



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

December 17, 2014

CALL TO ORDER

Commissioner Fred Perkins called the regular session of the meeting to order at 6:02 PM. In attendance were Commissioner Bob Kalmbach, Commissioner Jack Bailey, Port Manager Jerry Rowland, Port Attorney John Mitchell and Port Accountant Dennis Bryan.

PLEDGE OF ALLEGIANCE

Commissioners led pledge of allegiance.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Consent agenda includes the 12 November 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: December 2014 General Fund voucher numbers 29501 through 29568 for a total amount of \$106,288.94. Also approved for payment was December 2014 Electronic Transfer voucher numbers 2014-92 through 2014-99 for a total amount of \$12,693.28.

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

Captain John Morrison gave a report from the Kitsap Maritime Association. The boat "Fiddler's Dream" is now in the shipyard and will be there for another 18 hours, which means the boat will arrive at the Port of Brownsville some time the following day. It will be launched at approximately noon tomorrow, December 18, 2014. Bob Kalmbach asked if there would be a Coast Guard escort and John replied no but there would be a tug boat just in case it was necessary to tow the boat into the marina. Jerry Rowland added that the geoduck and fishing fleets were in the marina so it would be a challenge to make room for Fiddler's Dream but it would be achieved.

PRESENTATIONS TO OR BY THE BOARD

None

FINANCIAL REPORTS



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Port Accountant Dennis Bryan provided the October 2014 end of month financial report. As of October 31, 2014 the balance was \$1,409,193.62. Dennis added that there will be a bond payment in November so the balance would decrease a sizable amount. Bob Kalmbach asked for clarification of what the bond payment was for and Jerry Rowland said it was for the interest payment on the first bond and principle payment on the second bond.

	With fuel	Without fuel
Operating Revenue	Under budget by 3.4%	Over Budget by 4.2%
Non-Operating Revenue	Under Budget by 4.5%	Under budget by 4.5%
Operating Expense	Under Budget by 1.9%	Over budget by 10.2%
Administrative Expense	Over Budget by 6.7%	Over Budget by 6.7%
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

Jack Bailey asked if there was going to have to be a budget modification before the end of the year, December 31, 2014. Jerry Rowland stated that it may be necessary due to the fact that C dock was completed this year but not in the 2014 budget. He said the budget modification does not have to be completed by the end of the year but should be done before the Port is audited, which is scheduled for some time in 2015.

There was discussion on the contract renewal for the accounting services provided by Dennis Bryan's company for the next 3 years. Jerry Rowland requested the type of accounting be changed to cash accounting instead of accrual accounting but not for 2015. He added that the rules are changing for cash accounting not be allowed for organizations that have income over the 2 million dollar mark so the Port may not be able to go to cash accounting. Jack Bailey stated that the last legislative and audit reports want the Port to use the same type of accounting that the county and city reporting uses but WPPA is fighting this. Bob Kalmbach stated part of the change requested is driven by reports that the auditing office is requiring. Bob also asked if the Port Manager or the Port Attorney have reviewed this contract. Jerry Rowland stated he reviewed the previous one and it appears to be the same. Dennis added the only changes to this contract was the dollar amount which was agreed to previously. Jack Bailey asked if the Port was able to get copies of all the reports that the accounting firm generates and Dennis replied yes. Bob Kalmbach asked if there was a clause that the Port could terminate the contract for cause is needed. Dennis Bryan replied most of his contracts have that clause but he was not sure it was in this contract. Bob requested and it was decided to have the attorney review the contract and add that clause. Then it will be signed by the commissioners at a later date.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached. The staff will be raising a sunken boat in the marina the next day and Bob Kalmbach asked why the Port staff is doing this work. Jerry Rowland replied that the Port is being paid for this and he wanted to get the staff experience doing this.



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- b. Commissioners Report – Fred Perkins reported that this meeting will conclude his time as President of the board. He gave a review of the accomplishments for this year. The Port had a change of tenants for the rental house and the deli. The computer system was upgraded with a server to comply with archiving and retention of records. A security camera system was installed. The majority of the boat houses have been upgraded to comply with the Port's rules and regulations. And the important replacement of the C and E docks. He gave recognition to the Host Boat and the duties performed Terry Asla and his wife. He also recognized the recording secretary, Marjorie Rowland that was replaced for a short time but is now back in the position.

Jack Bailey attended the Marina's Committee meeting and it was brought up that the marinas need to do something to encourage attendance in the marinas. Jack brought up the Host Boat and the services provided. Also, having someone help the boaters dock and greet them. Some of the Homeland grants were given to some of the marinas for security camera systems but the Port of Brownsville was not aware of this. WPPA is also going to have a job fair for marina experienced people. The Governor of Washington visited but did not mention his carbon tax. His legislative assistant said this tax could be used for schools and transportation. The Governor said he wanted to help the Ports get rid of some of the red tape that is now required. Jack also reported on the Seaport Alliance. WPPA wants to add Ports to this Alliance for a cooperative effort. This would allow Ports to help each other and it would be legal. Proposal at the legislature to change the local tax to allow the amount to be changed to the full 45 cents any time during the 6 year period. Jack continued with reporting that tourism is still being recognized as a need for this area and the Ports are being requested to be part of that. Jack reminded everyone that letters to the State Representatives does matter, "the squeaky wheel gets the grease". WPPA is changing their direction from being an informative organization to a proactive organization.

- c. Standing Committee Report – None

OLD BUSINESS

- a. Boathouse compliance – Matt Appleton reported that there has been no new boat houses that have been modified to meet the regulations this last month. They are continuing to make changes but not in full compliance at this time. There are only about 7 boat houses left to meet full compliance.
- b. Resolution 14-10 Emergency Response Plan – Jerry Rowland reported on the plan as it is currently. He added that this plan can be changed if needed. Jack Bailey made a motion to adopt this Emergency Response Plan. Bob Kalmbach seconded the motion. During discussion Jack Bailey stated this plan was his priority from day one. He has considered this a high priority for a long time and it is important to have the right, knowledgeable people taking care of these emergency situations. Rehearsals of these emergency situations are important. He added that there may be additional things needed in the future. He cautioned people to take this seriously because it could be a life or death situation. Fred Perkins added that a drill should be scheduled with the Fire Department. Motion passed unanimously.



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NEW BUSINESS

- a. Resolution 14-12 Purchasing Policy - Jerry Rowland stated that there has not been a policy at the Port previously and he felt one was needed. There will be a purchase log with a purchase order number. He announced he will institute this policy as of January 1, 2015. This a first reading. Jack Bailey suggested also doing inventory control for tools and equipment. Jack Bailey asked who would be in charge of the log. Jerry Rowland said it would be him but will appoint an alternate during his absence and will be designated in writing. Motion was made to waive the second reading and approve Resolution 14-12. Jack Bailey seconded the motion. Jack questioned what all was covered in this policy and Jerry Rowland replied he did not put in anything that was already covered by the RCW's or State Purchasing Manual. The purpose of this policy is for the staff to become more aware of what they are purchasing. Motion passed unanimously.
- b. Jerry Rowland reported on a plan presented by Teresa Brooks of Kitsap Conservation District to install a rain garden and permeable paver area on the south side of the Fire Station. This areas will be 10 foot by 10 foot with plants no taller than 3 feet. The cost of the project is estimated to be \$3,397.35 and the Port is requested to pay approximately \$600.00. Jerry has presented this plan to the commissioners for approval. Bob Kalmbach asked if there is a long term agreement as part of this plan. Jerry replied that the only requirement would be to maintain the area which the Port already has to perform. Jack Bailey said that the permeable paving has to be vacuumed and that is very expensive. Jerry Rowland replied he understood this material to be different than what was installed in other areas that require the vacuuming. Bob Kalmbach asked what if the Port wanted to make changes in these areas. Jerry Rowland stated he saw no restrictions in the contract/agreement but he would ask more questions to get details. Jerry read some of the highlights from the agreement. Jack Bailey stated this is being funded by Kitsap County. He also stated that Rain Garden medium has to be changed once a year. Jerry Rowland replied that is not what was in the agreement nor indicated by Teresa Brooks. Jack Bailey expressed concerns that if the Port agrees to this project the County will not be willing to help fund a larger project such as the road modification. Bob Kalmbach stated doing this project may generate good relations with Kitsap County and the Port will be looked upon as a cooperative organization. John Mitchell said there are issues that still need to be answered. Bob Kalmbach said he will not agree to this without more time to review the agreement. He requested more information that is factual. Jerry Rowland has the questions from the commissioners including if the Port takes this proposal how it affects future project proposals from Kitsap County. Ned Cook asked if this rain garden was the same as other ones installed in the county. Jerry Rowland said it was similar but the rain garden section was separate from the permeable paving section. Jerry Rowland said he would get back to the commissioners as soon as he gets the answers to their questions.

PUBLIC COMMENT

- a. Jerry Rowland addressed a proposal from Dan and Kim Baumgartner to extend their boat house to 40 feet long which adds 3 and ½ feet. Jerry Rowland stated he has no problem with this extension as it will be in alignment with the other boat houses. Question was asked what the fairway width is. Jerry Rowland replied it is 70 feet. Matt Appleton clarified that the boat house would be the same length as



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the finger pier. Bob Kalmbach made a motion to approve the proposal to the Baumgartner boat house modification in C-17 to a maximum 40 feet, not to exceed the spacer. Jack Bailey seconded the motion. Motion approved unanimously.

- b. Jerry Rowland discussed the letter from Comcast stating they would not be installing a system in the new docks, noting that the contract had been violated. Jerry Rowland said the agreements that were made were verbal only so there was no way to prove what was previously approved, verbally. John Mitchell said a reply to the letter is in order to let the company know that their local representative was informed and verbal agreements were made. Jerry Rowland said he would be writing a response letter.
- c. There was discussion on the upcoming meetings. Kitsap All Ports will be January 26, 2015 and the next Commissioner's Port meeting is January 14, 2015 when new officers will be nominated and voted on.
- d. Jack Bailey commented that most of the marinas are concerned with losing tenants but our tenants have stayed with us through the dock rebuilds. He thanked the tenants for staying with the Port of Brownsville. Jim Holmes commented that this Port is the nicest one in the area. The staff is courteous and the tenants are happy. Terry Asla agreed with this comment. Ned Cook said he would like to see more awareness of the tenants on what their responsibilities are as tenants. For instance, if there is something that the staff needs to be aware of, it is their responsibility to report it. He added that he didn't think the new tenants know the value they can add. Jerry Rowland said he would generate some type of information to be handed out when a new tenant or live aboard joins the marina. Terry Asla thanked the commissioners for their leadership.

EXECUTIVE SESSION

None

CLOSE MEETING / ADJOURN

Commissioner Bob Kalmbach made a motion to adjourn. Motion seconded by Commissioner Jack Bailey motion passed unanimously. Meeting adjourned at 8:10 PM.

President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary