

PORT OF BROWNSVILLE

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

Commissioners:
Bob Kalmbach
Jack Bailey
Fred Perkins

May 16, 2018

CALL TO ORDER

Commissioner Jack Bailey called the regular session of the meeting to order at 6:03 PM. In attendance were Commissioner Fred Perkins, Commissioner Shaun Nye, Port Manager Matt Appleton, and Port Attorney John Mitchell. Port Accountant Dennis Bryan was excused.

PLEDGE OF ALLEGIANCE

Commissioners led pledge of allegiance.

APPROVAL OF AGENDA

Jack Bailey said he would like to add item 10 b. under New Business for logging on adjacent property to the Port. Fred Perkins made a motion to approve the agenda as amended. Shaun Nye seconded the motion and it passed unanimously.

APPROVAL OF CONSENT AGENDA

Consent agenda includes the 10 April 2018 Regular Meeting minutes, 28 March 2018 Special Meeting, 24 April 2018 Special Meeting minutes and 1 May 2018 Study Session 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 2018 General Fund voucher numbers 41571 through 41635 for a total amount of \$99,613.65. Also approved for payment was May 2018 Electronic Transfer voucher numbers 2018-35 through 2018-44 for a total amount of \$17,823.17. Motion made by Commissioner Fred Perkins to approve consent agenda. Motion was seconded by Commissioner Shaun Nye. Motion was approved unanimously.

PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA

Marjorie Rowland gave a report for Kitsap Maritime Heritage Foundation since the Executive Director, Jonathan Thomas, was working. She stated that the April 14, 2018 Volunteer Recognition and Fund raising event was a success and made some money. Also money was received during the Kitsap Great Give on April 24. She also informed the Commissioners that a plan was being developed for a battle sail between Silverdale Chamber of Commerce and Bremerton Chamber of Commerce during the Lady Washington and Hawaiian Chieftain visit to the Port of Brownsville. She stressed that it was just in the planning stage so details were not available.

Carolyn Thomas asked when the Battle Sail is happening and Marjie Rowland replied when the vessels were at the Port which is in August. Matt Appleton said it is scheduled for August 7 & 8.

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PRESENTATIONS TO OR BY THE BOARD

None

FINANCIAL REPORTS

Port Accountant Dennis Bryan was absent so Matt Appleton gave the monthly reports. He read the March 31, 2018 end of month financial report and the balance was \$1,532,205.04. Financial report is available upon request.

Jack Bailey noted that fuel sales have increased as compared to last year.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached. There was a report of theft of books out of the laundry room. Carolyn Thomas noted that the local Girl Scout troop from Brownsville Elementary donated books to replace them. Matt Appleton said a local resident donated three boxes of books. Carolyn Thomas said that the bad event of theft turned into something good from the community. Fred Perkins said he would like to know what Girl Scout troop so the commissioners can thank them. Carolyn Thomas said she would get that information. Matt Appleton said he would send a thank you to the person who brought the boxes of books.
- b. Maintenance Report – Attached. Matt Appleton gave the report which Jai Tew wrote. Ned Cook noted that the number decals for the docks have been installed. Matt gave the first report on the Illahee Marina report. He noted that they have a lot of items that are a result of deferred maintenance. First thing the staff will do is the lights.
- c. Commissioners Report –
Shaun Nye reported on his attending the WPPA Spring meeting. He stated he learned that a lot of ports are using communication tools to know how the port is doing. He noted that there were differences between public and commercial ports. He learned a lot at this meeting.
Jack Bailey said he attended the WPPA Spring meeting. He said there was information on work force development which is a condition throughout. The recommendation is to use the work study or intern programs for work force development. Jack Bailey said he would like to see something for marina/port employees in local schools. He said interns with mentors is another way to develop work force. Other items were boating surveys and privatizing marinas. The speaker was in favor of turning operation of marinas over to private companies. Jack Bailey asked this speaker questions about how this would work with public ports that have agreements and restrictions with other agencies. Jack stated that there was also discussion of sharing a work force between the ports such as Port of Brownsville is doing with Keyport and Illahee. He said that the cities need to work with the ports to make them successful. Jack said that it was discussed at this meeting that the federal accounting guide of GATSBY is changing so fast that even the experts can't keep up with it.
- d. Standing Committee Report – Matt Appleton stated the first BAD meeting is scheduled for May 23 at 5 PM. Location will be determined later. He added that some items have already been accomplished such as Merry Makers, vendors and donations. T-shirt design is complete and at manufacturer and dash plaques are ready to be sent to manufacturer. Matt said the T shirt design was the winner of last

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year's art show winner. Carolyn Thomas asked if the T shirt design was aesthetically pleasing and Marjie Rowland replied yes.

OLD BUSINESS

- a. Boat Compliance list – Matt Appleton gave the report in detail but not many changes from last month. He noted that one will be turned over to collection agency. Also, one of the boats has no name or WN number to find out who owns the boat. The phone number the Port has is getting no reply. Jack Bailey suggested sending a text message. Matt said he would try that.
- b. Boat Launch Update - Matt Appleton said that the Port has the Army Corps of Engineers permit. He said the bid packages are now available and went out for bid that day. There have been 5 companies request bid packages. Matt said all the designs are finalized. He said the bid opening will be June 6 at 6 PM and it will be a special meeting.
- c. Brownsville Yacht Club Lease – Matt said he has highlighted the changes in the lease from the previous one. He said that the Rental house lease went up 9.8% and the Yacht Club Lease will be going up 9.6% for a total of \$46.02 a month. Fred Perkins asked when the last raise was for the base rate to the Yacht Club. Matt Appleton said it was 10 years ago. Shaun Nye made the motion to approve the Brownsville Yacht Club Lease. Fred Perkins seconded the motion. Ned Cook asked if the Port could release the information on how much the lease was. Matt Appleton said yes and Jack Bailey said it was public record and can be obtained from the Port office. Fred Perkins added that the Yacht Club does things for the Port and the community and he wanted that understood. For that reason any raise should be reasonable and this is. Jack Bailey said that if anyone thought the raise was too low all they had to do was look at what the Yacht Club does for the Port and community. This includes special events and good will that they do. John Mitchell said you could also use the calculation of days of occupancy compared to the lease amount. Motion passed unanimously.

NEW BUSINESS

- a. Resolution 18-06 Modify Personnel Policy for Sick Leave. Matt Appleton explained the recent change by the State of Washington to give all employees sick leave based on how many hours they work. He said the Port Attorney has reviewed this and it is approved by him. Matt Appleton said he can't hire any summer employees until this has been approved. This is the first reading and can wait until next meeting. Shaun Nye made a motion to waive the second reading and approve Resolution 18-06. Fred Perkins seconded the motion. Jack Bailey stated the motion should be for moving the resolution forward by waiving the second reading. Motion was modified and approved for waiving the second reading. Fred Perkins made a motion to approve Resolution 18-06 as written. Shaun Nye seconded the motion. Jack Bailey said that the Port may need to hire summer help sooner than expected. Motion approved unanimously. Jack Bailey stated he broke up the motions due to recommendation to not have too many items in one motion.
- b. Logging on Adjacent property to the Port – Jack Bailey recessed the meeting for 5 minutes to confer with the Port Attorney. Meeting was recessed at 6:55 PM. Regular meeting was reconvened at 7:00 PM. Jack Bailey said that after discussing with legal counsel in regards to the use of Port property it was advisable to lease the Port property to the adjacent property owners. This way they are

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responsible for the entire period of time for any permits, environmental concerns, damage and insurance. Jack Bailey said this is the same property the Port wanted to buy a few years ago but one of the owners was not willing to sell. Jack said he was not sure what the intended use of the property was after logging but there is a stream the county has designated as a fish stream. Jack Bailey said it was up to Matt Appleton to negotiate the lease terms. John Mitchell said he would help with this but needs the legal description of the property. Matt said he would provide that. Shaun Nye added that the lease should state that the property has to be in the same condition when the lease is complete as it was when started. Jack Bailey discussed the value of the trees that were being proposed for logging. Shaun Nye asked if the trees to be logged are on the Port property. Jack Bailey said the property line is not known, only the fence that has been in place for years. John Mitchell said the fence is the property line due to the time period it has been in place. Jack Bailey said this item could be on the June 6 Special Meeting. Fred Perkins agreed with this and Matt said he would add it to the agenda for that meeting. Carolyn Thomas wanted to know who would monitor what trees were being cut. Matt Appleton said he would. Jack Bailey noted that the father of the current owners of that adjacent property was an original board member at the Port of Brownsville and the longest serving board member.

PUBLIC COMMENT

Matt Appleton presented to the Commissioners the design of an automatic pay machine. This is for boat launch but can be used in other areas in the future. He requested the commissioners to review this and it could be discussed at a later date. Jack Bailey stated that it has been reported that these machines have increased income for other ports, such as Port of Allyn and Port of Manchester. It also lessened the burden for the monthly moorage payments. Carolyn Thomas reminded the commissioners that the personal contact and interpersonal relationship that the boaters have with the Port staff is important to keep. Matt Appleton said that is not going away. Jack Bailey said that it is hectic in the office the first 10 days due to moorage payments. John Mitchell questioned the possibility of theft from these machines. Matt Appleton said they were similar to ATM machines, which rarely are stolen from.

Jack Bailey said not only was the automatic pay machines discussed at the All Ports Meeting but also automated banking such as payments being made electronically and wages being deposited electronically. There is a program specifically for the State of Washington (BIAS) which could benefit the Port in these automatic transfers and deposits. This also helps with people that don't bring cash.

Fred Perkins stated that now that the Port knows the boat launch may be under construction and not available for use, the public needs to be notified now. Jack Bailey agreed and Matt said he would take care of this.

Fred Perkins stated that the WPPA Financial meeting is June 13th and that is also the date of the next Port meeting. He proposed moving the Port meeting to June 12th. Carolyn Thomas stated that the Brownsville Yacht Club meets the second Tuesday of each month which is June 12th. She said it could be changed.

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Fred Perkins said the Port meeting can be held at the old Fire Hall. It was agreed to have the June meeting on June 12th.

Ned Cook asked if it was possible to post about the boat launch closure as soon as possible. Matt Appleton said that there would be a sign out there and it will be on the web site. Fred Perkins stated to be cautious because part of the launch will be open. Matt said after the June 6 meeting there will be more details to be communicated. Jack Bailey added that the pavement will also be replaced during this time.

Jack Bailey said that the July meeting will also be a problem at the current date and suggested to move it to July 18th. Everyone agreed to change the July meeting date to July 18th.

Fred Perkins said there is a Commissioners Seminar July 22nd through 24th. Fred said he would be gone for work July 23rd through July 28th. All dates work well with the July 18th Port meeting date.

EXECUTIVE SESSION –

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|----------------|------|------------------------|
| a. Legal | None | RCW 42/3-/11-(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

Meeting was adjourned at 7:25 PM.

President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary