



Port of Brownsville

Minutes of Meeting

12 February 2014

CALL TO ORDER

Commissioner Fred Perkins called the regular session of the meeting to order at 7:00 PM. In attendance were, Commissioner Bob Kalmbach, Commissioner Jack Bailey, Port Manager Jerry Rowland, Assistant Port Manager Gregg Faulkner, Port Attorney John Mitchell and Port Accountant Dennis Bryan.

PLEDGE OF ALLEGIANCE

Commissioners led pledge of allegiance.

APPROVAL OF AGENDA

Jack Bailey made a motion to approve the agenda as written. Motion seconded by Bob Kalmbach and motion was approved unanimously.

APPROVAL OF CONSENT AGENDA

Motion made by Jack Bailey to approve the Consent Agenda. Consent agenda includes the 15 January 2014 Regular Meeting Minutes, 15 January 2014 Study Session Minutes, 22 January 2014 Special Meeting Minutes, 27 January 2014 Draft 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 General Fund voucher, numbers 28782 through 28848 for a total amount of \$203,189.26. Also approved for payment was January 2014 Electronic Transfer Voucher, numbers 2014-08 through 2014-15 for a total amount of \$13,579.99. Motion was seconded by Bob Kalmbach and motion was approved unanimously.

PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA

Carolyn Thomas announced there would be no report from the Kitsap Heritage Maritime Association due to Jonathon Thomas being in Seattle to get his Captain's license.

Leslie Harrison talked about an Emergency Preparedness for the Homeowner being presented by Terry Lerma, at the Brownsville Methodist Church on 12 March 2014 at 6:00 PM. Leslie invited everyone to attend. Terry Murla is lecturing around the county.

PRESENTATION TO OR BY THE BOARD

None



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FINANCIAL REPORTS

Port Accountant Dennis Bryan stated the Kitsap county reports arrived that day and there was not enough time to prepare the Commissioner's reports. He did provide a financial statement. As of 12/31/13 the balance is \$2,694,125.19.

Bob Kalmbach asked if funds had been transferred as previously discussed. Dennis responded that this had happened and will be reflected in the end of year report. Jerry Rowland explained there was a delay because there was confusion over who could transfer the funds. At one time only the CPA could do that but now the Port Manager is authorized and now an email from him will make it happen.

INFORMATION, STAFF AND COMMITTEE REPORTS

a. Manager Report – Attached.

Jack Bailey asked if Jerry wanted to expound on what had transpired the evening of 11 February 2014 or early morning of 12 February 2014. Jerry explained that a vehicle had been broken into in the parking lot. This is just another reason why a security camera system needs to be installed.

Jerry added that also the previous evening the security guard called him and said the Suquamish police boat, Wind Spirit, was sinking so he called Mike Carlisle was called in to plug in the bilge pump out. The Suquamish police did send a representative but by then it was all taken care of.

Fred Perkins asked if there was any damage due to the recent freezing temperatures. Jerry Rowland replied that there 4 valves that had to be replaced.

b. Commissioners Report –

Jack Bailey reported that he went to Port Angeles to look at Lee Shore Boats and the boats that they build. He added that the Port will probably purchase one of these boats. He reported on going to the Central Kitsap School District Meeting on January 22, 2014, and witnessed the presentation of the monies given to the 4 elementary schools as a result of Brownsville Appreciation Day. Jack went on to report that he attended the All Ports Meeting on January 27, 2014, and Jim Blumenthal reported to the other Ports how he could save them money similar to how he did it for the Port of Brownsville.

Fred Perkins reported he also attended the All Ports Meeting and Manchester Marina was there and Mr. Blumenthal helped them. He added that he Central Kitsap School District Meeting and he said he was glad to see all the students that won an award for the Art Show were recognized and it was very rewarding to watch.

c. Standing Committee Report – None



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OLD BUSINESS

- a. Office/Computer Server – Gregg Faulkner reported that nothing has changed with the Computer Smith Bid but he did add a service agreement. Computer Smith services larger corporations but is willing to modify the service agreement in the future depending on needs. Jerry Rowland added that as a comparison the service agreement with the copier company was \$800.00 a year with 24 hour response time. Depending on what type of service we want from the server company will affect the price of the service agreement. Greg said he would not be able to touch the server so a service agreement is needed.

Bob Kalmbach asked if this company has a back-up system so the Port doesn't have to pay for that as well. Gregg said he thought the back-up system could be reduced in cost, but it was to the Port's benefit to have a back-up system and it is a different system than archiving.

Jack Bailey added that certain items have different retention/archiving periodicities. The Port would have to be careful on what they choose to back-up and what needs to be archived. He said that we need to be certain that this system meets the technical requirements of archiving. Gregg said this is the operating system that the State was looking at, but he would be in contact with them since they offered to show the Port how to set this up. It should be a secure system.

Fred Perkins asked if the maintenance agreement is not signing up for 3 years. Gregg responded that it was not for 3 years. John Mitchell stated they use Computer Smith and they do have a back-up system on site.

Bob Kalmbach asked what the price was for the back-up system we are using. Gregg responded it is for \$90 per computer. Bob then asked if the Port was also backing up Quick Books. There was some discussion on whether it was needed for both. Bob said looking at the estimate for the server from Computer Smith that it is less than the first estimate received from another company.

Jerry Rowland said before the Port can proceed, the Port needs to contact the State Archive Department. Bob Kalmbach asked if Computer Smith's had talked to the State Archive Department. Gregg replied no. Jerry requested to defer this to a later time. If the information becomes readily available a special meeting can be called to make a decision, otherwise it will be on the agenda for the next meeting. Bob Kalmbach asked how long it would take to install and Gregg said that has not been stated by the company.

Fred Perkins stated this subject will be tabled until next meeting.

- b. Security Camera – Jerry Rowland stated that through all of the discussions with the security systems it was agreed that wired systems are better than wireless. He said that there is an existing conduit that goes to the parking lot that can be used for a camera in the parking lot. The Port could also put a wired camera on the Port office building pointed out at the marina. The Port could also install a security camera and system at the Fire Hall. He added that there should be one



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by the upper shop due to the fact that recently fuel was stolen out of one of the trucks. Fred Perkins asked what the Port Manager was proposing. Jerry replied he didn't a firm estimate for the cameras. Gregg said he has been looking at one company in Texas called rugged cameras that he favors due to the type of cameras. A representative is coming to the Port on Thursday to look at the Port proposed installation. Also Stanley Security Solutions and Guardian Security will be visiting the Port for the same purpose. Jerry asked if there was an idea of the camera cost at this time. Gregg said that none at this time but prices are on line per company.

Fred Perkins asked if the Port was going to install the system. Jerry said the installation of the system should be by professionals but the Port can install the wiring that is needed to support the system.

Fred Perkins asked if we had to wait for the server before we can use the camera system. Gregg said no, it can be used through a DVR. In the future the DVR can be connected to the server.

Jack Bailey stated there should be a separate security system. Gregg said one camera pointed at the Fire Hall will not be enough. Fred Perkins and Bob Kalmbach said there is a need for 2 security system. One camera system for the marina and one for the Fire Hall, the one in the Fire Hall that includes an alarm system.

Fred Perking asked what we need to do to proceed. Jerry Rowland asked for permission to pursue installing wire to the designated camera locations. Fred Perkins asked if this was in the budget. Jerry Rowland replied yes.

Bob Kalmbach asked to wait on the wire installation until the security companies that are coming to visit have made it clearer what type of wire is needed.

Fred Perkins asked the Port Manager to investigate a separate alarm system for the Fire Hall. Jerry Rowland said he would do that.

Carolyn Thomas asked if one camera in the parking lot was enough to monitor the entire parking lot and if it would replace the security guard. Jerry Rowland stated it would monitor the entire parking lot and it would not replace the guard. Fred Perkins confirmed that.

- c. Dock Box Payment – Jerry Rowland had individuals ask if they could "rent" the dock boxes instead of purchasing them. He proposed three methods of getting a dock box.
 1. Purchase the dock boxes for \$310.00.
 2. Add the purchase of the dock boxes to their moorage payment. (\$17.25 per month for 18 months).
 3. Rent the dock boxes for \$8.50 a month.

This will provide options to the tenants. If they are going to be here for a long time, purchasing is the most logical. When and if they leave the marina, they can take the boxes with them or leave



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them for the next tenant. If they plan on only being here for a short time, renting the box would be the way to go. It goes without saying that if it is damaged they have bought it.

Jack Bailey said he was not in favor of having the dock boxes purchased on a monthly payment plan. He felt it was an added burden for the Port. Bob Kalmbach agreed that it should be either buy it or rent it. Jerry Rowland asked if the tenant rents the dock box for amount of time that is equal to the price of purchase; can the customer then own the dock box? Bob Kalmbach said no.

Marjie Rowland stated that there are people who cannot afford \$310 at one time and other organizations allow people to pay for items on a monthly payment. She added that the Port already bills with other items that are just for that person.

Fred Perkins asked what the input was from the people who are getting dock boxes at this time. Jerry Rowland stated it was about 50/50 on wanting to rent or wanting to own by monthly payment.

Bob Kalmbach made a motion to allow the 3 methods of payment that the Port Manager proposed. Fred Perkins seconded the motion. Motion carried unanimously.

- d. Boathouse Compliance - Boathouse Compliance - The Port sent individual letters to 9 of the boathouse owners that still do not have burnout panels installed. In addition to that, the Port has reviewed all of the boathouse owner's files to determine which ones are in compliance with the electrical signoff. As it turns out there are only four that have the inspection sheet signed off. The Port Manager knows others have been inspected and approved far more than that but for some reason the check off was not completed and put on file. The Port will be working on updating this information.

Jack Bailey asked if there was a check list. Jerry Rowland stated there is one and he would share it with Mr. Bailey

Ken McEwan asked how the boathouse owners would be notified. Jerry Rowland stated he would be contacting them by phone and set up appointments to do the inspection.

Fred Perkins asked for this item to be on Old Business at the next meeting.

NEW BUSINESS

- a. Review Delegation of Authority - Review Delegation of Authority - Jerry Rowland stated this has not been looked at since it was enacted ten years ago. He made a few suggestions that he would like to see changed. He requested the Commissioners take a look at this over the next couple of months and make any recommendations they desire. Fred Perkins said he has some additional information on this that he would be sharing with Jerry Rowland.



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- b. Piling, Handling and Storage Contract – Jerry Rowland stated he had talked to the Commissioners individually about this and he needed a motion from the board authorizing him to enter into the contract. Because of the sole source justification it was not necessary to solicit bids. This contract is necessary because the Port Manager did not consider the handling and storage of the pilings that will be replaced this year. Jack Bailey asked how many pilings are going to be stored. Jerry Rowland stated that there would be 87 and 101 would be removed and needed handling for removal. Thompson Piling will be awarded this contract. Jack Bailey asked if we are going to be replacing the additional 2 pilings and Jerry Rowland that they were included in the 87 number.

Bob Kalmbach made a motion to enter into a contract with Thompson pile driving for shipping, handling, and storage of 87 pilings. Jack Bailey seconded the motion and the motion was carried unanimously.

PUBLIC COMMENT

Jerry Rowland presented designs for the new sign that will be on the marina that you can see from the water. Terry Asla has been making these designs and has a budget of \$6,000. Jack Bailey suggested a black background instead of white. Jerry said no matter what the color was it would have to be latticed to help with wind damage.

Bob asked what the length of the sign would be. Terry Asla said it would be 4 feet high and 36 feet long. It will be visible from a long distance. Jack Bailey added that plain letters are easier to read.

Ned Cook asked what the spacing would be between the dock and the bottom of the sign. He said there is dock space that is used in that area. Jerry Rowland said this was considered and why the sign is attached to the pilings.

Jerry Rowland said there would be 2 locations, one on the south and one on the north end of the marina. Jack Bailey said the existing location of the sign that is in place today was a good location. Jerry Rowland stated that the existing location would not support the new sign and it would have to go south a little bit. Terry Asla added that there were complaints about the existing location when the fishing boats were located outside the breakwater blocking the view. Carolyn Thomas said she likes something that marks the entrance of the marina.

Fred Perkins said this is a work in progress. Jerry Rowland stated final decision on placement will be made later. Bob Kalmbach suggested 2 signs with one marking the entrance. Terry Asla said his last job was working with signs and he has good information on the letter size and sign size. Jack Bailey agreed with having the entrance clearly marked.



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EXECUTIVE SESSION

Commissioner Perkins recessed the regular meeting at 8:40 PM. He announced that the board would be in executive session for approximately 15 minutes. No decisions are expected to be made during the executive session.

Commissioner Perkins resumed the regular meeting at 8:54 PM.

CLOSE MEETING / ADJOURN

Commissioner Jack Bailey made a motion to adjourn, Commissioner Bob Kalmbach seconded. The motion passed unanimously. Meeting adjourned at 8:56 P.M.

President/Commissioner

Secretary/Commissioner

Commissioner

Recording Secretary