



Port of Brownsville

Minutes of Meeting

13 March 2013

CALL TO ORDER

Commissioner Jack Bailey called the regular session of the meeting to order at 7:06 PM. In attendance were 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

Jack Bailey added under old business Port District two Commissioner Vacancy. Jack Bailey made a motion to approve agenda as amended. Motion seconded by Allen Miller and motion was approved unanimously.

APPROVAL OF CONSENT AGENDA

Motion made by Allen Miller to approve the Consent Agenda. Consent agenda includes the 13 February 2013 Study Session Minutes, 13 February 2013 Regular Meeting Minutes, 26 February 2013 Special 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 2013 General Fund voucher, numbers 28088 through 28140 for a total amount of \$71,939.56. Also approved for payment was March 2013 Electronic Transfer Voucher, numbers 2013-21 through 2013-28 for a total amount of \$10,895.38.

Motion seconded by Jack Bailey and approved unanimously.

PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA

None

PRESENTATION TO OR BY THE BOARD

None

FINANCIAL REPORTS

Port Accountant Dennis Bryan provided the January and February 2013 end of month reports. Ending balance as of 28 February 2013 was \$3,035,456.63.



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	With Fuel	Without Fuel
Operating Revenue	Under Budget by 6.6%	Even to Budget
Non-Operating Revenue	Even to Budget	Even to Budget
Operating Expense	Under Budget by 6.3%	Over Budget by 1.6%
Administrative Expense	Under Budget by 1.9%	Under Budget by 1.9%
Non-Operating Expense	Even to Budget	Even to Budget
Capital Improvements	Even to Budget	Even to Budget
Bond Principal Payments	Even to Budget	Even to Budget

Dennis Bryan noted that most of the Capital Improvement expenses were due to the new Boat Launch Ramp. He also noted that the interest income amount on the cash flow statement was small but not much the Port could do about that.

Ned Cook asked what percentage of the bond that was issued has been spent. Dennis Bryan stated approximately 33%.

INFORMATION, STAFF AND COMMITTEE REPORTS

a. Manager Report – Attached. Jack Bailey asked about the growth between the slats on the East Breakwater. Jerry Rowland stated it was almost a solid wall of growth and it may have to be dealt with shortly. Jack Bailey asked if the dive crew made it to the bottom and noted any eel grass. Jerry Rowland reported that they did go to the bottom and found no eel grass. He added that the last report from the bottom survey may have been misleading since eel grass is a seasonal thing. If they had done the survey a few weeks later there would have been a good probability that eel grass would not have been there. Jack Bailey stated that some Ports were trying to replant eel grass. John Mitchell added that there has not been much success in trying to replant eel grass. Jerry Rowland noted that where the eel grass was found on the survey is not where the Port plans on dredging so it is not a problem at this time.

b. Commissioners Report – Allen Miller had no report at this time.

Jack Bailey stated that he had gone to the WPPA Port Day in Olympia. He said one of the major items discussed was the derelict boat program. He said there is going to be a study about older and bigger boats in public marinas. He said he spent most of the afternoon sitting in the galley above the state house of representatives. He said you could send a note to the representatives requesting to meet with them.

c. Standing Committee Report –

1. BAD IX – Jerry Rowland announced there would be a BAD IX meeting at 6:00 PM on 23 April, 2013. The meetings will continue on the 4th Tuesday of each month.

2. Comprehensive Scheme – Jerry Rowland announced that he plans on advertising and then having the first Comp Scheme meeting 7 May, 2013, at 5:30 PM.



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Fred Perkins asked what a Comprehensive Scheme was. Jerry Rowland stated it was a plan on what the Port desired to do in the future.

Ned Cook asked if the boat houses were going to be part of the Comprehensive Scheme discussion. Jerry Rowland said those rules were part of the Rules and Regulations which is not part of the Comprehensive Scheme and are not due to be updated.

OLD BUSINESS

Port of Brownsville Commissioner District Two Vacancy – Due to a change in district lines, Bob Kalmbach has had to resign as Commissioner of District Two. The advertisement for making the public aware of the vacancy and requesting interested parties to apply was reviewed which ran in the Kitsap Sun. Jerry Rowland stated the official advertisement had to be put in the Kitsap Sun.

Jack Bailey read Bob Kalmbach's resignation letter. Jack stated he wondered if Bob Kalmbach was still going to contact the school district. Jerry Rowland replied that Bob was going to contact Jack Bailey to get permission to represent the Port when he contacted the school district. Jack said he wanted Bob to call him and now it was allowed since he was no longer a commissioner.

Jack Bailey said there have been no written responses at this time from the advertisement. However, there was someone present at the meeting and Jack asked him to introduce himself.

Fred Perkins introduced himself as someone who had a boat in the marina for about 8 years. He enjoys fishing and crabbing. He lives in district two. He is a contractor with General Dynamics and works at Bangor Base. He is retired from the Navy as a submarine Master Chief and has 2 boys, 18 and 16. He has lived in the district for approximately 18 years.

Jack Bailey said in the interest of fairness he proposed to hold the advertisement and application open for one more week. He felt that the advertisement was not seen by most people so he wanted it to stay open longer.

Jack Bailey asked if there were any other news on the construction of the replacement docks. Jerry Rowland said he has the information that he will cover in new business.

NEW BUSINESS

- a. Bonds - Jerry Rowland reported that he has contacted Jim Blumenthal of Martin Nelson and Company about bonding the remaining 1.2 million dollars. As it turns out with the devaluation of property in the Port District the Port can now only qualify for 1 million. Jerry Rowland requested authorization to pursue the remainder of the bonds. He will request Jim Blumenthal to come to the 10 April Meeting in order to give the Port a complete briefing. He said that he was concerned that the amount that the Port can bond would go down further. Dennis Bryan stated that the county is taking a systematic approach of devaluating property value but increasing the tax rate. This causes an increase in the property tax amount for each property



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owner. This will also cause an increase in the tax amount when property values start increasing. Jack Bailey asked how much property value had been devalued. Dennis Bryan replied it has been about 5% this year only. There have been other devaluations in previous years. Allen Miller asked if there was any group that was causing this. Dennis Bryan stated the county assessor's office was deciding the property values but he was not sure what political group was causing the tax rate increase.

Commissioners agreed to have Mr. Blumenthal attend the April 10, 2013 meeting to discuss the next bond.

- b. Resolution 03-13 Bad debt write-off - This resolution is administrative to balance the books which now show an owed debt the Port will not be able to collect. Jerry Rowland said the Port will try to collect the debt but the estate of the owner that owes the debt said the Port applied too late. Jack Bailey made a motion to pass this resolution. Allen Miller seconded that motion and it passed unanimously.
- c. Engineering Services Contract - Jerry Rowland reported that there needs to be an authorization to enter into a services contract with an engineering firm at this meeting in order to ensure the Port receives the engineering drawings in time to put an RFP out for bid to build the docks to these drawings and specification, and then issue a second RFP for installation of the docks, and have all this in place so the money is obligated in time to meet the bond requirements this year. Jerry requested a motion from the Commissioners tonight authorizing him to enter into this contract with Marine Structures Engineering Inc. Jack Bailey asked Jim Guy for information on this engineering company since this engineer is the same as what Northwest Docks uses. Jim Guy gave a favorable report of this engineering company's experience. He noted that this engineer is not an employee of his company, Northwest Docks, but is the engineering company he uses to design his floats and docks. Jack Bailey noted that the docks at Port Orchard marina were not built to the expectations he had and saw many deficiencies with them. It was announced by Jim Guy that those docks were not designed by Marine Structures Engineering Inc. nor built by him. He agreed with Jack Bailey's assessment and he was concerned that people would think they were his docks and be against aluminum docks in general. His company uses stronger aluminum and the design makes sure the aluminum does not touch the salt water.
- Jack Bailey agreed with entering into a contact with this engineering company and made a motion to do so. Allen Miller seconded the motion and it passed unanimously.

PUBLIC COMMENT

None

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 8:08 P.M.

President/Commissioner

Secretary/Commissioner

__ Vacant _____
Commissioner

Recording Secretary