



Port of Brownsville

Minutes of Meeting

14 August 2013

CALL TO ORDER

Commissioner Jack Bailey called the regular session of the meeting to order at 7:04 PM. In attendance were Commissioner Allen Miller, Commissioner Fred Perkins, 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

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

APPROVAL OF CONSENT AGENDA

Motion made by Fred Perkins to approve the Consent Agenda. Consent agenda includes the 10 July 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: August General Fund voucher numbers 28375 through 28429 for a total amount of \$462,414.65. Also approved for payment was August 2013 Electronic Transfer Voucher numbers 2013-62 through 2013-66 for a total amount of \$12,844.71. Fred Perkins asked if this was the biggest sale of fuel on record. Jerry Rowland replied yes, it was over \$144,000.00 dollars in sales. Motion seconded by Allen Miller and motion was approved unanimously.

PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA

Jonathon Thomas represented the Kitsap Maritime Association, a 501C non-profit organization, and announced their plans are moving forward in the purchase of a 60 foot steel hull wood deck schooner. Their website will be on line soon. This society is a big supporter of the Tall Ships Lady Washington and Hawaiian Chieftain, including the education program that is going on now with the visit of these ships at the Port Of Brownsville. Bremerton Rotary Club did support the cost of this educational program, including other donors. The Tall Ships crews appreciated the pizza feed provided by the Port Manager and the hospitality of Brownsville Yacht Club using their club area for a rest area. They once again said the Port of Brownsville is their favorite port to visit. Jonathon stated they are looking for the same support for the newly purchased official Tall Ship of Kitsap County. Fred Perkins announced that the Tall Ships captains have invited the commissioners and staff to take a tour of the ships after the meeting tonight. The local hockey team, West Sound Warriors, is having their team building event on the Tall Ships and hopefully there will be coverage of this in the local paper, Kitsap Sun.



Port of Brownsville

Minutes of Meeting

14 August 2013

Jack Bailey asked if the furniture that is stored in the Fire Hall by the Kitsap Maritime Association is going to stay there for a long period or will the amount of furniture be reduced. Jonathon replied that they would remove the furniture at any time they are requested to do so. There is a meeting scheduled for tomorrow and the decision will be made on what furniture to keep or discard. Jerry Rowland said he was interested in the counter that was stored there to be used for Port use.

PRESENTATION TO OR BY THE BOARD

Leslie Harrison was not present at the meeting so the Port Manager read his idea for the modification of Ogle Road. He said that the commissioners can review it at their leisure. Jonathon Thomas stated he and the Brownsville Yacht Club have reviewed it and they are in favor of this modification. Jerry Rowland added that there is a letter from a Port constituent, Corey Stevens, supporting this modification. Jack Bailey reported that this project has scored favorably with the county but has a low scoring for safety since there have been no reported accidents in this area. Jonathon asked who brought up this Ogle Road modification idea to the County. Jerry Rowland stated that the Port made the official presentation to the County. Jerry added that there are changes being made to the drawing that has been submitted to the County to include a lane for boat traffic that is waiting for the boat ramp. Jack Bailey said he hoped any modification would be delayed until after the county approved the project. Jonathon Thomas asked how the road improvement would coincide with the culvert modification that was presented by the Navy earlier. Jack Bailey stated that the culvert modification has been canceled. Allen Miller asked if there is a cost estimate for this project. Jerry Rowland stated it is \$450,000.00 but that was for the original proposal of which the Port would have to pay about \$150,000.00 for black top paving and other developments. Jack added there will be separate plans to be considered; storm water, road modification and waterfront modification (including parking). The county would pay for the road modification only and the other portions would be paid for by grants or the Port.

FINANCIAL REPORTS

Port Accountant Dennis Bryan provided the June 2013 end of month reports. As of June, 2013, the balance is \$2,579,800.88. He added that since that date there have been significant withdrawals relating to the contract to replace docks.

	With fuel	Without fuel
Operating Revenue	Under Budget by 13.2%	Under Budget by 2.1%
Non-operating Revenue	Under Budget by 2.1%	Under Budget by 2.1%
Operating Expenses	Under Budget by 12%	Over Budget by 5.5%
Administrative Expenses	Under Budget by 1.6%	Under Budget by 1.6%
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

Jerry Rowland stated that a budget modification may be necessary but he will wait until he can investigate the budget in more detail.



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Minutes of Meeting

14 August 2013

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached.
- b. Commissioners Report – Fred Perkins stated he went to the All Ports meeting. There are still a lot of concerns over the Indianola dock that has been closed to the public due to it being condemned. There have now been 2 commissioners that have resigned because of the threats that they are receiving. Jack Bailey announced he also attended the All Ports meeting and it was announced that the Kitsap water trails was added to the Northwest Marine Cascade Water Trails by approval of the Water Trails Alliance. The next step is to get it on the National Water Trails. Fred Perkins added that he always has an appreciation for the port staff when he hears of the significant problems with other port districts. Jack Bailey said that the Manchester Port is making some improvement. Jerry Rowland reminded the commissioners that when 2 of them attend this meeting the Port needs to have a copy of these minutes to include in the Ports.
- c. Standing Committee Report –
 1. BAD IX – The fourth BAD meeting was 23 July. Cassandra Rowland reported that the remaining items are minor, such as ordering prizes. The car shows T-shirts are complete and ordered. The event T-shirts are delayed but will be ordered soon. Jerry Rowland stated that Pepsi Company has volunteered the use of a refrigerator for the hamburgers and hot dogs. Cassandra said there are 2 more events added this year, Pirate Zombie Hunt and “What doesn’t belong” game. All of the other plans are reaching completion. Car show has dash plaques and trophies will be ordered. Donations for food and the Art Show have been promised. The Classic Wooden Boat Club will be attending with up to 50 boats. Jack Bailey asked how this club would be handled. Jerry Rowland stated it would be handled like any other boat club. The car show shirt design was distributed for review. Jack Bailey suggested using fewer colors in the design so that the cost would be less. Jerry Rowland stated the car show shirts will cost \$12.00 a shirt and will sell for \$15.00 a shirt, netting about \$300.00 for the schools.
 2. Comp Scheme 2014 - The second meeting was 6 August. The next meeting is scheduled for 3 September. All the changes from the August meeting have been made. Jack Bailey asked if that included rough estimates of the cost of future projects. Jerry Rowland replied it did.

OLD BUSINESS

- a. 2014 Budget / Continuing Review - Jerry Rowland stated he thought this was the final draft. The only thing remaining was the finalized numbers from the County for the 2014 assessed value and taxing information. September & October will be the required "Public Meetings" with the 2014 Budget being signed at the November meeting. There will be a power point presentation at the next meeting.



Port of Brownsville

Minutes of Meeting

14 August 2013

b. Resolution 13-09, 2014 Tariff - There is a moorage rate increase but everything else has stayed the same. This increase has been discussed before and is incorporated in the 2014 budget. A 30 foot slip went from \$158 to \$162. He has discussed through the Port that there will continue to be an increase for the next 5 years to help pay for the new docks.

c. Security Cameras -, So far a Homeland security grant has not been obtained or available. Kitsap County's grant money from homeland security this year was only 28,000.00. The federal grants for this year have already been distributed and next year will not be able to be obtained until next September 2014. Jerry Rowland acknowledged that the estimated cost of this security system is a lot of money but he recommended to move forward with it and at some time in the future try to get a reimbursement. Part of the cost will be a server, which has to be purchased anyway for the archiving requirements discussed at the last meeting. Jerry added that since they have put locks on the bathroom coin boxes, someone has broken one of those locks and done damage at a cost of \$600. Fred Perkins clarified that there is still the process of putting out the scope of work and bidding process. Allen Miller asked if the bids would include installation with hard wiring. Jerry said the cameras on the building would be hard wired but other cameras throughout the Port would be wireless. Jack Bailey stated he would like to wait until an expert gives their recommendation on what type of system before a scope of work is submitted. Jerry Rowland said he would contact the company that is recommended for this and get their plan and then go forward with a scope of work. He doesn't want to wait much longer to get this system installed. Fred Perkins said he would like to give this business to a local company. Jerry Rowland said he would proceed with investigating this and discuss the details with each commissioner individually. Allen Miller asked if there would be more than one company that would be submitting a bid. Jerry Rowland said yes.

d. E, C & D Dock Rebuild Project - After careful consideration, and in anticipation of the interest rates going up, Jerry Rowland requested from the Commissioners to consider going ahead and bonding the next and last 1 million dollars for the marina dock rebuild. He wanted to get Jim Blumenthal at the next meeting. In order to make sure the Port obligates the required amount of money, Jerry Rowland proposed modifying how the installation RFP is planned. The modification would be to have a lot of the equipment "Owner Provided", that is the Port would be the general contractor. The Port can immediately purchase the lighthouse pedestals, G-Cable, Pump out equipment, etc. This will more than obligate the required funds within the time period required for the bond. Allen Miller asked if we had a secure place to store this equipment until it is needed. Jerry Rowland replied that the Fire Hall will be used for this purpose. Commissioners gave approval to proceed with the next bond and invite Jim Blumenthal to the next meeting.

NEW BUSINESS

a. Fire Station Rental – The company, Fire Design Beads, will not be extending their lease of the lower portion of the Fire Hall so they will finish their contracted lease at the end of September 2013. There has been a new proposal to lease this area by American SASS. The information provided said they sell recycled signs and other recycled materials. They requested a decision tonight if possible. Jerry Rowland stated he could not make a recommendation one way or the other but thought the company should be present to talk to the commissioners. He added that as previously discussed he may have to use this area for storage of dock replacement equipment.



Port of Brownsville

Minutes of Meeting

14 August 2013

Marjie Rowland stated that in her opinion the proposal of the lease should be given consideration. The information in their proposal letter stated they wanted to be part of the community and be a tourist shop, including tying in with the community events and deli events. She added that the company should be here to make this proposal to the commissioners. Allen Miller asked if there was more information on this company. Jack Bailey stated he would also like to have more information and was disappointed that they were not present. Jerry Rowland said that this space availability just came up and this company had a prior commitment so were unable to make this meeting but he would contact them to make the next meeting. Allen Miller asked what area this company was from. Jerry Rowland stated they were based in Poulsbo. Jack Bailey requested they come to the next meeting with a better proposal including financial information. He said this would also give the commissioners time to check out the company and maybe do a visit to the base operations. He was interested in understanding the materials they would be using to understand the waste they would be generating.

PUBLIC COMMENT

Jonathon Thomas asked if there had any consideration given to extending the guard duty hours. Jerry Rowland said the time between when the guard left and the staff showed up was 3 hours or less. The damage that is being done could be during guard duty hours when he is busy in other areas of the marina. Jack Bailey added that there may need to be some consideration given to an alarm system for the Fire Hall if the Port is going to store material in there.

Ned Cook asked when the leases expired for the tenants in the Port building. Jerry Rowland stated the Deli lease is up in 2015, the Brownsville Yacht Club is up in 2016. There was some discussion on the agreement to increase the deli lease due to new equipment that was purchased. Jerry Rowland stated there is an increase to the deli lease incrementally every year.

Jack Bailey made a comment that the white stripes on the pavement for the boat ramp have helped with the boat and trailers backing up. He said that he has heard nothing but good comments about the traffic control that the staff is doing at the boat ramp. Fred Perkins said traffic has been moving well. Jack added that there has been nothing but favorable comments on the hillside that has been cleared.

EXECUTIVE SESSION

None



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14 August 2013

CLOSE MEETING / ADJOURN

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

President/Commissioner

Secretary/Commissioner

Commissioner

Recording Secretary