



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

November 15, 2016

CALL TO ORDER

Commissioner Jack Bailey called the regular session of the meeting to order at 6:06 PM. In attendance were Commissioner Fred Perkins, Commissioner Bob Kalmbach, Port Manager Jerry Rowland, Maintenance Supervisor Matt Appleton, and Port Accountant Dennis Bryan.

PLEDGE OF ALLEGIANCE

Commissioners led pledge of allegiance.

APPROVAL OF AGENDA

Bob Kalmbach made an announcement that he requested to remove the review of Kitsap Maritime Heritage Foundation lease from the agenda as he requested at the last Port meeting. 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 12 October 2016 Regular Meeting minutes, 17 October 2016 Kitsap All Ports draft 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: November 2016 voucher numbers 40502 through 40576 for a total amount of \$189,063.77. Also approved for payment was November 2016 Electronic Transfer voucher numbers 2016-87 through 2016-97 for a total amount of \$19,926.07.

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

Jack Bailey made the statement that over the past several months he had let the meetings get out of hand such as people speaking out of turn. He said this is a Commissioners meeting and the public has the opportunity to speak during certain places on the agenda. All public statements should be addressed to the chair of the board. Commissioners may ask for additional information from the public. The public is to step up to the podium and give their name. This is a generally accepted practice and he wants to ensure civil discourse.

Carolyn Thomas, Commodore of the Brownsville Yacht Club, gave a report on the fire training safety sponsored by the Port of Brownsville. She stated the training was incredible, including learning the shut



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off valves location on the new docks. All the staff was there to help the people going through the training. She appreciated the training and thinks that everyone, especially live-aboards should go through this training. Carolyn went on to report on the Haunted Harbor event that was held on October 28 by the Brownsville Yacht Club. It was the second year and there was a good turnout. Bremerton Food Line was also there as well as the Hearse Club doing their trick or trunk. Art Slam presented the painted pumpkins and Sally Hass donated the pumpkins. John Morrison gave the safety talk and Kitsap Maritime Heritage Foundation put on a shadow show. There were 25 decorated boats. There were an estimated 400 plus children and adults. Bremerton Food Line reported they received 427 pound of food and \$115 in cash. Pictures of the event will be shown soon.

Carolyn reported that the Brownsville Yacht Club will be doing the Lighted Boat Parade on December 16, 2016. It will be just one night and will start at Keyport then proceed to Illahee. At that point they will turn around and do the other side. Bob Bale is in charge of this event and he can be contacted. Anyone with a boat can participate, not just yacht club members. Fred Perkins asked for clarification on the start location, Keyport or Brownsville. Carolyn responded it is at Keyport at 5:30. She added that the Port of Brownsville is giving free moorage to the boats that participate as long as they leave their holiday lights on. Jack Bailey said he appreciated the Brownsville Yacht Club sponsoring this event.

Jonathan Thomas, Kitsap Maritime Heritage Foundation Chair, reported on the progress of the restoration of the schooner, Fiddlers Dream. He said the covering boards were being installed and the deck planking was next. The wood for the decking is on site. After decking is complete, students from Port Hadlock will do the corking. Jonathan added that Kitsap Maritime is one of the charities on the Giving Tuesday site. Giving Tuesday is an event that follows Thanksgiving and it is for all nationally to donate to charities. The Puget Sound Partnership organization will be at a meeting at Kitsap County on December 6. They may include a stop at the Port of Brownsville on December 7 to see Fiddlers Dream. They are interested in the ECO System solidifying 'a sense of place'. This organization reports to the Washington State Governor. Jonathan continued with a report on the upcoming Festival of Sails event. He said that the Port of Brownsville will be the "laundry stop" for the Lady Washington and the Hawaiian Chieftain. Fred Perkins asked who is sponsoring the meeting for the Puget Sound Partnership on December 6. Jonathan stated it was sponsored by the Puget Sound Partnership Local Integrating Organization. Jack Bailey said that the Port of Brownsville had many ecosystem displays such as Flupsy. Ned Cook asked if the Port of Brownsville had a timeline for the completion of the restoration of the Fiddlers Dream. Jerry Rowland replied he did.

PRESENTATIONS TO OR BY THE BOARD

None

FINANCIAL REPORTS

Port Accountant Dennis Bryan provided the September end of month financial report.

Port Accountant Dennis Bryan provided the September 2016 end of month financial report and as of September 30, 2016, the balance was \$1,016,530.51. He added that there was recently a deposit of \$40,000 from the Clean Water Act and there also was a property tax payment from Kitsap County. Also,



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some of the reporting was confusing because the gas company lost a check so there were two issued for the same amount.

	With Fuel	Without Fuel
Operating Revenue	Under Budget 6.0%	Over Budget 6.5%
Non-Operating Revenue	Under Budget 18.6%	Under Budget 18.6%
Operating Expenses	Under Budget 7.2%	Over Budget 8.5%
Administrative Expenses	Under Budget 2.1%	Under Budget 2.1%
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 said the revenues were up and expenditures were up, which is the expected outcome for this time of year. Next month's report will be more of an indicator of end of year information.

INFORMATION, STAFF AND COMMITTEE REPORT

- a. Manager Report – Attached. Jack Bailey said he liked the newsletter in November. It had good information on the rules and regulations. Bob Kalmbach asked when Jerry was planning to go to a conference and Jerry replied in January. Jack Bailey commented on the vehicles in the parking lot that have not been driven routinely. Jerry asked if this was in the main parking lot and Jack replied yes.
- b. Maintenance Report – Attached. Bob asked what was found on the GFI circuit causing it to trip. Matt replied that some of the boats had their neutral to ground somewhere on the boat. All of these have to be cleared by Sunday or the boats will be unplugged from the circuit. Eight out of ten boats have reported they are working on it. Jack Bailey brought up the electrical theory on neutral/ground and he and Matt discussed it until there was an understanding of the problem. Bob Kalmbach asked about the curtain drain at the back of the rental house. Matt reported that the hard packed dirt was causing a 2 inch standing water which found a path to the basement. This has been dug out 8 inches to 18 inches and replaced with material that allows the water to flow to the existing drain and gutter. Jack made a comment on the Keyport pavement not to the cement of the boat ramp. Overall the Keyport marina looks nice and the construction equipment is out of the way.
- c. Commissioners Report –

Bob Kalmbach reported that the camera system at Stirrett & Johnsen will not work for the Port of Brownsville. It is a good system but it does not capture license plate information.

Fred Perkins reported on the Small Ports conference he attended. He said there was good information provided including Port of Pasco financial information for a commissioner. He said he did have questions for Jerry concerning the assets and what the Port can do with them. He said he would share the handout with whoever would like it.



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Jack Bailey attended the National Marine Trade Association (NMTA) meeting with Matt Appleton. He said it was a good conference and good things were reported on the environmental phasing out with the copper bottom paint. Most people use 60% copper paint and they will have to stop cleaning bottoms of boats in the marinas as paint removed when cleaning will get into the water. They were looking for people to start experimenting with paint products and give feedback on how hard it is to paint and clean, so they can replace the copper paint with what has worked. Jerry Rowland asked if someone was going to pay for this experimenting and Jack responded he didn't know if the State or Manufacturer would be interested in that. Ned Cook asked if he was talking about ablating or non-ablating paint. Jack stated it was several types of paint. Bob Kalmbach stated all of the information he has read says you can clean the bottom of your boat as long as you do not scrape which would remove the paint. Jack stated there is supposed to be no debris plume in the water when cleaning. Realistically the best thing to do is take the boat home and clean it there, although that may end up in the water eventually. Jack continued reporting that it was stated at the meeting that boating was picking up and more trailerable boats were being sold. Matt Appleton added that if kids are involved they are 100% more likely to do it as an adult. He also said that it was stated at the meeting that if the marina is above 95% occupancy, then the marina is not charging enough.

- d. Standing Committee Report - Jerry Rowland reported on BAD XI. He stated that the Art Show Certificates and money had been delivered to the Administration office of Central Kitsap. He said each elementary school would receive \$1,460.50. He said he didn't know if the CK school district was going to have an invite to the Port as they have in the past for appreciation awards. Jack asked if there was any comments as to why the elementary schools did not participate in the Art Show. Jerry said there was no statement on this matter. He presumes it might be that there was not enough time from the start of school to the event. He added that this is the first year that there was a 3 way tie for People's Choice. Jack asked if there was going to be a BAD XII next year. Jerry Rowland replied it is in the budget.

PUBLIC HEARING

Jack Bailey opened the Public Hearing to discuss the 2017 proposed budget at 7:12 PM. Jerry Rowland said he could go through the power point presentation but most people in the room had seen it before. The consensus was to not have the presentation. Jerry recapped the budget stating the average moorage rates will not increase and there will be net income for the year if the Port stays within the budget in the amount of \$11,772.00.

Public Hearing was closed at 7:17 PM.

OLD BUSINESS

- a. Boathouse Compliance – Matt Appleton gave a report stating that there weren't many more boat houses that have come into compliance. C32 is continuing to work on their boat house. Jack Bailey said he noticed that one boat house is missing its burn out panel. Matt Appleton said he would take a look. Jerry Rowland said that C25 has been sold and by the regulations the new owners have 12 months to come into the compliance. C32 had the cement float tied up to it and the storm wind caused



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- the float to damage the boat house. The float itself then floated back into the marina and was about to hit a boat but Jai and Garrett took action to prevent that. Steve Newhauser is the one who reported that. Jack Bailey reported that he had a conversation with Reverend Sandy and she said she did not express earlier how close she was to being in trouble or drowning on the day her boat turned over and the Port of Brownsville staff came to her rescue. Appreciation was given again to the staff.
- b. Resolution 16-10, 2017 Tariff. Jerry Rowland stated there is one new item added which was the cost of sending a certified letter. This will now be charged to the tenants account if a certified letter has to be sent to them. Bob Kalmbach made a motion to approve the 2017 tariff. Fred Perkins seconded the motion and motion passed unanimously. Jack made the statement that some people think the Port does not charge enough but he reminds them of the location of this Port, west side of Puget Sound.
 - c. Resolution 16-12 2017 Budget. Jerry Rowland said he did not submit a resolution for substantial need this year since the Implicit Price Deflator is at almost 1% this year. Jack said there have been 2 public hearings and this budget has to be submitted to the county by the end of November. Fred Perkins made a motion to approve the 2017 Budget. Bob Kalmbach seconded the motion and motion passed unanimously.
 - d. Boat Launch – Jerry Rowland said SEALASKA has sent the power point presentation to Recreation and Conservation Office and John Piccone, Matt Appleton and he will be going to the presentation tomorrow at 8:55 AM. There are 45 applications so the amount of funding available may have to be shared. Jerry added that he has a good feeling on the Port’s presentation and the Port is asking for \$650,000. Jack Bailey said that boat launches are the number one thing that the state is looking at spending money on for boating recreation.

NEW BUSINESS

- a. Resolution 16-15 – Modify Rules and Regulations. This adds some new criteria for the Port to have more power to inspect a boat house and boat inside. Now if no response from the owner in 30 days then the Port has the right to enter to do the inspection. The second change is a change for live-aboards parking for cars or trailers, adding no assigned parking and the right of the Port to move the vehicles with no monetary compensation. The third change is by request from the Brownsville Yacht Club concerning Port assignment of temporary vacant slips and pay to the owner of the slip with a form to fill out. The last change is concerning reciprocal moorage rules with the Brownsville Yacht Club members. Bob Kalmbach asked about the additional spaces for parking wondering if a size should be stipulated. Jerry Rowland said he would work on that for the next meeting. Recording secretary asked for some clarification as to the parking slot size and was explained that there were 2 sizes of parking slots. Jack Bailey said the John Wayne marina does not allow trailers in their parking lot not attached to a vehicle. Fred Perkins asked if this resolution had been reviewed by the Port Attorney’s office. Jerry Rowland replies it had and there was no comment. Ned Cook asked what is being addressed to non-tenant parking. Jerry Rowland said if there is a vehicle parked there over 30 days then action will be taken and a fee will be charged. Jack Bailey said there is 72 hour parking limit and needs to be enforced. Bob Kalmbach asked if there was a sign in the parking lot that says for marina tenant use only. Jack Bailey agreed there should be a sign that the parking lot is for marina



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users only. Jerry Rowland said there is not. Bob added that there is a law that the sign has to be posted every certain feet. Dennis Bryan said because the parking lot was funded by public funds, isn't the parking lot open to the public. The legality of it may have to be looked in to. Bob Kalmbach said it was probably best to leave it as it is, just add a size restriction in the rules and regulations. Carolyn Thomas asked if this was the first reading of this resolution and Jerry Rowland replied yes.

PUBLIC COMMENT

Jack Bailey said the meeting he attended recently had a policemen, Jim McDowell, SGT., and he said there is very little crime in the marinas compared to the past. However, he said more than 90% of the calls they receive involve the parking lots. Jack Bailey suggested that the Ports present the combined rules and get them codified. The last time the Ports tried this it was emphasized for the parking lot.

Jerry Rowland reported that he had been doing more research on security cameras. He found one that will read license plates but not infrared (night). The camera is about \$1600. With the system the Port has 4 of these cameras can be installed before an increase in license is required. Jack Bailey asked about the existing cameras through Evigilon. Jerry Rowland said the Port received a letter from Evigilon that the cameras the Port has is now discontinued and parts are not available.

Jerry Rowland said he provided the commissioners more information on an IDD compared to a Revenue Bond. He gave a breakdown of the yearly cost to homeowners for an IDD based on the value of the home. Dennis Bryan asked if this would require a levy passage. Jerry Rowland said no, it can be passed by the commissioners. Dennis Bryan said there may be angry phone calls made based on that. Jack Bailey said he saw a presentation on this at Bainbridge Island and they said they couldn't do an IDD because there was no industrial development linked to that project. Jerry Rowland said the RCW states if you have a comprehensive scheme of harbor developments, you can use an IDD and it can be used to rebuild a marina. Bainbridge Island does not have a public marina and public Port district. Jack Bailey asked if this money could be used for dredging. Jerry Rowland stated you could use it for what you want but you would have to increase the percentage. He added that if the commissioners went to 45 cents per thousand then all the improvements and additions to the marina could be made. He recommended if that happened that once the IDD was passed that a revenue bond should be generated. Then the payment can be spread out over 20 years. Bob Kalmbach asked if the commissioners approved an IDD and then in a few years wanted to stop collecting it, can it be stopped? Jerry Rowland replied yes.

Ned Cook asked for the status of the 4 finger piers that were being provided by Northwest Docks. Jerry Rowland stated they piers would be at the Port by the end of the month and installed by mid-December. Fred Perkins made a statement that will be no pay until they are delivered.

Bob Kalmbach asked if Jerry Rowland was looking for authorization to buy the cameras he had researched. Jerry Rowland said no, he needs to research more. The goal is to have 2 more cameras installed in January. Jack Bailey has tried to contact West Sound but unable to do so for more information



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on cameras. He also researched the Tacoma Narrows cameras and discovered that they have very bright lights and are locked into daytime mode.

Jerry Rowland presented to the commissioners how much revenue the Port would get if the profit price of fuel was raised. The profit would be dependent on how much fuel was sold. He noted that if the Port price is not competitive (higher price) then the amount sold would decrease resulting in almost the same amount of net profit than if maintained at its current profit price. Jack Bailey stated he thought the board had agreed to go to 30 cent per gallon profit. Bob Kalmbach stated the tariff for next year has already been passed so this can be discussed more in the future.

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 8:10 PM

President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary