



Port of Brownsville

Minutes of Meeting

12 June 2013

CALL TO ORDER

Commissioner Jack Bailey called the regular session of the meeting to order at 7:01 PM. In attendance were Commissioner Allen Miller, Commissioner Fred Perkins, Port Manager Jerry Rowland, Port Attorney John Mitchell and Port Accountant Dennis Bryan.

PLEDGE OF ALLEGIANCE

Commissioners led pledge of allegiance.

APPROVAL OF AGENDA

Fred Perkins made a motion to approve agenda as written. Motion seconded by Allen Miller motion was approved unanimously.

APPROVAL OF CONSENT AGENDA

Motion made by Fred Perkins to approve the Consent Agenda. Consent agenda includes the 8 May 2013 Special Meeting Minutes, 8 May 2013 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: June 2013 General Fund voucher numbers 28247 through 28315 for a total amount of \$446,054.32. Also approved for payment was June 2013 Electronic Transfer Voucher, numbers 2013-46 through 2013-52 for a total amount of \$14,211.06.

Motion seconded by Allen Miller and approved unanimously.

PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA

None

PRESENTATION TO OR BY THE BOARD

Todd & Denise Ledingham requested approval of a boathouse modification, adding four feet to the end. They were not able to attend the meeting so Jerry Rowland read their proposal. He stated that the request would not impact egress or ingress into that area of the marina. Fred Perkins made a motion to allow the extension of four feet. Allen Miller seconded it and the motion passed unanimously. The Port Manager was directed to tell the Ledingham's of the approval.

Brian Bailey reported on the Ogle Rd modification project. He was there in an unofficial capacity just to give an update. It was accepted for Tier 2 TIP list by the county which puts it out 6 years before it will happen. It could move up with federal or state grants on storm water drainage. The county made it



Port of Brownsville

Minutes of Meeting

12 June 2013

clear that they would not do anything to modify the parking, only the road. The cost in 6 years is estimated to be \$475,000.00. The cost today is estimated at \$275,000.00. Cost does include a 50% contingency and 30% engineering cost. All on the board liked the project. However, the modification did not receive a higher tier due to the safety rating not being high enough. There have not been many accidents on the road. It can also move up in rating if the Port would commit a certain amount of money to the project. Fred Perkins asked if he got hit on the road would it move up in rating. Brian Bailey replied that if the safety rating were higher due to accidents it could move up in the tier level but not guaranteed. It would also move up if Ogle road was considered as part of the bicycle trails which now runs down Brownsville Highway. Brian said he did suggest this and it was being considered. The storm water drainage improvement group stated that it was a good candidate for future grants from the state. Jack Bailey asked what would have to be done to be considered for a grant. Brian Bailey replied the Port would have to prove what kind of pollutants and levels were coming off the parking lot. Brian Bailey reported that Kitsap County is installing a collection system for drain water in Silverdale off of Byron Street which is estimated at \$270,000.00. They use sand filters which have to be maintained by the Silverdale Port. His calculations for improvement for the Port of Brownsville would be \$375,000.00. Other options are planter boxes and plants. Port of Poulsbo is doing this. There would be an added maintenance cost for the Port of Brownsville if the same system was installed. Allen Miller asked what the cost was of maintaining the sand filters. Brian Bailey replied he didn't know but he was sure that the media (sand) would have to be changed out periodically. Allen Miller asked if the sand would be considered hazardous waste and has to be disposed of that way. Brian Bailey said he did not know the answer to that. Jack Bailey stated it would be similar waste as what is being removed from the ditches. Terry Asla asked if there was a similar concern over the road water run-off and could use that as an added benefit. Brian Bailey stated there were programs already in place to take care of that through the TIP program. Brian encouraged the Port commissioners to meet with the county TIP program engineers and get more details on this project. Allen Miller asked if making Ogle Road the bicycle and foot traffic designation instead of Brownsville Highway was something the Port should be for or against. Brian Bailey replied that it would be good to support this as it would raise the need for this project plus bring more people to the area. Allen Miller stated he didn't think it was a good idea because the Port already has trouble with traffic and any increase of this would be a negative. Brian stated it was bicycle traffic only and presenting the fact that this is a pedestrian friendly area. Allen Miller stated he would have to see the positives and negatives before he would approve of proceeding with this project. Brian stated there was plenty of time to consider this. Jack Bailey reported that there are already a lot of bicycles that use Ogle Road because it is safer than Brownsville Highway.

Terry Asla discussed immediate concerns for traffic and personal safety. He requested that a white line be painted on the side of the road going to the Daily Stop store and Sweeney's. Brian Bailey suggested that the Port should discuss this with the Kitsap County engineers and road maintenance to make white lines and cross walks. Terry then requested if the crosswalks could be lined up the road. Brian Bailey replied not by the county. Terry then asked if the sidewalk could be extended even though people don't always use the existing one. Jack Bailey replied that there is a plan to extend the sidewalk already in the Comprehensive Scheme for future improvement.



Port of Brownsville

Minutes of Meeting

12 June 2013

FINANCIAL REPORTS

Port Accountant Dennis Bryan provided the April 2013 end of month reports. As of April 30, 2013, the balance is \$3,189,108.94. There have been substantial expenditures in May so the balance will come down in the next report.

	With fuel	Without fuel
Operating Revenue	Under Budget by 12.5%	Over Budget by 1.7%
Non-operating Revenue	Even to Budget	Even to Budget
Operating Expenses	Under Budget by 11.8%	Over Budget by 2.7%
Administrative Expenses	Under Budget by 5%	Under Budget by 5%
Non-operating Expenses	Even to Budget	Even to Budget
Capital Improvements	Even to Budget	Even to Budget
Bond Payments	Even to Budget	Even to Budget

Financials have been relatively consistent with no large variances. Annual report has been filed electronically with the State of Washington. The Department of Revenue was very helpful in getting the report filed.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached. Fred Perkins asked about the stealing from the shower boxes concerning their locations. Jerry Rowland confirmed they were in the main building bathrooms. Fred Perkins suggested removing the ones inside the dock access gate to avoid temptation. He also suggested security cameras. Jack Bailey added that a homeland security grant may be available. Jerry Rowland requested a point of contact to discuss the grant. Jack Bailey stated he would get him a name. Fred Perkins questioned if there should be a committee to come up with ways of providing more security. Jack Bailey stated that decision should wait until the commissioners knew what was available. Terry Asla stated he wanted to give input on the security of the Port and he thought the tenants and community should also be provided a chance to give input. Jack Bailey stated he would consider that when more information was available on what security systems were available. Terry Asla stated that a committee would provide the opportunity for the community to decide the security system, not the commissioners. Bob Kalmbach stated that he was originally against the cost of security system but in today's environment he has changed his mind and thinks there should be a plan for the Port to commit funds for a new security system. Jack Bailey again stated that before a public meeting is held there should be more facts available. Jerry Rowland proposed to get more information on what was available and informal input from the tenants and community and then report back at the next meeting. Ned Cook replied that most people thought the security cameras that are mounted around the marina were working.

Ned Cook asked about the statement in the newsletter that the 'E' Dock replacement was postponed. He asked the Port Manager when he thought this was going to happen. Jerry Rowland



Port of Brownsville

Minutes of Meeting

12 June 2013

replied he has applied for an extension of pile driving through the JARPA permit. It depends on that approval if it will happen this year or next year.

- b. Commissioners Report – Fred Perkins reported that he attended the WPPA spring conference and was glad to have the opportunity to interface with other Port Commissioners. He said the conference recommended that the Ports contact their local legislators so he invited Josh Brown to tour the marina. Josh Brown accepted and he did tour the marina. This helps with the Port relations with local government. Tourism was one of the items discussed. Fred gave kudos to Terry Asla who is acting as the Port's Host Boat for visiting people which encourages tourism. He added that keeping the Web Page up to date was important.

Allen Miller also attended the WPPA spring conference and attended the round table discussions. He was not impressed with these discussions, mainly because it was hard to hear the discussions. He was especially not impressed with the marijuana round table. He felt there was enough intoxication around. Expansion of marinas was discussed and that was enlightening

Jack Bailey was gone most of the month so was unable to attend to any Port business. However, he commented that the Legislature is not doing their job both national and state. He also commented that attending conferences was important for the networking that takes place.

- c. Standing Committee Report –

1. The second BAD meeting was 28 May 2013. The meetings will continue on the 4th Tuesday of each month. The Event Coordinator was not present so Jerry Rowland reported. BAD IX is coming along. Cassandra Rowland put the final touches on the dash plaque design and is working on the finalized T-Shirt design. There have been 32 vendor letters sent out, and the car show has confirmed they will be here and so has the Classic Yacht Club. The raffle prizes the car club is collecting are going well. The schools have been notified about the Art Show and Northwest Docks has volunteered to purchase all the food. Merry Makers in Tacoma have been contacted and they have agreed to bring in an obstacle course, a bounce house, a dunk tank, an air brush artist, two attendants, snow-cone and cotton candy machines all for \$1,900.00.

2. Comp Scheme 2014 - The first meeting was 7 May 2013. The next meeting is scheduled for 18 June 2013. The committee accomplished quite a bit at the first meeting primarily because there are really no significant changes from the last update. However, the Ogle road improvement will be added to the Comp Scheme. Jack Bailey requested that the Port Manager send out a reminder of the next meeting just prior to along with the minutes of the last meeting. Port Manager stated he would do that.



Port of Brownsville

Minutes of Meeting

12 June 2013

OLD BUSINESS

- a. Resolution 13-04 Personnel Policy Manual Section IV Compensation Policies and Procedures
By request of Port Manager this resolution is deferred until the July Meeting.
- b. Resolution 13-06 Revise By-Laws of the Port Commission - This resolution updates and clarifies appendix A, "Guidelines" item 1, item 2, and item 5 concerning budgeting for meeting attendance by the Commissioners.
Motion made by Allen Miller to approve resolution 13-06. Motion seconded by Fred Perkins and approved unanimously.
- c. Resolution 13-07 Revise By-Laws of the Port Commission - This resolution updates Article III by adding a new paragraph 4 "Special Voucher Signatures".
By request of Port Manager this resolution is deferred until the July Meeting.
- d. Resolution 13-08 Submitting the Ogle Road Improvement Project to Kitsap County Road Division for consideration under Transportation Improvement Project (TIP) program.
Motion made by Fred Perkins to approve resolution 13-08. Motion seconded by Allen Miller and approved unanimously.

NEW BUSINESS

- a. Jerry Rowland presented the first draft of the 2014 budget. He reported that there is going to be some increases to Social Security, Medicare, Retirement, Workers Comp (L&I) Medical and Unemployment. The Port has not received the new numbers yet. There may also be some changes to the Travel section when all the meetings and training are finalized.

PUBLIC COMMENT

Jerry Rowland reported on Topper Industries Inc. Protest of Procurement received 17 May 2013. The Commissioners had all received a copy of the email and letter sent to the Port by Bardach Law Offices. The Port Manager acknowledged receipt of their request 18 May 2013. The requested material was mailed to their Portland, OR office on 28 May 2013.

To date the Port has not heard back from them.

Terry Asla announced that if anyone from the staff or commissioners were touring the docks, the public likes to see Port clothing worn. The staff usually does but he thought the commissioners would like to know what input he is getting from the tenants.

EXECUTIVE SESSION

None



Port of Brownsville

Minutes of Meeting
12 June 2013

CLOSE MEETING / ADJOURN

Commissioner Allen Miller made a motion to adjourn, Commissioner Fred Perkins seconded. Motion passed unanimously. Meeting adjourned at 8:39 P.M.

President/Commissioner

Secretary/Commissioner

Commissioner

Recording Secretary