



## **Port of Brownsville**

Minutes of Meeting  
12 September 2012

### **CALL TO ORDER**

Commissioner Bob Kalmbach called the regular session of the meeting to order at 7:05 PM. In attendance were Commissioner Allen Miller, Port Manager Jerry Rowland, Assistant Port Manager Gregg Faulkner, Port Attorney John Mitchell and Port Accountant Dennis Bryan. Commissioner Jack Bailey participated via conference call.

### **PLEDGE OF ALLEGIANCE**

Commissioners led pledge of allegiance.

### **APPROVAL OF AGENDA**

Motion made by Allen Miller to approve agenda as written. Motion seconded by Jack Bailey and approved unanimously.

### **APPROVAL OF CONSENT AGENDA**

Motion made by Jack Bailey to approve consent agenda. Consent agenda includes the 8 August 2012 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: August 2012 special voucher, numbers 27711 through 27730 for a total amount of \$29,653.47, September 2012 General Fund voucher, numbers 27731 through 27783 for a total amount of \$192,685.27. Also approved for payment was September Electronic Voucher, numbers 2012-69 through 2012-82 for a total amount of \$21,006.87.

Motion seconded and approved unanimously.

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

Jonathon Thomas stood in front of the commissioners as the President of the Kitsap Maritime Heritage Foundation. He gave a report on the Tall Ship visit, Hawaiian Chieftain and the Lady Washington. During their visit there were approximately 200 students from the Title 1 education program. There were newspaper articles about the kids rides on the Tall Ships and the kids really enjoyed themselves. Carolyn Thomas displayed the newspaper article and read part of the article. Pictures of the trip were presented to the Rotary Club representative John Mitchell. Jack Bailey clarified that the news article said there was one donation but there were many individuals volunteered, not just one. Six teachers are on board for next year and wanted to sign up right away. Bob Kalmbach asked if the Grays Harbor Historical Society was happy with the education program. Jonathon Thomas said they were very happy that they got an opportunity to teach in the summer. Bob Kalmbach also noted that the teachers involved donated their time since it was summer time. Jonathon Thomas stated that was correct.



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## PRESENTATION TO OR BY THE BOARD

None

## FINANCIAL REPORTS

Port Accountant Dennis Bryan presented the July and August financial reports. At the end of July there was a balance of \$3,164, 517.58 and at the end of August there was a balance of \$3,224,825.05.

### July Report

With Fuel		Without Fuel
Operating Revenue	Under budget by 8.3%	Over budget by 5.4%
Non-operating Revenue	Under budget by 1.3%	same
Operating Expense	Under budget by 11.2%	Over budget by 1.3%
Non-operating Expense	Even to Budget	same
Administrative Expense	Under budget by 2.1%	same
Capital Improvements	Even to Budget	same
Bond Payment	Even to Budget	same

### August Report

With Fuel		Without Fuel
Operating Revenue	Under Budget by 4.5%	Over budget by 9.7%
Non-operating Revenue	Under Budget by 1.4%	same
Operating Expense	Under Budget by 9.9%	Even to Budget
Non-operating Expense	Even to Budget	same
Administrative Expense	Even to Budget	same
Capital Improvement	Even to Budget	same
Bond Payment	Even to Budget	same

Jack Bailey asked why the increase of revenue, was it due to the lower sewer rate? Dennis Bryan said it could be but revenue really increased due to a lot of activity at the Port.

## INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached. Port Manger requested that October regular meeting be changed from 10 October to 17 October to accommodate a scheduled vacation period.  
Motion made to move the October regular meeting from 10 October to 17 October. Motion seconded and passed unanimously. Manager made a correction to the diesel price, going from \$4.16 to \$4.18.
- b. Commissioners Report – Bob Kalmbach read a letter from David P. Horton stating his appreciation for the help he received when his boat was stranded. He noted that the staff put out the fire on his boat and saved the boat. He gave praise to Tim Herman for saving his boat and helping his family on a very stressful day.



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### c. Standing Committee Report –BAD VIII

Cassandra Rowland, event coordinator, was not available to give the report on the BAD progress. Marjie Rowland reported in her place. All the entertainment is all confirmed, the dunk tank is confirmed. The car show preparations are under way. All the local elementary schools are going to participate in the event. There are not very many adult volunteers this year. However, the Youth Academy will provide about 40 volunteers. Skip Nordal reminded to put Shorty and his wife on the volunteer list to cook at the pavilion. Jack Bailey stated he received an email from Judy Sarles, who is the art director at Central Kitsap High School, asking if we were going to have art at BAD. Jerry Rowland said he would make sure she will get the information. He assured the commissioners that the Central Kitsap School District has sent out notices to all the schools and doesn't understand how she didn't get the word. Bob Kalmbach said there are notices all over the administrative office so he didn't understand how she missed them. Jerry Rowland said he would make sure she knows.

### **PUBLIC HEARING**

Commissioner Kalmbach recessed the regular meeting at 7:37 PM and opened the Public hearing on the 2013 Budget.

Jerry Rowland presented the proposed budget for 2013 in power point form. Bob Kalmbach asked if it was necessary to replace the boat ramp, can it wait for one more year. Gregg Faulkner said with maintenance it may last another year. Jerry Rowland said the wood is starting to get worn. Jack Bailey added that the boat ramp is abused by the commercial companies and overload the ramp. He suggested raising the fee for commercial use. He added that he had concerns about having an aluminum dock, noting that it may not hold up to the wear and tear by the commercial companies.

Bob Kalmbach clarified that the truck is getting old but the new truck will be more for errands and will keep the old truck. Jerry Rowland noted that Port employees have been using their personal vehicle to run errands and it was time to have a Port vehicle to do that. Jerry Rowland said he estimated spending 8 to 10 thousand dollars for a new truck. He also wanted to buy a new "Gorilla" transport vehicle.

Jerry Rowland said the parking lot is starting to have sink spots and needs repaving, restriping and resealing. Bob Kalmbach asked if it would be possible to get a grant for the parking lot. Jerry Rowland said he would look into it but there is little grant money available.

Jack Bailey asked if the Port had paid themselves back from the bond payment to the general fund. Dennis Bryan replied that it would be accomplished this week. Jack added that this will make a change in monies available in the general fund. Jerry Rowland stated that a 2012 budget modification may have to be done. There was some discussion on how the money will be moved between accounts.

Ned Cook asked if there was going to be an increase in moorage rates. Jerry Rowland replied no.



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Commissioner Kalmbach adjourned the Public Hearing on the 2013 Budget at 8:03 PM and reopened the regular meeting.

## OLD BUSINESS

- a. 2013 Budget – there will be some modifications to the budget based on comments and future public meetings. The next public meeting will be in October. Bob Kalmbach asked when it had to be signed. Jerry Rowland said it should be signed in November.

## NEW BUSINESS

- a. Resolution 12-09 Tariff 2013 - There have been a few number changes up and down but the bottom line is that the overall total moorage cost per foot will not change for 2013. Jack Bailey again suggested that the commercial use fee for the boat ramp be raised due to the use and abuse. He suggested to look at what other Ports are charging and make the charge yearly instead of every 6 months. Bob Kalmbach asked what the total revenue was from the commercial boats. Jerry Rowland stated he had not calculated that. Jack Bailey stated you might be able to charge the buyers for the use of the ramp fee. Jerry Rowland said that buyers do not pay ramp fees. Jack Bailey stated that the Port Townsend port would be someone to contact. John Mitchell asked if the Port was being compensated enough and is this the best time to raise ramp fees. During this time of construction it is important to get cooperation from everyone. Jack Bailey was adamant that it needs to be investigated what commercial companies are using the ramp. Jonathon Thomas added that the commercial companies take up 50% of the turnaround area and that needs to be monitored. Skip Nordal questioned whether the companies would pass on the additional charge to the fisherman. Bob Kalmbach said they would pass it on to the customers.
- b. Resolution 12-10 Revise Personal Policy Manual Section Eight, Leave – First Reading. The way the current section is written, if an employee has more than 360 hours of annual leave on the books it falls into a use or loose category each January. As it turns out the 360 hours of accumulated annual leave has been met and surpassed. This creates a couple of problems. One, if the employee in question does not take roughly 7 weeks off between now and 1 January 2013 technically, come 1 January that employee will lose that leave. Two, if the employee is given authorization to carry the leave balance over it becomes a large liability on the annual report that goes to the State. This resolution will prevent the employee from losing over 200 hours of annual leave as well as reduce the annual liability.

## PUBLIC COMMENT

None



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## EXECUTIVE SESSION

None

## CLOSE MEETING / ADJOURN

Commissioner Jack Bailey made a motion to adjourn, Commissioner Allen Miller seconded. Motion passed unanimously. Meeting adjourned at 8:28 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