



# Port Of Brownsville

9790 Ogle Rd • NE Bremerton, WA 98311  
Office: 360-692-5498 • FAX 360-698-8023  
[pob@portofbrownsville.org](mailto:pob@portofbrownsville.org)

**Commissioners:**  
Bob Kalmbach  
Jack Bailey  
Fred Perkins

February 11, 2015

## **CALL TO ORDER**

Commissioner Bob Kalmbach called the regular session of the meeting to order at 6:01 PM. In attendance were Commissioner Fred Perkins, 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**

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

## **APPROVAL OF CONSENT AGENDA**

Consent agenda includes the 14 January 2015 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: February 2015 General Fund voucher numbers 29625 through 29681 for a total amount of \$107,326.46. Also approved for payment was February 2015 Electronic Transfer voucher numbers 2015-08 through 2015-15 for a total amount of \$11,366.78. Jerry Rowland stated there was an error in the consent agenda for the numbering of the vouchers. It was written 2929681 but should have been 29681. Consent agenda was amended to reflect the accurate numbers.

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

## **PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA**

None

## **PRESENTATIONS TO OR BY THE BOARD**

None

## **FINANCIAL REPORTS**

Port Accountant Dennis Bryan provided the December 2014 end of month financial report. As of December 31, 2014 the balance was \$1,248,108.03.



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	With fuel	Without fuel
Operating Revenue	Under budget by 9.7%	Over Budget by 3.2%
Non-Operating Revenue	Under Budget by 3.8%	Under budget by 3.8%
Operating Expense	Under Budget by 10.8%	Over budget by 5.0%
Administrative Expense	Over Budget by 3.9%	Over Budget by 3.9%
Non-Operating Expense	Even to Budget	Even to Budget
Capital Improvement	Even to Budget	Even to Budget
Bond Payments	Even to Budget	Even to Budget

Dennis Bryant continued to report that total expenses were \$155,412.47 under budget and a budget modification would not be required. Fred Perkins noted that by the staff performing some of the work and the Port Manager coming up with some cost savings, it helped to keep the expenses down. Jerry Rowland stated that the reported amount also includes amortization so without that number the Port made about \$200,000.00. Jack Bailey questioned the over expense on the wages. Jerry Rowland stated that the reason for the administrative expenses being over budget was the amount of overtime performed by the staff to complete the rebuild of the marina. It was also stated that property taxes do not pay for the operations of the Port, only the bonds.

Bob Kalmbach noted that there was a decrease in \$10,000.00 compared to the budget under Miscellaneous Revenue and asked what was under the Miscellaneous Revenue item. Jerry Rowland gave the list of items (sale of hats, showers, laundromat, etc.). Jack Bailey noted that because there was theft in the shower cash boxes, that that contributed to the decrease in revenue.

Bob Kalmbach stated that there was a difference in office supplies of \$5,000.00 plus increase compared to the budget and asked the reason. Jerry Rowland stated that it was due to the new server and its maintenance cost as well as the telephone monthly charges increasing.

Fred Perkins thanked the staff and the Port Manager for doing a good job at the marina rebuild and keeping the costs under budget.

Jack Bailey noted that there was an increase in the legal fees but he knew there was the house rental and other things that were not planned for that caused that increase.

## **INFORMATION, STAFF AND COMMITTEE REPORTS**

- a. Manager Report – Attached. Terry Asla added that the Pier Peer event had good attendance from the school and the yacht club as well as others. Jack Bailey stated it was good to do for the community. Terry reported that the Yacht Club is planning a community event in May with Steele Creek.

Bob Kalmbach asked about the amount of increase in diesel sales and Jerry Rowland verified that it was the number of commercial fishing boats that were at the marina this year as compared to last year.

- b. Commissioners Report –



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Commissioner Fred Perkins had nothing to report due to him being gone most of the month.

Jack Bailey reported that everyone should keep an eye out as to what is happening in Olympia. The grant program needs to continue. He brought up the possibility of hiring a grant writer. Bob Kalmbach said this was discussed before but no action. Jack Bailey said that Homeland Security had grant money for security cameras and the Port missed getting that for the camera system that was purchased last year.

Jack Bailey also reported on the All Ports Meeting on January 26, 2015. The Community Development committee is working on advertising Ports as a tourist destination. They want input from the Ports on things that have stopped them from being a destination and there are 3 meetings scheduled for next month. Bob Kalmbach also reported that the All Ports meetings will be at the Port of Brownsville on April 20, 2015 and July 20, 2015. Bob Kalmbach requested that Jerry Rowland schedule these dates with the Yacht Club.

c. Standing Committee Report – None.

### **OLD BUSINESS**

- a. Permeable Paver and Rain Garden – Jerry Rowland stated that the commissioners have the engineering report for these concepts. Teresa Brooks was supposed to attend this meeting to explain but since she was not in attendance, Jerry Rowland requested Jack Bailey report since he was there when the engineer was there. Jack Bailey explained that the plastic blocks are 2 inches thick and make a grid. The dirt will be removed and grids will be put in place. They have this already at the Pet Hospital and he encouraged the commissioners to go look at these areas. These are not intended to drive over but to park and deliver materials and supplies. There will be a liner so the material will not go into the bay. Bob Kalmbach asked if the water would then be directed to the sand filter. Jack Bailey said the engineer said it would just be carried through the gravel filter to the bay. The engineers will inspect after one year and then the filter may have to be changed every year just like the sand filter. Jack Bailey asked about the plants that would be planted in the area as to whether they needed to be changed out once a year. Bob Kalmbach said normally the plants are in potting soil and don't require changing, only the material around them. Jack continued to say that he has reservations about the project but since it is not something that the Port would have to maintain forever, he is okay with continuing with the project. Bob Kalmbach stated that a marina in Gig Harbor had the same system installed about 5 years ago and it is still in good condition. Jack Bailey said he was still concerned with the amount of traffic in that area for supplies and materials delivered. The cost is \$6,000.00 but the county is paying for half so the Port Manager has authorization to expend the funds. Fred Perkins made a motion to proceed with this project. Jack Bailey seconded the motion and motion passed unanimously.
- b. Boathouse compliance – Matt Appleton reported that there has not been much increase in full compliance but there are people working on their boathouses. One is purchasing floats and another



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that is the boathouse in the worse condition is talking to a contactor to demolish the boathouse. Most are waiting for good weather to complete their projects.

### NEW BUSINESS

- a. Resolution 15-01 Public Records Act Policy – The Public Records Act requires that the Port adopt a Local Public Records Act Policy. Mr. Mitchell reviewed the policy and the recommended changes he proposed are incorporated. This policy should satisfy the Public Records Act requirement. This is the first reading and will be discussed and voted on at the next meeting.
- b. Resolution 15-02 Public Records Index – The Public Records Act also requires that the Port maintains an index of Public Records, or adopts a formal order specifying the reasons why and the extent to which compliance would unduly burden or interfere with Port operations. This resolution should satisfy that requirement. This is the first reading and will be discussed and voted in at the next meeting.
- c. Resolution 15-03 Modify 2015 Tariff – The Public Records Act requires that the Port adopt a Fee Schedule. This change to the 2015 Port Tariff should satisfy that requirement. This is the first reading and will be discussed and voted on at the next meeting. Jack Bailey stated that at the Kitsap All Ports meeting it was discussed that some ports are having issues with the Public Records Act. He asked John Mitchell to speak about this. John Mitchell briefly discussed the requests that have been made and the subsequent law suits that have been filed. John Mitchell is working on a request to modify the Public Records Act.
- d. Rental House Fence –Based on commissioner’s request, Jerry Rowland requested bids from Viking, Rock Bottom and Custom fence companies. The two quotes received from Viking and Custom are in the commissioner’s folders. Chain link is not the most attractive style of fence, but for this application it is the most practical from an upkeep standpoint. Bob Kalmbach asked how that would affect the ability to mow the lawn. Jerry Rowland said that it has not posed a problem in other areas at the marina where there is chain link fence. Marjie Rowland stated that chain link fence can be made more attractive by coating with a colored material. Commissioners agreed that the front should have this type of material to make it look more attractive if not too expensive. Jack Bailey made a motion for the Port Manager to pursue purchase of the fence with the modified coating if it is not over \$5,000.00. Fred Perkins seconded the motion and motion passed unanimously.
- e. New WEB Site –The idea is that when it is finished Port staff, with minimal effort, will be able to add material to the site. For example posting the agendas prior to a meeting and then post the approved minutes after the meeting. There will also be a running banner where the Port can post special events and then when they are over make it disappear. And all that can be done from the comfort of the office. Terry Asla stated he has shared it with 3 other people to see if they have problems with viewing the WEB site. Fred Perkins expressed concern over who would sustain and maintain this site if Terry Asla was no longer available. Jack Bailey stated it should have the Port logo on the site. Terry expressed concern only in the fact that logos do change and it may be time for a logo change for the Port. Jack Bailey said the Port is tied to this logo and rebranding is not necessary at this time.



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Marjie Rowland suggested separating the logo change discussion from the website at this time and maybe have the Comp Scheme committee put this on their agenda. Bob Kalmbach stated his own company has made changes but the base logo has not changed, only some modifications. Fred Perkins stated that the suggestion to separate this subject from the WEB site is a good one and this discussion should focus on the WEB site. Terry Asla requested all comments on the site should be submitted no later than 1 March 2015. Jerry Rowland stated that WEB Page Development is part of the archive regulations so all correspondence on the subject has to go through him.

- f. Public Relations Events Panel –The idea is to ensure that any advertising done on behalf of the Port or Yacht Club, or any promotional events being contemplated at the Port are approved and/or sanctioned by the Commissioner’s Board. Jerry Rowland stated that this concept is still in its infancy and all the details have not been worked out but he felt it was a good idea to bring it up and see if one of the Commissioners would like to be a part of this panel. Marjie Rowland asked how much power or authority does the Events Panel have, such as if an event is brought to this panel and they say no, but the commissioner’s approve the event, who is the deciding board/panel? Jack Bailey responded that any event involving the Port has to go through the Commissioner’s board. Terry Asla explained that this is not a panel to stop events but in promoting ideas and events that is a cooperative team. Marjie Rowland stated that the answer had answered her question, all events would have to be approved by the commissioner’s board and this panel is more for public relations and promoting the Port. Bob Kalmbach pointed out that this is happening already and a panel may not be needed. Ned Cook said that this panel would be good to generate concepts and ideas but the implementation would have to be through the commissioner’s board. Bob Kalmbach asked if the panel is going to have rules and regulations and guidelines. Terry Asla explained how this worked for a previous client he had that was very successful. The purpose was to strengthen and move forward with what the board of commissioner’s approved. Bob Kalmbach stated that he understood this but getting people to participate in things that take them away from their homes is difficult, as demonstrated by the low attendance at this meeting. He said that he felt that what this panel wants to do is already being done and he didn’t see the need for a panel. Terry Asla respectively disagreed and explained that the way you get people involved is to find out what their passion is and help them implement their passion as it relates to the Port. John Mitchell cautioned the group in creating a panel that does not have clear authority and lines of responsibilities. Terry Asla agreed that this is being done informally and he may be thinking that a more formal group may not be needed. Fred Perkins added that the board is always willing to hear concepts but he hasn’t seen anything presented yet. Bob Kalmbach summarized by stating that if there are people and groups that want to meet and come up with ideas, the board cannot stop this. A commissioner can be part of the meetings but the final decision rests with the board. All agreed that there is more to be developed on this subject.

### **PUBLIC COMMENT**

- a. Jerry Rowland updated the E, C, D and I dock expenditures to date. It has not changed much from the last update. However the Port has a new Electrical Contractor coming in to replace AC/DC Electrical. The new company is Emerald Electric out of Snohomish. The owners name is Joey Costello and he has done a number of jobs with Tom Caldwell who is the owner of the company the Port is getting the power pedestals from.





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- b. The expenses on Ms. Nug keep increasing. As of today the Port has expended around \$13,000.00. Jerry Rowland stated that if the company had torn the engine and outdrive completely apart in the beginning and then gave the Port an estimate, the Port would have probably made different decisions that might have cost the Port a little less money.
- c. The 15 HP Mercury engine on the 16' boat is not performing well. The Port has replaced the shift rod twice now. The Port is still not able to adjust it to the point where it will shift. There is a possibility that the lower unit is probably damaged but am not sure. The Port is not sure if it is worth trying to fix it at this point but it will be taken in to be evaluated.
- d. Terry Asla discussed with the Port Manager a few weeks ago about having a "star spangled night" on July 4<sup>th</sup>. It was proposed to be a low key event. The concept was to have the public come down to the docks, watch the fireworks that are shot off around the marina and Bainbridge Island with occasionally seeing a big one from Seattle. Along with this was the idea that if you brought something to donate to the food bank you would get a free hot dog. The Farragut Brass Band would play from 8:00 PM to 9:00 PM just to kick off the event. The Port Manager liked the idea so much that even though it does not have a lot of support he requested Terry to help organize it, come up with some volunteers to cook the hot dogs and the Port would supply the BBQ and the propane. The Port Manager agreed to purchase the 100 hot dogs, the buns and the condiments. The pizza fund should be able to pay for the Brass Band. Since the Port is not having BAD this year, this would kind of take its place so the Port could call it the Brownsville Appreciation Day July 4<sup>th</sup> Hot Dog Give Away. Unless the Commissioners have any objections, this event will go forward. Jack Bailey stated that he was concerned with the traffic that lines up to launch their boats for the fireworks displays. Bob Kalmbach agreed but he thought people would find a way to attend if they wanted. Jack Bailey asked if staff would be here for this event. Jerry Rowland said it was not needed in the past and he saw no reason for it for this event. He requested the board to sanction this event. Jack Bailey said he thought the paying tenants would be unhappy with this event. Bob Kalmbach stated he thought it was worth a try for this year. Fred Perkins said he agreed to proceed for this year. Two out of three commissioner's sanctioned the event.
- e. The commissioners requested John Mitchell research whether they had the right to impose more restrictive security controls and policies. He presented the commissioners with this research. This will be put on the agenda for the next meeting.
- f. Jack Bailey said he heard from a neighbor tonight that there was a convicted criminal in the area that steals cars or breaks into them. He has family in the area so Jack cautioned everyone to be on the lookout for this person. There is a \$10,000.00 reward placed for helping catch this person.

### EXECUTIVE SESSION

None



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## **CLOSE MEETING / ADJOURN**

Commissioner Fred Perkins made a motion to adjourn. Motion seconded by Commissioner Jack Bailey and motion passed unanimously. Meeting adjourned at 7:51 PM.

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President / Commissioner

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Secretary / Commissioner

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Commissioner

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Recording Secretary