



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

September 17, 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, Port Attorney John Mitchell and Port Accountant Dennis Bryan.

PLEDGE OF ALLEGIANCE

Commissioners led pledge of allegiance.

APPROVAL OF AGENDA

Port Manager Jerry Rowland noted a correction should be made to the agenda to change the month in the Consent Agenda to September, instead of August. Commissioner Jack Bailey made a motion to approve the agenda as corrected. Motion seconded by Commissioner Bob Kalmbach, motion was approved unanimously.

APPROVAL OF CONSENT AGENDA

Consent agenda includes the 13 August 2014 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: September 2014 General Fund voucher numbers 29271 through 29357 for a total amount of \$252,071.40. Also approved for payment was September 2014 Electronic Transfer voucher numbers 2014-67 through 2014-76 for a total amount of \$23,915.68.

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

None

PRESENTATIONS TO OR BY THE BOARD

None

FINANCIAL REPORTS

Port Accountant Dennis Bryan provided the July 2014 end of month financial report. At the end of July 2014 the balance was \$1,500,950.87

	With fuel	Without fuel
Operating Revenue	Under budget by 6.6%	Even to Budget
Non-Operating Revenue	Under Budget by 3.0%	Under budget by 3.0%
Operating Expense	Under Budget by 5.4%	Over budget by 4.1%
Administrative Expense	Even to Budget	Even to Budget
Non-Operating Expense	Even to Budget	Even to Budget



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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. Jack Bailey noted that the video system will help catch any thieves if there are any. Terry Asla stated that he had a Chinese cabbage that had been eaten so he thought there might be an otter in the marina causing some of the problems with disturbed planters.
- b. Commissioners Report –
Jack Bailey –stated he was going to attend the WPPA environmental seminar on October 1, 2014.
He noted that the gas prices are starting to drop all over the nation which will help the economy.
Bob Kalmbach stated that he was planning on attending the WPPA Small Ports Seminar.

Fred Perkins stated that he also would be attending the WPPA Small Ports Seminar next month on November 23 and 24. He encouraged the Port Manager to join them.
- c. Standing Committee Report – BAD X – Cassandra reported that everything was on schedule and that only a few items still needed to be accomplished. An Art Show Judge has been selected. The last BAD meeting was held the night before this meeting. This weekend she will be organizing each area for set up. Jack Bailey asked who was the financial trustee for BAD. Jerry Rowland stated that it was the Brownsville Yacht Club. There was some discussion by the Commissioners on the amount they were donating this year.

OLD BUSINESS

- a. Security Cameras – The cameras are up and running. The only thing left to do is have training. A time needs to be agreed on by the Commissioners. It did capture an employee on a boat launch with good clarity. When the date is decided a special meeting will have to be advertised.
- b. Dock Rebuild Update – The first six sections of C-dock are at the Port on the beach. The electrical and plumbing lines are installed. The pile driver will be at the Port on or about 29 September. There is a good plan to accomplish this dock replacement. It will start after Brownsville Appreciation Day.
- c. Boathouse compliance – Matt Appleton reported there are seven more boathouses in full compliance. Matt stated that we have about 10 left to go.
- d. Preliminary 2015 Budget - The Commissioners have been provided with an updated copy of the 2015 proposed budget. Since the numbers have not arrived from the county yet the Port Manager did not put together a power point at this time. As a reminder the county numbers generally do not arrive until late September or early October.
- e. Resolution 14-05 2015 Tariff. This will be discussed and voted on with the budget.



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- f. Resolution 14-07 – Modify Personnel Policy Manual Section Four (IV) Compensation – This is the second reading. The requested change to the last sentence of paragraph (3 a) were made. The decision will be deferred until the next meeting.

NEW BUSINESS

- a. Resolution 14-09 Modify Marina Rules and Regulations – this change to the rules and regulations was prompted because of a recent issue that came up in the marina. The rules and regulations were not clear as to what constituted Assault, Battery or Bullying. This change defines and clarifies the definitions as they apply to Washington law.
Section II Definitions – The words Assault, Battery and Bullying have been added.
Section III General User Regulations paragraph (G), items 1, 2, 3, 5, 6, and 7 have been modified.
Port Manager requested that the Port Attorney review the wording and recommend any changes.
- b. Security Contract – The current security contract expires 31 December 2014. Jerry will send out request for bids on 18 September 2014 with a closing date of 12 November 2014 at 1:00 PM.

PUBLIC COMMENT

Commissioner Bob Kalmbach made a motion to move the October Port Meeting from 8 October to 15 October 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 6:57 PM.

President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary