



PORT OF BROWNSVILLE

9790 Ogle Rd • NE Bremerton, WA 98311
Office: 360-692-5498 • FAX 360-698-8023

Commissioners:

Fred Perkins
Bob Kalmbach
Jack Bailey

August 13, 2014

CALL TO ORDER

Commissioner Fred Perkins called the regular session of the meeting to order at 6:01 PM. In attendance were Commissioner Bob Kalmbach, Commissioner Jack Bailey, Port Manager Jerry Rowland, Assistant Port Manager Gregg Faulkner, Carrie Eastman for Port Attorney John Mitchell and Port Accountant Dennis Bryan.

PLEDGE OF ALLEGIANCE

Commissioners led pledge of allegiance.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Consent agenda includes the 16 July 2014 Regular Meeting Minutes, the 21 July 2014 Draft All Ports 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 2014 General Fund voucher numbers 29187 through 29270 for a total amount of \$459,300.21. Also approved for payment was August 2014 Electronic Transfer voucher numbers 2014-59 through 2014-66 for a total amount of \$20,876.00.

Motion made by Commissioner Bob Kalmbach to approve consent agenda. Motion was seconded by Commissioner Jack Bailey motion was approved unanimously.

PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA

John Morrison (JB) –from Kitsap Maritime Heritage provided an update on the status of Fiddler's Dream. He stated that they had finished sandblasting the interior of Fiddler's Dream. He mentioned that there were no large amounts of rust identified and the small amounts are being addressed by welders. John Morrison stated that they had received a certificate of inspection from the Coast Guard when they approved the work plans on Fiddler's Dream. It is unknown when the boat will return.

PRESENTATIONS TO OR BY THE BOARD

None

FINANCIAL REPORTS

Port Accountant Dennis Bryan provided the June 2014 end of month financial report. At the end of June 2014 the balance was \$1,743,357.64



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	With fuel	Without fuel
Operating Revenue	Under budget by 12.3%	Under budget by 1.5%
Non-Operating Revenue	Under Budget by 2.6%	Under budget by 2.6%
Operating Expense	Under Budget by 10.6%	Over budget by 4.4%
Administrative Expense	Even to Budget	Even to Budget
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

INFORMATION, STAFF AND COMMITTEE REPORTS

a. Manager Report – Attached.

b. Commissioners Report –

Jack Bailey reported about the WPPA seminar. He stated that this seminar required the least amount of work out of all the meetings he has attended. The meeting went over items he already knew. On a positive note he stated that Kitsap County was well represented at this seminar and he got the chance to meet other Kitsap County Port Commissioners.

Bob Kalmbach stated that everyone is in compliance with requirements for public records except Jerry Rowland. Jerry Rowland replied that he should have attended the meeting. Snohomish County had merged the EDC and all their chambers into an economics alliance group. By doing it they had a greater impact with the county. The other thing he found interesting were the Key Stone documents for success that included: the strategic plan, the comprehensive scheme, the delegation of powers, the budget, the capital and operating, the organization chart, and financial guidelines. Jack commented that we should add our budget to the comprehensive scheme to update it. The last thing he found interesting was the zip line. It had 8 different lines that starts with a 150 footer and ended with a 900 footer. The commissioners discussed the possibility of having a zip line at the Port.

Fred Perkins stated that the training at the WPPA was required and that it needed to be done. He said that the interaction with the other ports made the price of admission worthwhile. He said there was an interesting presentation on who are your citizens, part of the theme there was how we work with a more diverse group.

c. Standing Committee Report – BAD X – Cassandra reported that the public announcing person has finally confirmed that he will be at BAD. Everything else is progressing as planned.



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OLD BUSINESS

- a. Security Cameras – the cat 6 cable and electrical lines were run 28 and 29 July. The L&I electrical permit was signed off 30 July. The cameras were installed 7 and 8 August. They were connected to the server 11 and 12 August. They are now being fine-tuned.
- b. Review Delegation of Authority- Commissioners have been reviewing the Delegation of Authority over the last several months. By consensus it was agreed that no changes were required. It has been working fine as is for several years. Port Manager was directed to provide a cover letter for the Commissioners to sign documenting the review.
- c. Dock Rebuild Update – E-dock is completely installed. All the boats are back in their assigned spaces. The electricity is on, the water is flowing the pressure test on the fire line is complete. The only things left to do is get the L and I electrical inspection completed, perform the pressure test on the potable water lines, and then install the M-clips on the grating. The sewer line is in place but the final hookup will need to wait until I-dock is retrofitted.
The next step is to start assembly of the first six sections of C-dock. Pile driving on I-dock will not start now so the first thing to get done is to have six feet taken off the first forty foot section of C-dock to accommodate the movement of I-dock.
- d. Boathouse compliance – The Commissioners have the latest compliance numbers in their folders.
- e. Preliminary 2015 Budget - The Commissioners were provided a copy of the proposed 2015 budget in their July folders. If there are no major changes there will be a power point presentation ready by the September meeting. As a reminder the county numbers generally do not arrive until late September or early October.
- f. Resolution 14-06- Budget Resolution This has not changed because there are no numbers from the county.
- g. Resolution 14-05 2015 Tariff. No change at this time.

NEW BUSINESS

- a. Resolution 14-07 Modify Personnel Policy Manual Section Four (IV) Compensation – The Port Manager asked the legal department at Municipal Research and Services Center (MRSC) if there was any way possible to give bonuses to Port employees to which they responded with a positive yes for an answer. Bob Meinig (Legal Consultant) stated that as long as we had a policy in place authorizing merit salaries / bonuses prior to awarding them we were legal. Bob Meinig sent me examples from other organizations:
 1. City of Bellevue, Personnel Policies Sec. 9.12 Special Recognition Award.
 2. City of Tumwater Policy Manual Sec. 5.04.03 Performance Based Salary Awards
 3. City of Bellingham Municipal Code Sec 3.32.060 Incentive Plan



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4. City of Seattle Municipal Code Ch. 4.94 Safety and Performance Awards

Bob Meinig also suggested that I check out MRSC's web page on Employee Recognition and Suggestion Award Programs.

The general rule for cities and counties is that employee incentive award programs can be established and payments can be made to high performing employees under such programs. The Legislature has given each of these entities statutory authority sufficiently broad to include adopting employee incentive programs as defined in this rule.

The Port Manager will use the example from the City of Tumwater's Personnel Policies Manual section 5.04.02 and 5.04.03 as an example.

- b. Resolution 14-08 – Bad Debt Write-off. The previous tenants in the rental house failed to top off the fuel oil tank when they vacated. This is the amount it cost the Port to fill the tank prior to the new renter moving in. Bob made a motion to approve Resolution 14-08. Jack seconded the motion, motion passed unanimously.

PUBLIC COMMENT

Commissioner Bob Kalmbach made a motion to move the September Port Meeting from 10 September to 17 September 2014 at 6:00 P.M. Motion seconded by Jack Bailey, motion passed unanimously.

EXECUTIVE SESSION

None

CLOSE MEETING / ADJOURN

Commissioner Bob Kalmbach made a motion to adjourn. Motion seconded by Commissioner Jack Bailey motion passed unanimously. Meeting adjourned at 7:22 PM.

President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary