



*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

June 13, 2016

## **CALL TO ORDER**

Commissioner Jack Bailey called the regular session of the meeting to order at 6:03 PM. In attendance were Commissioner Fred Perkins, Commissioner Bob Kalmbach, Port Manager Jerry Rowland, Maintenance Supervisor Matt Appleton, and Port Accountant Dennis Bryan. Port Attorney 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 Bob Kalmbach, motion was approved unanimously.

## **APPROVAL OF CONSENT AGENDA**

Consent agenda includes the 18 May 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: June 2016 voucher numbers 40172 through 40215 for a total amount of \$87,879.48 Also approved for payment was June 2016 Electronic Transfer voucher numbers 2016-44 through 2016-48 for a total amount of \$8,414.54.

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

Jerry Rowland pointed out that on the high dollar amount report there was the amount in the bank as of this date.

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

Ned Cook asked if there was a meeting last week. Jerry Rowland replied yes but minutes were not complete and ready for approval. They will be on next commissioners meeting.

Kim Brennan, who has a boat house at the end of C dock, reported that the boat house next to her was in poor shape and is dangerous and a safety concern. It is leaning toward her boat house and sheet metal is falling off. Jack Bailey stated there will be a report on boat house compliance in the next section of the agenda. Jerry Rowland thanked her for bringing this up.



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Jonathan Thomas gave a report as Chairman of the Board for the May Kitsap Maritime Heritage Foundation. 254 non-profit organizations were involved in the Kitsap Great Give and received donations in the amount of \$1,457,000.00. They missed the goal of 1.5 million dollars. Jonathan made a video putting a challenge out stating if \$10,000.00 was raised for Kitsap Maritime Heritage Foundation he would jump in the water. That goal was met and there is now a video on their Facebook of him jumping in the water. The main hold is now covered. The plank is installed and in the process of being sealed. The Chart House has beams in place. He invited everyone to look into the Fiddler's Dream when walking by. Jack Bailey stated he thought the wood being used was very good including the Purple Heart wood.

## **PRESENTATIONS TO OR BY THE BOARD**

None

## **FINANCIAL REPORTS**

Port Accountant Dennis Bryan provided the April 2016 end of month financial report and as of April 30, 2016, the balance was \$965,230.72.

	With Fuel	Without Fuel
Operating Revenue	Under Budget 10.7%	Even to Budget
Non-Operating Revenue	Under Budget 12.1%	Under Budget 12.1%
Operating Expenses	Under Budget 9.2%	Over Budget 4.9%
Administrative Expenses	Under Budget 7.4%	Under Budget 7.4%
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

Bob Kalmbach asked if the cash flow statement was money received. Dennis replied yes. Jerry Rowland announced that the property tax income received to date is higher than expected.

## **INFORMATION, STAFF AND COMMITTEE REPORT**

- a. Manager Report – Attached.
- b. Maintenance Report – Attached. Jack Bailey asked if the Keyport Marina had completed their work on the shoreline. Matt Appleton replied no. Matt added that most of the signs in the Port of Brownsville need replacement and should be in the budget for next year. Jack Bailey asked about the sign on the triangle near the Fire Hall, when it is in need of being replaced. Matt replied that Kitsap County is responsible for that sign and they report they will replace it.
- c. Commissioners Report – Fred Perkins stated he will be attending the Port Financial Conference in Spokane. Bob Kalmbach had no report. Jack Bailey reported that he attended the Kitsap Maritime



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Heritage Foundation Hot Dog feed for the volunteers that have help with the repairs of the vessel. At that time the first Plank Owner award was presented.

- i. Standing Committee Report – Water Trails Festival – The final “Kitsap Water Trails” meeting was held on 9 June. Thanks to the local participants and businesses, the Keys to Keyport will happen on June 19, 2016. There is expected to be about 20 kayaks participating and leaving Port of Brownsville. Bob Kalmbach noted that it was on Father’s Day.
- ii. BAD XI – The car show flyers are flying out the door. There has been over 300 sign up flyers provided to various car shows around Kitsap. There have been six vendor sign ups already received and three car show sign ups. It is still unknown how the food is going to be paid for. Jack Bailey asked about the donation of money for the Art Show. Jerry Rowland stated that there has been \$150.00 donated so far. Fred Perkins stated he would donate \$101.00. Jack Bailey stated he would donate \$102.00. Bob Kalmbach said he would donate \$99.00. Jack Bailey added that the kids like this event and gives them incentive.

## **OLD BUSINESS**

- a. Boathouse Compliance – Matt Appleton reported that 1 more boat house is now in compliance. The remaining boat houses that are not in compliance have sent letters with completion dates. He said the boat house of concern that was brought up earlier in the meeting is scheduled to complete July 2016. Kim Brennan asked what would happen if the boat houses are not complete as designated. Matt replied that they would be fined and eventually the possession of the boat house would be taken over by the Port. If the boat house that she is concerned about come into Port possession, it will be torn down. Jerry Rowland stated the fine is \$10.00 a day. He added that the Port does have to be careful on taking possession of a boat house and it could take up to 12 months to get through the process. Bob Kalmbach stated if it is a safety hazard it could go faster. Jack Bailey asked the status of C-18 since the owner has passed away. Jerry Rowland said that the wife now owns the boat house and is subleasing. It does not have the greatest appearance but it is in full compliance with the rules and regulations.
- b. Select Engineering firm from RFPs received 8 June. Jack Bailey stated that it was very difficult because of his knowledge level of the engineering companies. It would be better if companies were present to talk to the commissioners. There were 2 companies that submitted RFP’s, Art Anderson and SEALASKA. There was a ten minute recess starting at 6:52 PM to tally the scores. Meeting was called to order and back in session at 7:12 PM. After the scoring system was tallied, it was announced that Art Anderson scored 426 and SEALASKA scored 457. Bob Kalmbach made a motion to support the outcome of the evaluation made for solicitation for engineering proposal for the boat ramp and kayak ramp between Art Anderson and SEALASKA with SEALASKA coming out ahead 457 to 426. Fred Perkins seconded the motion. During discussions Jack Bailey stated again that this evaluation is very difficult and there are pitfalls but he hopes this evaluation has eliminated those pitfalls. He has talked to other people about SEALASKA and they are getting great reviews. He hopes they will do a good job for the Port of Brownsville. Bob Kalmbach asked if there needs to be an addition to the motion to allow the Port Manager to proceed with getting a bid for cost of the projects. Jerry Rowland said it needs to be finalized exactly what the scope is to get an accurate bid. Bob Kalmbach asked if it was possible to meet with this company face to face. Jerry Rowland stated that there is a time line and there was concern that having a meeting



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may delay getting the grant package entered by the deadline of August. In order to make the deadline the meeting would have to be this week. Bob Kalmbach stated he was willing to have the other 2 commissioners meet with the company in his absence and make the decision. Discussion over the date of the meeting was held comparing everyone's schedule. It was decided to have the meeting sometime next week. Jack Bailey asked if there was any more discussion on the motion. None, motion passed unanimously.

Bob Kalmbach made a motion to have the Port Manager work with SEALASKA to go over the scope of work and set up a face to face meeting the available commissioners and staff. Fred Perkins seconded the motion and motion passed unanimously.

## **NEW BUSINESS**

- a. 2017 Tariff. The Commissioners were given a copy of the tentative tariff in their folders. This is the first review of the tariff. There was some discussion on how the tariff was calculated. Jerry Rowland said it is CPI but it would be awhile before that information is available. The first paragraph explains how this is calculated. Jack Bailey said at a recent commissioner's meeting he was challenged with the low rates that the Port of Brownsville has and the last comment by them was to raise the rates. He added that the fuel dock is in poor shape and should be on the maintenance list. He also said there needs to be some work on the main pier. He stated the marina refurb that was recently accomplished was good but he wished the rest of the marina could have been done as well.
- b. Fire Hall – Jerry Rowland thanked the commissioners for allowing the staff to use it for storage during the marina rebuild and they are looking at cleaning out some of the materials. Jerry Rowland stated that Kitsap Maritime may be able to rent the entire building. It will depend on grants received. Bob Kalmbach said it was an over 1 million dollars investment by the Port and it should be giving the Port income or providing public use, something that is giving back to community. He felt that the commissioners owed it to the constituents in the Port district. If Kitsap Maritime Heritage Foundation is going to lease the whole building then the going rate for waterfront buildings should be reviewed. Fred Perkins stated that he thought the vision was to use the fire hall as a classroom for marine science. He agreed with Bob on doing something with the building other than storage. Bob Kalmbach asked when the Port purchased the building. Jerry Rowland stated approximately 10 years ago. Jack Bailey stated it is the only heated space to store things, staff break area and a vehicle storage area. The downstairs has been used as a meeting room when needed. Bob Kalmbach stated this does not justify the cost. Jack Bailey said there are restrictions on the building and it may be hard to find a renter. Bob Kalmbach said the Port needs to try to rent. Jack Bailey said he was contacted by a real estate agent and asked if the Port was interested in purchasing the Sweeney's Meat building. Bob Kalmbach said he asked to have this on the agenda because he thought it was time to bring this to the forefront, to find a use that would benefit the public. He asked this not to be dropped. Jack Bailey said if the building is going to be rented it should be comparable to similar locations. He said it needs to be evaluated as to how much the building is worth to the Port of Brownsville for its own use. Fred Perkins asked to leave this agenda. Jonathan Thomas said that this is a topic at the KMHF Board Meetings and part of the discussion is to have it used by the public more. He said that the shipwright wants to use at a training area for boat building. Bob Kalmbach asked when this might happen and



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Jonathan stated he wasn't sure. He added that the partnerships that KMHF has with the school district is looking for possibly using the building for future classrooms.

- c. Kayak Racks – Jerry Rowland stated the Port had received a bid to build a kayak rack. It is comparable to what the Port can get by ordering from commercial companies. Fred Perkins asked if this was in the Comprehensive Scheme and Jerry replied yes. Jerry Rowland said he would consider purchasing only one at this time. Jack Bailey said most marinas are charging for storage and asked if the Port should consider that. Jerry Rowland said this is not a storage rack but just a temporary staging area while visiting the Port. Jack Bailey said there different styles of kayak racks that may be good to look into. Ned Cook asked where the kayak racks would be located. Jerry Rowland said the floating one would be on A dock and the stationary would be where the wooden ones are located now. Jack Bailey stated he thought the kayak ramp was originally designated as a handicap ramp. Jerry Rowland said if it was a handicap ramp it would have to be modified to meet current requirements. This would make the ramp much longer. Therefore it is a kayak ramp.
- d. B- Dock finger piers –  
Option One - There is in the 2016 budget a line item to build two finger piers. The Port has received a bid to do this. It would require port staff to order the floats, grating and wrap and then install them on the manufactured finger pier frames. The Commissioners have a copy of this bid in there folders. The price quoted is for one. Bob Kalmbach asked what the price was per foot. He said it is \$57.00 per sq. foot. The ones that were completed that the Port purchased in the past were \$80.00 per sq. foot including the tubs, grating and wrap.

Second option – Jerry Rowland stated there is a possibility of entering into a contract with Northwest Docks to manufacture finger piers equal to the promissory note now owed to the Port. Jerry Rowland has checked with Mr. Mitchell and this would be legal provided NWD can deliver by the due date of the promissory note of 14 October 2016.

Jerry Rowland asked NWD for a price for one 30 foot finger pier with pile hoop, no grating, tubs or wrap just for a comparison price. NWD price is also in the Commissioners folders and is equal to buying 3 of the docks in Option One. For the amount of money owed NWD can build 6 docks. Fred Perkins stated the date of October 14 was too far away and he would like to see them delivered sooner. Bob Kalmbach said to ask NWD when the docks can be delivered. Jerry Rowland said he would pursue getting exact dates to deliver the 6 docks. He also added that the kayak racks could be built by NWD and probably at a price that is less than the bid presented at this meeting by another company, which is the same company that built the safety ladders for the Port. Fred Perkins said that he would like to see NWD pay their debt prior to giving any future business.

### **PUBLIC COMMENT**

Jack Bailey read a thank you note from Nancy Scott of Kent, Poverty Bay Power Squadron, thanking the Port for a good time when they visited. Slips were reserved and docks clean as well as tables provided and trash picked up regularly. Bob Kalmbach gave a “good job” to the staff.



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Ned Cook asked what side the finger piers would be installed first on B dock. Jerry Rowland stated he would start on the south side first.

Jack Bailey said from the Fire Hall to the waterfront area the grass is dry especially over the grids. He said it needs topsoil and watering. Jerry Rowland said he would look into this.

### **EXECUTIVE SESSION**

Jack Bailey recessed the regular session of the meeting to go into executive session at 7:50 PM for 20 minutes. Personnel issues will be discussed. Executive session was adjourned at 8:10 PM and regular session was reconvened. No action was taken in the executive session.

### **CLOSE MEETING / ADJOURN**

Next meeting in July has already been moved to July 20<sup>th</sup>, 2016. Jack Bailey suggested moving the August meeting to the 17<sup>th</sup> to eliminate conflict with other events. The other commissioners agreed to this. All Ports meeting will be at the Port of Brownsville July 18<sup>th</sup>, Monday, and there will be a barbecue starting at 5 PM. Jack Bailey noted that the attendance of the All Ports meeting has increased due to having meetings at the Port building.

Commissioner Jack Bailey adjourned the meeting at 8:17 PM.

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President / Commissioner

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Secretary / Commissioner

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Commissioner

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Recording Secretary