



# 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

June 10, 2015

## CALL TO ORDER

Commissioner Bob Kalmbach called the regular session of the meeting to order at 6:02 PM. In attendance were Commissioner Jack Bailey, Commissioner Fred Perkins, Port Manager Jerry Rowland, Port Maintenance Assistant Matt Appleton, 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 11 May 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: June 2015 General Fund voucher numbers 29882 through 29970 for a total amount of \$182,121.66. Also approved for payment was June 2015 Electronic Transfer voucher numbers 2015-41 through 2015-49 for a total amount of \$21,113.15.

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 April 2015 end of month financial report. As of April 31, 2015 the balance was \$1,327,386.03.



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	With fuel	Without fuel
Operating Revenue	Under budget by 11.7%	Under budget by 2.2%
Non-Operating Revenue	Under Budget by 1.2%	Under Budget by 1.2%
Operating Expense	Under Budget by 11.0%	Over budget by 2.2%
Administrative Expense	Under Budget by 4.5%	Under Budget by 4.5%
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

The 2014 Port Annual Report was filed and accepted by the State Auditor's office. A copy will be sent to the Port Manager to be distributed to the Commissioners.

Jerry Rowland stated that even though the report shows a loss, it also includes amortization and depreciation amounts which are not real dollar amounts. With that number taken out of the financial report, the Port is making a profit.

## INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached. Fred Perkins asked if there was any update on using a swipe card system for the boat ramp fees. Jerry Rowland reported no progress on this and he is still investigating the feasibility of this system. He added there is the monthly charge for boat ramp use and he does allow discounts for military personnel with disabilities. Bob Kalmbach asked if this discount was in the tariff report. Jerry Rowland said it was not but it would be presented as a modification to the tariff in the proposed tariff presented next month.
- b. Commissioners Report – Jack Bailey announced he attended the WPPA Spring Event on May 13, 14 and 15. He said they had changed their agenda as he suggested and it resulted in a lot more information being presented at the event. He said the legislature was adopting the IDD bonds modification to allow portions taken at different times. He announced that there will be an Accounting Seminar coming up soon. Dennis Bryan said he was aware of this and would check his calendar to see if he could attend. Jack Bailey also said the WPPA winter event has been moved up to November 18 – 20 rather than in December as it has been in the past. Also, there is the Small Ports Seminar scheduled for October 22 & 23 in Leavenworth. He continued saying that the legislature had not done anything on the transportation package. Also, environmental controls are getting more restrictive. All of the ports and marinas are having problems in getting the younger generation interested in boating. They are doing more to create jobs and direct involvement with marinas.

Fred Perkins noted that the Brownsville Highway is slated to be closed but there is no posted date. He asked Jerry Rowland to look into this and see if he could confirm a date. Closure of the road could affect attendance at the upcoming events in the marina.

Bob Kalmbach thanked Fred Perkins for running again for Port of Brownsville commissioner and this time he is running unopposed. He added that it was a pleasure having him on the board.



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- c. Standing Committee Report – Jerry Rowland announced the first meeting for the Comprehensive Scheme will be June 16 at 6 PM.

## OLD BUSINESS

- a. Boathouse Compliance – Matt Appleton announced that to date 22 of the 51 boathouses were in full compliance. 21 are in compliance until 8/1/2015 when the requirement for different type of floats becomes effective. 3 of the other boat houses are in process of doing repairs and getting new floats. More people are working on their boat houses due to the good weather. Bob Kalmbach noted there has been a great improvement in the last few years due to Matt's involvement in this. Jack Bailey added that the other marinas were just now realizing how important to continue to have the insurance up to date for boats and boat houses. The Port of Brownsville is one of the few that has that up to date. Jerry Rowland explained that this was one of the major duties of the administrative assistant to monitor and keep these records up to date. Ned Cook asked of the ones that are not in compliance, how many have an extension of the 8/1/2015 date due to purchasing the boat house recently. Matt said that it is in the boat house agreement that this is allowed but so far the boat houses that have been sold recently are in full compliance.

Jack Bailey added that at the WPPA Spring Event it was announced that some boat owners are renting their boats for a time period similar to how people rent vacation houses and RV's. He said this is a bad practice and the Port Manager should be aware of this. Jerry Rowland said he knew of no one doing this at this marina and he stated that this is a business and not allowed in a public marina. Bob Kalmbach suggested this should be added to the rules and regulations, that this practice is not allowed in this marina. Jerry Rowland said he would put it in writing either in the rules and regulations or the contract/lease agreements. Bob Kalmbach asked if there was a period of consecutive days that makes the tenant considered a live aboard. Jerry Rowland explained the time period was removed from the rules and regulations because people were abusing the time limit, that is staying for 13 days, leaving for one day, then back again thus not violating the 14 day limit that was in the rules and regulations. The rule now is if it is your primary residence then you are a live aboard. John Mitchell that having a business in the marina is considered commercial use and not allowed unless contracted with the marina including a business license and million dollar insurance.

- b. Washington Water Trails Kayak Paddle- Jerry Rowland complimented Doctor Terry Asla on the time and energy he has put into this event. He pointed out the press releases and flyers that Terry has created. Event planning is still proceeding and some items are still not confirmed such as the dignitaries that will attend. He pointed out that Lowe's has donated materials to have kids make small sail boats. He added that so far this event has cost the Port \$186.00 for materials to build the kayak racks. Bob Kalmbach asked what time the ceremony starts in Silverdale and Terry replied it was starting at 1 PM. Jerry Rowland said the commissioners needed to RSVP if they were going to attend. Marjie Rowland added that the Silverdale Chamber of Commerce was very anxious to get the RSVP's. Terry Asla said there are approximately 10 long paddlers confirmed to date. Jerry Rowland said there was a meeting at Keyport the previous evening and they are geared up to support on June 28<sup>th</sup>.



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- c. New WEB site – This is on hold until the archiving rules are clear.

## NEW BUSINESS

Bob Kalmbach brought up the subject of the RV dump fee on a monthly basis that was discussed at the last meeting. Jerry Rowland said he would put this in the revised tariff that will be presented next month.

## PUBLIC COMMENT

- a. Computer Smiths training on I-phones and other matters. Steve Board will return from vacation on 16 June. The training can occur on June 17, 18 or 19, or any time after the 16<sup>th</sup>. It was set tentatively for June 18 at 5 PM dependent on the availability of Steve Board. Jerry Rowland will call and confirm the meeting date and time.
- b. Nick Wise is requesting to extend his boathouse from 36 to 40 feet. It is currently moored at D-5. The plan is to move this boathouse to C-dock slip C-16. This is where Mr. Fergusons boathouse was until it was torn down. Fred Perkins made a motion to approve the extension and Jack Bailey seconded the motion. Motion was approved unanimously.
- c. Jerry Rowland asked Jack Bailey if the Peninsula Sailing Club has verified they will be part of the water trails event. Jack Bailey replied yes. Terry Asla asked if there is an opportunity to interview the sailing club for a press release. Jack Bailey said tomorrow at 7 PM at the docks.
- d. Fred Perkins reminded all of the All Ports meeting that will be held at the Port of Brownsville on July 20 and there will be a barbecue prior to the meeting starting at 5 PM. Commissioners asked Jerry to contact the attendees and have them RSVP so it is known how much food to purchase. Food will be similar to what was presented last year.
- e. Terry Asla reminded everyone of the celebration scheduled for the 4<sup>th</sup> of July. Bob Kalmbach asked if the commissioners were invited to the breakfast for the kayak event on June 27th. Terry replied if they RSVP they are welcome and encouraged to attend.



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## EXECUTIVE SESSION

None

## CLOSE MEETING / ADJOURN

Commissioner Jack Bailey made a motion to adjourn. Motion seconded by Commissioner Fred Perkins and motion passed unanimously. Meeting adjourned at 7:07 PM.

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President / Commissioner

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Secretary / Commissioner

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Commissioner

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Recording Secretary