

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

May 10, 2017

CALL TO ORDER

Commissioner Fred Perkins called the regular session of the meeting to order at 6:03 PM. In attendance were Commissioner Jack Bailey, Commissioner Bob Kalmbach, Temporary Port Manager Matt Appleton, and Port Attorney John Mitchell. Note: Jerry Rowland retired as Port Manager on May 1, 2017.

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 12 April 2017 Regular Meeting minutes, 14 April 2017 Special Meeting Minutes, 17 April 2017 All Ports Meeting Minutes, 25 April 2017 Special 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: May 2017 voucher numbers 40860 through 40914 for a total amount of \$75,619.12. Also approved for payment was May 2017 Electronic Transfer voucher numbers 2017-35 through 2017-42 for a total amount of \$24,155.10.

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

Dennis Bryan was not in attendance but Matt Appleton read a report from Dennis. He stated that at the end of 3/31/17 the balance was \$900,472.80. Financial report is available upon request. Dennis reported in his statement that there will be an increase in the balance due to the recent bond received on 4/28/17.

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

He also explained in his report that the loss of income was due to the way calculations are made for the property tax per month instead of twice a year as in previous years. There will be property tax revenue in May or June.

INFORMATION, STAFF AND COMMITTEE REPORT

- a. Managers' Report – attached. Matt Appleton reported that the picture on the report was the parking lot during shrimping season (half day opening). Fred Perkins asked if there were signs that addressed the trash in the recycle bin. Matt stated yes and he was working with BREMAIR and they are delivering a new bin with new signs. Matt added that he did add a flyer to the newsletter addressing this issue. There was discussion on isolating the recycle bin from the trash bin. Jack Bailey proposed adding a fine to the Ports Rules for dumping trash in the recycle bin. Bob Kalmbach stated that it would be impossible to enforce this rule as it would take 24 hour surveillance. Bob suggested having a staff member checking the recycle bin occasionally for trash and vice versa. Matt said he would look into all these suggestions. Matt stated he wanted to generate more business for the Port now that construction of most of the docks was complete. He proposed advertising in the Northwest Boat Travel magazine. Jack Bailey said it would also be good to advertise in the Port's new website. Matt said he would add that to the training for new site. Fred Perkins asked when this training was to take place and Matt said he has not set that up yet but he will notify the commissioners when it is arranged. Matt stated that none of the advertising budget has been spent but the proposed amount is half of the budgeted amount and above Matt's spending limit. Bob Kalmbach made a motion to authorize Matt to go forward in advertising a 1/3 page ad in the Northwest Boat Travel Magazine. Jack Bailey seconded the motion and motion passed unanimously.
- b. Maintenance Report – Matt's Minutes – Attached. Matt did supply a spread sheet of Keyport maintenance time and costs. Bob Kalmbach said this did not need to be a monthly report and Matt replied it was not his intention to make it monthly.
- c. Commissioners Report – Fred Perkins said he had no report. Jack Bailey said he was at Kitsap Tractor for an unrelated subject but discussed the Port's new mower. The person said he was waiting on some authorization paperwork. Matt stated he has been calling him every 2 days and it should be any time now. He also reminded all that the WPPA Spring Meeting was next week and there will be a report on that next month. Jack Bailey said there is a financial meeting that was the same time as the Port meeting. Claudia Sharpe is going but Matt Appleton said he would not be able to attend due to the Port meeting. Matt also stated that he would be gone June 7 through June 10. Commissioners agreed to change the next Port meeting to June 13, one day before the regularly scheduled Port meeting. The financial meeting starts at 1 PM on Wednesday June 14.
- d. Standing Committee Report –
 1. Matt reported that good progress has been made on BAD 2017. The next BAD meeting is June 7 at 4 PM. Lauren Stangler stated she sent out 45 vendor letters on Monday. Bob Kalmbach stated he sent BAD pictures to companies that could provide items for goodie bags to the car show attendees. No word back so far. Fred Perkins asked if the Brownsville Yacht Club will be helping out with the financials and Matt replied that the board of the Yacht Club still needed to decide on this. Bob Kalmbach introduced Samantha who was at the BAD meeting and asked her to continue on that committee. She said she would be glad to continue.

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

2. Comp Scheme meeting to update for 2018 will be held June 12 but there was some confusion on the time. It was decided that it would be at 4 PM. If this is a conflict Matt will notify the commissioners.

OLD BUSINESS

- a. Boathouse Compliance – Matt Appleton reported that C-32 is still working on his boat house. C-7 has completed siding his boat house. C-13 will be refloated in June and has contract in place. C-25 will be refloated in June. That will leave just one boat house that needs to be updated. Matt requested taking this item off the agenda and only be discussed when there is some progress. Bob Kalmbach stated he would like to see it continued until the end of summer.
- b. Boat Launch – Matt reported that the Suquamish tribe has agreed to the proposal for moorage and the permit is in the hands of the Army Corps of Engineers for final approval.

Fred Perkins asked if there was any information about B Dock. He stated this should be under Old Business at future meetings. Matt said he did not have the information at this time other than the Revenue Bond has been received. Matt said his biggest concern was being able to cover the administrative duties and maintenance supervisor duties. Matt did add that the Port is hiring one more part time summer help. Bob Kalmbach stated he would like to see one more employee added. Matt said he would only need one more person for about 2 weeks so he did not see the necessity to hire for that short of a time period. Bob Kalmbach added that if Matt does fill the need to hire, do not hesitate.

NEW BUSINESS

None

PUBLIC COMMENT

Bob Kalmbach stated he would like to have a status report on how many boats are past due and when they were locked up, up for auction, etc. Matt Appleton said he would like to have the boundaries of this report. After some discussion it was decided to have the number of letters sent out for boat in arrears more than 60 days for moorage and lapsed registration.

Matt Appleton stated he would like to see in the future a method of knowing if a boat has complied with the rule of being able to get underway at least once a year. This was just a proposal for the future but no action at this time.

Ned Cook asked what is Matt's status as temporary Port Manager and how does he become permanent, does the position have to be announced. Jack Bailey stated he would get this information to Ned Cook.

EXECUTIVE SESSION

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

- | | | |
|----------------|------|-----------------------|
| a. Legal | None | RCW 42.30.110(1)(i) |
| b. Real Estate | None | RCW 42.30.110(1)(b-c) |
| c. Personnel | None | RCW 42.30.110(1)(f-h) |

CLOSE MEETING / ADJOURN

Commissioner Fred Perkins adjourned the meeting at 6:59 PM

President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary