



Port of Brownsville

Minutes of Meeting

13 April 2011

CALL TO ORDER

Commissioner Allen Miller called the regular session of the meeting to order at 7:02 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

Motion made to approve agenda as written. Motion seconded and approved unanimously.

APPROVAL OF CONSENT AGENDA

Motion made to accept consent agenda. Consent agenda includes the 9 March 2011 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 has been made available to the public. Those vouchers approved for payment are included in the audited and certified list and further described as follows: April 2011 General Fund voucher numbers 26733 through 26792 for a total amount of \$90,840.26. Also approved for payment was April Electronic Transfer voucher numbers 2011-27 through 2011-36 for a total amount of \$17,449.92

Motion seconded and approved unanimously. Commissioner Miller read the list of high dollar amount expenditures.

PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA

None

PRESENTATION TO OR BY THE BOARD

None

FINANCIAL REPORTS

Port Accountant Dennis Bryan distributed the financial reports for March 2011. Balance at the end of March was \$1,343,944.28 and \$700.00 in Petty Cash.

With fuel included in the financial report:

Operating Revenue	Under Budget by 4.6%
Non-operating Revenue	Even to Budget

Operating Expenses	Under Budget by 4.3%
Administrative Expenses	Under Budget by 4.9%
Non-operating Expenses	Even to Budget
Capital Improvement	Event to Budget

Without fuel included the only differences are:

Operating Revenue	Over Budget by 2.3%
Operating Expenses	Over Budget by 3.6%

Jerry Rowland informed everyone that there were new hand dryers in the restrooms on the docks (Waterloo and Mini-Loo). These will be paid for by Federal Grant money which is part of the clean water act.

INFORMATION, STAFF AND COMMITTEE REPORTS

a. Managers Report – Attached.

Jerry announced that the first boat house had been inspected and is in full compliance with the rules and regulations.

Jack Bailey asked what location the Buccaneer (the boat that didn't sell at auction) is in the marina. Jerry Rowland replied it is on A Dock, the yellow hulled vessel. It will be advertised on e-Bay for sale which is the first time the Port has tried this.

Jack Bailey asked what date the vandalism to the Pavilion occurred. Jerry Rowland replied it was discovered about 3 weeks ago which was about March 25th. Jack felt the incident should have been reported as arson and a claim turned into the insurance company. Jerry Rowland stated he would make inquiries to the local sheriff office if a report should be filed, but there are no suspects. As far as the insurance claim, the amount of replacement is about the same as the deductible amount. He felt it wasn't necessary to make an insurance claim.

Bob Kalmbach asked if Jerry Rowland went to other upholstery shops for a bid on replacing the herculite/canvas walls in the pavilion that were damaged. Jerry replied he had and based on the bid, the fact that the original company had the specifications, and the other companies replied that they could not replace it for the cost that the original company bid, he decided to go with the original company who made them, Silverdale Upholstery.

Bob Kalmbach made a motion to authorize the repairs to the canvas and herculite/canvas walls in the pavilion. Motion was seconded by Jack Bailey and passed unanimously.

b. Commissioners Report – Allen Miller reported that he would be attending the WPPA Spring convention on May 18, 19 and 20 at Semihamoo.

Jack Bailey reported that he attended the Ports Day in Olympia and it was the 100th Anniversary of the Ports in Washington State. There were 200 Port Commissioners and 200 Legislative members there including the Governor.

c. Standing Committee Report – Jerry Rowland announced that the announcements had been sent out to all interested parties and past members for the Comprehensive Scheme update. The first meeting will be Tuesday, May 24, which is the Tuesday before Memorial Day weekend. There was an open invitation for any new members to join the committee.

OLD BUSINESS –

- a. "A" Dock Finger Pier Replacement. Bids close at 1600 on 19 April. Bid openings are public which is short notice but it will be advertised as a special public meeting and at least two Commissioners need to be present to do the public bid opening and accomplish the base verification that bids received meet the scope of work and pricing requirements. The winning bid will not be selected at that time due to an engineering bid review board scheduled for 20 April at 1300. The engineering review is not a public meeting and the Commissioners do not need to attend but are more than welcome. Ed Wurden and Stan Stumbo (Engineer from Bainbridge Island) have volunteered to do this engineering review of the bids to determine the most responsible contractor from an engineering perspective. Once this is accomplished a comparison will be done and the lowest bid will also be the most responsible from an engineering perspective. Final authorization to award or not to award this contract will be done at 11 May at the regular port meeting.

Bob Kalmbach asked how many companies showed interest. Jerry Rowland stated there were 6 companies that contacted him and showed some interest.

Jack Bailey asked if there was going to be a structural analysis done by the engineering panel. Jerry Rowland replied yes.

Jack Bailey expressed concern over having only one piling at the end of the piers. He felt there should be one on each side of the pier. Jerry Rowland replied that based on other marinas and the location of the piers, one piling should be sufficient. Bob Kalmbach stated that would be a good question for the engineering panel. Jack Bailey asked how deep the pilings were and Jerry replied 15 to 20 feet in the mud. Jack Bailey asked if they were going to be new pilings and Jerry Rowland replied not until the marina is rebuilt. Until then the existing pilings will be used with reinforcement. Bob Kalmbach asked how many pilings total would be on 'A' dock. Jerry Rowland replied there were 16 total. Gregg Faulkner said that some of the pilings may have to be moved due to different location of the new piers. John Mitchell asked if the companies who contacted Jerry Rowland questioned the piling amount and requirements. Jerry Rowland stated no, they all said their piers don't need pilings.

NEW BUSINESS

- a. Resolution 11-03 Modify Personnel Policy Manual Sections six and seven. On the advice of Mr. Mitchell this resolution clarifies the fact that employment at the Port is "At Will". Although this is general knowledge these two words were not stated as part of the original manual in Section six Disciplinary Action nor was the explanation that this, in essence, means that an employee can be terminated for any reason. To go along with this clarification section seven Grievance Procedures was modified to ensure that employees know the correct procedure for filing a grievance.
First reading and it will be covered again at the 11 May Regular Meeting.
- b. Resolution 11-04 Bad debt write-off. This is for the boat that did not sell at auction. Since it is now for sale on e-Bay it was decided to wait until the 11 May Regular Meeting.

c. Pavilion Canvas – This was addressed during the Managers Report and no further action is needed.

d. Summer Hours - This year, as an experiment, the Port Manager would like to change the summer hours. Instead of being open seven days a week from 8 to 8, he would like to be open from 8 to 5 Sunday through Thursday and 8 to 7 on Friday and Saturday unless it is a long weekend then the Port would stay open until 7 on Sunday. This will eliminate one summer employee and the amount of traffic at the fuel dock and in the office between 5 and 8 in previous summers has been negligible. The Port Manager used to think that if the employees were not busy in the office or on the fuel dock they would be able to perform other maintenance duties. This has not worked out as well as he would have liked. He has, however, found that having the extra help during the week between 8 and 5 gave the latitude to accomplish a multitude of things. Bob Kalmbach expressed concerns over the people getting off work at 5 PM and asked what would happen if one day a week the Port was open to 6 PM instead of 5 PM. Jerry Rowland said he would look into this. This is first reading and will be discussed at the 11 May Regular Meeting.

Jerry Rowland announced that Kelly Cody will be leaving Port employment as soon as the Shipyard hires him. He added that he is not planning on replacing him until after the summer season. Bob Kalmbach asked why and Jerry replied this position required certain skills and he wanted time to review the resumes submitted. He felt he wouldn't have that time during the summer season. If he finds that the position is needed sooner, he will change the plan and look at hiring sooner. Bob noted that there would be a savings on wages if this took place. Jerry Rowland agreed.

Jack Bailey added that it would be nice to have a gardener on the staff. The previous one kept the marina grounds looking great. Jerry Rowland added that is another reason he wants to go to the 8 to 5 shift, to keep the staff directed where it needs to be.

Jack Bailey added that Kelly Cody will be sorely missed.

e. Waste Management - With waste management going to a combined recycling program the Port has gotten rid of the individual recycle containers and the cardboard container and now have a single 4 yard recycle unit that all recycle items go into.

The Port also had a meeting with Mike Frey from Brem-Air about using a 20 yard roll off container in place of the two 7 yard units that are being used. They would then use smaller 96 gallon trash cans and port staff would pick them up and dump them into the roll-off. What this will do is allow the Port to get rid of the eyesore at the end of the walkway and put the new recycle unit and the smaller 96 gallon trash cans behind an aesthetically pleasing enclosure. This has been something the Port staff, tenants and marina users have all desired for some time. So far this change over has not increased or decreased the cost to the Port of doing business in the waste management world.

At the strong suggestion of Brem-Air, Gregg Faulkner and Jerry Rowland started to look at 20 to 30 yard trash compactors. There was a meeting held with Ryan Blankenship of Blankenship Equipment. His company can provide the Port with a used 25 yard roll-off compactor for \$16,833.50. It is 8' X 8' X 22' in size. This includes a 96 gallon cart dumper and three 96 gallon carts. Installation of a reinforced concrete pad and electricity is estimated to be about \$5,000.00. By doing this the Port will recognize a savings of

approximately \$3,000.00 per year. That means the unit and installation would pay for itself in roughly 6 or 7 years.

Jerry Rowland requested concurrence and authorization to proceed from the Commissioners. He would like to pursue this venture and he added that it will more than likely require a budget modification at the end of the year.

Bob Kalmbach asked if this compactor and trash can combination would increase the frequency of trips thus increasing the man hours to haul trash cans. Jerry Rowland said it would increase trips but it would require one person instead of two so it will save time. It will only have to be done once a day.

Allen Miller asked if the trash compactor being discussed was a used unit. Jerry Rowland replied yes, but the company will completely refurbish it with a one year guarantee, which is the same as a new trash compactor.

Bob Kalmbach added that other marinas have gone to this type of trash compactor system.

Jack Bailey said he had concerns on how often the 20 yard roll off would have to be dumped. He also said there may be problems with odor and crows and other vermin. He noted that the containers would be heavier and harder for the staff to lift.

Jerry Rowland stated that the present system will be used until the trash compactor system is fully operational.

Jack Bailey asked if the commissioners could look at the trash compactor being discussed. Jerry Rowland said they would have to go to Kent to see it.

Bob Kalmbach asked what would be the maintenance cost for the trash compactor. Jerry Rowland replied it would probably be \$500 to \$800 a year for maintenance. He added that the company they are talking to is the only company with a used trash compactor unit.

Bob Kalmbach said if you add up the savings, in 10 years the Port would save approximately \$30,000.

Jack Bailey asked what the cost would be to change to one recycle container. Jerry Rowland said there would be no change in cost.

Allen Miller asked what it would cost to prepare for the trash compactor. Jerry Rowland said he has not had time to get true estimates but at this time he is estimating about \$5,000. Concrete has to be 10' X 25' X 6" thick.

Jack Bailey noted that the garbage company takes the trash compactor away and dumps it and brings it back. Jerry said that is correct and the Port could buy an ozone unit to put in it to help with odors. Allen Miller asked what odors would there be, was the Port going to use this trash compactor for garbage. Bob Kalmbach replied it is a trash compactor and it would be used for all waste including garbage.

Bob Kalmbach made a motion to purchase the trash compactor. There was no second so the motion died for lack of a second.

Jack Bailey asked how old the trash compactor was that is being discussed. Jerry Rowland said he didn't know the age. Jack Bailey requested that it be put on the agenda for the April 19, 2011, meeting. Allen Miller agreed. Jerry Rowland stated he would put it on the agenda for that meeting.

PUBLIC COMMENT

Art Schick asked about how many times the trash compactor would be dumped and the truck travel on the county road. Jerry Rowland said it would be changing from the existing 3 times a week to once a month for the new compactor system.

Bob Kalmbach asked how many compacted 7 yards are in the trash compactor. Jerry Rowland said it is about 2 - 7yards. Allen Miller asked the size of the trash compactor. Jerry Rowland said it is 25 yds. so with that information the trash amount comparison to the trash compactor would be 3 to 1.

Ned Cook stated he supported anything that will get rid of the dumpster by the walkway.

Jerry Rowland stated he has been asked by several tenants and constituents to please bring up the possibility of expanding the Deli. He said if the Port did the remodeling they would probably have to take over the deli and rent it out as a turn key operation. Bob Kalmbach stated it would be a lot of money for remodeling and if the existing renters could not pay for that, what would happen to the existing tenants. Ned Cook brought up that it may be a good choice to expand toward the east and under the existing deck into the dirt bank. Bob Kalmbach then asked what was the opinion of the existing deli owners and could they afford it. Jerry replied they are in favor of the expansion and think it will increase their business but they cannot afford it. That is why Jerry proposed the Port own it and it be changed to a turn key operation. It would then be leased as a turn key café. Also if they get more seating they can become a café and advertise as such. John Mitchell said the existing deli owners are getting a good deal from the Port now and would have to consider what they can afford if the lease is increased. Jack Bailey added the deli is busy constantly and 3 or 4 days a week they are full. Allen Miller said he wanted to see more concrete plans for expansion and some cost figures. Bob Kalmbach stated the Port could look at rewriting the lease for grocery and parts so that it could be mostly a café. Dennis Bryan said you should get more information from the deli owners such as revenue, table turns and what they expect with increased tables, including customer count. Allen Miller requested that Jerry Rowland sit down with the deli owners and put on paper the proposed expansion and all the associated information needed to make a decision. John Mitchell brought up the Kingston restaurant that was owned by the Port of Kingston and that they struggled for years trying to make it a successful business. Finally they had to abandon the idea and the building was demolished.

Jerry stated that Kathleen Knuckey, Executive Director, Silverdale Chamber of Commerce has invited / requested that Brownsville have a representative at a tourism roundtable. The event is being hosted by Kitsap peninsula Visitor Convention Bureau and the Suquamish Tribe on 28 April from 1 to 4 at the Poulsbo City Hall. He told Kathleen

Knuckey that he would contact her Thursday 14 April (tomorrow) if any of the Commissioners can go to this event. Bob Kalmbach stated he would go to this event.

Jerry Rowland reminded the commissioners that the next All Port meeting is on 18 April 2011 at 7 PM at the Silverdale Port Office.

John Mitchell asked if the Port was participating in the tourist passport program. Jerry Rowland said the Port was not but he does stamp anyone's passport who requests it.

Jerry Rowland passed around a flyer showing the Sea Scouts had a fun day at Brownsville. They put on survival suits and other type of equipment to practice.

Jack Bailey said while he was in Olympia he looked at the Port of Olympia. They have refurbished Sea Land Containers that they use for storage. He suggested that the Port look into using these types of containers for storage. They are 45' containers with roll up doors. He said he would bring pictures to the next Port meeting. Bob Kalmbach stated when he was at Bangor he started a storage system that was modular units with roll up doors. Jack Bailey said Keyport also bought containers and these look like the same containers and the Port can use them for storage. Jerry Rowland said he would make a call to the Port of Olympia and get more information.

EXECUTIVE SESSION

Commissioner Miller recessed the regular meeting to go into executive session per RCW 42.30.110 (1) (f-h). He recessed at 9:10 PM stating that they would be in executive session on Personnel matters for approximately twenty minutes and there was a possibility that some action could be taken. At 9:30PM Commissioner Miller announced to the public that the executive session was being extended an additional 30 minutes.

Commissioner Miller recessed the executive session at 9:50 PM and reconvened the regular meeting. Commissioner Miller stated no action was taken at the executive session.

CLOSE MEETING / ADJOURN

Bob Kalmbach made a motion to adjourn and Jack Bailey seconded. Motion passed unanimously.

Meeting adjourned 9:51 PM.

President/Commissioner

Secretary/Commissioner

Commissioner

Recording Secretary