



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

March 16, 2016

CALL TO ORDER

Commissioner Jack Bailey called the regular session of the meeting to order at 6:04 PM. In attendance were Commissioner Fred Perkins, Port Manager Jerry Rowland, Maintenance Supervisor Matt Appleton, and Port Accountant Dennis Bryan. Commissioner Bob Kalmbach was excused.

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 Jack Bailey, motion was approved two for one absent.

APPROVAL OF CONSENT AGENDA

Consent agenda includes the 10 February 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: March 2016 Bank of America General Fund voucher numbers 30498 through 30528 for a total amount of \$38,020.95, March 2016 KeyBank General Fund voucher numbers 40001 through 40036 for a total amount of \$48,969.70. Also approved for payment was March 2016 Electronic Transfer voucher numbers 2016-16 through 2016-23 for a total amount of \$12,848.18
Motion made by Commissioner Fred Perkins to approve consent agenda. Motion was seconded by Commissioner Jack Bailey and motion was approved two for one absent.

PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA

Ned Cook requested information on the change of banks for the Port and the Kitsap County. Jerry Rowland stated it has not been totally resolved yet and is at the county level. Jack Bailey expressed his concern for the changeover.

PRESENTATIONS TO OR BY THE BOARD

None

FINANCIAL REPORTS



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Port Accountant Dennis Bryan was unable to provide the January 2016 end of month financial report due to the changes made on how to account for the assets. His office and the Port staff are still conferring on this method of accounting for the assets. Also, because of these changes the total equity balance from 2014 does not catch that of 2015 which is required. Dennis has to confer with the State Auditor's office on how to proceed with this issue. Jack Bailey questioned how this can be accomplished since the way of accounting is going to be different between those two years. Dennis agreed this was an issue and it is why he wants the State Auditor's office to agree on how this should be accomplished. He gave some ideas on how it could be accomplished but it all depends on what the State office directs. Jack asked if the depreciation schedule was the same as the Federal Government. Dennis replied it was. Fred Perkins asked Dennis if it would help him to move the April meeting to the 20th vice the 13th of April due to tax deadline of April 15. Dennis replied it would help. Jack Bailey stated he saw no reason to move the meeting since meetings should be moved for schedule conflict reasons, not convenience. Dennis replied the financial report would be ready on April 13 so the meeting was not moved. Jack Bailey reminded everyone of the All Ports Meeting is on April 18 at the Port of Brownsville yacht club room. Fred Perkins also reminded everyone that April 22 is Earth Day.

INFORMATION, STAFF AND COMMITTEE REPORT

- a. Manager Report – Attached. Carolyn Thomas asked what the training was that the staff received. Jerry Rowland replied it was HAZWOPER and Confined Space training. Jack Bailey asked who the training officer was. Jerry Rowland replied at this time it is him but he is slowly turning it over to Matt Appleton.
- b. Commissioners Report – No report at this meeting
- c. Standing Committee Report –

Water Trails Festival. Jerry Rowland reported that he attended the second meeting of this committee. He told the committee that due to a large yacht club being at the Port that weekend, the Port of Brownsville will only be doing the Keys to Keyport paddle run on Sunday, June 19th. The Port will not be doing anything on June 18th when most of the activities will be at Silverdale with a paddle and other activities organized by the Silverdale Chamber of Commerce. He will continue to attend these meetings as well as the recording secretary, Marjie Rowland who has volunteered to take the minutes of these meetings. Marjie Rowland stated that the committee and the Port of Brownsville is looking for volunteers to help with this event. Poulsbo Marina will also be participating but has not reported yet on to what extent.

BAD XI – Jerry Rowland reported on the progress of preparing for this event. Car dash plaques are complete, shirt design is ready for voting by committee and vendors have been calling to reserve spots. The company that provides the bounce house and other activities is scheduled and has sent a proposed billing. Jerry Rowland announced a committee meeting on May 3, 2016, at 3 PM at the Port office. Jerry added that the Port is looking for a sponsor to help with the cost of the food.

- d. Maintenance Report – Brownsville marina has completed the cleats, wrap and close to finishing all the new docks. Pressure washing has started on the docks where needed. The codes to the entry gates



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have been changed. The excess list is growing as the staff identifies the items no longer needed by the Port. There was a lot of storms this last month with some minimal damage to boats and boat houses. Fred Perkins asked if there were any insurance claims against the Port for storm damage. Matt replied there were none. Jack Bailey noted that the siding coming off from the boat houses was very dangerous. Matt stated the siding that did come loose was between boat houses and did not fly into the air.

Keyport report - The second maintenance visit was on April 23rd. The staff pressure washed the docks, installed a new life ring, and dumped a trash can full of cement. This took approximately 4 hours for 2 people. On March 10th the staff installed a back flow device that took 3 hours to install. The Keyport Port commission is making a decision on the type of ladders they want installed. The plan on upcoming visits is to pressure wash the entire marina, which should take 8 hours, replace leaky spigot and small leak in the piping and the sink hole at the head of the pier. This may have to be contracted out as it is in the tidal zone. Due to construction on the roads nearby the condition seems to be worsening but when notified, the company said they were not at fault. Fred Perkins asked when Matt would be meeting with the Keyport Manager and he replied April 22nd. Fred said he may be there to view the conditions.

OLD BUSINESS

- a. Boathouse Compliance – Matt Appleton reported that two of the boathouses have been sold and the new owners have contacted the Port on their plan to bring them up to full compliance. 2 are working on replacing the floats. There have been none completed in the last month but there is still some progress being made.
- b. Earth Day Clean Up – Navy divers will still be participating on this day to clean up the marina. The Port is looking for volunteers and help with moving whatever they bring up from the water to a dump station. The boat ramp will be closed during the diving time, which hasn't been determined yet. It will be based on low tide conditions. Carolyn Thomas suggested contacting the Washington Youth Academy for help on that day. Jerry Rowland stated he would be happy to get them to help. Carolyn said she would contact them for this day and BAD XI on September 24, 2016. Fred Perkins thanked Carolyn for volunteering to do this. Fred Perkins asked if Jerry Rowland had requested help from the schools. He said he had not. Fred Perkins said he had sent an email to the Brownsville Elementary School.

NEW BUSINESS

- a. Bid Opening Fire Station Painting-The Port received a total of 3 bids out of the 13 requests for bid that was sent out. Jerry Rowland read the requirements of the contract and stated the winner would be based on low bid. After opening the bids it was determined that Sabelhaus West Inc. was the low bidder. Jerry Rowland has to ensure that they are not on the L&I disbarred list before awarding the contract. Fred Perkins made a motion to accept the bid from Sabelhaus and authorize the Port Manager to enter into contract with them not to exceed \$13,000.00. Jack Bailey seconded and the motion passed 2 for and one absent. Jack Bailey noted that scheduling the painting may be an issue due to the weather conditions. Jack Bailey expressed concern over the leaking roof on the tower.



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Jerry Rowland said he and the maintenance supervisor are planning on repairing that this year but there has to dry weather conditions first.

- b. Resolution 16-05 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. Jerry Rowland addressed both Resolutions 16-05 and 16-06 at the same time, noting this was the first reading for both. Both of these resolutions are more changes to comply with the State Audit findings and suggestions.
- c. Resolution 16-06 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. The list is attached to the resolution. Jerry Rowland stated that Commissioner Bob Kalmbach was not for the \$10,000.00 value on the Resolution since this exceeds the Port Managers authority of \$5,000.00. Jack Bailey asked how the items were going to be excessed. Jerry Rowland stated most of the items on the list would probably go into the trash since they were electronic items that are outdated. Jack suggested contacting Stokes Auction to be auctioned off. Jack Bailey agreed the amount was too high and Fred Perkins also requested that the amount be changed to \$5,000.00. Jerry Rowland said he would do that. Jack Bailey requested that a cover be placed on the back window of the truck that is broken out to prevent water from entering the cab.
- d. Boat and Kayak Ramp refurbishment grant – Jerry Rowland went to Olympia on 2 March to hand deliver a 2016 Comp Scheme and to let RCO know the Port is going to apply for a grant to refurbish the boat launch this year. The grant package was approved for submittal for the boat ramp and the kayak ramp. The final request along with engineering is due by October and the power point presentation will be done in November. Jack Bailey what is needed for the kayak ramp. Jerry Rowland replied that engineered drawings are needed for both ramps before the grant can proceed to final approval.

PUBLIC COMMENT

- a. Ned Cook asked the commissions consideration to not put out more time money on disposing the excess list items than what the value is. Jack Bailey replied that the commission tries to do that.
- b. Jerry Rowland provided the new marina construction money spent to date. The project is nearing completion and there should be no additional major expenses at this time. There may be some items needed to finish “I” dock. Most of this is electrical inspections and final connections. There was some discussion on the power system and how grounds/currents are detected. Future plans are to have a monitoring panel in the office.
- c. Brownsville Elementary is having a STEM educational program on Thursday 31 March. Kitsap Maritime will be participating along with (PSNS, Bill/Melinda Gates Foundation, US NAVY, Salmon Center, and Clear Creek Trail). The Port Manager will be there using a mop and bucket to clean up any and all water spills. Jack Bailey asked what time it was and Carolyn Thomas replied 6 PM to 7:30 PM.



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- d. Hood Canal Oyster Company will not be providing their boat this year during Whaling Days in Silverdale for the great duck race. The Silverdale Rotary, Scott Weninger, contacted the Port Manager and asked if the Port would be interested in using Ms. NUG for the event this year. Ms. NUG was used by Hood Canal Oyster Company many years ago for just this purpose before the Port of Brownsville bought it. The event will be on Sunday 31 July so both Matt and Tim will be working. This means there will be a crew to operate the boat. Jerry Rowland said he would come in that day to fill the gap along with Lauren Stangler and whoever is working the summer shift. It will also give the Port the opportunity to put the banners on the side of the boat advertising BAD. All in all I think it is another opportunity to get the Port of Brownsville name out to the public and support the community which is what the Port likes to do. The boat operators will need to take the boat around either Friday or Saturday so they can get the ducks loaded. Jerry added he was sure there will be lots of volunteers to help with this. The Silverdale Rotary is requesting an answer soon since if the Port of Brownsville refuses they will have to search for an alternative quickly. Marjie Rowland expressed support to supply Ms. Nug for this event since it is giving back to the community. There was some discussion on interlocal agreements but that is usually between Ports and this is not with the Port of Silverdale. Jerry Rowland said via phone call Bob Kalmbach was not in favor of the Port of Brownsville doing this, mostly due to cost of gas and staff time. Fred Perkins stated if the Port attorney reviews the legalities and the Rotary Club agrees to pay for the gas, he would support this. He agreed it gives the Port an opportunity to advertise BAD and the Port. Jack Bailey expressed concern over what an auditor would consider this but he was in favor of supporting this. Jerry Rowland said the Rotary Club does make money off of this event but they use the money to put back into the community. Commissioners agreed to support this dependent on the Port Attorney's response and Rotary Club paying for the gas.
- e. Proposed Plan for Boathouse C-15 – Braven and Jo Ann Joyce have purchased Kevin Laun's boathouse. They would like authorization to increase the length to 40' and raise the boathouse from 8' at the eaves to 12'. With a 9/12 pitch, (which is what is on the drawing), the peak would be at 18' above the water. If it was an 8/12 pitch which is the minimum requirement by the specifications and standards the height would be reduced only 8". Jack Bailey asked what they plan on putting in the loft. It is not to be a living space, per definition a boat house is for the sole purpose of housing a boat only. He also expressed concerned that building to the maximum size allowed seems to be an epidemic. Jerry Rowland stated they were not exceeding the square footage in the requirements. He added that they do excellent work and have already completed other boat houses that look professional. Fred Perkins asked how much of the Port revenue comes from boat houses. Jerry Rowland replied 25%. Fred asked when the new floats would go in and Matt replied it would be part of the construction and would go in right away. The commissioners requested more information and this item was tabled until next meeting.
- f. Jerry Rowland reminded the commissioners that the Peninsula Sailing Club Lease is coming due for renewal. He has provided them with a copy and it is at the Port Attorney for review. Jack Bailey said the Club is purchasing new boats that are lighter. Matt Appleton reported that the boats are blowing off the dock during high winds so they should be weighted down.



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- g. Jonathon Thomas reported on Kitsap Heritage Maritime Association and stated the subdeck is complete. They will now start on the deck planking. Plank ownership is going to be presented to certain dollar amount donators and supporters. He discussed the project the Association will be doing at the STEM event at the Brownsville Elementary School on March 31. The Association will be meeting with the Central Kitsap School District to discuss the future of the STEM program using Fiddler's Dream.

EXECUTIVE SESSION

None

CLOSE MEETING / ADJOURN

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

President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary