



# Port of Brownsville

Minutes of Meeting

10 April 2013

## **CALL TO ORDER**

Commissioner Jack Bailey called the regular session of the meeting to order at 7:02 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**

Allen Miller made a motion to approve agenda as written. Motion seconded by Jack Bailey motion was approved two for one vacant.

## **PORT DISTRICT TWO COMMISSIONER VACANCY**

Motion made by Jack Bailey to accept Frederic Perkins application to fill the position of Port of Brownsville District Two Commissioner. Motion seconded by Allen Miller. Motion approved two for one vacant.

Commissioner Bailey administered the oath of office and invited Fred to join the Commissioners at the front table.

## **APPROVAL OF CONSENT AGENDA**

Motion made by Allen Miller to approve the Consent Agenda. Consent agenda includes the 13 March 2013 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: April 2013 General Fund voucher, numbers 28141 through 28194 for a total amount of \$103,114.13. Also approved for payment was April 2013 Electronic Transfer Voucher, numbers 2013-29 through 2013-38 for a total amount of \$16,095.75.

Motion seconded by Fred Perkins and approved unanimously.

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

Jonathon Thomas reported on the Kitsap Maritime status. He stated that they received a start-up grant. They are now an official 501C program and are proceeding with their educational programs. He added that they are also in the process of developing all of the policies that are required. They will be having their capital raising in June and July so the organization can purchase a boat. He added that they are supporting the educational program for the Lady Washington and Hawaiian Chieftain when it arrives in August. There is a chance of getting 500 students out on the boats for a tour and a cruise. The cost



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is now \$10.50 per student that needs to be raised. Jack Bailey asked if the parents could pay for their student. Jonathon replied yes. Jack Bailey asked what the age range. Jonathon replied 1<sup>st</sup> grade through high school. Jack Bailey congratulated Kitsap Maritime on getting their grant. Jonathon said they have been visiting other organizations that have similar charters but have some lessons learned. One of those is to do campaigns for raising funds rather than getting loans.

Terry Asla reported that the staff had been doing a good job of pressure washing the docks and chasing away the seagulls.

## **PRESENTATION TO OR BY THE BOARD**

None

## **FINANCIAL REPORTS**

Port Accountant Dennis Bryan was not able to provide the March 2013 end of month reports. The information from the County was not received in time. Dennis Bryan asked the commissioners to consider doing financial reports for the previous month because of the reporting requirements and the fact that they statements are usually not received in time. Jerry Rowland stated that he didn't have a problem with that but maybe give a quick books report to the commissioners monthly so they now the financial status of the Port each month. Dennis stated that there shouldn't be a problem to give some type of report. It just wouldn't be the compilation report information. Jerry said the cash flow report would be enough.

Jack Bailey asked why Jim Blumenthal was not at this meeting as advertised at the last meeting. Jerry Rowland said that had all been delayed until June. Then there would be the series of study sessions and phone calls to get the financial rating and be able to apply for the bond.

## **INFORMATION, STAFF AND COMMITTEE REPORTS**

- a. Manager Report – Attached. Jonathon Thomas asked if the boat owners would be notified when E Dock goes in. Jerry Rowland said there would be a 7 day notice to the boat owners.  
Jerry Rowland announced that some of the companies that had been building aluminum docks are not in the business of doing that now. Allen Miller asked why these companies stopped building aluminum docks. Jerry replied that he thought these companies found out aluminum docks were harder to manufacture and install. Jonathon Thomas asked if there will be a publicized plan of how the boats will be moved if the docks are replacement. Jerry Rowland stated there would be a plan with a 7 day notice to the boat owners when they have to be moved.
- b. Commissioners Report – Commissioner Miller will be attending the WPPA Spring Meeting which will be held on May 15, 16, and 17.  
Jack Bailey reported that there was a meeting with the Navy and the tribe to discuss the mitigation of putting in a box culvert. The tribe requested the beach to be as it was many years ago, that is the culvert to be more up by the corner store. They also want the Port to change the waterfront area which the Port is not willing to do at this time. The Navy was not prepared for a project that would



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cost this much. There is still hope that an agreement will be reached. Ned Cook asked if the replacement Navy Lieutenant was as friendly as the last one. Jerry Rowland replied yes and there were 5 people representing the Navy at this meeting. Allen Miller asked if there were much sediment in the existing culvert. Jack Bailey responded that there was a lot of sediment that would have to be cleared and some trees have moved down the creek.

### 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.

Jerry gave a brief announcement of how many grants the Port has received and what was purchased or supplied with those grants. Jack Bailey reminded everyone that the grant money comes from the boat taxes.

### OLD BUSINESS

None

### NEW BUSINESS

- a. Sewer Line - As a prelude to connecting all the docks to the sewer Gregg contacted The Clean Water Grant folks to determine what if anything they would consider reimbursing on this project. One of the items the Port was looking at was connecting a separate sewer line from the dock into the lift station. This would, hopefully, have the effect of stopping the "odor" situation the Port currently has when Waterloo pumps its holding tank or when the Port staff pumps out Mini Loo or the pump-out boat. The Clean Water Grant program looked at the proposal to put in the new line and they determined it was eligible so they will reimburse 75% of the installation. The Port then asked for proposals to do the job. The Commissioners had the proposal from Ed Heuss Company to do this job. Jerry Rowland requested authorization to proceed with this contract, adding that time is of the essence. Since this project entails cutting the blacktop from the main walkway to the sewer line going to the lift station the Port needs to accomplish this prior to the start of boating season. Allen Miller made a motion to proceed with a contract to connect a separate sewer line from the dock into the lift station. Fred Perkins seconded the motion. Fred Perkins asked how long this project would take and when it would be complete. Jerry Rowland replied that it would start next week and last about 4 days. The motion was voted on and passed unanimously.



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## **PUBLIC COMMENT**

Terry Asla stated he was glad to see the commissioners on the docks. Jack Bailey said he does most of his walking at night.

Jack Bailey commented on the new boat ramp, stating that with the hinges that are installed, there is a rolling, row boat affect. Terry Asla added that the added cleats on the boat ramp were very nice.

Jack Bailey announced that the gas stove is installed in the deli with a new vent hood and the deli owners were enjoying it. Ned Cook asked if there should be signs near the new propane tanks installed for the stove. Jerry Rowland replied it wasn't required but he will have some displayed.

## **EXECUTIVE SESSION**

None

## **CLOSE MEETING / ADJOURN**

Commissioner Allen Miller made a motion to adjourn, Commissioner Fred Perkins seconded. Motion passed unanimously. Meeting adjourned at 8:06 P.M.

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President/Commissioner

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Secretary/Commissioner

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Commissioner

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Recording Secretary