



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

February 15, 2017

CALL TO ORDER

Commissioner Fred Perkins called the regular session of the meeting to order at 6:05 PM. In attendance were Commissioner Jack Bailey, Port Manager Jerry Rowland, Maintenance Supervisor Matt Appleton, Port Attorney John Mitchell and Port Accountant Dennis Bryan, Commissioner Bob Kalmbach attended via remote access.

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.

RESOLUTION 17-02

This resolution allows remote access by a board member for a meeting or other Port business. Jack Bailey requested resolution to be modified to read audio or video. Jack Bailey moved to waive the second reading and approve this resolution as amended at this meeting. Bob Kalmbach seconded the motion and motion was approved unanimously.

APPROVAL OF CONSENT AGENDA

Consent agenda includes the 11 January 2017 Regular Meeting minutes, 23 January 2017 Draft Kitsap 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: February 2017 voucher numbers 40687 through 40747 for a total amount of \$69,744.68. Also approved for payment was February 2017 Electronic Transfer voucher numbers 2017-09 through 2017-16 for a total amount of \$13,751.04

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

FINANCIAL REPORTS

Port Accountant Dennis Bryan provided the December 2016 end of month financial report. The balance as of December 31, 2016, was \$895,438.79. He stated the decreased balance was due to the bond payment and interest on the bond. He said this monthly report is very close to what the annual report will



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look like. He added that all the required statements per the last State audit were included in the report. CPA report is available upon request. Jerry Rowland requested that in the future the monthly reports be provided to the Port in paper and electronic format. Dennis Bryan said they could do that.

PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA

None

PRESENTATIONS TO OR BY THE BOARD

None

INFORMATION, STAFF AND COMMITTEE REPORT

- a. Manager Report – Available on request. There was some discussion on the Public Record requests that have recently been presented to the Port. One has already been answered and the other is still in progress.
Jack Bailey stated that WPPA advised the ports to log the time they spent on these requests.
- b. Maintenance Report – Available on request. Matt Appleton added to his report that the Port is in need of a new lawn mower. He provided some options and prices. The lawn mower is within budget but the attachments put it above budget. Jack Bailey asked for the attachment list. Matt replied it was a vacuum bag/system and grass baskets. It is pull behind unit with its own motor. Jerry Rowland quoted the budget amount and compared it to the price of this lawn mower and attachments. Matt added that the attachments are more expensive if bought separately. This unit will save hours of labor. Bob Kalmbach asked what brand it was and Matt replied it was a John Deere. Bob Kalmbach suggested a zero turn lawnmower purchase in the future. No decision was made.
- c. Commissioners Report –

Fred Perkins had nothing to report.

Bob Kalmbach reported that he has talked to some other commissioners lately and they do the remote access for their business.

Jack Bailey reported that he attended the presentation in Olympia by SEALASKA for the port ramp grant. He said he was very proud of the presentations. He then reported on the ALL PORTS meeting that was on January 23, 2017. The sheriff was present and discussed modifying the port rules that his department could enforce. He stated he could only cite a person for doing something dangerous in the marina. He the county commissioners can put into effect allowing the port officials to cite someone for violating the port's rules. This will be discussed again at the next All Ports meeting.
- d. Standing Committee Report – None



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OLD BUSINESS

- a. Boathouse Compliance – Matt Appleton reported that one more boat house is now in full compliance with the rules. He said he has not put in the spread sheet the residence of the boat house owner, specifically the county. Some are still under construction. Down to 4 boat houses that are not in compliance. Jack Bailey asked about the galvanic isolator problem. Jerry Rowland stated that one of the boats moored disconnected their galvanic isolator and the problem went away. Don't understand why but as long as the boats chord is not affecting the port power system.
- b. Boat Launch – Site Develop Permit - The Kitsap County Hearing Examiner approved the Shoreline Substantial Development Permit at the 26 January 2017 hearing. The Port has not received the final hard copy yet.
The RCO final presentation on 1 February was a total success. Almost everyone at the judging table congratulated SEALASKA for a great presentation.
- c. Resolution 17-03 Revenue Bond – William Tonkin the Ports bond attorney has drafted the resolution for the issuance of revenue bonds. The Commissioners were provided a draft copy prior to the meeting. Foster Pepper has combined the comments from Jim Blumenthal and Kitsap County Treasurer into one document. In order to proceed in a timely manner this resolution needs to be approved tonight.
With the numbers Jim Blumenthal is working with the anticipated interest payment in December will be around \$26,000.00 which is far less than originally presented to the Commissioners.
At some point in the next month there needs to be a conference call with James Blumenthal and Standard and Poors to establish the credit rating. A firm date for that call has not been established. When it is there will have to be a special / study session meeting.
Jack Bailey made a motion to approve Resolution 17-03 and Bob Kalmbach seconded. Motion was approved unanimously.
- d. The request for bids advertisement for the B-dock rebuild was sent to the local papers on 7 February with instruction to post it on 10, 11, 12 and 13 February. It has a bid closing date of 12 April. So far the Port has received ten requests for the bid package. These bid packages were provided on 14 February 2017.
As soon as the Port receives word that the revenue bond is approved and the Port has received the funds, the Port will start ordering the material necessary for the installation.

NEW BUSINESS

None



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PUBLIC COMMENT

Ned Cook asked if the new revenue bond was going to cover the costs of B dock and the Main Pier. Jerry Rowland replied it was just for B dock. Ned asked when it was expected to have the Main Pier plan in place. Jerry replied it was when all the engineering was in place and cost estimates available.

Port Manager Jerry Rowland stated he may be late in getting his evaluation to the commissioners.

Port Manager provided to the Commissioners a projected new budget based on receiving the revenue bonds. It includes the anticipated cost to complete the B-Dock rebuild. This will have to be presented to the county when the revenue bonds are in place.

Ned Cook asked for clarification on the change in Resolution 17-02 of video or audio. After discussion it was agreed that if video was available it would include the audio.

Jack Bailey stated the sign that identifies the date of the permit hearing can be taken down since the date has passed.

Marjie Rowland stated that the next event at the Port of Brownsville is the "Pier Peer" on the 10th of March at 6 PM.

EXECUTIVE SESSION

None

CLOSE MEETING / ADJOURN

Commissioner Fred Perkins adjourned the meeting at 7:23 PM

President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary