



# Port Of Brownsville

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Bremerton, WA 98311  
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April 16, 2014

## **CALL TO ORDER**

Commissioner Fred Perkins called the regular session of the meeting to order at 7:00 PM. In attendance were Commissioner Bob Kalmbach, Commissioner Jack Bailey, 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**

Port Manager Jerry Rowland requested that an executive session be added to the agenda under 12 c. for personnel and real estate concerns. Commissioner Bob Kalmbach made a motion to approve the agenda as modified. Motion seconded by Commissioner Jack Bailey and motion was approved unanimously.

## **APPROVAL OF CONSENT AGENDA**

Consent agenda includes the 12 March 2014 Regular Meeting Minutes, the 20 March 2014 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: April 2014 General Fund voucher numbers 28917 through 28991 for a total amount of \$123,501.70. Also approved for payment was April 2014 Electronic Transfer voucher numbers 2014-24 through 2014-35 for a total amount of \$26,013.43.

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

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

Port Manager Jerry Rowland read an email from Jonathon Thomas providing an update on Kitsap Maritime Association. They have received as a donation two trees from Olympic Properties a division of Pope Resources that will be used as new masts for the schooner Fiddler's Dream. The trees will be cut in May and delivered to a spar shop in Aberdeen. Kitsap Maritime is assembling a spar barn in collaboration with local artists Jeff and Mandy Owens who have a studio on Gluds Pond Road. The barn will be on their property. The floating classroom boat will be down-rigged the 3<sup>rd</sup> week in May. Then the boat will be sent to get the bottom paint redone. After that there will be lots of work on the deck and the chart house. The schedule of sailing next summer is on track. June 8<sup>th</sup> the Brownsville Yacht Club and Kitsap Maritime Association are hosting a boater's education class in the Brownsville Yacht Club. The class is free but the boater's education card is \$10.00. More details will follow later on this class. Fred Perkins requested the staff to put the information about this class on the Port of Brownsville web page. Carolyn Thomas added that there is a limit to how many can sign up for this class. They are looking in to a possible second class.

Bob Kalmbach told Jerry Rowland to thank Jonathon Thomas for his update on the Kitsap Maritime Association.



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## PRESENTATIONS TO OR BY THE BOARD

None

## FINANCIAL REPORTS

Port Accountant Dennis Bryan presented the February 2014 end of month financial report. At the end of February 2014 the balance was \$2,319,818.28. Dennis noted that as of year to date there is a loss of \$24,732.59. This is not unexpected with the capital improvements that are being made.

	With fuel	Without fuel
Operating Revenue	Under budget by 6.8%	Even to Budget
Non-Operating Revenue	Even to Budget	Even to Budget
Operating Expense	Under Budget by 7.2%	Even to Budget
Administrative Expense	Over Budget by 1.4%	Over Budget by 1.4%
Non-Operating Expense	Even to Budget	Even to Budget
Capital Improvement	Even to Budget	Even to Budget
Bond Payments	Even to Budget	Even to Budget

Bob Kalmbach asked Jerry Rowland to update the spread sheet on the expenses for the Capital Improvement projects before the next meeting.

## INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached. Law was recently passed that all boats have to have pollution coverage in their boat insurance policy. John Mitchell explained that this is an issue in another marina and it does depend on the coverage provided by the insurance company. Commissioner Bob Kalmbach has to receive training on the Public Records Act and the Open Public Meetings Act. Port Manager will have to receive training as well. More information will follow. Jerry Rowland asked if it was possible to have an alternate signature authority when 2 of the 3 commissioners are gone and not able to sign checks. John Mitchell stated he did not think the commissioners can delegate that authority but he will investigate further. Jerry said he knew that other organizations like this marina have financial officers that are authorized to sign and thought that might be possible through a delegation of authority statement. More information will be researched on this.
- b. Commissioners Report –  
Jack Bailey stated he was present during the Guardian Company demonstration of their security system. He will try to answer any questions on this demonstration during this topic under Old Business. He announced that the Kitsap All Ports Meeting is next Monday, April 21, 2014.

Fred Perkins said he was going to propose that the next Kitsap All Ports Meeting be at the Brownsville Yacht Club. He also announced that the WPPA Spring Meeting will be on May 14,



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the same day as the next Port meeting. Commissioners were not sure if any of them were going to attend so at this time they left the Port meeting as is.

- c. Standing Committee Report – BAD X - The first committee meeting will be 13 May 2014 at 6:00 PM.

## OLD BUSINESS

- a. Security Cameras – Guardian Company recommended a 2 camera system (one panoramic and one fixed) and Stanley Company recommended a one camera system with multiple lenses. There was bid quotes from both companies presented to the Commissioners. Gregg Faulkner stated he didn't think the equipment from both companies were too far apart. He liked the Stanley camera that has multiple lenses in one camera. There is some confusion of what type of cabling has to be used, fiber optic or CAT 6.

Jack Bailey said the Guardian cameras do the processing inside the camera. The Stanley company camera takes a lot of storage. The image with the Guardian camera is pretty clear. He showed what was demonstrated by the Guardian company as it would look if mounted at the Port of Brownsville. Guardian recommended installation at the corner of the deck above the deli and all important areas will be covered. The fixed camera would be at the parking lot. The camera equipment was the latest available. Both companies will have to have a receiver transmitter on the wire. There was some confusion on what was offered from the Stanley Company, 180 degree or 360 degree. Jack Bailey added that he thought the Stanley Company camera required a heater. Gregg Faulkner stated most of the cameras come with heaters. The commissioners asked to get clarification on this before a decision could be made. Fred Perkins stated that it appeared progress was being made but more information was needed. Bob Kalmbach said he would like to have a demonstration from Stanley Company. This will be put on next month's agenda.

- b. Review Delegation of Authority – Fred Perkins said this needs to be carried on the agenda for a few more months. There is some comments that he wants to make but not at this time. It will be put on next month's agenda.
- c. Boathouse Compliance Update – Jerry Rowland stated that Matt Appleton has been doing a great job at doing the inspections of the boat houses. He added that the boat house owners have been cooperative which is appreciated. Matt gave the current status of the inspections. He said to date there are only 8 boat houses that need to be inspected. There are now 12 boat houses that are in compliance except for the float upgrades which are not required at this date but will be in the future. 9 are in full compliance. This makes 21 that are in compliance per the requirements today. 9 boat houses are working on their floats or electrical issues so they are close to complying.

Jack Bailey asked what the Styrofoam floats were for that he saw at the beginning of the dock. Matt explained that these belonged to the Port and are used to move the new finger piers in place. Jack also said that he gets little white pieces washed up on the boats that look like tarp pieces.



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Matt stated no one is working on floats at this time so it may be from otters picking at the float material. Fred Perkins asked if Jack had any of this material so it could be evaluated for what type it is. Jack stated not at this time. Jack added that the otters are quite brazen. Jerry Rowland said that the big female otter that was making nests was caught a few days ago and was relocated.

Bob Kalmbach asked what was happening with slip C-15 where the tenant is deceased. Jerry Rowland stated that the tenant's brother, Phil, stated he would take over the slip moorage and other responsibilities. Jerry has told staff that it will be treated like any other slip that is not paying their moorage. Jack Bailey added that the Port has a certain amount of time to present bills to the estate so they get paid.

- d. Dock Build Update – Jerry Rowland announced that the Army Corp of Engineers permit for the Marina Upgraded has a new in-water work window. It is now 7/16/14 to 10/14/14. This means that the Port will not be able to start the project on 6/15/14 as originally planned. The old work window was 77 days and the new work window is 91 days. The contractors have been contacted and they are in agreement with the new dates. Terry Asla brought up concern with the dates conflicting with visiting boat clubs. Jack Bailey stated that the original dates would have conflicted with those visits anyway. Jerry Rowland stated he has a plan to accommodate those visiting clubs.

## **NEW BUSINESS**

Bob Kalmbach asked if there was any progress on the request from the Suquamish tribe to install WIFI for security purposes. Gregg Faulkner said he has tried to contact them but no response at this time.

## **PUBLIC COMMENT**

Terry Asla announced that the first 3 visiting Yacht Clubs had used the Host Boat service. They were pleased with the services provided. An added service is that Terry is contacting the boat club ahead of time to let the boat club know what is available to them. As a result the local businesses did very well during their visits. Jack Bailey asked how many boats visited per group. Terry said it was about 14 with 2 of the visits and the other had just a few. Terry announced the Sea Scouts also used the service. Carolyn Thomas stated that the Sea Scouts sent a newsletter to the commissioners. The commissioners stated they had received this. Jack Bailey added they were well behaved and they had a good time. Fred Perkins said he met with the Sea Scouts and they expressed their pleasure with the services provided. Carolyn Thomas added that there was a picture of the Sea Scouts on the bulletin board in the Brownsville Yacht Club.

Ned Cook asked about the marina WIFI, requesting that it be improved. Jerry Rowland stated that the Port of Brownsville agreed to buy the equipment but the Port would not maintain it. Ned replied that the people cannot touch the new system because there is no access to the DNS. Jerry replied that they have contacted Computer Smith and the Port will pursue using the equipment left behind by Broadband and they will see if it is possible for the Port to utilize. Ned added that the Port is advertising that free WIFI is available. Terry Asla concurred that this is being advertised and most of the people can use it but he



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agreed that the system is not reliable. Jerry stated again that they will look into it but it isn't a high priority for the Port at this time. Fred Perkins said that we can put it on the agenda for future meetings.

Carolyn Thomas said that the Brownsville Yacht Club is having their annual rummage sell on May 3, 2014. She was encouraging donations and stated how this helped the Yacht Club. Also, all items left over are donated to non-profit organizations. Jerry Rowland said he would put this information in the Port newsletter.

## **EXECUTIVE SESSION**

Commissioner Fred Perkins adjourned to executive session at 8:17 PM. Decisions may be made at this session. Expected time 20 minutes. Commissioner Kalmbach announced an additional 20 minutes would be required. Commissioner Perkins announced an additional 20 minutes would be required.

Commissioner Perkins adjourned the executive session at 9:16 PM

Commissioner Perkins reported that the Deli and Residential leases had been approved as modified. He directed the Port Manager to make those changes and send clean copies to the Commissioners for review. After this individual review, if there were no errors the Commissioners would come to the Port Office and initial the final copies.

Motion was made by Commissioner Bob Kalmbach to authorize the Port Manager to sign the leases on behalf of the Port after all Commissioners had initialed them. Motion seconded by Commissioner Jack Bailey and motion was approved unanimously.

## **CLOSE MEETING / ADJOURN**

Commissioner Bob Kalmbach made a motion to adjourn. Motion seconded by Commissioner Jack Bailey and motion was passed unanimously. Meeting adjourned at 9:19 PM.

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President / Commissioner

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Secretary / Commissioner

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Commissioner

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Recording Secretary