



Port of Brownsville

Minutes of Meeting

12 December 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 14 November 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: December 2012 General Fund voucher, numbers 27908 through 27962 for a total amount of \$71,310.49 Also approved for payment was December electronic Transfer Voucher, numbers 2012-100 through 2012-104 for a total amount of \$6,504.51.

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 November end of month financial reports. At the end of November there was a balance of \$3,279,625.95. Dennis Bryan distributed copies to the audience.



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November Report

	With Fuel	Without Fuel
Operating Revenue	Under Budget by 8.2%	Over Budget by 12.4%
Non-operating Revenue	Under Budget by 1.7%	Under Budget by 1.7%
Operating Expenses	Under Budget by 15.8%	Under Budget by 3.6%
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. Jack Bailey asked what insurance (Port of Brownsville or Deli) covered the replacement of the glass in the door, since it was damaged during an attempted robbery. Jerry Rowland replied it is part of the building and therefore it is covered by the Port of Brownsville insurance.

b. Commissioners Report –

Jack Bailey attended the WPPA annual meeting in Seattle. The governor elect did not attend even though he was invited. Jack noted that the governor elect had no one on his transition team to represent the Ports of Washington. This caused concern at the WPPA meeting. The WPPA requested the Ports be ready to go to Olympia and support the Ports of Washington since congress will try to get as much funds as possible to balance the budget. This may include the funds set aside for Ports. Governor Gregoire has announced she is taking the funds out of the toxic waste funds and the study of the acid rain problem funds. There was discussion on the coal train that is proposed to travel through Washington State. There is going to be more discussion in Seattle the next day on the coal train. Jack Bailey noted that the coal dust is very explosive and volatile. Allen Miller said he has heard negative on the coal train but he wanted to know what the consensus was of other commissioners at the annual meeting. Jack Bailey said he was also interested in that and polled the members that attended breakfast with him. He said about 10% of those opposed it.

Bob Kalmbach read a Thank You card from Esquire Hills for the money received from BAD.

Bob Kalmbach asked for an update on the vent hood for the deli. Jerry Rowland stated that the following Monday is when it is scheduled to be installed. Jack Bailey asked for the details on the exhaust ventilation. Jerry gave the route of the exhaust outside the building.

Allen Miller said the crack is 2 inches wide in the decking and could result in a mishap. Bob Kalmbach stated it was only temporary and would be filled in when the vent exhaust is installed.

Bob Kalmbach requested a list of all the things Jerry Rowland has to do for getting ready for BAD. He said the commissioners should help with what they could. Jack Bailey suggested the PTA's be



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contacted to send a representative and discuss more involvement in BAD. Bob Kalmbach stated he would contact the school district to see if they could help with BAD in some way.

Bob Kalmbach asked about the leases that were coming due. Jerry Rowland stated they had a list of all of the leases and their due dates. Fire Beads that leases the lower area of the Fire Hall is past due but they do have the right to extend without a new lease. He noted they are still in the space so he was confident they would extend the lease. He noted that the Brownsville Yacht Club lease is coming due in March 2013. The rest of the leases due dates are in the future and don't have to be renewed this coming year.

c. Standing Committee Report – None

OLD BUSINESS

None

NEW BUSINESS

- a. Resolution 12-12 Bad Debt Write-Off (Colton Lantz). This is an administrative resolution required to clear the books. Motion made by Jack Bailey to approve resolution 12-12. Motion seconded by Allen Miller. Motion approved unanimously.
- b. Resolution 12-13 Small works Roster. This resolution is being required because Kitsap County no longer maintains a small works roster. They have contracted with MRSC as have many other agencies to compile and maintain the small works roster. Kitsap County switched in June 2012 so effectively the Port of Brownsville has been without a small works roster for the last six months. MRSC costs \$120 a year which is less than the advertising costs if the Port had to advertise every time they needed to hire a contractor. Motion made by Jack Bailey to approve resolution 12-13. Motion seconded by Allen Miller. Motion approved unanimously.

PUBLIC COMMENT

A member of the audience, Terry Asla, thanked the Port for a good marina that was pleasant to stay at.

Jerry Rowland noted that the bid closing date and opening for the bid selection for the boat ramp is January 9, 2013 so a special meeting is required to select the bid winner. He suggested 6 PM on January 9, 2013, just prior to the January Commissioners meeting. He suggested the same for the February 13, 2013, meeting for the bid closing of 'C, D and E' dock.

The commissioners thanked the Port Manager and staff for all of the good work they did throughout the year to keep the marina in good working order and in good financial shape.



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Jack Bailey asked John Mitchell what the revenue of the Kingston Marina was, if it was comparable to the Port of Brownsville. John Mitchell replied it was about the same but they did lose a large amount of money on their own ferry transport which failed.

EXECUTIVE SESSION

None

CLOSE MEETING / ADJOURN

Commissioner Jack Bailey made a motion to adjourn, Commissioner Allen Miller seconded. Motion passed unanimously. Meeting adjourned at 7:45 P.M.

President/Commissioner

Secretary/Commissioner

Commissioner

Recording Secretary