



# Port of Brownsville

Minutes of Meeting  
18 September 2013

## **CALL TO ORDER**

Commissioner Jack Bailey called the regular session of the meeting to order at 7:24 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 motion to approve the agenda as written. Motion seconded by Allen Miller and motion was approved unanimously.

## **APPROVAL OF CONSENT AGENDA**

Motion made by Fred Perkins to approve the Consent Agenda. Consent agenda includes the 14 August 2013 Regular Meeting Minutes, 15 July Draft All Ports 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: September General Fund voucher numbers 28430 through 28517 for a total amount of \$292,719.76. Also approved for payment was August 2013 Electronic Transfer Voucher numbers 2013-67 through 2013-76 for a total amount of \$18,350.58. Motion seconded by Allen Miller and motion was approved unanimously.

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

Jonathon Thomas represented the Kitsap Maritime Association and announced that the association will be purchasing a new boat called Fiddler's Dream. It is a metal hull John Alden Schooner built in 2006 in Saw Mill, Montana. It has a 48 foot deck and is 60 feet long. Haul out is scheduled for Oct 1, 2 or 3 at Port Townsend. It is planned to present to the Kitsap County Commissioners the plan to have this boat as the official Kitsap County Tall Ship in October. In the future the boat will be visiting all the ports in Kitsap County. There will be a website soon for the association. They are looking for volunteers. Jerry Rowland asked when it would be at the Port of Brownsville. Jonathon replied it will be about mid-October. The official home of the vessel will be Kitsap County but the home base will be the Port of Brownsville. He introduced his father and said he had been aboard the boat and was excited about the size and condition of the boat.

Robert Bale introduced himself as the designated representative of the Kitsap Maritime Association to the Port of Brownsville.



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## PRESENTATION TO OR BY THE BOARD

None

## FINANCIAL REPORTS

Port Accountant Dennis Bryan provided the July 2013 end of month reports. As of July 31, 2013, the balance was \$2,727,876.93.

	With Fuel	Without Fuel
Operating Revenue	Under Budget by 9.2%	Over Budget by 1.3%
Non-operating Revenue	Under Budget by 2.5%	Under Budget by 2.5%
Operating Expenses	Under Budget by 10.7%	Over Budget by 5.2%
Administrative Expenses	Under Budget by 1.6%	Under Budget by 1.6%
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. Allen Miller asked if the items that are going to be purchased for the new docks will be stored in the Fire Hall. Jerry Rowland replied yes. Jerry Rowland explained how the power pedestals would mount to the grating.
- b. Commissioners Report – Fred Perkins reported on the Trades & Economic Development Seminar that he attended. He said it was a great opportunity to partner with other organizations to help with tourism.

Jack Bailey announced that he plans on attending the All Ports meeting next month and the environmental conference in Vancouver which is next Thursday.

- c. Standing Committee Report –

1. BAD IX – The fifth BAD meeting was 27 August. Cassandra Rowland reported the final last minute preparations were under way. The dunk tank will be picked up the day before the event to make sure it is filled. There are 23 vendors signed up to be there. The classic yacht club has started coming in and there should be more. There are plans to close the Ogle road for the event. Food and drinks are ordered. The kid's entertainment group is confirmed to be here. The schools are scheduled to be here. The band "Shameless" is contracted and will be here. The Car Club has all of the trophies and is selling T-shirts this year. There are 18 cars that have already registered. The money collected by the car club for the raffle so far is \$477.00 which is more than previous years. The Port still needs more volunteers to be the pirate zombies in the new event "Pirate Zombie Hunt". This event will be 10 AM to 4 PM with a group of 10 going through every 20 minutes. Also, need a volunteer to manage the pavilion



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cooking area since the previous person will not be able to attend this year. Jim Riemenschneider will be doing the car show cooking area and volunteered to help with set up of the pavilion cooking area but still need a manager that will be there most of the time. Jack Bailey asked if additional radios would be helpful. He volunteered to provide up to 21 additional radios. Jonathon Thomas asked if the Sea Cadets were going to be there to help with parking. Cassandra replied yes and there has been a diagram drawn to help them with knowing where to park. Jack asked how the traffic would flow with the road being closed. Jerry Rowland replied that the traffic would go one way from the marina to the top of the hill to Madison Road. The final committee meeting will be September 24, Tuesday. Jack Bailey thanked Cassandra for all she has done for this event.

### OLD BUSINESS

- a. 2014 Budget / Continuing Review – The Port still has not received the finalized numbers from the County for the 2014 assessed value and taxing information. The Assessor's office has indicated these should be available by mid October. With this in mind the required "Public Meetings" for the 2014 Budget will be in October and then in November. In order to meet the November 30 submission of the budget to the County the 2014 budget will need to be signed at the November 13 meeting. The budget numbers for personnel has increased from the last report. The Affordable Care Act will start 1 October 2013. That means not only does the Port have to provide Dental for the Part Time employees (which became a requirement two years ago), the Port will also now need to provide Medical for anyone that works over 32 hours a week. So the Port will either have to hire a whole bunch of young adults and have them work less than 20 hours a week (which the Port Manager did not recommend) or the Port pays medical costs. The medical costs increased by \$15,000.00 to cover these additional expenses. The budget reflects the additional medical coverage. This will be for the employee only not their dependents (that is not required). Jack Bailey asked if the commissioners were required to be part of this medical coverage under the Affordable Care Act. Jerry Rowland stated he would look into it.
- b. Resolution 13-09, 2014 Tariff – This is the third reading and shows a 2.5% increase in moorage rates which equates to \$3.00 more a month on a 30 foot slip. Motion made by Fred Perkins to approve resolution 13-09. Motion seconded by Allen Miler, approved unanimously. Robert Bale asked when this new tariff would take effect. Jack Bailey replied it would be January 1, 2014. Jonathon Thomas asked what the tax rate is for the Port district. Jerry Rowland stated it is 38 cents per 1,000. Jonathon asked what is the maximum levy amount and Jerry responded 45 cents per 1,000.
- c. Security Cameras - The Port Manager and Assistant Port Manager met with three organizations so far and all three have had a little different take on what they think the Port needs. However, at this point in time the Port has not heard back from two of these companies. The Port Manager recommended at this time to analyze all three suggestions, consider what is required to cover the Port security needs and develop a scope of work and send it out for bids. If any grant opportunities come up between now and the time of award the Port can look at obtaining said grant prior to award. Allen Miller asked how much this was going to cost the Port. Jerry Rowland replied his estimate at this time was between \$40,000.00 and \$50,000.00. Jerry described the difference in wireless and fiber optic



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cable systems. Fred Perkins stated he wanted to proceed. Jack Bailey said he wanted to wait to get proposals from the last 2 companies. Fred said he agreed with Allen Miller that there is no reason to wait. Jack Bailey said he agreed that it should be installed quickly but he wanted the other companies to be contacted to make sure they were going to provide an estimate or not. Fred Perkins suggested that the companies be contacted and given 2 weeks to respond and then go forward with a scope of work. Commissioners had consensus to proceed this way.

- d. E, C & D Dock Rebuild Project - The installation scope of work has been modified to reflect that the Port is going to purchase the material. The Port Manager issued change order five to the build contract. This change order reflects the fact that because the Port did not issue an installation contract in 2013, Northwest Docks is having to store all the E-Dock floats and fingers until 2014. This storage requirement is in addition to the original contract and may end up costing the Port some additional monies. This change gave authorization for the fifth payment for manufacture of the docks. Jerry Rowland added that the request to drive piles past the normal end date was denied due to the expected salmon run. The Port cannot drive piles until next June. Jack Bailey asked how many linear feet of docks are being stored at Northwest Docks. The quick calculation was over 3,000 linear feet. Allen Miller asked if they could be stacked on top of each other because there was not room in the Fire Hall for all of those docks. Jerry explained that the docks were planned to be placed in the water upon delivery and that was still the plan. Allen Miller stated he was concerned about the amount of material going to be stored in the Fire Hall and whether it was well secured from theft. Jerry Rowland stated it would be well secured. Steve Blakeslee asked if there was going to be sewer available when the docks were complete. Jerry Rowland replied there would be stand pipes every 8 feet and explained how it would work.

### NEW BUSINESS

- a. Resolution 13-10 - 2014 Comprehensive Scheme – Jerry Rowland presented the final Comprehensive Scheme put together by the committee. This is the first reading and the commissioners have not had time to review it. The next meeting will be when the commissioners can vote on it. Jack Bailey emphasized that other Ports look at other Ports Comprehensive Scheme to share ideas. Jonathon Thomas asked how to get a copy of the Comprehensive Scheme. Jerry Rowland stated it is available through the office. Jack Bailey noted that it should be marked draft.

### PUBLIC COMMENT

- a. Fire Station Rental - Fire Design Beads has almost completed the move out of the lower level. All the items in the upper level will be moved to the lower level after they move out. The interested party to rent the Fire Hall, Brian & Lisa Jachimowicz, company known as American Sass, has not responded to the Ports last email. Fred Perkins said that it is probably in the best interest of the Port to not rent out the Fire Hall since they want to use it for storage for the next year.

Jack Bailey said he heard that the Ogle Road improvement project may be within a year instead of two years. He will find out more information soon.



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## EXECUTIVE SESSION

None

## CLOSE MEETING / ADJOURN

Commissioner Allen Miller made a motion to adjourn, Commissioner Fred Perkins 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