



Port of Brownsville

Minutes of Meeting

11 December 2013

CALL TO ORDER

Commissioner Jack Bailey called the regular session of the meeting to order at 7:03PM. 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

Allen Miller made a motion to approve the agenda as written. Motion seconded by Fred Perkins and motion was approved unanimously.

APPROVAL OF CONSENT AGENDA

Motion made by Allen Miller to approve the Consent Agenda. Consent agenda includes the 13 November 2013 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 General Fund voucher numbers 28655 through 28714 for a total amount of \$432,854.06. Also approved for payment was December 2013 Electronic Transfer Voucher numbers 2013-94 through 2013-99 for a total amount of \$13,035.08. Motion seconded by Fred Perkins and motion was approved unanimously.

PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA

Carolyn Thomas, as a representative of the Brownsville Yacht Club, gave a report on the lighted boat parade. The Friday night run on the Illahee side was canceled due to arctic weather. People in the area that planned their Christmas parties around the boat light parade were contacted about the cancellation ahead of time. One of the boats on Saturday night bumped the fish pens, due to pitch black conditions. No major damage and the boat had insurance. All in all it was a good Christmas lighted boat parade. Carolyn thanked Allen Miller for his service as a commissioner, since this was his last meeting. She added that the annual polar plunge will be Jan 1, 2014 at 1200 PM. This is the 5th year for this event.

Jonathan Thomas, as a representative from Kitsap Maritime Heritage Association, announced that the schooner Fiddler's Dream is now moored at the Brownsville Marina on the breakwater. It arrived on November 28, 2013. There is a meeting this following Friday that will discuss the details of the future plans for this schooner. Jerry Rowland made a request that the boat not only have the city of Bremerton (since this is where the boat had to be registered) but also the name of Brownsville



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somewhere on the boat, preferably above Bremerton. Jonathon explained that the boat registration goes by zip code only and the city associated with the zip code was Bremerton.

PRESENTATION TO OR BY THE BOARD

None

FINANCIAL REPORTS

Port Accountant Dennis Bryan provided the October 2013 end of month reports. As of October 31, 2013, the balance was \$3,086,386.59, and reflects a net loss of -25,458.04 for the month of October. One of the few times the Port has had a loss of income and this was all due to the rebuild costs of the marina.

	With Fuel	Without Fuel
Operating Revenue	Under Budget by 8.8%	Over Budget by 3.4%
Non-operating Revenue	Under Budget by 3.8%	Under Budget by 3.8%
Operating Expenses	Under Budget by 9.7%	Over Budget by 5.2%
Administrative Expenses	Over Budget by 7.9%	Over Budget by 7.9%
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. Jerry Rowland added praise to the staff in keeping up with the repairs that were caused by the freezing weather. Carolyn Thomas asked how the cables got worn and failed. Jerry Rowland replied that it was installed in such a way that they were laid on top of each other and repetitive movement wore them through. When the cables fail then the electrical heat tape no longer works and lines freeze. He concluded his report with a Merry Christmas and Happy New Year to everyone.

b. Commissioners Report –

Allen Miller announced this was his last meeting as Brownsville Commissioner. The opponent who ran against him won the election so he will be completing his service as of December 31, 2013. He thanked everyone for their support while he was in office and working with the Port commissioners and staff. The assembly clapped in appreciation for his service.

Fred Perkins attended the New Commissioner Seminar and received more education in Port management. He did more listening than anything else and gained a lot of knowledge. Jack Bailey added that the commissioner position was truly a learning job.



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Jack Bailey announced he attended the WPPA annual conference. One of the items covered was crisis management. He added that he would like to see rehearsals for what to do in certain types of crises. He said that at the Marina Committee Meeting the subject was storm water drainage. There is a discussion of permitting and problems with that. Ports will have to look at other ways to collect water. Environmentalists want no water run-off from boats. This will be a major economic impact to this area and marine industries. The impact on this area will cause job reclassifications and will be used at hearings at Congress.

Bob Kalmbach added that the Seattle Times had an excellent article on the impact of storm water collection on the marine and boating industries. Jack added that the legislature is being asked to allow the boats to come to this area for refurbishment. There are multi-million dollar contracts that are being affected.

c. Standing Committee Report –

BAD IX – Jerry Rowland announced that the CK School Board Meeting was delayed to January 22, 2014. The contributions have been distributed already but this will be for the official thank you and if more than one commissioner wants to attend Jerry will announce it as a special meeting. Jack Bailey and Fred Perkins said they are planning to attend.

OLD BUSINESS

- a. Office/Computer Server – There was only one bid presented and was in excess of \$60,000.00 but the proposal is unclear on what is being proposed in the bid. Port staff will have to do more research on this. Jack Bailey stated the reason for getting a server was necessary for archiving but some of the Ports just occasionally burn CD's and send them to the archives. Jerry Rowland stated that the "State" wants more current information than what you can accomplish on a CD copy. At this time Brownsville Port is archiving off site so are meeting the minimal requirements. Bob Kalmbach asked what the WPPA is finding in their research and what other Ports are doing. Jerry Rowland said that they have contacted WPPA and they suggested getting in touch with the state archivist and see what is being recommended. The archivist recommended a server. The Port is meeting the minimum requirements but not what the state wants for archiving. Gregg Faulkner added that the Port is only backing up information which is not the same as archiving. Fred Perkins stated that the WPPA has a person the Port can hire to help with this which would be added cost. Jerry Rowland stated the reason the Port is looking at a server is not only the archiving requirements but to tie in with the security system.
- b. Security Camera's – This is on hold until a server can be purchased and be part of the security system.

NEW BUSINESS

- a. Resolution 13-13 Thanking Allen Miller



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Jerry Rowland read the resolution: “Allen Miller has served with honor and distinction as Commissioner for the Port of Brownsville from 2003 through 2013 and whereas the energy, enthusiasm, dedication and hard work of Allen Miller on behalf of the Port of Brownsville was instrumental in permitting the Port to provide improved marina facilities for the constituents of the Brownsville Port districts and the tenants of the marina; and whereas the Board of Commissioners of the Port of Brownsville wish to express their gratitude and appreciation to Commissioner Allen Miller for his service to the Port of Brownsville. Now, therefore, be it resolved by the Board of Commissioners of the Port of Brownsville that Allen Miller is hereby commended and complimented for his dedicated and outstanding service to the Port of Brownsville.” Jerry Rowland concluded by adding his personal thanks to Allen Miller for all he has done for the Port.

Fred Perkins made a motion to approve Resolution 13-13. Jack Bailey seconded the motion and it passed unanimously.

Jack Bailey gave a brief history of Allen Miller’s service including the fact that he had excellent attendance. Fred Perkins added that he appreciated the time that Allen Miller gave him as a new commissioner at the Spring WPPA meeting and will not hesitate to call on him for advice.

Jonathon Thomas expressed his appreciation to Commissioner Miller for his service through the growth of the Port and asked him to keep in touch to see future growth, adding he will be missed.

Jack Bailey presented the resolution to Commissioner Allen Miller along with a plaque for his service. Allen Miller thanked everyone and said he would be around to see what is going on at the Port. He encouraged anyone to call him.

- b. Resolution 13-14 Modifying Rules & Regulation for boats and boat house owners – Jerry Rowland said he has been remiss in updating this regulation. He started with a definition of what a boat house is. The next item was discharge of sewage. The tenants have to comply with all regulations of the Coast Guard. He covered the costs of the pump out boat usage. If marina tenants desire a dock box, they shall be required to purchase a triangle style box from the Port office. This is to ensure they fit on the new piers being installed. Owners of the boat houses cannot increase the footprint (existing requirement) but now that also includes the shadow that the boathouse makes cannot be increased. Boat house owners must submit drawings and plans to the commissioners for approval before any construction, including complete rebuilds. Kitsap County Community Development may require a building permit for boathouse modifications including plumbing and electrical permits.

Steve Neuhauser stated he understood the electrical permit but building permits were for titled property not personal property such as boat houses. Jerry said this permitting is just being discussed and he is just passing on information.



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Steve asked if it will be allowed to take two 500 sq. ft. boat houses and make one 1000 sq. ft. boat house. Jerry Rowland stated that this will still be allowed.

Jerry continued with general conditions for Discharge of water to the bay and that it applies to all boats and boat houses. Since the Port has no sewer lines, bathrooms in boat houses are not allowed. If a boat house has to be changed for the required 8/12 pitch on the roof it is allowed. Dormers will not be allowed unless they existed in the previous roof. Carolyn Thomas asked how much the dock boxes will cost. Jerry Rowland stated at this time it will be about \$300 and can be paid in payments with the moorage payment.

Steve Neuhauser asked if he wanted to make his boat house longer and increase by 500 sq. ft. and not affect navigation, would it be allowed. Jerry Rowland stated he thought this would be allowed but it would have to be presented to the board of commissioners for approval.

Mr. Green asked if the boats will have a problem with putting in new floats and being higher in the water. Jerry Rowland stated this was understood and there was no problem with this.

Jack Bailey commented on the "no discharge" zones in Puget Sound waters stating that the general feeling is that it will be approved and get more restrictive as time goes on. He added that dock boxes in other marinas can only be rented dock boxes but Port of Brownsville will sell them so there is uniformity and no obstructions. This is also necessary for fighting fires. He said that the pump out fee of \$5.00 is extremely low and some marinas require a contract in order to have a pump out service. The Port of Brownsville is not doing this. He went on to discuss the burn out panels that the requirement was to have 1 sq. ft. of burn out panel for each 15 sq. ft. One of the other items that will hinder fighting a fire is rooms in a boat house.

Steve Neuhauser discussed the fact that there are boat houses that may not meet all of the requirements and what is the Port doing about that. Jerry Rowland replied that all the boat houses have to be in compliance by December 31, 2015. If they are not in compliance they will be moved to a location out of the marina. Then the process will proceed with the landlord tenant act with court orders, etc.

Bob Kalmbach asked if the requirement for all boat houses to be in compliance with electrical safety by December 2013 was being removed from the Rules and Regulations. Jerry Rowland said it is not and all the boat houses that have been inspected are in compliance. However, the burn out panels that should also be installed are not in some boat houses. In order to force the issue this again falls under the Landlord Tenant Act and court orders would have to be issued and this would cost the Port money which would be passed on to the tenants in moorage rates. The Port does not want to do this at this time, but it is an option.

Steve Neuhauser said he was not worried about his dock but some of the docks have boat houses that could catch on fire. It is just a perception.



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Fred Perkins interrupted and stated that the meeting has gone off the topic of resolution 13-14 and that the focus should be on that resolution. If there is another topic that should be discussed, Jerry Rowland will put it on the agenda for the next meeting.

Second reading of Resolution 13-14 was waived. Fred Perkins made a motion to approve Resolution 13-14. Allen Miller seconded and motion passed unanimously.

c. Elected Commissioner Oath of Office

Fred Perkins was sworn in to office by Jack Bailey as Commissioner of the Port Of Brownsville District 2, Commissioner 2.

Bob Kalmbach was sworn in to office by Jack Bailey as Commissioner of the Port Of Brownsville District 2, Commissioner 3.

PUBLIC COMMENT

None

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 8:32 P.M.

President/Commissioner

Secretary/Commissioner

Commissioner

Recording Secretary