to utilize the collaboration agreement with the Kitsap Maritime Association. Fred Perkins stated since the Navy is doing this, a letter of appreciation for the participants would be appropriate and he would help with those.

Jerry Rowland reminded everyone of the holiday coming up on February 15, 2016, and the Port office will be closed.

Jerry noted the correspondence he included in the Commissioners folder including a scope of work for the painting of the Fire Hall Building.

Jack Bailey read a card from “Wild Society” thanking the Port for their participation in the Polar Plunge that gave donated funds to that organization.

Carolyn Thomas reported on the Kitsap Maritime Float that was submitted to the Clearwater Creek Casino for a prize. Kitsap Maritime did not win but did receive \$500.00 for their entry.

Bob Kalmbach announced he will be attending the Spring WPPA Meeting Mary 11 through 13. Jack Bailey and Fred Perkins said they would also like to attend.

Bod Kalmbach announced he would be gone February 23 through April 8 so will miss the March meeting. Jack Bailey said he is planning on being gone June 28 through July 12. Fred Perkins will be gone February 28 through March 2. Jerry Rowland stated he would be gone May 15 through May 31. After comparing schedules the commissioners decided the March and May meetings have to be rescheduled. March meeting was scheduled on March 16, 2016. The May meeting was scheduled on May 18, 2016. Fred Perkins stated there may be a conflict with the WPPA Financial meeting in June and the Port meeting. Jack Bailey stated it would be good for a staff member to attend this WPPA meeting. It was decided to leave the June meeting date for now.

Jack Bailey commented that the Port may need some training for archiving mail correspondence. This would include the commissioner’s email on Port computers.



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**EXECUTIVE SESSION**

None

**CLOSE MEETING / ADJOURN**

Commissioner Jack Bailey adjourned the meeting at 8:01 PM.

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President / Commissioner

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Secretary / Commissioner

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Commissioner

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Recording Secretary