



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

Commissioners:
Jack Bailey
Fred Perkins
Bob Kalmbach

August 17, 2016

CALL TO ORDER

Commissioner Jack Bailey called the regular session of the meeting to order at 6:00 PM. In attendance were Commissioner Fred Perkins, Commissioner Bob Kalmbach, 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.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Consent agenda includes the 20 July 2016 Regular Meeting minutes, 18 July 2016 All Ports 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: August 2016 voucher numbers 40296 through 40364 for a total amount of \$139,313.16

Also approved for payment was August 2016 Electronic Transfer voucher numbers 2016-62 through 2016-68 for a total amount of \$17,892.56.

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

PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA

Ned Cook stated he has been a tenant for approximately 14 years and asked when WIFI would be available at the Port of Brownsville. Bob Kalmbach stated that internet should be available on most phones and other devices so he didn't see why Port of Brownsville should supply internet service. Ned Cook said he has made his public comment.

PRESENTATIONS TO OR BY THE BOARD

Alan Newberg gave a proposal of an idea with no timeline to the Commissioners for a walkway enhancement on Illahee Road. It would be on the waterway side, constructed of concrete on pilings 8 to 10 feet wide. He added it could be a walking/jogging and bike path, with a service track under the trail for utilities. He said it should not be a project just for the Port of Brownsville but also the power company



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and the county should be approached for partnering on this proposal. He distributed a conceptual drawing of his proposal. Bob Kalmbach asked if he had presented this idea to anyone else. Alan replied he had talked to household groups in the area but no one else. Bob said that the people that own the property on the hill also own the waterfront rights. Alan Newberg said he thought this was true. Bob Kalmbach responded that it would be interesting to find out what the county has planned for that area as it might already be in the plans. Jack Bailey said it might be a problem since it is above the water and the county is trying to get rid of bulkheads. He added that it would be a good project for the TIP program in the county. Matt Ryan discussed the geology of the road and the hill above it. He stated that the county continues to take from the bottom of the hill when it moves from the rain and snow and they should be shoring up the bottom as this proposal suggests. Jack Bailey said they continue to maintain rather than do the multimillion dollar fix. There was more discussion on the water and sewer lines that run under the bridge. Jerry Rowland said he would contact the Kitsap County Development office and find out what is planned for that area. He will also check on the right of way rules. Alan Newberg thanked the board for listening to this proposal. Comments were made that his drawing was very good. He said he was an artist and was having a show in Bainbridge in October. Jerry Rowland asked him if he would be interested in being a judge at the BAD Art Show. He stated he has done this before and he agreed to do it again.

FINANCIAL REPORTS

Port Accountant Dennis Bryan provided the May 2016 end of month financial report and as of June 30, 2016, the balance was \$967,057.97.

	With Fuel	Without Fuel
Operating Revenue	Under Budget 11.9%	Over Budget 1.8%
Non-Operating Revenue	Over Budget 2.8%	Over Budget 2.8%
Operating Expenses	Under Budget 13.1%	Over Budget 4.5%
Administrative Expenses	Under Budget 9%	Under Budget 9%
Non-Operating Expenses	Even to Budget	Even to Budget
Capital Improvements	Even to Budget	Even to Budget
Bond Principal	Even to Budget	Even to Budget

Jerry Rowland reported that a lot of the financial report result is the amount of fuel and the fact that there is no construction this year as compared to last year. Fuel prices are different this year than in previous years so hard to compare.

INFORMATION, STAFF AND COMMITTEE REPORT

- a. Manager Report – Attached. Jerry Rowland stated that the fuel prices on the Managers Report were in error because they were changed within the last 24 hours. Fred Perkins asked how the Duck Race turned out. Jerry Rowland stated Ms. Nug ran well and accomplished dumping the ducks as planned Silverdale Rotary said it was the smoothest loading and dumping of the ducks in years. Jack Bailey reported that the only issue is there needs to be two people to operate the boat with the cage for the ducks on board. It is hard to see over the cage from the pilot house. Ned Cook asked if the Silverdale Rotary was going to donate to BAD for their service in the duck race. Jerry Rowland replied he is



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hoping but has not received confirmation. Jack Bailey shared some emails from Silverdale Rotary and noted that hopefully there was some good publicity for BAD since a banner was on Ms. Nug.

- b. Maintenance Report – Attached. Matt Appleton reported that he was just informed that there was a broken window in the Port rental house in the basement. Bob Kalmbach asked why the chain on the old White property was not in place. Jerry Rowland said it was removed when the Port was removing large items from the property and was never replaced. Bob asked if there is a weekly check to make sure people are not dumping on the site. Matt Appleton replied yes. John Mitchell stated that reflectors should be in the middle of the chain across the property. Matt Appleton replied there are no reflectors but a cone is in the middle of the area. John Mitchell said one county was sued for not having reflectors, to which Jerry Rowland replied reflectors would be installed. Jack Bailey asked when the crossover between the north and east breakwater was going to be repaired. Matt Appleton said that he has the material and the repair should be complete next week. He stated the crossover would not have to be removed to do this repair. Jack Bailey asked what type of security system Keyport decided to install. Matt explained it was a battery system. Jack added that the county has a mess by the dock and that needs to be cleaned up. He also stated that when he talks with anyone from Keyport they are pleased with the work the Port of Brownsville is doing for them. Fred Perkins asked if there was any word from Illahee as to an interport agreement similar to the one Port of Brownsville has with Keyport. Jerry Rowland said no. Fred Perkins stated that at the All Ports meeting Illahee expressed an interest to have this type of agreement. Jack Bailey said Illahee has made some improvements but more is needed.

- c. Commissioners Report –

Bob Kalmbach reported that he attended the WPPA Port Commissioners seminar at Alderbrook Inn and it was the best he had ever been to. A lot of information was covered in a short time frame. One of the things constantly brought up is that the commissioners should be focused on policy only and not day to day activities. That belongs to the Port staff. He said that some ports have a lot of money that is not being used so there is discussion on having a pool of money that other ports can borrow from. This is still under investigation as to the legalities. He said that if a port commissioner is going to miss a meeting they are required to fill out an absentee form. He should be getting a copy of the form shortly so it will be available to the Port of Brownsville commissioners. He suggested that all three commissioners go next year. He added that when the attendance does not decrease significantly on the last day, you know it is a good seminar. Jack Bailey stated that he has attended many of these and they always have good and new information.

Jack Bailey reported that he and Jerry Rowland and Matt Appleton met with the tribe on the replacement of the boat ramp and the grant application. He added that he also attended the pre-application permit meeting at Kitsap County Building.

Bob Kalmbach said that he had a friend that wanted to tour the Lady Washington when it was here last week and she and her daughter were disabled. The staff assisted them to get to and from the boat. Jerry Rowland said that the lady in the wheel chair was very excited. He added that JB Morrison volunteered to bring them from the boat to their vehicle.



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- d. BAD XI – There are 9 cars and 10 vendors signed up so far. Jerry Rowland said he sent out an email to the Commissioners about obtaining a Batting cage. He said that it will generate some revenue after BAD and if it's done correctly it can be a money maker over the years. It will also be something that is available at the port for the non-boating public which is something the Port is always looking to do. The cost for a 55' batting cage with pitching screen is around \$1,100.00 and a good pitching machine that will do both soft ball and hard ball is around \$750.00. The Port will then need 4 or 5 helmets for \$150.00, 4 or 5 baseball bats for \$150.00 and half a dozen softball and /or baseballs for \$100.00. Total cost is about \$2,500.00. The event insurance for BAD will cover the Port for that day. The Port attorney should be able to come up with a contract / hold harmless for people using the set up after that to sign. If the Commissioners approve this Jerry Rowland will get it ordered and have it here for BAD XI. The Port has collected \$600 in donation and \$500 pledged. Jack Bailey said the batting cage could be loaned out to other organizations. Insurance was discussed if this happened but no answers yet. Jack Bailey said it could be a way of recouping the cost. Jerry Rowland said the lease could be a contract agreement. Bob Kalmbach said his concern was that constantly moving it could cause excessive damage and if the public came here to use it and it was not here they may not come back again. He preferred having the batting cage stay on site. Bob Kalmbach said the batting cage is 55 feet long. He asked where it would be located. Jerry Rowland stated around the Fire Hall. Fred Perkins asked where the batting cage would be stored. Jerry Rowland said it would be stored in the Fire Hall for now. Jack Bailey said the disadvantage was the staff would have to operate it. Jerry Rowland said that was not his plan. It would be rented and whoever rented it would be responsible for operating. The commissioners were in agreement to purchase the batting cage. Marjorie Rowland added that the prizes were purchased and were only \$150 instead of the projected \$300. Jack Bailey asked how the volunteering was proceeding. Jerry Rowland said there have been some people contacting the Port and the usual volunteers are in place (Washington Youth Academy, Sea Scouts, Pier Peer, Divers, etc.). Local schools have also been in contact to have their students perform. Jack Bailey asked if the fellow who built the kites would be here and Jerry Rowland replied yes.

OLD BUSINESS

- a. Boathouse Compliance – Matt Appleton reported that C-19 is now in full compliance. There is a proposal for the boat house in C-33 to be repaired and upgraded. It is in full compliance now but the siding is fiberglass instead of the proposed metal siding. Also the burn out panels will be relocated so they are more functional. Bob Kalmbach asked how much they are expanding it and Matt replied it is being reduced. Matt expressed that he would recommend that this be approved. Fred Perkins asked who would be doing this work. Matt replied the same person that has been doing most of the boat house repairs, Mr. Braven Joyce. Mr. Joyce explained how the boat house would be modified and the dimensions. He added that the existing boat house is a major fire hazard due to the fiberglass siding. Jack Bailey asked what part of the boat house would be reused. Mr. Joyce said it would be the foundation with some upgrading. Jack Bailey stated from the Port Orchard fire, he thought the more burn out panels that are in the boat house the better. Jack Bailey asked if there would be an upper loft that may prevent the heat from reaching the burn out panels. Bob expressed that there is a trend to make lofts that are living spaces and that should not be allowed.



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Bod Kalmbach asked what is going on with Tom Henderson's boat house. Matt Appleton said he has a letter drafted stating the fines and assessments that are due and will be assessed in the future for not being in full compliance. It will be sent certified mail. Jerry Rowland said there was an interested person in purchasing this boat house but he has not been able to get in touch with Tom Henderson. The commissioners agreed to allow C-33 to be repaired and renovated per the plans provided. Mr. Braven Joyce asked for clarification for the loft in C-33, whether a small area was allowed for storage. Jerry Rowland said the square footage could be the size for storage not for a living space. Fred Perkins said if there are any questions on the size, talk to Jerry Rowland. He added that he appreciated the work Mr. Joyce was doing on these boat houses to get them repaired and in compliance.

- b. Resolution 16-10 - 2017 Tariff. The Commissioners have a copy of the proposed tariff. Jack Bailey said that there could be items added for storage and parking restrictions in the parking lot. Jerry Rowland said the money for the parking lot was from a grant and they do have certain control of the use of the parking lot. Bob Kalmbach said that what is an issue is the trailers and other vehicles that have been sitting there for long periods of time. Jerry said he was concerned over the liability issue if there are fees applied to storage in the parking lot. Jerry stated he would get the legal advice from the Port attorney. Jack Bailey stated there should be a registration form filled out for those trailers that will be left overnight so the Port knows which ones are allowed to stay there and to have point of contact information. This will also help the Port know if something is supposed to be in the parking lot and it has disappeared. Bob Kalmbach stated the Port would become a policing force if this was in place. Jack Bailey said it would allow the Port to have control over the use of the parking lot which is part of port property. Resolution deferred.
- c. 2017 preliminary budget was presented to the commissioners and it hasn't changed since last month. The capital improvement is for the boat ramp if the grant is approved. It does include a 1.55% cost of living increase to all the employees. Fred Perkins asked to have the funding in the budget to have Claudia and Matt attend the financial budget. Jerry Rowland said that it is covered under miscellaneous training. Jack Bailey asked if the employees insurance goes up this year. Jerry Rowland said yes but the only that it affects is Matt Appleton. He will pay 50% of dependent insurance costs. Jack Bailey asked if the L&I amount would change. Jerry Rowland replied that it would change in May and be affective in June. Bob Kalmbach asked if the election costs were in the budget and Jerry said it is on page 7. Jerry said there would be a power point presentation during the public hearing at the October meeting. Jack Bailey questioned the lawn tractor expense under capital improvement. He asked if there would be a need to replace the "Gorilla" next year. Jerry said he thought it would last another year. Item deferred.
- d. Boat Launch – The Port has been informed by RCO that we should not address the Kayak ramp in the grant application. The reason given is that kayaks are not part of the boating facilities grant program. Kayaks might be included in ALEA or trails grants. Because of this, the Port is going to add the main walkway in place of the kayak ramp. The Port may be able to get partial funding because it is the primary path for guest boaters to get to their boats on A-dock. Since the main walkway was not part of the original scope of the engineering services contract the Port will need to add task order 2 to SEALASKA's contract to cover it. SEALASKA has estimated



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that the engineering for the main walkway will be about \$26 thousand dollars. This will be in addition to the \$34 thousand for the boat launch and kayak ramp.

A copy of task order two is in the Commissioners folders. The estimated cost is \$24,950.00. The Commissioners have authorized the Port Manager to contract for engineering services up to 40K. With the addition of the main walkway an increase of 20K is necessary bringing the total to 60K. If the Commissioners are agreeable, the Port Manager needs authorization to sign task order 2 for \$24,950.00. Jack Bailey said that Kitsap County said a site development is necessary for the permit. Jerry Rowland stated this is part of the engineering cost. Bob Kalmbach asked if the RCO has given grants in the past for main walkways. Jerry Rowland said yes and they did fund the guest moorage dock, and this is the walkway to get to that.

Marjie Rowland and Cassandra Rowland have volunteered to monitor the boat launches at Evergreen Park and Silverdale on 27 August to do a count of the number boats launched from 10 am to 2 pm. Lauren Stangler will be doing the same at Brownsville along with doing a questionnaire with the boaters. A copy of the questions are in the commissioners folders. SEALASKA will do the count at Poulsbo. The Port is still looking for a volunteer to do the count at Port Orchard marina. Fred Perkins asked what the purpose was for the monitoring and the questionnaire. Jerry Rowland said it is to have a comparison of how many boats are launched at the Port of Brownsville with other boat launches in the area which is information for the grant. Jack Bailey said the number of launches will be provided for grant information as well.

Jerry Rowland asked for authorization to sign Task 2 with SEALASKA. Jack Bailey said with the kayak ramp not part of the grant, the tribe may not be in favor of this project. Jerry Rowland said the kayak ramp will be part of the permitting, just not the grant.

Bob Kalmbach made a motion to increase the amount of the contract with SEALASKA by \$25,000. Fred Perkins seconded the motion and it passed unanimously.

NEW BUSINESS

- a. Security Camera. The research so far keeps coming up with LOREX Technology systems. Depending on what wireless system is purchased with how many cameras determines the cost. The cost runs anywhere from \$3,000.00 to \$6,000.00. This cost does not cover repeaters or a 16 channel receiver or a monitor. Jerry Rowland did not recommend going with any of these systems. Also the systems researched will not talk to the Port's current set up. Steve Board (Computer Smiths) has been looking at cameras that will talk to the Port's current system. What this will require is for staff to run fiber optic cable from the building to the parking lot, then daisy chain shielded copper cable from light pole to light pole. This really is not as big a deal as it sounds. That is as long as the staff is able to hit no snags in pulling the cable through the existing conduit. It will also ensure clear pictures with no interference. The fiber optic cable will cost about \$500.00, the splicing kit however, will be about \$2,000.00. But this splicing kit can be used for all future installations. The shielded cable required will be around \$200.00. The 7 cameras are about



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\$1,000.00 each or \$7,000.00. They will be able to read license plates in the “DAYTIME” but since the law requires reflective license plates, if you want to read a plate at night you will need a \$15,000.00 camera to take away the glare. The Port will need Power Over Ethernet (POE) switching gear and possibly a new DVR capable of handling the new equipment but it can be added to one of the slots in the Port’s existing server. The POE will be around \$400.00

The Port will also need software at a cost of \$199.00. Having Computer Smiths help with the camera installation and then hook up the equipment and ensuring the software works is estimated to be \$8,500. An additional \$2,000.00 should be added for the items that the Port is not sure is needed or is unknown at this time. The total cost will be around \$20,799.00.

To make sure all unknowns are covered, the Port Manager suggested rounding up to \$24,000.00 and that should be enough to make sure the Port will get a good security camera system. There is also a step down transformer needed on each light pole, which justifies the rounding up to \$24,000.00.

Jerry Rowland said it will put some strain on the Port staff but it can be done. Jack Bailey said in order to do fiber optics you need someone trained in this skill. Those experts should have the equipment already so the purchase of the splicer is not necessary. Jerry Rowland explained that Steve Board is trained but does not have the equipment. Also, this is equipment that will be needed in the future. Bob Kalmbach brought up the fact that the additional money for SEALASKA and this proposed amount for security camera system were not in the budget. He asked where the Port will get that extra income. Jerry Rowland said there is additional income from the fishing boats that are moored at Port of Brownsville. Bob Kalmbach asked if there would need to be a budget modification. Jerry Rowland replied yes. Bob Kalmbach then asked why the system that was demonstrated to them by Guardian Security does not work as shown. He noted that the Port has already spent a lot of money on security cameras and they do not work up to the Port’s needs. He did not want to spend any more money on a security camera system unless it was guaranteed to perform as desired no matter the cost. He suggested getting an expert in security camera systems involved with this before any amount was paid. Fred Perkins said he liked the plan because it was using the server the Port already paid for and the local talent can accomplish this. Bob said he is for it but he wants it done right. Jerry Rowland said all of the security camera system companies don’t want to just install the equipment. They want additional funding for maintenance. Bob Kalmbach asked what the other Ports that have security cameras are using. Jerry Rowland said the Port of Bremerton is paying a security camera company money every year for maintenance. The Port of Silverdale is operated and maintained by the staff. The security camera in Port of Kingston has the same problem Port of Brownsville has with clarity. Bob Kalmbach asked if the security cameras to be installed covered the parking lot, the main walkway and the breakwater access. Jerry Rowland said yes. Jerry Rowland said the specifications of the camera being proposed is the same as another camera that is more expensive. Bob Kalmbach said he needed a little more time to think about this. Jerry Rowland said he would be willing to research more and invite Steve Board to the next meeting. Commissioners agreed to defer this to next meeting. Walt Newman commented that in the meantime he hopes no one loses a vehicle or boat motors. He had a trailer stolen out of the parking lot. Bob Kalmbach said it is a lot of money and he wants to make sure the system is what the Port needs. Jack Bailey said the initial purchase of camera system cost half of what was authorized but did not meet the Port’s needs. Bob Kalmbach asked what the



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storage units use. Fred Perkins said it is all different companies. Jack Bailey said it would be good to have Steve Board (Computer Smiths) at the next meeting. Fred Perkins stated if the Port thinks they have a solution sooner than next meeting, they can have a special session.

PUBLIC COMMENT

Jack Bailey asked Walt Newman when the police department found his stolen trailer. Walt replied it was about 5 days after the theft. He added the sheriff's department did a good job.

Jerry Rowland presented a proposal to the commissioners to do an IDD tax, which would be used for upgrading the marina such as dredging and the boat ramp if the Port does not get the grant. He explained how the IDD tax regulations work. He requested it be done this year to start collection next year. Jerry said the only way the rebuild of the marina would be completed soon is with this IDD tax increase. The only other option is to wait for the bonds to be paid off which is 20 years from now. If it is going to be enacted it needs to be submitted to the Kitsap County in November.

These are the items that still need to be completed in the marina.

1. A and B docks still need to be rebuilt. Estimated cost, conservatively, one million five hundred thousand dollars.
2. The main creosote supported walkway is in need of being rebuilt. It will only be five or six years before this walkway becomes a hazard to walk on let alone drive the tractors over. Estimated cost \$350,000.00 to \$400,000.00
3. It is also becoming imperative that the port maintenance dredge the marina. This will be somewhere in the neighborhood of \$650,000.00 to \$750,000.00. There is the possibility of getting a levy passed by the voters of the port district which would have to be on ballot for vote. It will cost several thousand dollars to get it on a ballot with slim chances of getting it passed.
4. If the Port does not get the grant for the boat launch or only get partial funding for it the IDD could be used to accomplish this project. This project could go as high as \$650,000.00.
5. It is becoming almost imperative that the port increase the size of the marina to accommodate larger boats in the 50 to 60 foot range. The only way to do this is move the north and east breakwaters and build more slips.
 - a. As discussed in the past, by moving the north breakwater out 190 feet to the north a minimum of 30 large slips can be added.
 - b. By moving the east breakwater roughly 570 feet east to the DNR lease lines. Two additional docks can be built and they can be at least as long as E-dock currently is. The first dock could have 50 and 60 foot long finger piers and if the port desired the second could have a combination of 50, 60 and 70 foot finger piers. This would add approximately 160 to 190 very large slips.
 - c. The estimated cost to accomplish this would be three million dollars.

There was no further comment from the Commissioners on this subject.

Ned Cook asked for an update for the finger pier replacement on B dock. Jerry Rowland said they should be completed in the next 5 weeks.



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Fred Perkins asked which plan for the boat ramp the Port is going to do. Jerry Rowland said 15 degrees plan. Fred asked if the Port didn't do this would a site development permit still be required. Jerry Rowland yes. Fred asked Jerry Rowland provide to the commissioners an engineered drawing of the boat ramp plan. Jerry Rowland said he would do that.

There was discussion on whether there was going to be an executive session. Jerry Rowland stated he had been waiting from each commissioner to add to his performance appraisal. Jack Bailey said he thought the comments would be verbal, not written. Commissioners agreed this will be deferred until next meeting so the commissioners can have time to make comments. Fred Perkins moved to strike the Executive Session on the agenda. Bob Kalmbach seconded the motion and it passed unanimously.

EXECUTIVE SESSION

None

CLOSE MEETING / ADJOURN

Commissioner Jack Bailey adjourned the meeting at 8:40 PM.

President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary