



# Port of Brownsville

Minutes of Meeting

10 July 2013

## **CALL TO ORDER**

Commissioner Jack Bailey called the regular session of the meeting to order at 7:03 PM. In attendance were Commissioner Allen Miller, Commissioner Fred Perkins, 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**

Fred Perkins made a request to make public the reports that Terry Asla has been making as his role of Port of Brownsville host boat. Jerry Rowland said he did have a report he was going to give on this subject under public comment. Fred Perkins requested that the agenda be modified by adding an executive session under 12c to discuss personnel. Fred Perkins made a motion to approve agenda as modified. 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 12 June 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: June 2013 Special voucher numbers 28316 through 28319 for a total amount of \$37,829.81, July General Fund voucher numbers 28320 through 28374 for a total amount of \$152,323.64. Also approved for payment was July 2013 Electronic Transfer Voucher numbers 2013-53 through 2013-61 for a total amount of \$21,974.88.

Motion seconded by Fred Perkins and motion was approved unanimously.

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

Bill Scoreup announced he was upgrading his boathouse and floats. This was done in hopes that there will be a new C dock which the floats will match up to. He added that other people were doing the same and in hopes of a new dock. Jack Bailey stated that there were plans to replace C dock but it had been delayed, but it would eventually be replaced. Jack Bailey asked if he had burn out panels in his boathouse. He replied that he did have them installed based on Jerry Rowland's recommendation years ago. Bill added that he was very pleased with the new docks that had been installed.



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## PRESENTATION TO OR BY THE BOARD

None

## FINANCIAL REPORTS

Port Accountant Dennis Bryan provided the May 2013 end of month reports. As of May 31, 2013, the balance is \$2,609,916.58.

|                         | With fuel             | Without fuel         |
|-------------------------|-----------------------|----------------------|
| Operating Revenue       | Under Budget by 14.1% | Under Budget by 1%   |
| Non-operating Revenue   | Under Budget by 1.7%  | Under Budget by 1.7% |
| Operating Expenses      | Under Budget by 12.8% | Over Budget by 5.2%  |
| Administrative Expenses | Under Budget by 2%    | Under Budget by 2%   |
| Non-operating Expenses  | Even to Budget        | Even to Budget       |
| Capital Improvements    | Even to Budget        | Even to Budget       |
| Bond Payments           | Even to Budget        | Even to Budget       |

## INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached. Jack Bailey asked how much the new barbecue cost. Jerry Rowland replied \$460.00.
- b. Commissioners Report – Allen Miller and Fred Perkins had nothing to report. Jack Bailey thanked Terry Asla for all the work he is doing as the host boat. He also gave the staff compliments for the 4<sup>th</sup> of July week. Keeping the boats and vehicles in control was a large task and they handled it well.
- c. Standing Committee Report –
  1. BAD IX – The third BAD meeting was 25 June. The meetings will continue on the 4th Tuesday of each month. Jerry Rowland reported that there was nothing new to report at this time. Everything is on track so far and the committee is not expecting any problems.
  2. Comp Scheme 2014 - The second meeting was 18 June. The next meeting is scheduled for 16 July. Jerry Rowland reported that there is nothing new to report. This update is going smoothly and the finalized version should be ready long before the end of the year.

Jack Bailey asked when the Tall Ships visit was. Jerry Rowland replied August 13, 14 and 15.



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## OLD BUSINESS

- a. Resolution 13-04 Personnel Policy Manual Section IV Compensation Policies and Procedures  
This resolution is to adjust payroll so employees are paid for what they have worked instead of having paychecks signed prior to the employees performing the work. Allen Miller requested to go on record that it is discouraging to new employees to not get paid the first week. Jack Bailey stated this was standard for most government employees. Marjie Rowland announced that this is how the federal government workers were paid. Motion made by Fred Perkins to approve resolution 13-04. Motion seconded by Allen Miller, motion approved unanimously.
- b. Resolution 13-07 Revise By-Laws of the Port Commission - This resolution updates Article III by adding a new paragraph 4 "Special Voucher Signatures". This allows the commissioners to sign paychecks when called. Motion made by Allen Miller to approve resolution 13-07. Motion seconded by Fred Perkins, motion approved unanimously.
- c. Continuing review of 2014 Budget. This is the second review. Jerry Rowland reviewed the major changes made since last month. Some of the changes were Ogle Road safety enhancement (contingency Fund) of \$50,000.00, and change to the Commissioner salary and compensation. Meeting compensation went to \$114.00 per meeting and salary has been increased to \$254.00 per month. The Port has still not received the new numbers for Social Security, Medicare, Retirement, Workers Comp (L&I) Medical and Unemployment, nor have the tax numbers from Kitsap County been received yet.

## NEW BUSINESS

- a. Resolution 13-09 Tariff - this is the first draft of the 2014 tariff. There really should not be any additional changes unless the Commissioners see something they wish to add or subtract. The plan for the tariff is to have some increase for a few years and then there will be an increase to help pay for the new docks.  
  
Terry Asla announced that the gas prices have played a significant role in the increase of visitors and yacht clubs. It is good to keep the price low. Ned Cook asked how the Port of Brownsville fuel prices compared with other ports. Jerry Rowland stated that Port of Brownsville is the least expensive except for Des Moines. Terry added that there were a lot of comments being made that people want to sell their boats because it is getting too expensive.
- b. Security Camera - Jerry Rowland announced that he had performed an informal survey of the tenants and they indicated that they preferred having surveillance cameras and would have no problem if they were installed. Jerry stated the Commissioners have a copy of the quote to install 7 very high quality PTZ cameras. He stated that other bids would have to be solicited. He added that it was not good to low ball the security system. Previous attempts at this resulted in an inadequate system. Ned Cook asked if the Port would own and maintain the camera



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equipment. Jerry replied yes. Terry Asla added that a good system gives value to operation as well as security with the ability to monitor boat and traffic movement.

- c. Public Records Archiving – Gregg Faulkner gave a discussion on the requirements of archiving all Port technical correspondence, including emails and web sites. Commissioner Perkins had informed Gregg about this from the round table meeting he attended at the WPPA conference. The Port has a back-up system but that is not the same as an archiving system. Back-up only has current information while archiving keeps the information forever. The choices for complying with this is to have a contract with a company that has archiving system that will interface with the State archiving system, or have an in house solution with a server. Initial contract investigation has the price at \$200 for set up and \$300 a month for emails and web pages. This will be for 7 to 10 years. More research will be done and reported at the next meeting.

## **PUBLIC COMMENT**

Jerry Rowland reported on the “Host Boat” that Terry Asla is manning. Terry has been very diligent in putting together a "Host Boat Report" after each yacht club visit. The Commissioners have a copy of all of them in their folders. Jerry admitted he had a few doubts that this would work but so far all he has heard is compliment after compliment. Members of every yacht club that have come in have utilized something being offered by Terry and Mary Asla, be it the ice tea set up on the dock, an electrical splitter or Mary's nursing skills. So far this summer everyone has benefited including the Port Manager. He no longer has to walk the breakwater to find out what is going on, all he has to do is ask Terry. Terry stated that the Port staff is very responsive to all the requests that are made by him for the benefit of the visitors. Ned Cook added that one visitor was saved by Terry and he was very appreciative.

Robert Sawyer asked if the Port bay was going to be dredged as he noticed some concerns during low tide. Jerry Rowland stated that they would but he didn't know when.

## **EXECUTIVE SESSION**

Commissioner Bailey recessed the regular meeting at 8:34 PM. He announced to the public that the executive session would start in two minutes and last for approximately 10 minutes.

Commissioner called the regular meeting to order at 8:43 PM. He announced that there was no action taken during executive session.



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## CLOSE MEETING / ADJOURN

Commissioner Fred Perkins made a motion to adjourn, Commissioner Allen Miller seconded. The motion passed unanimously. Meeting adjourned at 8:46 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