



# *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:**  
Bob Kalmbach  
Jack Bailey  
Fred Perkins

May 11, 2015

## **CALL TO ORDER**

Commissioner Bob Kalmbach called the regular session of the meeting to order at 6:08 PM. In attendance were Commissioner Jack Bailey, Commissioner Fred Perkins, Port Manager Jerry Rowland, Assistant Port Manager Gregg Faulkner, Port Maintenance Matt Appleton, Port Attorney John Mitchell was represented by Carrie Eastman and Port Accountant Dennis Bryan.

## **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 Jack Bailey, motion was approved unanimously.

## **APPROVAL OF CONSENT AGENDA**

Consent agenda includes the 16 April 2015 regular Meeting Minutes, 20 April 2015 All Ports Meeting Draft 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: May 2015 General Fund voucher numbers 29840 through 29881 for a total amount of \$51,581.79. Also approved for payment was May 2015 Electronic Transfer voucher numbers 2015-36 through 2015-40 for a total amount of \$7,420.59.

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

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

Jonathon Thomas represented the Kitsap Maritime Association. He gave an updated report on the progress of the renovation of the schooner "Fiddler's Dream, as well as the amount of donations. At the Great Give Away on May 5, 2015, Kitsap Maritime Association received \$4,711.00. This will be matched by 10%. Rebuilding of the deck is continuing. New fuel tanks are ordered and will be installed soon. There will be a donation Golf event on July 19, 2015, at Rolling Hills. Bob Kalmbach asked how you can become a sponsor of this event. Jonathon Thomas replied in order to be a sponsor of this event, donate \$100.00 for a hole and your name will be placed at that hole in recognition of your donation. Jack Bailey brought other opportunities to receive donations such as a donation box near the Fiddler's Dream. He also suggested a certificate for a certain amount of donation. Jonathon said recognition is in the works for the donations. Bob Kalmbach suggested a "plank owner" concept. Jonathon commented something like this is being planned. Jerry Rowland asked for clarification on how much is matched of the donated



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funds. Jonathon replied that 10% of the amount donated on May 5<sup>th</sup> will be given by the Great Give Away event. Then there will 100% matching of that up to \$100,000.00.

## PRESENTATIONS TO OR BY THE BOARD

None

## FINANCIAL REPORTS

Port Accountant Dennis Bryan provided the March 2015 end of month financial report. As of March 31, 2015 the balance was \$1,256,861.81.

	With fuel	Without fuel
Operating Revenue	Under budget by 8.7%	Under budget by 1.5%
Non-Operating Revenue	Even to Budget	Even to Budget
Operating Expense	Under Budget by 8.0%	Over budget by 2.4%
Administrative Expense	Under Budget by 3.0%	Under Budget by 3.0%
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

The Port Annual Report will be filed soon.

Ned Cook asked if all of the money from the bond had been committed. Dennis Bryan said it has been committed but not all spent at this time. Ned asked when the Port would start paying back the bonds. Dennis replied it has already started. First payment was in December 2014.

## INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached. Jack Bailey noted that the logo on the Port truck was hard to see. It blended into the color of the truck. Jack Bailey thanked Marjie Rowland for assisting with the archiving of Port information as required by state guidelines.
- b. Commissioners Report –

Jack Bailey announced he would be attending the WPPA Spring Event on May 13, 14 and 15. He noted that the subject of the event will be focused on the how much and what kind of powers the Ports have. He said this was interesting since Kitsap County was going through the same exercise in committees. The event will also be an Environmental Seminar and hopes there will be more guidelines on this subject. He expressed a concern over the meeting on May 12, the next day, by the Kitsap Public Health District. He said he would not be able to make this and wanted to challenge the way the Department gave results of the water sampling at the Port. Jerry Rowland explained that this



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would be a different group and would not be talking about this. However, he would contact the Health Department and get the sampling information.

Bob Kalmbach apologized for missing the last meeting. He had to make a business trip unexpectedly. He thanked Jack Bailey for attending the upcoming WPPA spring event and representing the Port of Brownsville. He also commented on the letter received by the Bainbridge Kayaking group recognizing the Port of Brownsville as one of the best places for kayakers to spend time.

- c. Standing Committee Report – Jerry Rowland announced the first meeting for the Comprehensive Scheme will be June 16 at 6 PM.

### OLD BUSINESS

- a. Boathouse Compliance – Matt Appleton announced that the boat house in slip C-16 has been demolished. Other tenants are purchasing new floats to comply with the requirements. There are only 5 boat houses that are not in compliance. 2 more have the new floats and will be in compliance soon. Jack Bailey said the people that demolished the boat house did a good job and it was accomplished in 3 days. Matt stated that August 1, 2015, was the deadline for new floats and everyone is working on meeting that deadline.
- b. Resolution 15-04 Trespass Policy – Second Reading – Motion made by Commissioner Fred Perkins to approve Resolution 15-04. Motion seconded by Commissioner Jack Bailey. Motion was approved unanimously.
- c. Resolution 15-05 Modify Port Rules and Regulations – Second Reading – Motion made by Commissioner Jack Bailey to approve Resolution 15-05. Motion seconded by Commissioner Fred Perkins. Motion was approved unanimously.

Bob Kalmbach asked for a clarification on the signing of the minutes of last month. He asked the Port attorney representative if he should sign the minutes for last meeting since he was absent. Carrie Eastman said he should not sign.

- d. Washington Water Trails Kaya Paddle-In at Port of Brownsville is continuing to be planned, as reported by Jerry Rowland. Jerry went over the schedule at all 3 Ports that will participate. He recognized Terry Asla and Sally Hass for their help in planning this event at the Port of Brownsville. He said that recently there was another group of kayakers that stayed at Brownsville and he was hoping for another good report from this group. Bob Kalmbach asked about the bonfire that was scheduled for 8 PM on Saturday. He wanted to know how this would be controlled as far as numbers of people. Jerry replied that it would be by registration ahead of time. When they register they have to sign a "Hold Harmless Clause". Registration form is still under development. Bob Kalmbach then asked about the "Brownie" that was mentioned in the schedule. Jerry Rowland explained that was the "skeleton dinosaur". Jerry Rowland notified the commissioners that they will be given an invite for the VIP ceremony at Silverdale on Saturday at 1 PM. He added that the Secretary of the Interior will not be attending but other dignitaries are unknown at this time.



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- e. New WEB site – Port Manager requested this item be put on hold until further research has been conducted on what does and does not have to be archived. Bob Kalmbach stated that he has been in contact with the Port's contractor for the IT server and what it stores. He said there should be no need for new equipment. There was discussion on what was required and what wasn't and it was decided there was not enough information. Bob Kalmbach requested a special meeting and have the IT contractor present to explain what is needed for archiving and how the server helps with that. The date was set for June 9, 2015, at 6 PM based on the contractor's availability.

### **NEW BUSINESS**

- a. Bob Kalmbach made a suggestion of having an RV dumping yearly pass. He said that there were many people that commented on what a wonderful facility the Port has for RV waste dumping and a yearly pass would be beneficial. Jerry Rowland said he would look into this and it would require a resolution to change the tariff. Recommended amount was \$30.00, same as the yearly ramp fee. Jack Bailey suggested researching other places that have a yearly pass for RV dumping. Jerry Rowland said he would do this.
- b. Fred Perkins asked for a report on the changes being made by the Fire Hall. Jerry Rowland said permeable pavers were being installed and they will have grass on top of them. There will be section in the back that will have liner and permeable pavers with gravel on the top. Jack Bailey said the contract he has with this project has cloth being used behind the fire hall. The only mention of plastic was in the sand filter area around the rain garden. Under the drive/vehicle area was 8 inches of drain rock and free draining with the rock being compacted and the grid will be filled with gravel of pea gravel. He recommends that pea gravel be used because it will drain better and easier to pull out weeds. Jerry Rowland said he would talk to Teresa about this and make sure they are installing a liner that will direct the water rather than allow for the water to go into the ground. Jack added that a church had contacted him to ask questions about this project since they are considering doing the same thing.

### **PUBLIC COMMENT**

Jerry Rowland reminded the commissioners that candidate filing is now open. He added that he has an updated report on the rebuilding of the marina in each of the commissioners folders.

Jack Bailey said there was a report that the security guard interrupted a breaking and entering violation at the corner grocery store (Daily Stop) and his actions helped the police capture the individuals involved. Jerry Rowland stated that this new security company is doing a very good job and giving great reports. Jack Bailey said maybe a letter of appreciation should be sent to the company. Jerry Rowland said he has met with the company and let them know how pleased he is with this guard.

Jack Bailey said he had additional information on the mail boxes that need to be moved across from the fire hall. All that is needed is for the Port to give permission to pour a concrete foundation and they will install a lock box system. Jerry Rowland has the forms to be signed for this permission. There was some



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discussion on the mail boxes that are in front of the Port building that belong to the people on Ogle road. Jerry Rowland said he would work with the Post Office on the mailboxes in front of the Port building to possible get them moved or a lock box system installed. Fred Perkins asked if there was a conflict of interest since Jack Bailey had a mail box across from the fire hall. It was determined that since this was brought up by a different mail box owner, there was no conflict. Jonathon Thomas stated that Kitsap Maritime had requested information from the mail carrier about a year ago on how to get these mail boxes moved since they were in danger of falling. He said that the association did not follow through on this so they are glad to see that this is being resolved. He wanted to make it clear that the request was initiated by Kitsap Maritime Association.

## **EXECUTIVE SESSION**

None

## **CLOSE MEETING / ADJOURN**

Commissioner Fred Perkins made a motion to adjourn. Motion seconded by Commissioner Jack Bailey and motion passed unanimously. Meeting adjourned at 7:30 PM.

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President / Commissioner

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Secretary / Commissioner

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Commissioner

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Recording Secretary