

# **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

June 13, 2017

## **CALL TO ORDER**

Commissioner Bob Kalmbach called the regular session of the meeting to order at 6:02 PM. He explained that Fred Perkins, President of the Board, was unable to attend this meeting so he was presiding. In attendance were Commissioner Jack Bailey, Temporary Port Manager 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 Bob Kalmbach, motion was approved unanimously.

## **APPROVAL OF CONSENT AGENDA**

Consent agenda includes the 10 May 2017 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 2017 voucher numbers 40915 through 40992 for a total amount of \$189,091.61. Also approved for payment was June 2017 Electronic Transfer voucher numbers 2017-43 through 2017-49 for a total amount of \$17,498.77.

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

## **PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA**

None

## **PRESENTATIONS TO OR BY THE BOARD**

None

## **BID OPENING**

Jerry Rowland reviewed the bids received for pile driving. There were five bids received. All bid packages were complete. Lowest bid was Quigg Brothers Inc. Jerry Rowland said he would do his review and then award the contract accordingly.

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## FINANCIAL REPORTS

Dennis Bryan distributed the financial reports. He noted that this is end of April report, not May as indicated on the agenda. Bob Kalmbach stated this would have to be a correction to the agenda. He stated that at the end of 4/30/17 the balance was \$2,139,542.92. He said the bond was sold at a premium and came in at over \$1,000,000. Financial report is available upon request. Dennis added that the semi-annual property tax income had been received and is reflected in this report. Also, gas sales have been less than expected but added that for the month of May they have increased significantly. Dennis noted an error in his calculations and stated he would send an amended report to the Commissioners. Bob Kalmbach asked when the end of May financial report would be available for the commissioners to review. Dennis Bryan said he could have that to the commissioners by June 29. Jerry Rowland requested that the end of year report, 2016, and the MBA report be sent to him electronically.

## INFORMATION, STAFF AND COMMITTEE REPORT

- a. Managers' Report – attached. Matt Appleton reported that the Fire Department would be performing training with their crews in the marina so they would have a better understanding of the fire control system in the marina and how to fight fires there is required.
- b. Maintenance Report – Attached. Matt noted that the crew was not able to make it to Keyport this last month but they have been in contact with them for the requirements for the next visit, especially for the Keys to Keyport Paddle on June 25<sup>th</sup>.
- c. Commissioners Report –  
Jack Bailey reported on his attendance at the WPPA Spring Meeting at Suncadia. He noted that the attendance at these conferences had increased and the rooms were at full capacity. There was lots of information presented including climate change and how this concept now has wide acceptance. The marinas committee noted some marinas are not doing as well as Port of Brownsville and they are worried about getting their slips full. One topic was show is boating now. There was a round table discussion on the use of drones and how to handle meetings with topics that are controversial and have conflict. He added that there are a lot of grants available for marinas from all sources including federal. He suggested Port of Brownsville think of writing grants and the use of grant writers.

Bob Kalmbach reported he also attended the WPPA Spring Meeting and agreed there was a tremendous amount of information available, including grants for building trails and the fact that there was grant money left unused last year. He provided all this information to Matt Appleton. He said it was the best WPPA meeting had ever attended. He reported that as of June 1 marinas no longer have to accept boats being towed in by Coast Guard, the Sheriff's department or anyone. Bob thanked Jack for his dedication to the Port of Brownsville and he filed to run for the commissioner office again and is unopposed. Bob added that he did the health walk that was provided at the meeting. Jack Bailey added that this was the first time Eric Johnson had participated in the health walk.

- d. Standing Committee Report –
  1. BAD XII - Matt reported that good progress has been made on BAD 2017. There was meeting just before this meeting and the T-shirt design is complete, Dash Plaque design is complete and various companies that need notification have been verified. Jack Bailey stated the Peninsula sailing club and the Brownsville church will participate this year. Jack brought up concern over

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the car show taking up lots of parking space and there may be more cars this year. Marjorie Rowland said the only main concern was the donation needed for the food. If the Port of Brownsville does not get a donation then the Port will have to pay for the food which means less money for the schools. The amount needed is about \$1,500.

2. Comp Scheme meeting has been rescheduled to July 12<sup>th</sup> at 5:30 PM noting that this will be advertised for anyone that can attend. It was noted that the next All Ports meeting will be July 17<sup>th</sup> at 6PM. Bob Kalmbach requested that the next Port of Brownsville meeting be moved to July 19<sup>th</sup>. He added that he will be gone from June 22 through July 18. It was approved to move the Port meeting to July 19<sup>th</sup>. Jerry Rowland announced that there will be a special Port meeting on July 5<sup>th</sup> to open the bids and discuss the kayak ramp rebuild. Time will be determined based on Commissioner Fred Perkins availability. Matt announced he will be gone on vacation from June 25<sup>th</sup> through July 2<sup>nd</sup>.

## OLD BUSINESS

- a. Boathouse Compliance – Matt Appleton reported that C-32 is still working. C-13 is now in compliance. C-17 is now in full compliance. C-25 has received the new tubs for floating the boat house. Jack Bailey expressed concern over some of the tubs are too big for the size of the boat house.
- b. Boat Launch – Jerry Rowland reported that he and Matt Appleton had a meeting with John Piccone on Monday and decided that since the state has not approved the budget, which gives RCO the grant funds to give to the Port, it was decided to delay the Boat Launch until next year. It was decided to pursue the Kayak Ramp. Bob Kalmbach asked if the grant money was for the Kayak ramp. Jerry Rowland stated the Kayak Ramp was going to be funded 100% by the Port. Bob asked how much the Kayak ramp was going to cost, best guess. John Piccone said it would be a guess at this point but he could develop the numbers. Bob Kalmbach expressed concern over spending money on the Kayak ramp when the Boat Launch and the Main Pier was the priority and he was concerned there would be enough money for those 2 projects. Jerry Rowland stated he had provided to the commissioners some estimates for the all the projects proposed at this time. It also had some suggestions for getting all the funding for these. Bob asked when these funding proposals would have to be decided. Jerry Rowland said by November of this year. Bob pointed out that this report had projects that were not the highest priority. Bob Kalmbach said it was time for the Port to reduce costs and increase income for these projects. He said that he was not prepared to approve the proposed funding just to complete all the proposed projects in two years. Jack Bailey pointed out that it is estimated that property values will be increasing by 10% which means increase in property taxes. Dennis Bryan said that it would not be the amount of increase the Port is looking for to complete all these projects. Dennis Bryan said the Port still had bonding capacity of \$900,000 which is not enough but it is a consideration. He also stated the Port could get a conventional loan but this would mean an interest rate that would have to be considered. Jack Bailey said there was still a proposal to allow Ports to loan money to other Ports but this was not going to be approved this year. Bob Kalmbach said it is time for the Port to get additional revenue and cut expenses, and pull back from spending which means to not do the Kayak ramp until the Port knows the funds are available. John Piccone noted that the permits that are in place are good for 3 years. Jack Bailey asked if the Kayak ramp was part of the mitigation. John Piccone said no but there was rock removal that was and it was associated with the Kayak ramp. Bob Kalmbach said he knew that an extension could be requested for the permits. Jack Bailey expressed concern over making a decision on the Kayak ramp without Commissioner Fred Perkins input.

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Bob Kalmbach called for a vote on whether the Port should proceed with the Kayak ramp this year or delay it until next year. Bob Kalmbach voted to not build the Kayak ramp this year and delay until next year. Jack Bailey voted to delay the Kayak ramp until next year. Kayak ramp has been delayed until next year. The meeting on July 5<sup>th</sup> has been canceled.

## NEW BUSINESS

- a. Tariff – This was presented to the commissioners for review, first draft. Bob Kalmbach stated he noted that slip D-76 is too narrow for a boat but it would be good for canoes and kayaks. He requested that kayak storage racks be built there out of wood and then a storage fee be added to the tariff for this service. Jack Bailey asked if the Port of Poulsbo has been looked at for what they have for Kayak storage. He added Bremerton also had several places for canoe and kayak storage, as well as dinghies. Jack Bailey said he wanted to get the Port rules codified by the county so the Port can do like Manchester and give tickets for parking. This would generate revenue and straighten out the parking situation.
- b. Boat Report – This is the first report to the commissioners informing them what boats have expired registrations and which ones have non-payment status. On this report 8 boats have expired registrations and 4 boats have non-payment status. The boat in B-27 is now owned by the Port. Jack Bailey mentioned that boats will now require a 12 digit number similar to what cars have.

## PUBLIC COMMENT

Matt Appleton presented a Call Centric Company proposal for saving the Port telephone costs. The original outlay of money would be more than current monthly cost but in 6 months that cost would be recouped in the new monthly amount. Marjorie Rowland pointed out that when there is an emergency, such as an earthquake, the cell phone and wireless services are not available so there may be a chance with this new service of not having communication during emergency situations. Matt Appleton said he would research this and give a follow up report.

Jerry Rowland said he had a question from the All Ports secretary on whether the Port of Brownsville was going to have a barbecue prior to the July meeting as they have done in the past. Bob stated he will not be present for this year's meeting. It was decided to contact Fred Perkins since he is the one that provides the food. Jack Bailey said he would contact the All Ports secretary to poll how many people were planning on attending.

Ned Cook thanked the Port for putting the sign back on Waterloo. He also asked if the fire department having fire fighter training at the Port would help with insurance costs. Jerry Rowland noted that this is not one of the items the insurance companies give you a price break. Only proximity to fire stations and fire hydrants. Matt added that they are talking with the insurance company about other things and will ask about this.

Jack Bailey asked John Piccone (SEALASKA) if the Port chose to do the Main Pier first before the Boat Ramp if it would interfere with the new placement of the Boat Ramp. John replied yes and the two projects should be done together. It would be more expensive to do the two projects separately.

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## EXECUTIVE SESSION

- |                |      |                       |
|----------------|------|-----------------------|
| 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 Bob Kalmbach adjourned the meeting at 7:53 PM

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President / Commissioner

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Secretary / Commissioner

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Commissioner

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Recording Secretary