

# **PORT OF BROWNSVILLE**

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

## **Commissioners:**

Shaun Nye  
Jack Bailey  
Fred Perkins

June 12, 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, Port Attorney John Mitchell and Port Accountant Dennis Bryan.

## **PLEDGE OF ALLEGIANCE**

Commissioners led pledge of allegiance.

## **APPROVAL OF AGENDA**

Jack Bailey made an announcement that the meeting was being recorded and that the rules of Public Comments would be followed. Shaun Nye made a motion to approve the agenda as amended. Fred Perkins seconded the motion and it passed unanimously.

## **APPROVAL OF CONSENT AGENDA**

Consent agenda includes the 16 May 2018 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 41636 through 41681 for a total amount of \$83,095.57. Also approved for payment was May 2018 Electronic Transfer voucher numbers 2018-45 through 2018-52 for a total amount of \$13,342.73.

Motion made by Commissioner Shaun Nye to approve consent agenda. Motion was seconded by Commissioner Fred Perkins. Motion was approved unanimously.

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

Ed Wurden stated that in the last year and a half there has been tremendous effort put into two projects; one being the IDD and the other the boat launch ramp. He said anytime an organization goes out for technical assistance there is two things they should do. The first is to describe the project to the best of their ability and the reason they are going for technical assistance is because they do not have the technical knowledge themselves. The second thing is to insist from the technical group whether it is financial or mechanical that the technical group provides alternatives to the organizations thoughts. It's obvious the people asking for technical assistance don't have all the technical expertise and they should say very definitely, give us alternatives to our thoughts. That's the obvious thing to do. He continues to discuss the IDD and the lessons learned. He inadvertently heard about the IDD in September and went to the Commissioners meeting and heard at that time that the commission was going to approve a 2 million dollar third loan to replace A Dock, no repairs, replace that access pier to the Main pier with no inspection

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of the pilings which he did later and do dredging. He said all of these things should be done some day. He stated he did not see any alternatives presented to these projects such as repairs. There was considerable input at that meeting and the decision was delayed until the October meeting. At that meeting there was more public input and the decision was delayed until November meeting. At that meeting the commissioners decided not to proceed with the IDD. He quoted Fred Perkins as saying "It was a bad idea". He stated that A dock was described as crumbling but he said it is not crumbling and is the best dock the Port has because it is concrete. They are far stronger than any aluminum dock. He said he checked the pilings on the access pier with a hammer as demonstrated at earlier meetings and that type of inspection should have been a requirement prior to proposing to replace that access pier. Lesson learned: the Port should do better in the future. He then addressed the dredging and showed the commissioners a drawing of the Port docks with measurements and showing the paths in the middle of the channel. One of the notes says one of the piers should be moved and Matt Appleton said he was going to do that. Greg Faulkner did a measurement in front of the gas dock and that is the only reference to any previous dredging results which cost \$90,000 and the permits cost \$92,000. The measurement at that time was nine feet at zero tide and it is the measurement he made was currently was the same. He said that the IDD should have given that type of information so the public would think the Port knew what they were doing. Lessons learned again. He then went on to discuss the boat launch ramp. He said that it is estimated to be \$750,000 to demolish and build a new one and moving the floating pier. His question was what is the most expensive part of that project? It is not the concrete or the installation of the concrete. Jack Bailey requested Ed Wurden to wrap up his comments and to address the chair of the Commissioners. Ed stated he has five other people that wanted to speak but he would wrap up his comment. He said he watched the previous installation of the present panels was done in 3 days with a fork lift. He then discussed the traction on the ramp which are one inch apart and ones on the drawing for the current design are two inches apart which is less traction so he asked why they are that far apart. Jack Bailey said because the engineers designed it that way. Ed questioned that distance since there are still trucks that skid on the current one inch distance. He then presented a drawing of what the engineer should have designed and it would have cost only \$300,000. He questioned why the commissioners are going ahead with the current design and plan. Jack Bailey said Ed's time was up and the commissioners were there to listen to all public comments, not answer questions. Jack Bailey thanked Ed for his comments.

Frank Wurden stated he spent part of the day with Ed Wurden and discussed the drawings of the boat launch ramp with the commissioners. He built a model to demonstrate how it would work and it works perfectly. He said that it is at least a possibility and would save money. He said that it seems like a reasonable idea.

Julie Jablonski discussed that with the commissioners that it is never too late to review where you are at in the project and not be tied to original idea if there are better alternatives. She requested that the commissioners keep an open mind and consider another possibility regardless of who did it or who discussed it. She requested the commissioners talk to the engineers about the alternatives. She reminded the commissioners that she volunteered her services as a financial manager and has not received a phone call. She thought the commissioners could use help from the community on items they are not experts on.

Frank Wurden made a comment that the model presented work very well.

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

Jack Bailey introduced Roy Whipple who is president of Northwest Parking Equipment in Seattle and Ben Tech. He distributed some pamphlets about equipment to electronically pay for moorage. He said the Port of Kingston, the Port of Manchester and the Port of Everett, Port of Bellingham, Port of Longview and the Port of Allyn use this equipment as well as many other customers. The reason most of these have gone to automated systems is because customers want to use credit/debit cards and accountability of tracking the use of the facility. Their equipment can take cash and give change as well as cards. Those customers changing over to automated payment systems have reported increased revenue of at least 25%. The equipment is PCI compliant and they provide direct interfaces with current financial system and they do not take any profit from the use of credit/debit cards. Their software allows the Port to see all activity for the day or per transaction. The majority of equipment is being used for parking, moorage and camp sites. There is also the option to pay by footage and pay for one day or one month or whatever the customer chooses to pay. They recently did a special application for the Port of Kingston and that was to pay by location or length of the slip. Jack Bailey asked if the company sent a daily report to the Port. Roy replied that the system is wireless and every transaction is recorded immediately and the Port has access to that program. All machines can be updated wirelessly. The company does all the set up and doesn't leave until it is operating correctly. He added the Port can also check with their bank to make sure the transactions are going through. If the Port does want to do cash there is that option with a lock box where the Port can remove the cash money. He added that this has proven to be a security risk handling large amount of money. He added there has never been a machine broken into that does not take cash. Electronic payments are the way of the future. Jack Bailey asked if the company could use this system for other charges such as monthly rates. Roy said he was not sure if this was possible since a name would have to be entered but he could do it by slip, but he would have to research it more. Shaun Nye asked about the maintenance of the machines. Roy said the maintenance is very minimal especially if they are not taking cash. He said solar is an option and works in the Pacific Northwest but is an additional cost and requiring a battery. Roy said the machines are very simple and American made. Fred Perkins asked about warranty and Roy said it is one year parts and labor. He said if something is going to wrong it will be in that first year. Matt Appleton said he was going to meet with Roy Whipple and see exactly what needs to happen to install this system. John Piccone asked what the physical size of the equipment was and Roy replied it is five feet and high, 18 inches deep and 18 inches wide and sits on a 5 inch pedestal. It is in the brochure. Jack Bailey asked about leasing the equipment and Roy said that was possible but they go through a separate leasing company. There is a \$95 a month fee for this equipment. There is also the credit card transaction fee that the Port is paying now. Julie Jablonski asked what the life cycle was on the equipment. Roy said it is hard to say but the equipment can be updated and there is no mandatory replacement time. Julie Jablonski asked if the company could provide purchasing versus leasing information for 7, 9 and 10 years. Jack Bailey said that the Port did not require that kind of information. Jack thanked Roy for coming to the meeting.

## **FINANCIAL REPORTS**

Port Accountant Dennis Bryan stated that he has provided several reports one of which is the one that is filed with the State of Washington, which is the annual report the auditing department gets. He added that at the end of the last audit and due to changing to cash accounting he asked for assistance to make sure the reports were accurate. The Audit department said they don't do that but she did give him a name of

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someone who did help him. That person did review it and said it appeared to have all the information. The report is a cash basis report. As of April 30, 2018, the balance was \$1,699,107.70. He added that there was information from the audits that had to be corrected and the CPA firm did not charge for correcting those findings. The Financial Report is available upon request.

Jack Bailey said he appreciates the reports that Dennis provided and he reminded him that the State Audit office now has a designated liaison for Ports since they were having so much trouble with complying with State requirements due to being different from other government agencies. Jack added that the increase in expenses was also due to engineer fees for changes in the boat launch ramp modifications from public input.

## INFORMATION, STAFF AND COMMITTEE REPORTS

Fred Perkins made a motion to move item 9b (Old Business – Boat Launch Ramp) to 8 prior to Manager's Report. Shaun Nye seconded the motion and motion passed unanimously.

- a. Boat Launch Ramp – John Piccone reminded the commissioners that he does not charge for his attendance at the commissioner meetings. Matt Appleton said he and the engineer, John Piccone, met with Quiggs Brothers and they are the qualified bidder for the boat launch contract, everything being in order. The only unknown is if they can meet the time schedule with availability of material. All of the permits look like they will be approved with the modifications that were presented. He stated that the bid for the project was over the amount that the RCO had approved to give the Port. With the additional engineering costs and the one year delay due to State budget approval he and John Piccone will have a discussion with RCO to see if they will add some money to the request. Fred Perkins asked how much the project over what the RCO grant is giving. Matt replied about \$84,000. John Piccone added that the permits are for the whole project not just boat launch ramp and they are good for 5 years. This is just considered phase 1. Matt Appleton asked the commissioners to approve the lowest bidder, Quigg Brothers, and award the contract to them. John Piccone the period to determine if they are responsive and within 7 days the company would have to provide for all of the information provided to make sure they can complete the contract. John said the commissioners would be approving the lowest responsive bidder and then there would be 7 days to determine if they are responsive. He said the key word is the word “responsive”. Shaun Nye made a motion to award the contract to the lowest responsive bidder based on the contract requirements to Quigg Brothers and give Matt Appleton authority to proceed or stop if not responsive. Fred Perkins seconded the motion. Motion passed unanimously. Ned Cook asked if there are any time constraints as to when the other projects that are on the permits have to be completed. Matt Appleton said in 5 years and then extensions can be requested.
- b. Manager Report – Attached.
- c. Maintenance Report – Attached. Brownsville – increase in yacht club visits. Jack Bailey asked for a schedule of the Yacht Club visits. Keyport – changed out a power pedestal. Illahee – getting ready to work on lighting system and trying to design a safe light system. Jack Bailey asked for information on the RV requests and who are staying. Matt Appleton said he turn down about 2 a week explaining that it is not part of the Port district of boat club. Jack stated he was looking at trying to gauge the RV demand the Port receives. Jack Bailey said the Port needs to come up with rules on what the RV users need to do.

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- d. Commissioners Report –  
Fred Perkins said he had no report but would next month.  
Jack Bailey stated Fred would be attending the financial seminar with Matt Appleton and Claudia Sharpe. He says what he has learned is it has changed a lot. Jack said he was interested in what affect the electronic deposits and payments would do to the Ports operation.  
Shaun Nye said he attended the BAD meeting but left his notes at home. He will make comments during the committee report.  
Jack Bailey said he will be gone for vacation but will return before the next Port meeting.  
Jack Bailey announced that there will be an All Ports meeting on July 30<sup>th</sup> at the Port of Brownsville. Also there will be a WPPA Commissioners seminar at Suncadia on July 22 and he will be attending that and so will Shaun Nye.
- e. Standing Committee Report – Matt Appleton stated the Merrymakers and the schools are lined up for entertainment. There are some vendors that have signed up. He is looking for someone to send out vendor letters and more donations for art prizes and food. He is also looking for a new sound system person. Jack Bailey stated he was willing to give half of his monthly salary and the other commissioners agreed to the same amount. This would go to the art show. Shaun Nye noted that there was more need on the donation for the food. Jack Bailey asked if there were was any contact with the Car Club and Matt replied that they have picked up flyers and it is on their schedule.

## OLD BUSINESS

- a. Boat Compliance list – Matt reviewed the list and 2 were eliminated due to being compliant and one was cut up. No other changes. There was some discussion on overdue payments and collection agencies and changing the guest moorage to include the entire time period of occupancy. Jack Bailey asked if there have been any complaints about any Boat Houses and Matt said none recently. Shaun Nye asked if the boat fenders were the responsibility of the owners of the boat house. Matt Appleton said that the Port provides the fenders but the owners are responsible for attaching them. Commissioners asked Matt to send them the Boat House rules and regulations got review. Jack Bailey asked if the hours spent are recorded for cutting up the boats. Matt said this is part of the derelict vessel information that is provided to get reimbursed for the expenses.
- b. Boat Launch Update – Already reported under Information, Staff and Committee Reports

## NEW BUSINESS

None

## PUBLIC COMMENT

None

**EXECUTIVE SESSION** – Jack Bailey recessed the regular session at 7:42 PM for 3 minutes then the executive session will convene at 7:45 for 15 minutes.

- |                |      |                        |
|----------------|------|------------------------|
| a. Legal       | None | RCW 42/3-/11-(1) (I)   |
| b. Real Estate | Yes  | RCW 42.30.110(1) (b-c) |

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c. Personnel                      None                      RCW 42.30.110(1) (f-h)

Executive Session was adjourned at 8:00 PM with no decisions made.

**CLOSE MEETING / ADJOURN**

Meeting was adjourned at 8:02 PM.

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President / Commissioner

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Secretary / Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Recording Secretary