



Port of Brownsville

Minutes of Meeting
8 February 2012

CALL TO ORDER

Commissioner Bob Kalmbach called the regular session of the meeting to order at 7:04 PM. In attendance were Commissioner Jack Bailey, Commissioner Allen Miller, Port Manager Jerry Rowland, Assistant Port Manager Gregg Faulkner, Port Attorney John Mitchell and Port Accountant Dennis Bryan.

PLEDGE OF ALLEGIANCE

Commissioners led pledge of allegiance.

APPROVAL OF AGENDA

Motion made to approve agenda as written. Motion seconded and approved unanimously.

APPROVAL OF CONSENT AGENDA

Motion made to accept consent agenda. Consent agenda includes the 11 January 2012 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: February 2012 General Fund voucher numbers 27309 through 27369 for a total amount of \$59,054.79. Also approved for payment was February Electronic Voucher, numbers 2012-12 through 2012-18 for a total amount of \$8,848.71

Motion seconded and approved unanimously.

PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA

Jonathon Thomas gave a report from the Grays Harbor Seaport Historical Society as an official representative. He announced that the Hawaiian Chieftain will be visiting the Brownsville marina August 20th through the 24th. The Lady Washington may be here as well. It is dependent on the maintenance completion date. The Grays Harbor Seaport Society has received a grant for Title 1 schools which will cover 85% of the costs of an educational cruise on the 2 Tall Ships. Jonathon will be contacting the local Title 1 schools (those under federal funding). There will be 258 spots available to the children during the four days the Tall Ships are here. If the Lady Washington is here there will be 550 total spots available. Bob Kalmbach asked how many cruises would be offered while at the Port Of Brownsville. Jonathon replied there will be 2 a day for each of the 4 days they are here. Jack Bailey asked for clarification of the length of the cruise and Jonathon confirmed that they were 3 hour cruises. Total cost for each child is \$5.25 which the family would have to pay. Ned Cook stated that there were more Title 1 schools in Bremerton school district than in Central Kitsap school district. Jonathon replied he would send e-mails to all of the school districts in the area. He noted that he is doing this voluntarily. He also stated that the Tall Ships would be going from Port of Brownsville to Bremerton marina then to Port Townsend for



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more planned maintenance for the Lady Washington, if she can come. The Hawaiian Chieftain will go to Aberdeen, its home port. Kitsap County will be its last stop for the season. Allen Miller asked what the capacity was for each boat. Jonathon stated it was about 44 per boat. Allen Miller replied that didn't add up to 550 spots. Jonathon replied it did if you take into account there will be two cruises per day. Jack Bailey asked about how many adults would be going on these cruises and Jonathon stated it would be a balance of some adults but not a 1 to 1 ratio per child, perhaps 6 children to one adult. Bob Kalmbach asked about those families that couldn't afford the \$5.25 per child, especially in these economic times. He asked if the community could donate to help. Jonathon said that is why he is starting the dialogue now to get that interest in the community and to be able to tell the child before the end of school they are scheduled to go on a cruise. Bob Kalmbach suggested that the yacht clubs consider helping with this type of donation. Jonathon continued to report that the Hawaiian Chieftain has already scheduled and filled 2 battle sails at the Bremerton marina. It was booked by a GEO cashing group. Allen Miller asked about escorts for the cruise. Jonathon said that there was a requirement for chaperones which would be a 6 to 1 ratio. He added that this program would not be offered in Bremerton because the sails are already booked. Jerry Rowland added that the Port of Brownsville will waive the moorage fees if the Grays Harbor Seaport Historical Society pays for the full cost of the educational cruises. Jonathon said he would pass that on and added that this is a 4 year grant. Bob Kalmbach asked John Mitchell to contact the Bremerton yacht club and Jerry Miller to contact the Brownsville yacht club to look at donating a certain amount of funds to cover the 15% of the cost not covered by the grant. John Mitchell asked what the age group was for the children that were eligible. Jonathon replied it was kindergarten through high school but he was targeting 4th grade because it coincided with their social studies. Bob Kalmbach asked for additional information from Jonathon Thomas and he would contact other yacht clubs in the area to suggest a donation for this program. The maximum amount needed for the 550 spots at \$5.25 would be \$2,887.50. Jack Bailey stated if the yacht clubs would sponsor a certain number of kids it would definitely help with the cost.

Jonathon Thomas stated that he recently attended the Water Recreation Facilities Summit and the All Ports Meeting and gave a presentation on the formation of the Kitsap Maritime Heritage Foundation. He noted that he and a group of people are forming this organization to further the knowledge in the area of maritime history. He noted that he had experience with a non-profit organization when he was involved with the Lavengro. He also noted that they made many contacts with the Coast Guard and other regulating activities and know who to contact. The organization will be looking for grants and other funding sources. They were declined a grant this year but he understands the reason why. The group will be developing a business plan. Jack Bailey agreed that Jonathon Thomas and others in the group had a good track record with their involvement with the Lavengro.

FINANCIAL REPORTS

Port Accountant Dennis Bryan presented the December 2011 end of month reports. The County did not get the January Reports out in time for Dennis to compile the end of month report for January. They will be presented to the commissioners next month. Bob Kalmbach stated that a modification to the agenda would be needed since it stated that there would be financial reports for December and January. Jack Bailey made the motion to make the modification, Allen Miller



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seconded it and the motion passed. December financial report stated that the balance as of December 31, 2011, is \$1,478,213.90. He discussed not issuing an end of the year report until the state audit was completed. Reserve Funds were down to just over \$80,000.00. This was due to the fact that it wasn't required at this time and left the money in the investment pool.

As of December 31, 2011:

With fuel costs:

| | |
|------------------------|-----------------------|
| Operating Revenue | Under budget by 4% |
| Non-Operating Revenue | Under budget by 2.8% |
| Operating Expense | Under budget by 10.3% |
| Administrative Expense | Under budget by 9.1% |
| Non-operating Expense | Even to budget |

Without fuel costs the changes were:

| | |
|-------------------|-------------------|
| Operating Revenue | Over budget by 9% |
| Operating Expense | Over by 2% |

Jack Bailey noted that the Port Of Brownsville did remarkably well financially last year compared to some of the other marinas and marine industries. Dennis Bryan agreed.

Dennis wanted to remind the Port staff of the importance of quick emergency response. He reported that there was an explosion and fire at the John Wayne marina. Jack Bailey said it was a propane explosion.

Dennis stated he would have all the required information to the State for the upcoming audit by this Friday, February 10, 2012. He stated that it was a good thing that the state agreed to audit the Port now because the fees from a private company would have been about \$30,000.00.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached. Jerry Rowland announced that he would not be at the April 11, 2012 meeting due to going on vacation. Jack Bailey made a motion to change the April meeting to the 18th. Allen Miller seconded and motion passed unanimously.
- b. Commissioner Report – Jack Bailey reported on the All Ports Meeting which was on January 28 and the room was packed and everyone listened to Jonathon Thomas's presentation on the organization he was forming. Then he reported on the Washington Recreation Summit meeting on January 31, 2012. He stated at the Washington Recreation Summit meeting he and Bob Kalmbach gave a presentation on the Port of Brownsville. Jack said he thought the meeting was to get the ports working together but the county commissioners discovered the ports were already doing that. Jack Bailey said at the meeting they heard from the ports representative at the state and the maritime funds were discussed. The state congress is making a move to take the marina accounts and it would be prudent to identify how the funds are going to be used.



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Bob Kalmbach stated he thought the Kitsap County commissioners were looking for how the county could help the ports in economic development which will generate more revenue for the county. Jack Bailey stated he did think of an idea after the meeting to have a package deal to give a one night free moorage at various marinas which would encourage more tourism. He is going to present this idea to the All Ports meeting to get feedback from other ports. Bob Kalmbach stated he has also been attending the Kitsap County Tourism committee meetings and they are looking at for any ideas to increase revenue. He said of the 35 counties in the state, Kitsap is #32 in keeping the tourist dollar. The reason given was because the county was just a stopping point between Seattle/Tacoma and the Olympic Peninsula so the county is looking for any way to keep the tourist dollar here.

Ned Cook asked if there had been any discussion at these meetings on Bremerton Port district managing the Seabeck marina. Bob Kalmbach stated he has only heard what is in the paper. Jack Bailey stated it did come up at the All Ports meeting and the Port of Bremerton was looking for ideas and help.

c. Standing Committee Report –None

OLD BUSINESS

- a. Resolution 12-02 Revise Personnel Policy Manual Section IV.
- b. Resolution 12-03 Revise Personnel Policy Manual Section 10.2
- c. Resolution 12-04 Rescind All Policy Resolutions prior to 1994

Jerry Rowland suggested tabling all 3 resolutions until the March Meeting. Jack Bailey made a motion to table the resolutions until next meeting in March. Allen Miller seconded and motion passed unanimously.

NEW BUSINESS

- a. F-Dock Scope of Work & Bid Package.

Information was provided to the Commissioners that included an Invitation to Bid, Instructions to Bidders, "F" Dock walkway and Finger Pier Replacement Scope of Work, Bid Form, Government Estimate, Basic Drawing, and General Contract.

Jerry Rowland stated that there was a lot of material for the Commissioners to digest. He added that this really needs to go out for bids if the Port expects to have this project done this year. The critical time factor is the pile driving window, which is 15 June through 31 August. If the new structure is not in place and the old one out by this time period the Port cannot accomplish the project this year.



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Jerry Rowland proposed to have the Commissioners look over this material, and then get back to him with any comments or changes they would like to see. Then have a special meeting sometime next week for the purpose of authorizing to put this solicitation on the street. There will also be a need at that time for checks to be signed for other port business.

Bob Kalmbach asked if the companies that make this type of marina modification were on the counties small works roster. Jerry Rowland stated they were but if a company wanted to bid on this job and they were not on the roster, it is a simple process to get them on the roster.

Jack Bailey asked if there was a statement in the contract for a performance bond. Jerry Rowland replied yes. He then asked when Jerry planned on putting this out for bid. Jerry replied as soon as the study session was complete and there was agreement on the bid package he would submit it out for bids immediately.

Jack Bailey asked for an engineer evaluation of the bid package before it was submitted out for bid. Jerry Rowland stated he would definitely be able to have an electrical engineer look at it and he would pursue having a mechanical engineer review it as well.

Motion made to have a special meeting on 15 February at 6:00 p.m. to review the bid package and authorize the Port Manager to request bids for this project. Motion seconded and passed unanimously.

Jerry Rowland stated that he may be going in for arm surgery somewhere between February 28 and March 7, 2012.

PUBLIC COMMENT

Ned Cook asked if the F-Dock modification tied in with the bonding process. Jerry Rowland answered yes. Bob Kalmbach added that if the Port doesn't get the bond, the contract will not be approved, but the Port can't wait for the bond to be approved to get the bid request out.

Bob Kalmbach said he got a call from the Poulsbo Yacht Club Sunday morning for a tour of the new aluminum finger piers. They were very impressed with the stability and got the name of the manufacturer. They have a ten year plan to replace their marina infrastructure. Jerry Rowland added that the Port Orchard marina had contacted him that day for the same type of tour. Bob Kalmbach stated that the manufacturer had a lot of projects going on and his business was growing.

EXECUTIVE SESSION

None



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CLOSE MEETING / ADJOURN

Commissioner Allen Miller made a motion to adjourn, Commissioner Jack Bailey seconded. Motion passed unanimously. Meeting adjourned at 8:14 p.m.

President/Commissioner

Secretary/Commissioner

Commissioner

Recording Secretary