



# PORT OF BROWNSVILLE

9790 Ogle Rd • NE Bremerton, WA 98311  
Office: 360-692-5498 • FAX 360-698-8023

## Commissioners:

Fred Perkins  
Bob Kalmbach  
Jack Bailey

July 16, 2014

## CALL TO ORDER

Commissioner Fred Perkins called the regular session of the meeting to order at 6:02 PM. In attendance were Commissioner Bob Kalmbach, Port Manager Jerry Rowland, Assistant Port Manager Gregg Faulkner, Port Attorney John Mitchell and Port Accountant Dennis Bryan. Commissioner Jack Bailey had an excused absence.

## PLEDGE OF ALLEGIANCE

Commissioners led pledge of allegiance.

## APPROVAL OF AGENDA

Commissioner Bob Kalmbach made a motion to approve the agenda as written. Motion seconded by Commissioner Fred Perkins, motion was approved 2 for 1 absent.

## APPROVAL OF CONSENT AGENDA

Consent agenda includes the 11 June 2014 Regular Meeting Minutes, the 11 June 2014 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 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: July 2014 General Fund voucher numbers 29117 through 29186 for a total amount of \$214,626.89. Also approved for payment was July 2014 Electronic Transfer voucher numbers 2014-49 through 2014-59 for a total amount of \$27,798.63

Motion made by Commissioner Bob Kalmbach to approve consent agenda. Motion was seconded by Commissioner Fred Perkins motion was approved 2 for 1 absent.

## PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA

Jonathan Thomas –from Kitsap Maritime Heritage stated that the Port of Brownsville is now listed on their webpage as being a sponsor. Fiddler's Dream is in Tacoma and has been sand blasted. They are still looking for a tree that can be used for the mast. John Morrison started on July 1, 2014 as the project supervisor, he will also be taking over scheduling and volunteers.

## PRESENTATIONS TO OR BY THE BOARD

None

## FINANCIAL REPORTS

Port Accountant Dennis Bryan provided the May 2014 end of month financial report. At the end of May 2014 the balance was \$1,766,827.92



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	With fuel	Without fuel
Operating Revenue	Under budget by 12.9%	Under budget by 1.9%
Non-Operating Revenue	Under Budget by 2.1%	Under budget by 2.1%
Operating Expense	Under Budget by 11.5%	Over budget by 3.3%
Administrative Expense	Even to Budget	Even to Budget
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

## INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached.
- b. Commissioners Report –  
Bob Kalmbach stated he is planning to attend the WPPA Commissioners’ seminar and that all of the commissioners are planning to attend.
- c. Standing Committee Report – BAD X – Cassandra reported –that everything is on schedule. The t-shirt and dash plaque designs have been finalized. Cassandra stated that they were having difficulty in contacting the person in charge of the public announcing system. Cassandra stated that the committee was open to any new ideas

## OLD BUSINESS

- a. Security Cameras – the contract has been signed the cable and miscellaneous parts have been ordered. Due to time constraints, we have been looking into having an electrician run the wiring. We have had a couple of electrical companies come out to give quotes. Both have sent in quotes but we have not awarded a contract as of yet.
- b. Review Delegation of Authority- On going. At the last meeting Commissioner Perkins suggested this policy be tackled one item at a time. With that in mind he sent an email to me which I forwarded to the other two Commissioners for review.
- c. Dock Rebuild Update – The first 174’ section that was scheduled to be installed starting 8 July was delayed one week. Installation started yesterday 15 July. The second 156’ section is ready to be installed as soon as the pile driver finishes putting the piling in the first section. This will be followed by the 200’ third section. Followed by the final end section with the 50’ finger piers. We are projecting that this will be completed by 31 July with all piling installed, electrical power to all slips. There is a possibility that potable water will be completed by this time but for sure it will be done by 8 August. The sewer line will be in place but the final hookup will need to wait until we retrofit I-dock.
- d. Boathouse compliance – Matt- stated that there is 1 more boathouse in full compliance and 3 more in compliance with the exception of the floats as of now.



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- e. Resolution 14-04 Change Meeting Start Time - After calling Olympia and being told they no longer monitor the start times I emailed Municipal Research and Services Center (MRSC). MRSC responded that there is no statute or regulation they could find covering filing Port Meeting start times. They suggested we notify the local paper. I then called Kitsap County. They stated that the last time they permanently changed the meeting time it was done by resolution. Therefore, Resolution 14-04 is a resolution to formalize the motion made at the last meeting. The local newspaper (Kitsap Sun) has also been notified that our regular meeting time has been permanently changed to 6:00 P.M.

## NEW BUSINESS

- a. Preliminary 2015 Budget - The Commissioners have a copy of the proposed 2015 budget in their folders. At your convenience between now and the August Port meeting please review and get back to me with any comments.
- b. Resolution 14-05 2015 Tariff – Please review between now and the August meeting.
- c. Paint Fire Station – This item was scheduled on the maintenance budget for this year with an estimate of \$8,000.00. However the low bid came in at \$17,419.18. The bid did include sealing all the cracks, replacing any of the wood frame around the windows that are rotted and installing the one missing down spout on the hose tower.
- d. The next All Ports meeting is scheduled for 21 July at the Port of Brownsville. There will be a social gathering starting at 6:00 P.M. in the pavilion with the regular meeting starting at 7:00 P.M. in the Yacht Club.

## PUBLIC COMMENT

Terry Asla stated that when Port staff started to move boats for the dock rebuild on 14 July there were five tenants, mostly liveaboards, volunteered to help. Terry then gave an update on the Host Boat activities. He stated that they had been working with three groups in July. The first group is the walk-ons which they lent out life jackets to. The second group is the fishing boats. The third group is the yacht clubs. Terry stated that they started an interview process in order to understand what is good about the port and what needs work. The items listed as good are: the staff, the quiet environment, the broad docks, the cleanliness, the Mini Lou, the handicapped accessibility, the deli. The items listed for improvement are: the WIFI, and No Wake buoys. Terry also mentioned that free coffee provided by the Port might be a good idea, and having an option for wine tasting or live music at an additional fee at the Deli. Terry commented that he was told by a botanist that the Purple Butterfly Bushes we have on the bank are considered an invasive species.

## EXECUTIVE SESSION

None



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## CLOSE MEETING / ADJOURN

Commissioner Bob Kalmbach made a motion to adjourn. Motion seconded by Commissioner Fred Perkins motion was passed 2 for 1 absent. Meeting adjourned at 7:16 PM.

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President / Commissioner

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Secretary / Commissioner

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Commissioner

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Recording Secretary