



Port Of Brownsville

9790 Ogle Rd • NE Bremerton, WA 98311
Office: 360-692-5498 • FAX 360-698-8023
pob@portofbrownsville.org

Commissioners:

Bob Kalmbach
Jack Bailey
Fred Perkins

July 19, 2017

CALL TO ORDER

Commissioner Fred Perkins called the regular session of the meeting to order at 6:00 PM. In attendance were Commissioner Jack Bailey, Commissioner Bob Kalmbach, Interim Port Manager Matt Appleton, Contract Manager Jerry Rowland, Port Attorney John Mitchell and Port Accountant Dennis Bryan.

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 13 June 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: July 2017 General Fund voucher numbers 40993 through 41060 for a total amount of \$255,942.30. Also approved for payment was July 2017 Electronic Transfer voucher numbers 2017-50 through 2017-57 for a total amount of \$28,341.93.

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

PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA

Fred Perkins apologized for missing last meeting.

Matt Appleton reported for the Brownsville Yacht Club and they will handle the money for this year's Brownsville Appreciation Day. Also Haunted Harbor will be the Friday before Halloween.

PRESENTATIONS TO OR BY THE BOARD

None

FINANCIAL REPORTS



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Port Accountant Dennis Bryan provided the May 31, 2017 end of month financial report. As of May 31, 2017 the balance was \$2,168,738.91. Financial report is available upon request. There have already been major expenses in June and July for the Dock 'B' rebuild.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached. Jack Bailey asked if the Fire Department was happy with the training they did at the Port of Brownsville. Matt Appleton replied they are extremely happy and think the Port is ahead of others in firefighting capabilities. Bob Kalmbach asked how often Ms. Nug is operated for firefighting capabilities. Matt Appleton replied once a year.
- b. Maintenance Report – Attached.
- c. Commissioners Report –

Jack Bailey reported he chaired the Comprehensive Scheme meeting and there was progress made on reviewing the current Scheme. This is on the agenda and will be discussed in more detail there. He said he was going to attend the Commissioner's Seminar next week. He commented that it appeared the goose problem was under control. Jack added that he participated in the Peninsula Sailing Club "social sail" with 6 club boats and 2 private boats sailing.

Bob Kalmbach said he has just returned from vacation and he noted a handle on one of the docks he visited in North Dakota that helps people getting out of their boats. He will share the design with Matt Appleton.

- d. Standing Committee Report –

BAD XII – Committee Meeting was held on June 13. Matt thanked SEALASKA for donating \$1,200 and John Piccone for donating \$200 to help with the cost of the food. This will allow the Port to give more money to the local schools. Bob Kalmbach said he did hear from Alderbrook Inn and they were not donating this year. Jerry Rowland said there will be Port of Brownsville fidget spinners in the Car Show goodie bags this year. US Lighthouse society will also be donating items for the goodie bags. Ned Cook asked if there was any word from the Suquamish Tribe on the grant money requested. Jerry Rowland said there was no notice in June which meant no money.

Comprehensive Scheme – Committee Meeting was held on July 12, 2017. Jack Bailey said progress was made in reviewing the priority items. Next meeting date was under review. At the next meeting the new ideas will be discussed as well those items completed will be removed. Jack Bailey said he brought up the issue of the entrance to the Port such as signs missing so people will not just drive by and not know the Port is there. Bob Kalmbach stated he was sure there would be more detail when the Comprehensive Scheme was completed.

Jack Bailey brought up that the next meeting date of August 9, 2017 is not good since he will not be able to attend. He proposed moving it to August 16, 2017. Bob Kalmbach said that was a better date for him and Matt Appleton added that is a better date for the Port for signing checks. Matt added that the Administrative Assistant, Claudia Sharpe, is taking a vacation the week of August 14 so that was



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another good reason to move the date. He added that no bill paying or salary will be late. Commissioners agreed that this was an acceptable plan and the next Commissioner's meeting will be on August 16, 2017.

OLD BUSINESS

- a. Boathouse Compliance – Matt Appleton reported that C-17 is now in full compliance. Jack Bailey noted that the boat house that is missing all the tin will be dangerous in a wind storm because the remaining tin could fly away. Matt Appleton said he would notify the owner and suggest he improve the siding.
- b. Boat Launch – Jerry Rowland reported that the RCO Grant was approved for this project and the State has passed the budget but RCO does not know the dollar amount they will be getting from this budget. This project is on hold until 2018.

Jerry went on to report on the remaining contracts. Kayak ramp is on hold, A dock is on hold, the main pier is on hold and the dredging is on hold until a funding source is identified. B dock is in progress. The staff is doing the plumbing and electrical. There have been many trips to Anacortes to make sure the docks are built to the Port's standards. Finger piers will be on site by the end of August. The piling contract went to Quigg Brothers and they plan on doing piling installation starting 1 August. He gave a report of supplies and materials on order and delivered. Jerry Rowland said he would be glad to invite Jim Blumenthal to the next meeting to discuss the possible funding sources. Industrial Development (IDD) is a possible source. Bob Kalmbach said he was against an IDD and he has said so repeatedly. Fred Perkins asked what the tax rate is for Port of Brownsville. Jerry Rowland said it was 27 cents per thousand and the IDD will raise it 17 cents per thousand, which means it will go up to 44 cents per thousand. Jack Bailey noted that the projects needed at the Port of Brownsville cannot be completed without additional funding. He said the ideal situation would be the dredging would come out of federal taxes. Jerry Rowland said recreational marinas were very low on the list of priority for this federal money. John Mitchell stated 5 years ago the law changed about having a dangerous situation and needed to be rectified, such as the pond by the parking lot which needs a fence. Bob Kalmbach asked why so many of the ponds were being beautified and fences torn down. Jack Bailey stated he thought they were changing them to filtration ponds rather than retention ponds which have different rules. Fred Perkins said to put on next month's agenda a visit from Jim Blumenthal to discuss funding sources.

- c. Boat Compliance list – Matt Appleton reported on boats that did not have current registration and those that were behind in payment. He said the first person on the list has removed his boat from the marina. He reviewed the current status of all of those on the list. Bob Kalmbach asked if there was a point in time when the Port could remove the boat from the slip and secure it in the bay. John Mitchell said it is a risky thing for the Port to do. Jerry Rowland asked John Mitchell for those boats that did not meet a state requirement (registration). John Mitchell replied that the Port has no obligation to collect that State tax, nor do they need to notify the State of non-compliance. Jerry Rowland said the rules and regulations state the tenant must be in full compliance which means they



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have to have current registration. If they don't, a \$10 fee can be collected. Ned Cook said the state now puts BIN (Boat Identification Number) numbers on all boat titles. Part of that is to have a BIN on the boat. If the boat is not in compliance with this, how will the Port handle this? Matt Appleton said the Port is not the police and if they have current registration that is an indicator they have the correct BIN. It was suggested that military status should be on the application because late fees and other penalties cannot be charged for military personnel on duty.

NEW BUSINESS

a. Tariff – Kayak Storage Matt reported that his investigation showed the fees for kayak storage ranges from \$20 to \$80. He added a fee to the tariff which is \$3/day or \$30/month. Fred Perkins asked who is responsible for theft. John Mitchell said it could be in the lease agreement. Jerry Rowland said he would make the lease agreement similar to the current slip lease with a hold harmless clause. Fred Perkins asked when this would be in effect and Matt replied the first of next year. Marjorie Rowland brought up that in the past when a tariff was applied some consideration was given to Port residents for a lower rate. She asked the commissioners if they wanted to consider this for this tariff. Bob Kalmbach stated that he has been considering a fee to those people who live outside the Port. Port residents pay taxes but those outside the Port do not, so a fee should be charged to compensate. John Mitchell said he was not aware of Washington State ruling on this but for federal money/grants this practice would not be allowed. All US residents pay taxes which some of those federal taxes go to the states. He said he would research Washington State. Jerry Rowland said the Port has no federal money at this time. John Mitchell said he would report on the legality of this. Jack Bailey said he thought this would be hard to enforce. Bob Kalmbach said this should be tabled until we know the legality. He added he is always looking for additional revenue. Marjorie Rowland stated her comment was directed at the Kayak Storage Fee. Commissioners stated it applies to many different tariffs so they will wait until the legality is determined. Jack Bailey noted he did not see the batting cage tariff fee. It could not be located so Matt said he would research it more since it was added last year. Jack Bailey also noted that dinghies are now being replaced by kayaks and he questioned whether dinghies were being charge storage fee. Matt Appleton replied the tenant is not being charged as long as the dinghy fits in the space they are renting (square footage). This item will remain on the agenda for next meeting.

b. Resolution 17-10 bad debt write-off – Jack Bailey moved to dispense with the second reading of this resolution and proposed it for passing. Bob Kalmbach seconded the motion and it passed unanimously.

PUBLIC COMMENT

Jack Bailey stated the 4th of July went well. The security guard sent someone away that was trying to launch fireworks at the Port.



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Matt Appleton reported that the Century Link was increasing the Port phone bill. Discussion with them resulted in an increase for any change in phone service so it didn't matter. Bob Kalmbach asked if the Port has lost power recently. Matt replied when the tree fell on Brownsville Highway, the power was out for about an hour. This happened twice in the last few months. Jerry Rowland said when power goes out all phone service is lost due to the base units being on power. Jack Bailey said this was the reason why a phone that jacks directly to the phone line would be good to have. Fred Perkins said he wanted Matt Appleton to research the phone company and come up with alternate phone plans.

EXECUTIVE SESSION

None

CLOSE MEETING / ADJOURN

Commissioner Jack Bailey adjourned the meeting at 7:33 PM.

President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary