



## **Port of Brownsville**

Minutes of Meeting

13 July 2011

### **CALL TO ORDER**

Commissioner Allen Miller called the regular session of the meeting to order at 7:01 PM. In attendance were Commissioner Bob Kalmbach, Commissioner Jack Bailey, Port Manager Jerry Rowland, Assistant Port Manager Gregg Faulkner and Port Account 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 8 June 2011 regular meeting minutes, 22 June 2011 Study Session 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 has been made available to the public. Those vouchers approved for payment are included in the audited and certified list and further described as follows: July 2011 General Fund voucher numbers 26913 through 26964 for a total amount of \$91,669.25. Also approved for payment was July Electronic Transfer voucher numbers 2011-53 through 2011-60 for a total amount of \$19,986.83. Motion seconded and approved unanimously.

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

Skip Nordal reported to the Commission that the Lavengro might be giving free sails during the Lady Washington and Hawaiian Chieftain visit.

Ned Cook asked how much garbage disposal cost had gone down. Jerry Responded that it was too soon to tell.

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

None

### **FINANCIAL REPORTS**

Port Accountant Dennis Bryan presented the end of month reports for May and June. He also presented the 2010 Annual report. Total cash account is \$1,467,840.41.

As of the end of June 30, 2011:

With fuel in the report:

Operating Revenue	Under budget by 6.4%
Non-operating Revenue	Under budget by 1.8%
Operating Expense	Under budget by 8.9%
Administrative Expense	Under budget by 7.6%
Non-operating Expense	Even to budget
Capital Improvements	Even to budget

Without fuel in the report:

Operating Revenue	Over budget by 3.8%
Operating Expense	Over budget by 4.1%

Dennis Bryan stated that the chart of accounts needs to be attached to the Quarterly Budget Report per State Requirements in the BARS Manual. Bob Kalmbach asked when the BARS Manual was changed and Dennis replied in January. He added that changes are made often and the users aren't always notified of the changes. Bob Kalmbach asked if there is a time frame it needs to be completed. Dennis replied there is no time frame but it will be completed in the next 2 weeks.

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

a. Managers Report – Attached.

Ned Cook asked how many trips per day were made from the garbage containers to the compactor. Jerry Rowland replied a couple per day.

Gregg Faulkner explained how the wires became chaffed and damaged and caused the fuel dock to be closed over the 4<sup>th</sup> of July weekend. Jack Bailey asked how long the fuel was closed. Jerry reported 4 days but there were times that the fuel pumps were operational.

b. Commissioners Report – Jack Bailey reported that the West Virginia commissioners he spoke to about the ipad and iphone and why the Port of Brownsville had to purchase them for the commissioners. The commissioners he spoke to thought it was a good idea and were going to look into doing the same.

c. Standing Committee Report –

1) The second Comp Scheme Committee meeting was held 28 June. The Commissioners have a copy of the agenda and the unapproved minutes from that meeting in their folders. The goals and objectives were discussed and nothing unusual. The next meeting is scheduled for 26 July and is on track to be the last meeting.

2) BAD - The first BAD meeting was 15 June. All that really needs to be said at this point in time is the event is moving along. Art show awards will be discussed and decided on some time in the future. Next meeting is 10 August 2011. Jerry added that according to all he has researched the Kitsap Mall will not be having the October fest this year which was a conflict last year. He also said that there will be motorcycles in the car show this year.

## **OLD BUSINESS –**

- a. Tariff Review - The Commissioners had a study session 22 June. The recommended changes are listed in the minutes from this meeting. Unless there are any significant changes between now and the approval and implementation of the 2012 budget these changes will be incorporated. Jerry went over the changes in the tariff for 2012. He reported that he is still negotiating with the sewer company for a better way to calculate the usage rather than the by water use.  
Allen Miller asked why the live-aboard fee is being reduced. Jerry Rowland reported that the reduction is the result of how the calculations are made by adding up the utility costs and dividing by the number of live-aboard tenants. He added that the water charges for 2012 had reduced from 2011.

Bob Kalmbach asked for information on the filters for the vent line for the sewers. Gregg Faulkner reported that he found some that claim to filter 97% of the smell. Bob asked how much they were and he stated a few hundred dollars. Bob then asked when they were going to arrive. Gregg replied they would get them ordered as soon as possible.

Bob Kalmbach asked for an update on the ‘A’ dock pier replacement. Jerry Rowland said that the manufacturer, Jim Guy, said the new docks should be at the Port next week. Bob Kalmbach said he was concerned that the storage of the docks before they are installed. Some thieves have been stealing metal for the scrap value. He recommended the Port staff look at placing the docks in a secure location until they are installed.

## **NEW BUSINESS**

- a. Not on the agenda

Bob Kalmbach stated he would be on vacation during the next meeting date. The other commissioners had no problem moving that meeting date to August 17, 2011.

Jerry Rowland discussed that he provided to the commissioners the latest costs for the North Break Water modifications. Bob Kalmbach had requested this information.

Jerry Rowland reported that the next WPPA meeting and conference will be Sept 7th through the 9th.

Jerry Rowland reported that he received a letter from State Auditor, Brian Sonntag, that the charge for the state performing an audit will increase by 6.5%. Bob Kalmbach noted that it is a substantial increase but the Port can do nothing about it.

Allen Miller asked about any new information on the triangle piece of land that the Port had acquired by eminent domain. Jerry Rowland reported it was still under litigation and would be discussed in an executive session.

**PUBLIC COMMENT**

The commissioners had more discussion on the dates of future meetings. Possible conflicts were discussed. It was decided to table the discussion until next Port meeting.

Ned Cook asked if there will be a public hearing on the tariff. Jerry Rowland replied a public hearing is only required for the budget which will happen at the September meeting.

**EXECUTIVE SESSION**

Commissioner Miller recessed the regular meeting to go into executive session per RCW 42.30.110 (1) (b-c). He recessed at 7:58 PM stating that they would be in executive session on Real Estate matters for approximately ten minutes. No action is anticipated during this executive session.

Commissioner Miller recessed the executive session at 8:05 PM and reconvened the regular meeting. Commissioner Miller stated no action was taken at the executive session.

**CLOSE MEETING / ADJOURN**

Bob Kalmbach made a motion to adjourn and Jack Bailey seconded. Motion passed unanimously. Meeting adjourned at 8:10 PM.

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President/Commissioner

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Secretary/Commissioner

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Commissioner

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Recording Secretary