



## **Port of Brownsville**

Minutes of Meeting

14 November 2012

### **CALL TO ORDER**

Commissioner Bob Kalmbach called the regular session of the meeting to order at 7:00 PM. In attendance were Commissioner Jack Bailey, Commissioner Allen Miller, Port Manager Jerry Rowland, Port Attorney John Mitchell and Port Accountant Dennis Bryan.

### **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 17 October 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: November 2012 General Fund voucher, numbers 27851 through 27907 for a total amount of \$65,808.64. Also approved for payment was November electronic Transfer Voucher, numbers 2012-94 through 2012-99 for a total amount of \$9,780.24.

Motion seconded by Allen Miller and approved unanimously.

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

None

### **PRESENTATION TO OR BY THE BOARD**

None

### **FINANCIAL REPORTS**

Port Accountant Dennis Bryan presented the October end of month financial reports. At the end of October there was a balance of \$3,253,884.91.



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## October Report

	With Fuel	Without Fuel
Operating Revenue	Under Budget by 5%	Over Budget by 12.4%
Non-operating Revenue	Under Budget by 1.1%	Under Budget by 1.1%
Operating Expenses	Under Budget by 9%	Under Budget by 4.4%
Administrative Expenses	Even to Budget	Even to Budget
Non-operating Expenses	Even to Budget	Even to Budget
Capital Improvement	Even to Budget	Even to Budget
Bond Principal	Even to Budget	Even to Budget

## INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached. Jerry Rowland noted that there is no waiting list for 30 foot boats.

Bob Kalmbach suggested notifying people.

Jerry Rowland added that Gregg Faulkner, Assistant Port Manager, is back in the hospital. He fell at home which cause more pain in his back.

- b. Commissioners Report –

Jack Bailey announced that he will be attending the WPPA annual meeting in a few weeks. He is hoping that they will give information of how the recent elections will affect marinas.

Bob Kalmbach stated he had attended the WPPA Small Ports Seminar. There were approximately 120 people attended which was a very large group. The next seminar will be moved to another location because of the increased attendance. There was information given on many topics. He gave Jerry Rowland all the information. One of the biggest topics was the difference between personal and professional contracts. He noted the RCW's that cover this topic. Also retainer fees were discussed for certain companies. Grants was also discussed; the pros and cons. Leases were then discussed.

Bob Kalmbach stated he had attended the Central Kitsap School District Board Meeting where he and Jerry Rowland, Marjie Rowland and Cassandra Rowland presented the 4 elementary checks from this year's BAD. The checks were for \$1,304.28.

Allen Miller had nothing to report.

- c. Standing Committee Report –BAD VIII

Jerry Rowland announced that he had donation letters drafted by Cassandra Rowland. They now need to be distributed. He added that he felt there should be a 'BAD' next year. With the Classic Yacht Club planning on attending and the Car Club committing to another year, he felt it should be put on one more year. Jack Bailey previously suggested going to the schools and the school district, Silverdale Chamber of Commerce and the Bremerton Chamber of Commerce for additional help. Bob Kalmbach agreed that the Port should have 'BAD' for at least one more year.



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Marjie Rowland added that she will support 'BAD' for next year even though she proposed not having it next year.

### OLD BUSINESS

- a. Resolution 12-10 Revise Personal Policy Manual, Section Eight, Leave. This is the second reading. This motion is on the amount of leave accrued for years of employment. Allen Miller asked how this proposal compared to military leave. Jerry Rowland said it was hard to compare since the military gives 30 days leave no matter how many years in service. He did add that it was comparable to federal employment and other marinas. Bob Kalmbach added that was also in line with State leave policies. Motion made to approve resolution 12-10. Motion seconded and approved unanimously.
- b. Resolution 12-11 Establishing 2013 Budget and Property Tax Levy. This motion is about establishing budget and Property Tax Levy. This has to be approved by November 30, 2012. Motion made to approve resolution 12-11. Motion seconded and approved unanimously.

### NEW BUSINESS

Bob Kalmbach asked about the installation of a vent hood in the deli. Jerry Rowland said that the permits were in hand and Mayda was contacted today for installation. It should be installed soon.

Jack Bailey stated that in the new year there were many items that needed to be addressed. One was the Port Manager's appraisal/evaluation. Another was a review of the leases and service contracts. Bob Kalmbach asked how much time was left on the security contract. Jerry Rowland stated 2 more years. Jerry Rowland said he would look at the contracts and leases and give status of each at the next meeting. Jerry added that the 2012 appraisal/evaluation for the Port Manager was not finalized and the 2013 appraisal was due in January 2013.

### PUBLIC COMMENT

Commissioners asked if there was someone being trained to temporarily take the place of Gregg Faulkner. Jerry stated that the new employee, Matt Appleton, was capable of doing this if needed. Ned Cook stated he agreed with this evaluation.

### EXECUTIVE SESSION

None



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## **CLOSE MEETING / ADJOURN**

Commissioner Allen Miller made a motion to adjourn, Commissioner Jack Bailey seconded. Motion passed unanimously. Meeting adjourned at 7:42 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