



Port Of Brownsville

9790 Ogle Rd • NE Bremerton, WA 98311
Office: 360-692-5498 • FAX 360-698-8023
pob@portofbrownsville.org

Commissioners:

Fred Perkins
Bob Kalmbach
Jack Bailey

October 15, 2014

CALL TO ORDER

Commissioner Fred Perkins called the regular session of the meeting to order at 6:03PM. In attendance were Commissioner Bob Kalmbach, Commissioner Jack Bailey, 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

Commissioner Jack Bailey made a motion to approve the agenda as written. Motion seconded by Commissioner Bob Kalmbach, motion was approved unanimously.

APPROVAL OF CONSENT AGENDA

Consent agenda includes the 17 September 2014 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: October 2014 General Fund voucher numbers 29358 through 29435 for a total amount of \$378,840.31. Also approved for payment was October 2014 Electronic Transfer voucher numbers 2014-77 through 2014-85 for a total amount of \$26,746.82.

Motion made by Commissioner Jack Bailey to approve consent agenda. Motion was seconded by Commissioner Bob Kalmbach and motion was approved unanimously.

PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA

Jonathon Thomas gave a report from the Kitsap Maritime Association. The boat "Fiddler's Dream" is not in the marina at this time. The hull is being repaired after the Coast Guard requested an ultra sound and weld defects were found. Lead ballast ingots were changed from 250# to smaller size, making them easier to handle. The boat will be back at the marina the first week in November. On September 3, the main and foremasts were placed in the spar barn and are seasoning. On November 1, 2014, the association is having a fund raiser with a Contra Dance event with fiddle music at the Sons of Norway in Poulsbo. Jonathon distributed invites to the commissioners to this event. There will also be a silent auction at the event as well as a dessert menu. Bob Kalmbach asked if donations could be made and Jonathon replied donations are welcome. Jack Bailey noted that fiddle music is very appropriate for a boat named "Fiddler's Dream".

PRESENTATIONS TO OR BY THE BOARD



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FINANCIAL REPORTS

Port Accountant Dennis Bryan provided the August 2014 end of month financial report. At the end of August 2014 the balance was \$1,553,772.30.

	With fuel	Without fuel
Operating Revenue	Under budget by 2.5%	Under Budget by 3.6%
Non-Operating Revenue	Under Budget by 3.6%	Under budget by 3.6%
Operating Expense	Under Budget by 1.8%	Over budget by 4.3%
Administrative Expense	Over Budget by 1.6%	Over Budget by 1.6%
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

Jerry Rowland stated that the Administrative Expenses have increased due to the overtime that is being used at this time to complete the dock replacements in the work window.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached.
- b. Commissioners Report – Fred Perkins announced that the All Ports Meeting is the next Monday, October 20th.
Bob Kalmbach stated that he and Fred Perkins will be attending the WPPA small Ports Conference in Leavenworth on October 23 and 24.
Jack Bailey said he is attending the WPPA Joint NW Marine Trade Association conference on November 6 and 7 at Bremerton Conference Center. He also reported on the Environmental Conference he attended. There was recognition by all that the climate change is happening. The Deputy Director of Bonneville gave a talk on the water supply being affected by the decrease in snow storage and glaciers disappearing. With cooperation with Canada the concerns can be mitigated. The Key Note Speaker was the Dean of the College of Environment at the University of Washington. She stated all of the maximum environmental changes that have been predicted are coming to fruition. The governor's representative from the environmental area of Washington state wants to start a tax on all fossil fuels to drive the people to stop using them including natural gas which a lot of people are turning to. He thought they are proposing a 50 cent per gallon tax. There was discussion that the additional income would be used for any purpose including schools, not just focusing on improving the environment. The conclusion of the talk was on what people could do about the environment. The message was that anything you can do that the Port has the power to do to help the environment is what should be done. Jack did tell the people that the Port uses electric vehicles and the reply was that it was the smart thing to do. Jack added that the city of Olympia is wanting to build a bulkhead due to 300 year floods in that city. Also, the ground is sinking. Jack said that they are planning on doing exactly what they have been telling people not to do, build bulkheads on waterfronts.



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- c. Standing Committee Report – BAD X – The final dollar count for BAD X was \$8,663.00. Of that amount there is outstanding bills totaling \$1,907.74 and the Art Show winners will receive \$525.00. This leaves \$6,230.26 or \$1,557.57 per school. This was the most successful BAD the Port has had to date. Jerry Rowland gave thanks to all of those who volunteered and participated including Terry Asla and his daughter Colleen for the very popular attraction added this year. The Port now has Brownie the Sea Serpent as the official Brownsville Marina pet. There was an article in the Kitsap Sun and there is also a video. There was discussion on the fact that there will not be a Brownsville Appreciation Days next year. Commissioners stated they have received many comments on enjoying BAD X and wanting it to continue. Jerry Rowland reported that this year during the rebuild of the marina there was approximately 30 days lost in the in water work window due to the preparations and planning of the Brownsville Appreciation Days. He stated that he wanted to make sure this did not happen next year.

PUBLIC HEARING

- a. 2015 Budget – Public Hearing was open at 6:35 PM and Jerry Rowland gave a power point presentation on the revenue and expenses expected next year. There will be a deficit next year due to the marina construction costs. Total expenses is proposed to be \$2,498,743.00 and total revenue is proposed to be \$2,136,856.00. Fred Perkins asked if the material for dock replacements have been purchased. Jerry Rowland said there are a few minor items but the major high dollar amounts have been purchased in the last few months. Jack Bailey asked if 'C' dock was in as poor a shape as thought. Jerry Rowland said it was in the worse shape of all the docks. Ned Cook said he would not miss the rocking and rolling of the dock. Jerry Rowland added that the dock had not been replaced in the past due to the challenge of moving the boathouses. He gave credit to his crew for figuring out how to do that with minimal impact. Jonathon Thomas commented that the new docks are fantastic. He sees the crew going home tired but it is appreciated. There was some discussion as to whether a second public hearing is required. Jerry Rowland stated it is not required but he will put it on the agenda if the commissioners desire it. Public Hearing was closed at 6:50PM.

OLD BUSINESS

- a. Dock Rebuild Update – The first half of C-dock is complete. There was a short slow down when it was discovered that the floats under the transformer section were not the right size. That issue has been corrected. The electrical is hooked up and operating, the plumbing is almost done and the grating is being installed. The Port also had Thompson Pile driving put the seven 16" diameter pilings that were pulled from E-dock in place on I-dock. The anchor chains will remain until it is evaluated if the seven pilings are going to be enough to stabilize I-dock or if the Port is going to have to install a few more. Bob Kalmbach asked how the dock boxes were being handled. Jerry Rowland said that everyone likes and wants the dock boxes. In fact those on the docks that haven't been replaced are also requesting them. Bob asked if they are purchasing or renting the boxes. Jerry replied that most are purchasing the dock boxes. Ned Cook asked when the pile driving window would be for next year. Jerry Rowland said it will be same window as this year, June 14 to October 14. However, the



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first pile will probably not be driven until after July 4th due to the commitments that Thompson Pile Driving Company has.

- b. Boathouse compliance – Matt Appleton stated that there was no increase in the number of boat houses that were in full compliance. He did announce that the boat house owners are taking the opportunity during marina dock replacement and boat house movement to wash the sides and other areas that are usually not accessible. They are looking very good. Jack Bailey noted that one of the boathouses is no longer on the list and it was announced that one of the boathouses has been removed.
- c. Resolution 14-06 - 2015 Budget – This is the first reading of the budget after the public hearing. The Commissioners have until the next port meeting in November to review and make changes, but the budget needs to be signed at the November meeting in order to be at the County by the 30 November deadline.
- d. Resolution 14-05 2015 Tariff. This will be voted on at the next meeting with the budget resolution.
- e. Resolution 14-07 – Modify Personnel Policy Manual Section Four (IV) Compensation – As requested at the port meeting the Port Manager sent an email to the state auditor and has followed up with two phone calls. On 9 October the Port Manager received a call from Zac Wilson of the state auditor’s office. He explained to him that the Port was trying to create an awards program and asked if the state auditor’s office would take exception to it. He also asked specifically if it was illegal for a port district to have an awards program similar to state, county and city programs. Zac’s answer was that it was not illegal to have an awards program. He did however, state that it was imperative that the awards were justified (i.e. long hours, exceeded job description by a measurable amount). He further stated the awards program needed to be in place prior to the work being done that the award was being given for. There was discussion on the term “measurable” at length. The Port Manager explained that the Port does not make widgets therefore the Port could not say a person exceeded a number limit by a measurable amount. The Port Manager could say that the employee went above and beyond what they were hired to do by their job description. It was finally agreed on that as long as everyone did not get a bonus it should be okay. The Port Manager told him he would send a copy of the justification to him for his review and approval prior to giving out the first bonus. The representative from the auditor’s office, Zac Wilson, agreed to that. For this year the job is completed and the awards program is not in place. That means there can be no recommendation for awards this year even if the resolution is signed tonight. Jack Bailey made a motion to adopt Resolution 14-07 which is a change to the Port of Brownsville’s Personnel Policy Manual. Bob Kalmbach seconded the motion. Jack Bailey noted that the staff has worked very hard with no bickering so the effort deserves recognition. Bob concurred with Jack’s statement and credited the planning effort. Fred Perkins added that the report by one of the inspectors was accurate in stating “very proactive culture, continued quality and thoughtful upgrades, pride in facility”. Resolution passed unanimously.
- f. Security Contract – Contract expires on December 31, 2014. The bid opening is set for 12 November at 1:00 P.M. It should be able to be reviewed and voted on at the Commissioners meeting at 6:00 P.M. Jack Bailey asked what companies have expressed interest. Jerry Rowland could not remember the names but the 2 that did a tour of the marina are from Silverdale. Fred Perkins asked when the



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security camera training was and Jerry Rowland stated that it is Tuesday October 21, 2014 and he will advertise it since there will be more than 2 commissioners present.

- g. Resolution 14-09 Modify Marina Rules and Regulation – At the last meeting the Commissioners requested that Mr. Mitchell look into trespassing rules and regulations that might benefit the port with this change. Mr. Mitchell provided the Port Manager with some information on this item but due to marina construction he has not had sufficient time to incorporate this information. Because of this the Port Manager requested to defer this item until the next meeting.

NEW BUSINESS

- a. None

PUBLIC COMMENT

Jerry Rowland announced again that the All Ports Meeting is next Monday, October 20th.

There is a letter from the Deli requesting the 5 year extension option to the lease.

Frank and Elaine Dalton gave the Port a letter of appreciation for all the work the staff is doing with dock replacements and customer service.

Comcast has sent a letter that they will not provide service to the marina after the dock rebuild.

Leslie Harrison sent some ideas to the Port on the use of the Port Lighthouse that used to be the Main Gate. Jack Bailey asked what the plan was with the area around the “Lighthouse”. Gregg Faulkner stated it would all be pavers.

Jack Bailey stated that the meeting that will be held in Bremerton has people that will be arriving the day before and Jack requested that the commissioners extend an invitation to tour the Port of Brownsville.

This will be on November 5. He wanted to make sure that there were no objections. It was brought up whether this would have to be announced since there was a chance that more than one commissioner would be present. Fred Perkins said he would call the WPPA on this ruling.

EXECUTIVE SESSION

None



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CLOSE MEETING / ADJOURN

Commissioner Bob Kalmbach made a motion to adjourn. Motion seconded by Commissioner Jack Bailey motion passed unanimously. Meeting adjourned at 7:19 PM.

President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary