



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

October 12, 2016

CALL TO ORDER

Commissioner Jack Bailey called the regular session of the meeting to order at 6:02 PM. In attendance were Commissioner Bob Kalmbach, Maintenance Supervisor Matt Appleton, Port Attorney John Mitchell and Port Accountant Dennis Bryan. Commissioner Fred Perkins was on a phone line for a teleconference.

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 14 September 2016 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: September 2016 voucher numbers 40426 through 40501 for a total amount of \$126,404.30. Also approved for payment was September 2016 Electronic Transfer voucher numbers 2016-77 through 2016-86 for a total amount of \$31,023.46.

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

PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA

Carolyn Thomas, Commodore of the Brownsville Yacht Club, gave a report on the Yacht Club activities. She stated that BAD was good but she didn't care for being in the dunk tank. The Yacht Club will be sponsoring the Haunted Harbor event on October 28, 2016. There will be 17 boats from the Navy Yacht Club and 10 boats from the Brownsville Yacht Club that will support this event. The Hearse Club is coming with their vehicles and Halloween Fun. The theme is "Scare Away Hunger" and the advertising will be asking for everyone to bring a food donation for the Bremerton Food Line. A safety officer, Art Slam, will be present for the pumpkin carving. Carolyn announced the Brownsville Yacht Club will be sponsoring a lighted boat parade this year on December 16, 2016, and it will start at Illahee at 5:30 PM and end at the Port of Brownsville approximately 6 PM. Bob Kalmbach asked if the boat parade would be advertised. Carolyn was not sure. Jack Bailey requested an email to remind them of the event. Carolyn added that there would be a Polar Plunge on January 1, 2016, and all are encouraged to participate of



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

attend as an observer. All the Commissioners thanked Carolyn for her report and all the things the Brownsville Yacht Club does for the Port.

PRESENTATIONS TO OR BY THE BOARD

None

FINANCIAL REPORTS

Dennis Bryan reported that his staff attended the State Auditor’s office presentation at the Kitsap Fairgrounds on reporting requirements. There was emphasis on researching the web site further as it has more information than in the past. The format was an open forum with 8 questions to facilitate discussions. The web site does also go over the changes the auditing office makes as to financial statements and reporting.

Port Accountant Dennis Bryan provided the June 2016 end of month financial report and as of August 30, 2016, the balance was \$1,006,507.90.

	With Fuel	Without Fuel
Operating Revenue	Under Budget 6.3%	Over Budget 5.6%
Non-Operating Revenue	Under Budget 12.4%	Under Budget 12.4%
Operating Expenses	Under Budget 7.5%	Over Budget 6.9%
Administrative Expenses	Under Budget 4.6%	Under Budget 4.6%
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

Dennis Bryan added that Claudia Sharpe attended the State Auditor’s presentation and received information on some software that will help with annual reports. The consensus was that when the web site first came on line it was terrible but has greatly improved. Jack Bailey asked how long it had been since the State changed the web site. Dennis Bryan did not know but he was sure they update it regularly. Dennis said he plans on making himself more familiar with the web site in the future. The State does make an annual update about every January. Fred Perkins commented that the web site should be better and it is heading in that direction. Fred Perkins asked if the property value goes up, does the tax rate automatically go down? Dennis replied that no it stays the same. Any increase in the property value would result in an increase in the tax amount the Port receives. Dennis added that the increase the Port has seen in tax revenue is not from an increase in tax rate but rather an increase in property assessed value. Fred Perkins asked if the Port should increase the tax rate to the limit allowed due to the improvements needed to the marina. Bob Kalmbach stated he thought this to be true. Fred Perkins agreed with Bob’s statement. Matt Appleton referred the Commissioners to the worksheet in the Budget which says the tax rate is at 27 cents. Bob Kalmbach thanked Dennis for his office attending the State Auditors presentation to help the Port be prepared for the next audit. Fred Perkins also thanked Dennis for attending the presentation.



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

INFORMATION, STAFF AND COMMITTEE REPORT

- a. Manager Report – Attached. Jerry Rowland is on vacation and did not leave a Manager’s Report and Matt Appleton deferred any information to be in the Maintenance Report.
- b. Maintenance Report – Attached. Bob Kalmbach asked is the boats are tripping the GFCI units. Matt replied absolutely and added if you have any appliance that has the neutral and ground tied together then it will trip the GFCI. He said he has to check each boat individually until the boat is identified with the problem. He has narrowed down to a few circuits. Jack Bailey suggested performing the checks by the circuit but Matt replied that each boat had to be checked individually. Bob Kalmbach asked how many boats were on a circuit and Matt replied it depends on the dock and could be as much as 12 boats. Jack Bailey went over the procedure to check for GFCI interruptions and Matt agreed that is one way of doing it but would not work in this situation. There was more discussion on this but once the boat is identified the boat will not be allowed to connect up to the Ports power system until it is fixed. Jack Bailey asked if the boats were checked annually for electrical power faults and Matt replied yes. Carolyn Thomas asked about how the paper towels got into the sewer lines that clogged up the system. Matt explained that it was not coming from the boats, it had to be from someone flushing paper towels in Waterloo floating bathroom. Bob Kalmbach asked why the paper towels were supplied in the bathrooms instead of using the blow dryers. Ned Cook said you can’t clean up areas that require wiping down. Fred Perkins asked if there was a trash can in the bathrooms and Matt replied yes. Jack Bailey asked when the staff would be going back to Keyport to install the ladders. Matt replied when there is staff to support it which would probably be next Tuesday.

c. Commissioners Report –

Fred Perkins said he was looking forward to going to the WPPA Small Ports Meeting next week and the All Ports Meeting next Monday.

Bob Kalmbach had no report.

Jack Bailey reported he attended the Environmental Seminar and they covered the dredging issues when the Port has any contamination. The key thing is to keep the bottom of the marina waters clean. He discussed the cleanup last year that did remove some items but need to concentrate on keeping nothing new going in the waters at the marina. He added that there is a window for filing with the insurance companies of a boat that has leaked contaminants into the water. They reminded the Ports to follow the best management practices which are being scrutinized by the Washington Department of Ecology. Also any new projects need to consider sea level rise in the plan due to climate change. Fred Perkins asked if they had any facts based on past levels. Jack Bailey said they do but things are changing rapidly so it is hard to determine the future levels, just need to consider it. He added that he will be attending the Boat Yard and Marina’s Conference at the end of October and Matt Appleton will also be attending.

BAD XI – Matt Appleton reported that BAD went great and the dunk tank was a big hit. There were 148 kites made by attending children. There was an issue in the morning since the snow cone vendor did not bring a food permit to allow the serving of the food as noted by the Health Inspector. The Port



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

assisted with getting all of the equipment needed to get the permit approved. The Pavilion alone sold 800 hamburgers. The money raised will be about \$1400 for each of the 4 elementary schools in the Port district. BAD was a success. Jack Bailey reported that he heard there were over 200 marshmallow shooters made and distributed. Carolyn Thomas remarked that after all the years of BAD events one of the good things was having the unicyclists in front of the Port building, which also allowed for more parking. Ned Cook reported that the Port did have the unicyclists at this location at one time but the bumps were not conducive for cycling so it was moved to the parking lot. Fred Perkins said another good thing was Carolyn Thomas in the dunk tank. Bob Kalmbach said due to him still being on crutches he left in the morning but everything was going well and he thanked everyone that had anything to do with making the event happen. Fred Perkins thanked the staff for all of the work they put into this event. Jack Bailey said he received feedback from the community that the Sea Scouts and Washington Youth Academy were well behaved and went out of their way to greet people. Also, the efficiency of the parking increased this year due to the communication and planned placement of the Sea Scouts. Matt Appleton commented that these groups always perform well for this event and are appreciated. Cassandra Rowland reported on the Kids Art Show and said there was some difficulty getting a judge this year but Art Slam came through with a group of art experts to judge the art work. There was no art work from the elementary schools this year so there needs to be investigated as to the reason. She had talked to all of the art teachers from the schools so not sure why there were no entries from the elementary schools. Fred Perkins suggested that when the checks are presented that there could be an announcement to solicit more art work from those schools. Jack Bailey agreed with that comment and was surprised at the turn out.

Fred Perkins announced he had to get off the phone and leave the meeting at this time. He said he had already given comments to the remaining items. Jack Bailey excused Fred Perkins from the rest of the meeting.

PUBLIC HEARING

Jack Bailey opened the Public Hearing to discuss the 2017 proposed budget at 7:00 PM. Matt Appleton presented a power point presentation to the attendees on the proposed budget. Bob Kalmbach asked if the Port had a newer tractor than the one that is being replaced. Matt replied yes, there is one that is only 4 years old. Jack Bailey asked if the Port bought another lawn mower and Matt said yes, it is the one that was bought 4 years ago. Bob Kalmbach stated he had no more questions at this time. Jack Bailey asked what the cost of living of 1.55% was based on for the budget. Matt replied he wasn't sure but it is a decrease from previous years. Jack Bailey asked about the workers compensation amount was going to be increased by 7%? Matt replied that this was only a rumor at this point. Jack Bailey asked if the medical coverage was up over last year and Matt replied no. Bob Kalmbach and Dennis Bryan stated that the medical costs are not what was expected so the rate has not changed in this budget. Jack Bailey asked if the sewer bill was back to a high rate and Matt replied that more research had to be done on this. Jack Bailey also questioned the fuel markup rate of 27.5 cents. He thought it was at 30 cents. Matt replied that in 2016 budget the rate was changed from 25 cents to 27.5 cents and it is proposed to keep it at 27.5 cents.



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

Ned Cook questioned the fuel estimates for expense and revenue. Matt Appleton stated that the fuel prices fluctuate so much it is hard to estimate an amount. Jack Bailey brought up the credit card charges for fuel since the new cards are now doing money back percentage for purchases. He was concerned that this will decrease the amount of profit the Port receives from the fuel purchases. Matt stated that the fuel is an amenity that brings people to the Port and a convenience for the tenants. Jack Bailey proposed going to 30 cents for fuel mark up. Matt Appleton said the Port is competitive compared to other Ports selling fuel.

Public Meeting was closed at 7:17 PM.

OLD BUSINESS

- a. Boathouse Compliance – Matt Appleton gave a report that no new boat houses have come into compliance. C-33 is complete and has a beautiful mural on the side of the building which adds to the beauty of the marina. C-32 is continuing to be worked on but is behind the timeline due to family issues.
- b. Resolution 16-10, 2017 Tariff. Jack Bailey proposed raising the fuel markup rate from 27.5 cents to 30 cents. Bob Kalmbach questioned if this was enough and maybe it should go to 32 cents. His concern was whether 30 cents would be enough to compensate for the changes in the credit card industry. Jack Bailey said that he still wants to be competitive and not lose customers. Bob Kalmbach reminded all that the Port is a business and the income needs to be raised from where it is to pay for the improvement costs that need to be done. He added that he did not think there would be that severe a reduction in customers because of a 5 cent rise in price. Matt Appleton said it is a hard thing to calculate as to what is the right price to stay competitive and make money. Jack Bailey stated that there was a large boat that was at the fuel dock for over an hour and asked what the rate was for pumping fuel. Matt stated that the Port keeps it at 10 GPH to decrease the chance of spills. Bob Kalmbach added that some businesses are going to cash or debit card and eliminating the credit card issues. Carolyn Thomas stated that boaters from Seattle will come to Port of Brownsville for fuel because the Port is the cheapest. This is an important factor to decide whether to raise this price, these people will probably pay more than what is charge presently. Not only because of the inexpensive fuel but also the moorage rates. John Mitchell stated that the difference of 2 cents should not impact the customer with boats that are a recreational expense.
- c. 2017 preliminary budget. This is just another reminder that this is the last chance to change the budget. It has to be voted on at the next Port meeting.
- d. Boat Launch – John Piccone, engineer with SEALASKA, gave a report on the boat ramp design which is 30% complete. Bob Kalmbach and Jack Bailey stated they had reviewed the drawing. John Piccone stated the drawing was a little more than 30% which will help with the permitting and the RCO application next month. One of the things that is looked at is the preliminary design. So extra time was put into the design and drawing. Jack Bailey said that he thought the kayak ramp was out of the design and permitting process. Matt Appleton said the permit will be for both the boat ramp and kayak ramp and is good for 5 years to start the project so designs are needed for both. The RCO grant application will be for the boat ramp only. Bob Kalmbach asked if John Piccone had presented an



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

RCO grant request before and he replied yes, this will be the 3rd or 4th this year. Jack Bailey said he appreciated they knew the process of permitting. Bob Kalmbach asked about the anchored system which was a concern and went into detail on the design. John replied that this design had more anchorage points than most boat ramps. He added that the rails are used for alignment during installation of the concrete panels. Bob Kalmbach requested to have a look at the anchorage system. Jack Bailey requested this also and Matt Appleton stated he and Jerry Rowland will also be looking at these anchorage blocks. Jack Bailey discussed some other forms of anchoring systems. John Piccone commented on these systems and how well they work. John went into detail of the design for this boat ramp including the gravel wrap. It was made clear that the permitting was for both the boat ramp and kayak ramp but the RCO grant application was for the boat ramp only. Bob Kalmbach asked if moving the ramp 15 degrees will help with washout or will there still be the same problem. John Piccone said the problem would still be there because that is what is required, to be at beach grade. Ned Cook asked about putting a fence on the walkway and that may help with wash out. Jack Bailey stated it isn't allowed to have the fence touching. John Piccone stated the permit applications will be submitted on October 17, 2016. The application for the RCO grant will be completed by October 21, 2016 and has to be submitted by October 28, 2016. There is the first presentation for the RCO grant on November 16th or 17th. In February 1st or 2nd of 2017 there will be a second presentation for the RCO grant and then the decision will be made shortly after that. Jack Bailey asked if SEALASKA had the report of the use of the boat ramps. John replied that it was available. Matt Appleton said it was in the minutes of last meeting. Carolyn Thomas asked about the boat ramps that have no ramp fee and how they were monitored. John Piccone explained that volunteers from SEALASKA and the Port stayed at each ramp and counted the ramp use, all the same day and the same time. Jack Bailey thanked John Piccone for his report.

- e. Security Cameras – Matt Appleton told the Commissioners that the staff is researching more cameras to get the detail needed to read license plates. Matt asked for permission to buy a certain camera that is around \$4,000 to see if it will perform as desired. Bob Kalmbach noted that this camera would only go to 80 feet and he thought the desire was to go further than that. Matt stated that the next distance level up was \$8,000 and may not be what is needed. Bob asked if the price included the lens, Matt replied it included the lens and mounting equipment. Bob then stated that he understood that the Port is looking for a camera that works with the Port's DVR. He asked how much the DVR cost. Matt stated he didn't know for sure but it was a system that was more than what the Port needed at the time. Bob said that the company Stirrett Johnson just recently purchased a system that will capture license plate numbers. Bob requested to hold off until he could get more details from them on what system they purchased. Matt stated he would be glad to hold off and get this information. Jack Bailey also thought that new lenses might be able to be purchased rather than buy new cameras. Bob said he would give the information to Matt or Jerry.

NEW BUSINESS

- a. Resolution 16-12 – 2017 Budget
- b. Resolution 16-13 Substantial Need, First reading. This is the resolution to go with the budget to request the additional 1%. This will be passed when the budget, Resolution 16-12.



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

PUBLIC COMMENT

Bob Kalmbach requested that the Kitsap Maritime Heritage Foundation moorage agreement review on the agenda for the next meeting.

Matt Appleton has been discussing with the Kitsap Fire Department the plan for firefighting. The department has been taking pictures and updating their plan. There will be more discussion on this and a plan will be finalized that can be taught. Ned Cook asked if this is training for the tenants or the fire department. Matt explained it was for the fire department.

Matt Appleton read an email from Sandra Bochonok. She commended the excellent staff in performance and attitude. She reported recently that her boat tipped over and Matt Appleton and Tim Herman quickly and Jai Tew was at the pier to take her to the showers to warm up. She thanked the Port for their quick response and service. Matt added that since then the Port has purchased space blankets to use in situations like this. Jack Bailey suggest the blankets should be on the Port boat. Matt said he would move them there. Bob Kalmbach said there should be a First Aid Kit on the boat. Bob Kalmbach also thanked the staff for a job well done. John Mitchell asked how long she was in the water and Matt replied about 15 minutes and she was sitting on the boat, therefore very cold.

EXECUTIVE SESSION

- | | | |
|----------------|------|-----------------------|
| a. Legal | None | RCW 42.30.110(l)(i) |
| b. Real Estate | None | RCW 42.30.110(l)(b-c) |
| c. Personnel | None | RCW 42.30.110(l)(f-h) |

CLOSE MEETING / ADJOURN

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

President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary