



*Port Of Brownsville*  
9790 Ogle Rd • NE Bremerton, WA 98311  
Office: 360-692-5498 • FAX 360-698-8023  
[pob@portofbrownsville.org](mailto:pob@portofbrownsville.org)

**Commissioners:**  
Bob Kalmbach  
Jack Bailey  
Fred Perkins

December 16, 2015

## **CALL TO ORDER**

Commissioner Bob Kalmbach called the regular session of the meeting to order at 6:00 PM. In attendance were Commissioner Jack Bailey, Commissioner Fred Perkins, Port Manager Jerry Rowland, Maintenance Supervisor Matt Appleton, Port Attorney John Mitchell and Port Accountant Dennis Bryan.

## **PLEDGE OF ALLEGIANCE**

Commissioners led pledge of allegiance.

Bob Kalmbach gave the oath of office to Fred Perkins who was recently re-elected into office.

## **APPROVAL OF AGENDA**

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

## **APPROVAL OF CONSENT AGENDA**

Consent agenda includes the 12 November 2015 Study Session Meeting Minutes, 12 November 2015 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 2015 General Fund voucher numbers 30325 through 30390 for a total amount of \$124,360.32, also approved for payment was December 2015 Electronic Transfer voucher numbers 2015-94 through 2015-101 for a total amount of \$13,165.03

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

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

Carolyn Thomas, Commodore of the Brownsville Yacht Club, gave a report of what the Yacht club had recently completed and planned for the future. The Haunted Harbor event on October 30<sup>th</sup>, 2015, was a success bringing in food (300 pounds) and money for Bremerton Food Line. After the event a participant contacted Carolyn and gave the Yacht Club posters to share. There were over 200 children and adults that came to the event. It is planned for this to be an annual event. Carolyn thanked the Port for providing the life jackets for the children. A lady from the Art Slam recognized Carolyn as the tooth fairy from this event and said she now knows where the Brownsville Marina is and takes walks there with her children.



*Port Of Brownsville*  
9790 Ogle Rd • NE Bremerton, WA 98311  
Office: 360-692-5498 • FAX 360-698-8023  
[pob@portofbrownsville.org](mailto:pob@portofbrownsville.org)

**Commissioners:**  
Bob Kalmbach  
Jack Bailey  
Fred Perkins

Carolyn continued with stating that the Brownsville Yacht Club in the past has always had the lighted boat parade. However, this year the event is canceled due to safety concerns. There was no volunteer safety boat or lead boat. Carolyn was contacted by the University of Washington extension program and they have a sea grant and would like to have the Pier Peer in January. Brownsville Yacht Club will provide hot chocolate. Last year for this same event there were 40 attendees even though it was a very wet night. Bob Kalmbach asked if the Yacht Club would be notifying the local schools about this event and she replied yes. Fred Perkins asked if there was any cost for this event and Carolyn responded no. Jerry Rowland stated that because it is a grant they will not accept donations. Bob Kalmbach asked Carolyn to share the information with the Port Manager on who the person is from the University of Washington so the Port can extend thanks to them. Fred Perkins asked if there was any help needed to contact the schools. Carolyn said she is going through the school district to make the notifications and no help was needed.

The Brownsville Yacht Club will be sponsoring the Polar Plunge at Brownsville on January 1, 2016. People are allowed to sponsor a person to participate and the money goes to Wildlife Preservation.

Jonathon Thomas reported from Kitsap Maritime Association and announced that they participated in the Kitsap Maritime Puget Sound Partnership conference on December 11, 2015. They requested a collaboration agreement with the West Central Local Integrating Organization (LIO). This group determines how projects are funded in the area. He noted that they had no educational near term action items. They will be meeting with this group to cultivate more educational projects.

## **PRESENTATIONS TO OR BY THE BOARD**

None

## **FINANCIAL REPORTS**

- a. Port Accountant Dennis Bryan provided the October 2015 end of month financial report. As of October 31, 2015 the balance was \$929,152.67. November and December will see this balance decrease. Bob Kalmbach asked if the second payment from Kitsap County had been received and Dennis replies yes.

	With fuel	Without fuel
Operating Revenue	Under budget by 12.3%	Even to Budget
Non-Operating Revenue	Under Budget by 3.2%	Under Budget by 3.2%
Operating Expense	Under Budget by 14.1%	Over budget by 2.2%
Administrative Expense	Even to Budget	Even to Budget
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

There will be a bond payment of \$110,000.00 in December.



*Port Of Brownsville*  
9790 Ogle Rd • NE Bremerton, WA 98311  
Office: 360-692-5498 • FAX 360-698-8023  
[pob@portofbrownsville.org](mailto:pob@portofbrownsville.org)

**Commissioners:**  
Bob Kalmbach  
Jack Bailey  
Fred Perkins

- b. Accounting Services, Letter of Engagement, has been revised and all parties have reviewed the new agreement, including the Port Attorney. Dennis Bryan stated that there has been some training on the audit results. However, when the training was requested for BARS from the State Audit department it was not as easy as the auditors led everyone to believe. Dennis is documenting requests made and responses. Jerry Rowland stated he is satisfied with this revised agreement. Jack Bailey made a motion to accept the revised contract, the latest edition. Fred Perkins seconded the motion. Fred Perkins did state that he was concerned that the training was not as easy to get as the Port was led to believe. Bob Kalmbach requested Dennis Bryan to contact the commissioners if there was no response to the requests made for training. Jack Bailey stated he had the name and phone number of the person in the State Audit office that is in charge of the Ports. He added that the auditing office was treating the Ports the same as a city or municipality. WPPA is also collecting data on this as it is an ongoing issue. Bob Kalmbach stated input is welcome on how we are preparing for the next audit. Motion was passed unanimously. Dennis Bryan excused himself to attend his child's Christmas program.

#### **INFORMATION, STAFF AND COMMITTEE REPORTS**

- a. Manager Report – Attached.
- b. Commissioners Report – Jack Bailey reported on his attendance in the WPPA Annual Meeting. He stated in the last 2 years he has been pressing them to have more information so the meeting is worthwhile. They definitely did that this year. Key Note speaker was a Captain of a Coast Guard cutter who went to the North Pole unescorted and there was some contention between Canada and Russia because they were in International Waters. They were there to help plan building ships to traverse the Northwest Passage. There were also discussions on environmental issues at the meeting. The biggest issue was the clean-up money that the State is considering taking because it is mounting up and not being used, it is based on cleaning up oil spills. The WPPA requested all Ports to write to their congressman to maintain this money for the Ports and water cleanliness. Also discussed the Fish and Wildlife claim for stewardship of the land, stating they are having problems with the courts agreeing to their claim. Jack Bailey stated the biggest problem is the regulations are so tight that science can't even test for them especially in the area of metals in the water. New people coming into the Fish and Wildlife employment are not as reasonable as those in the past. There was some discussion on the sustainability of marinas at the meeting. The cost to replace them is prohibitive because of material and permits. Some marinas are not working on the right maintenance because of funding. All in all he considered the Port of Brownsville to be in very good shape for sustainability such as dredging. The last thing he discussed was the cost of the Freedom of Information Act that is causing problems with some of the Ports, so the politicians are considering changing the law to be more reasonable.
- c. Standing Committee Report – None



*Port Of Brownsville*  
9790 Ogle Rd • NE Bremerton, WA 98311  
Office: 360-692-5498 • FAX 360-698-8023  
[pob@portofbrownsville.org](mailto:pob@portofbrownsville.org)

**Commissioners:**  
Bob Kalmbach  
Jack Bailey  
Fred Perkins

## **OLD BUSINESS**

- a. Boathouse Compliance – Matt Appleton said the boat house compliance has slowed down due to the weather but there has been one more additional boat house that is in full compliance. Bob Kalmbach asked what number that was and Matt replied it was C-46. There is a few more that say they will be done by the first of the year. There are 12 that just need floats. Bob Kalmbach asked if any of them were being worked on and Matt replied that there are 2 being worked on. Ned Cook stated the docks that were put in at the Keyport government dock were not as good as the new ones at the Brownsville marina.
- b. Collaboration Agreement with Kitsap Maritime Association – This version has been reviewed and is revised from what was presented to the board at the last meeting. This agreement states that the Port supports the overall goals of Kitsap Maritime. Mr. Mitchell has reviewed this for content. Fred Perkins confirmed that Jonathon Thomas has had time to review the agreement. Fred Perkins made a motion to sign this collaboration agreement with the Kitsap Maritime Association. Jack Bailey seconded the motion and stated this was a better agreement than the first one. Motion passed unanimously.

## **NEW BUSINESS**

- a. Resolution 15-17 through 15-21. These resolutions, with the exception of one, are for fishing boats. The Auditor said the Port could no longer wait for payment on these and should write them off as a bad debt. The total is \$1,367.93. Fred Perkins made a motion to approve these resolutions for bad debt write off. Jack Bailey seconded the motion and motion passed unanimously. Jack Bailey asked when these would be going to collection. Jerry Rowland stated they would be sent to collection by the time of the State audit if not before.
- b. Port of Keyport -John Thompson and Gene Warden attended this meeting to discuss entering into an Interlocal Agreement to have the Port of Brownsville staff do some general maintenance at Keyport. Examples are burnt out lightbulbs, hosing off the docks, possibly pound a few nails and replace a broken board or two. Major repairs would be handled by contract by Keyport with eligible contractors. A charge agreeable to both parties needs to be established to enter into this agreement. RCW 39.34 Interlocal Cooperation Act does allow for this type of agreement. John Thompson explained that the company that they were using for this type of maintenance has moved to Seattle and they have been unable to find another contractor to perform these duties. The size of their marina does not warrant hiring a full time staff to take care of these items. Gene Warden added that it would only be a few hours a week and it would be advantageous for both marinas to have this agreement. John Thompson added that the agreement can be changed if it is not possible to do as first agreed on. Jerry Rowland said it is just a matter of sitting down with Keyport Manager and deciding on the details and fees, running it through the Port Attorney and presenting the agreement to the commissioners. Bob Kalmbach stated it is up to Jerry Rowland to determine if he can fit this type of maintenance into his own staff needs. John Thompson said they are flexible on type of repairs and when the repairs happen. Jack Bailey asked if this was for the docks and pier repairs as well. John



*Port Of Brownsville*  
9790 Ogle Rd • NE Bremerton, WA 98311  
Office: 360-692-5498 • FAX 360-698-8023  
[pob@portofbrownsville.org](mailto:pob@portofbrownsville.org)

**Commissioners:**  
Bob Kalmbach  
Jack Bailey  
Fred Perkins

Thompson said it depends on what they would agree on, what the Port of Brownsville can do for the repairs. Jack added that the Port of Tacoma and Port of Seattle already had this type of agreement. Also WPPA is encouraging these agreements. Commissioners agreed to pursue this agreement and tasked the Port Manager to pursue writing up the agreement.

## **PUBLIC COMMENT**

Jerry Rowland stated that he has provided the construction costs for the rebuild of the marina and after it is complete the balance in the bank account will be about \$926,000.00. This is a little lower than originally estimated but there have been unexpected costs.

Jerry Rowland announced that for the year of 2015 there have been 292 guest boats. In 2014 there were 427 and that has been the average for preceding years. There is a decline in yacht club visits. Bob Kalmbach stated that there has been a decline in general for yacht clubs visiting other marinas. Carolyn added that she has been getting correspondence asking if the marina was done with renovations. Bob Kalmbach stated that she should reply now that we are all done and the price of gas is down so come visit.

Jerry Rowland stated that the marina is 19 grating panels short from completing dock C. The cost of purchasing them is approximately \$6,523.00. Jack Bailey made a motion to authorize purchase of the grating. Fred Perkins requested amending the motion to put a limit of \$7,000.00. Commissioners unanimously agreed to modify the motion. Fred Perkins seconded the amended motion and it passed unanimously.

Jerry Rowland stated that the Port of Brownsville has received approximately \$79,000.00 from the clean water grant for the pump out facilities.

Jack Bailey stated the parking by the boat ramp is becoming a problem and people should not park there due to fuel delivery and it is not allowed. Fred Perkins asked if there were signs and Jack Bailey said there were signs available. John Mitchell announced that Kingston has started enforcing the no parking areas and had vehicles towed. Jerry Rowland stated he would put up signs.

Next meeting will be January 13, 2016, and the next All Ports Meeting will be January 25, 2016. Bob Kalmbach requested confirmation of the availability of the Brownsville Yacht Club on those dates.

Jerry Rowland requested the commissioners to look at the ladders that were there so he can proceed with purchasing them. Jack Bailey stated ladders were discussed at the WPPA meetings and how often they should be installed. Jerry Rowland said the ladders will be installed closer than what is required.

Fred Perkins noted that it is a complement to our staff that the Port of Keyport desires an interlocal agreement. They obviously have a good reputation.



*Port Of Brownsville*  
9790 Ogle Rd • NE Bremerton, WA 98311  
Office: 360-692-5498 • FAX 360-698-8023  
[pob@portofbrownsville.org](mailto:pob@portofbrownsville.org)

**Commissioners:**  
Bob Kalmbach  
Jack Bailey  
Fred Perkins

Jonathon Thomas reported on the lighted boat parade from the Poulsbo Yacht Club. There was a mishap where a boat was tangled up with a mooring buoy and as a result the boat sank. Because of this the Brownsville Yacht Club canceled theirs until it was determined it was safe to proceed.

### **EXECUTIVE SESSION**

None

### **CLOSE MEETING / ADJOURN**

Commissioner Bob Kalmbach adjourned the meeting at 7:24 PM.

---

President / Commissioner

---

Secretary / Commissioner

---

Commissioner

---

Recording Secretary