

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

March 15, 2017

CALL TO ORDER

Commissioner Fred Perkins called the regular session of the meeting to order at 6:04 PM. In attendance were Commissioner Jack Bailey, Port Manager Jerry Rowland, Maintenance Supervisor Matt Appleton, Port Attorney John Mitchell and Port Accountant Dennis Bryan, Commissioner Bob Kalmbach attended via remote access.

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 15 February 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: March 2017 voucher numbers 40748 through 40799 for a total amount of \$90,552.39. Also approved for payment was March 2017 Electronic Transfer voucher numbers 2017-17 through 2017-24 for a total amount of \$13,923.48

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

FINANCIAL REPORTS

Port Accountant Dennis Bryan provided the January 2017 end of month financial report. Dennis announced that he has changed the end of fiscal year 2016 report due to a \$37.00 expense that was discovered late. The balance as of January 1, 2017, was \$885,328.58. He said there was expected income coming in April with the taxes and expected bond. Financial report is available upon request.

PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA

Carolyn Thomas, Commodore of the Brownsville Yacht Club, reported on the "Pier Peer" event. There were 76 people in attendance. She thanked the Port of Brownsville for the life vests and the tank for the sea life to be displayed. However, the diver did not show up. Rene Johnson is from the Washington State University extension and provides the marine biology and science information during this event. Jerry

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Rowland said that Renee stated that this event at Brownsville is the only night time pier peer in Kitsap County and had more participation than any of the other events like this. Jack Bailey stated he was sorry he missed it.

Carolyn said Jai Tew, staff of the Port of Brownsville, has installed the in-dock pump out system and reports from the yacht club members is that it is working well.

Carolyn suggested to the Commissioners to read the next issue of the Central Kitsap Reporter as the Port of Brownsville and Kitsap Maritime made the front page.

Jonathan Thomas from Kitsap Maritime Heritage Foundation reported on the progress of Fiddlers Dream deck planking installation. There are “pieces” of the deck plank being sold to have your name associated with the 6 inch piece. The Pathways to Success have provided an intern and more details can be seen on the Kitsap Maritime Facebook page where the intern is installing the plugs in the deck. He provided some samples of the type of wood being installed. It is Apitong which has a lot of sap and makes it durable and it should last at least 30 years. This wood is used on flatbed trucks and lasts for years. Jonathan said the master shipwright that is building the Fiddlers Dream will be in the Central Kitsap Reporter on Friday. Jack Bailey stated that the local community is not receiving the Central Kitsap Reporter. Jonathan said he would contact the person reporting and get some feedback.

Carolyn Thomas announced that the Central Kitsap Reporter has decided to deliver one issue per week and only if you have paid for the delivery service.

PRESENTATIONS TO OR BY THE BOARD

None

INFORMATION, STAFF AND COMMITTEE REPORT

- a. Manager Report – Available on request. Bob Kalmbach asked a question about an expense on the financial statement. Jerry Rowland stated it was for new laptops for the commissioners since two of the laptops had failed to work. Carolyn Thomas asked if the new material for the ramp is environmentally safe. Jerry Rowland stated it is environmentally friendly. Carolyn said after seeing the pictures she understood better.
- b. Maintenance Report – Available on request. Jack Bailey asked how many boats have access to the new in dock sewer system. Jerry Rowland stated it was about 220 slips. Matt said he could get an exact number. Ned Cook stated the new portable pump out system is great. Matt added that the pump out boat also has a new pump.
Bob Kalmbach stated that he received pictures of the new bridge between the North Breakwater and the East Breakwater and he said Tim, port staff, did a fantastic job and it now looks like it should have all along.
Bob Kalmbach would like a report on how many visits the Port staff has made to Keyport, how many hours and how much income, in other words what is the benefit. He also asked for the income from Keyport be put as a separate line item in the financial reports.

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- c. Commissioners Report –
Fred Perkins said he has no report.
Jack Bailey stated the All Ports Meeting will be the 3rd Monday in April at the Port of Brownsville. He also stated he would be attending the WPPA Spring Conference. Bob Kalmbach asked how many of the commissioners were going to the spring WPPA Spring Conference and Fred Perkins and Jack Bailey said they were going. Bob said he would let the Port Manager know if he was going.
- d. Standing Committee Report – None

OLD BUSINESS

- a. Boathouse Compliance – Matt Appleton reported that there have been no new boat house compliances in the last month. Jack Bailey had a question about C-17 which was due August 16, 2016. Jerry Rowland said he has talked to the tenant and the boat house is almost in compliance but there are structural portions that have not been completed. Bob Kalmbach said he had also talked to the tenant and the tenant was waiting for spring and better weather.
Jack Bailey asked where the pigeons had been nesting now. Jerry Rowland said they have been trapped by the same person under contract for the otters.
- b. Boat Launch – Shoreline Substantial Develop Permit is in hand. The Port has received the Hydraulic Project Approval (HPA) but there are some timeline restrictions that may have an impact, 1 Aug through 31 Aug. for the in water work window. The only permit the Port is waiting on is the Army Corps of Engineers and that will probably be a Nation Wide Permit (NWP-3) which is pretty much a blanket permit to do what the Port needs to do. The only thing holding this up is word back from the tribe on the approval of the project.
As the commissioners already know the Port's boat ramp project was ranked number one by RCO. So the Port is in line to receive grant funding just as soon as the State Legislators approve RCO's funding request. This should happen in June but might not until July. Barring any unforeseen problems John Piccone, SEALASKA, thinks the Port can get this project done in 2017.
Fred Perkins asked at what date the Port should be concerned if the Army of Corps of Engineers permit is not received. Jerry Rowland said by the end of April. Jack Bailey asked the Port Attorney if the contract was awarded but the funds don't come to fruition what the consequences should be. John Mitchell said the contract should state that the contract is dependent on funding. Jerry Rowland stated he would write it this way.
- c. Revenue Bond - The Revenue Bond is moving along. Jim Blumenthal has found out that Standard and Poors no longer ranks public marinas, so the bonds may be offered without a credit rating. The good news is that there was a special meeting to establish the credit rating and it was favorable to maintain the AA rating the Port currently has.

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So far the Port has received nineteen requests for the B-Dock rebuild bid package. There has only been one that has requested a site visit at this point in time. A site visit is a mandatory requirement prior to bid opening.

Other items that need to be accomplished are: As soon as the Bond has been issued the Port will move on with soliciting bids for the required number of pilings as well as going out for bids on the piling removal and piling placement. The Port will also be doing purchase orders for the electrical material needed. This will include a new substation, wiring, power pedestals and all associated hardware required. The Port has most of the HDPE pipe and fittings for the fire main, potable water and sewer lines.

When everything is priced and ready the Port will need to do a budget mod for 2017 increasing the capital improvement budget to include the B-dock Rebuild.

Fred Perkins asked about the piping concerns on I dock. Jerry Rowland said there will be extra pilings installed for I dock and it will stabilize the dock so the fittings will not break as in the past. Bob Kalmbach asked if all the fittings had been inspected for the other pipe lines. He requested this be performed. Matt Appleton said they will be inspected.

NEW BUSINESS

- a. Resolution 17-04 Modify Personal Policy Manual Section II – Adds Nepotism rules and modifies hiring criteria. This is the first reading. Fred Perkins asked if the Port Attorney had reviewed this. John Mitchell said he has read it and approves. Bob Kalmbach asked if the changes he requested had been made and Jerry Rowland said yes.
- b. Resolution 17-05 Modify Personal Policy Manual Addendum “A” Job descriptions. This adds the job description for a contract specialist. This is the first reading. Fred Perkins asked if the Port attorney had reviewed this and John Mitchell replied yes. Bob Kalmbach asked if the personnel policy allows for termination. John Mitchell stated that this job would be an at will employment just like any employee and could be terminated following the same rules.

PUBLIC COMMENT

Jack Bailey stated that the refurbishment of the Expediter is going along well and it is a complete overhaul. He also was glad to see the hitch for the carts was enhanced.

Jerry Rowland stated the newsletter in the commissioner’s folders was for next month not this month and it was not complete.

Ned Cook asked when the new John Deere would be ordered. Jerry Rowland replied sometime next year.

Bob Kalmbach thanked the commissioners for supporting the video conferencing.

EXECUTIVE SESSION

None

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CLOSE MEETING / ADJOURN

Commissioner Fred Perkins adjourned the meeting at 7:16 PM

President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary