

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

November 8, 2017

CALL TO ORDER

Commissioner Fred Perkins called the regular session of the meeting to order at 6:03 PM. In attendance were Commissioner Jack Bailey, Commissioner Bob Kalmbach, Interim 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 Bob Kalmbach said that 7a needed to be deleted as the person on the agenda to make the presentation will not be at the meeting. Bob made a motion to approve the agenda as amended. Jack Bailey questioned the entry for the Resolution for the IDD. Fred Perkins stated he wanted to talk about something concerning the IDD at that time. Jack Bailey seconded the motion to approve the agenda as amended. Fred Perkins explained that the item deleted from the agenda was for Doctor Donald Sherman presentation about the use of the lower area of the old Fire Hall building. The motion passed unanimously.

APPROVAL OF CONSENT AGENDA

Consent agenda includes the 18 October 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: September 2017 General Fund voucher numbers 41264 through 41310 for a total amount of \$85,978.94. Also approved for payment was November 2017 Electronic Transfer voucher numbers 2017-86 through 2017-90 for a total amount of \$7,298.75.

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

RESOLUTION 17-11 INDUSTRIAL DEVELOPMENT DISTRICT – Fred Perkins announced that there have been 3 public meetings on this subject because it was important to get the input from the public and port constituents. He said that some maintenance items were discussed during this subject in the past but they had nothing to do with the IDD. The 3 main items for the IDD were the main pier, 'A' Dock and dredging. This resolution was delayed because the commissioners felt there was more information that needed to be obtained before proceeding. Bob Kalmbach affirmed what Fred had said, that more information would be gathered on those 3 major projects, including possible repair, and perhaps even establish a committee to review the 3 projects for repair or replacement. Jack Bailey said he has watched the marina for nigh onto 40 years and he has watched things deteriorate. He said the port has been in the

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process of replacing all items that are in the water. He continued with saying that the boat houses are in much better shape today and all the docks have been replaced with the exception of 'A' dock which is a concrete dock over rebar and holds all the fuel lines. He said 'A' dock may look good but just like 'C' dock when it was removed and found it was broken in 2 places, this dock may have the same condition. The underside is unknown. The main pier has 40 creosote pilings which is not good for the environment and are the only remaining creosote pilings in the marina. The engineering to replace this pier is 60% complete and it would be replaced with aluminum dock and steel pilings. The ramp would be shortened which would create a more gentle slope to 'I' dock. He said it just makes sense to complete the replacement of the marina at this time, especially with the hydraulic permitting process change not finalized. He added that the dredging is needed because the silt is still building up due to the Burke Bay slides. There were 5 slides last year and when that happens the dirt enters the bay and ends up at the marina. Jack said the bond market interest rate is rising and because of that it would have been prudent to get a bond now rather than later. He went on to say that he was used to the generation that voted for improvements such as schools and churches and other things that were community minded. He said the Tacoma Narrows Bridge is a good example of a project that was not wanted but today everyone appreciates it being there. Fred Perkins summarized by saying the commissioners are all in agreement that the 3 projects are in need of improvement. Fred added that a lot of good things came out of the last public meeting which are: improvement of the North Breakwater and the lifting of I dock all of which can be done without an IDD. Ed Wurden said he hoped the commission did not go to an engineering firm for the North Breakwater as he thought they would have 30 pilings out there instead of the 6 he thinks is needed. Fred Perkins said the commission would do what needs to be done to improve the marina.

PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA

Cole Mathews asked the commissioners and the Port to make sure everyone was aware of the dangers of CO2 poisoning and to make sure everyone in the marina had CO2 monitors and check their batteries. He gave examples of how CO2 poisoning can occur. Fred Perkins said the Port would do that and Matt Appleton said that information already went out in the November newsletter.

Jonathan Thomas of Kitsap Maritime Heritage Foundation gave a report on the status of the organization. He stated the North Kitsap Commissioner, Robert Gelder, interviewed him at the Port last week and it is now on BKAT and gave the viewing times. He gave the link so all could view it. November 16 is when a grant decision will be made and Kitsap Maritime is looking forward to that.

Carolyn Thomas gave a report on Haunted Harbor which was on October 27. The Brownsville Yacht Club sponsored this event. There were 14 decorated boats. The Port of Brownsville helped with life jackets and other support. The safety officer, John Morrison, gave good briefs as witnessed by telling on costumed bunny that hopping was not allowed on the docks. No one ran out of candy because the Bremerton Food Line restocked if needed. Art Slam was there and did the pumpkin decorating. Annubis Hearst Club did the Trunk or Treat. The Bremerton Food Line also provided healthy snacks. Kitsap Maritime Heritage Foundation did the shadow/puppet show on the Fiddlers Dream with scary sounds. There were an estimated number of over 600 people that went on the docks. The Bremerton Food Line received over 500 pounds of food and over \$100 in donations. She thanked the Port by bringing them cookies which were gone in a few hours. Bob Kalmbach asked how many kids and Carolyn replied kids were not counted, there was a clicker for all who entered the docks. Chris Kelly asked why the

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Bremerton Food Line was chosen and not some other Food Bank, such as the Central Kitsap Food Bank. Carolyn explained that the Brownsville Yacht Club supports Bremerton Food Line year round. Bob Kalmbach explained further that initially the person who set this up was volunteering at the Bremerton Food Line.

Julie Jablonski stated she is looking forward to more information on the future projects. She is also looking for a report from Matt Appleton, Fred Perkins and Bob Kalmbach who went to a WPPA conference and she was looking for any information that was shared about financial information at other ports and what training is available to implement new processes to help with decision making process. The next item was about 'A' dock underside. She stated she has a group of students that are underwater ROV experts that would be glad to perform a scan of the underside of the dock with computer capability. Then she asked why the Port has not had a diver look at the underside of the dock. She said she was confused about why the Port is making million dollar decisions without all of the information.

Jenna Mathews let the commissioners know that after the last meeting with the disgruntled attitude of the public about communication, she has initiated a Brownsville Facebook page, called The Port of Brownsville Community.

Vic Peters addressed the proposed replacement of the boat launch. He handed out pictures and information to Fred Perkins and Bob Kalmbach. He stated that the objective of the project was to replace the existing deteriorated ramp and resurface the existing staging area. He gave a description of ramp and staging area. He stated he thinks the ramp is not deteriorated and needs replacement. He said the Port has not considered repair of the ramp. He said the engineering study for this replacement shows that the Port of Brownsville boat ramp is the most used of the 10 boat ramps within the 10 miles of the Port of Brownsville. The boat ramp is the only ramp that meets all of the criteria that the engineering firm used and the only one that can be used at a -1 tide. It is the best in the area and he questioned the Port making the best better. He noted that the Port has too much existing debt and it is prudent for the Port to pay down existing debt before launching more schemes that won't float. He continued describing the construction of the boat ramp. He also stated that the photographs he submitted show no evidence of what the report has described. He then went on to discuss the rotation of the boat ramp. He said that the rotation would cause the line up to launch a boat in such a manner that would block access by anyone else. This creates a hazard that isn't there today. He concluded by saying the Port should consider repair and maintenance rather than replacement.

PRESENTATIONS TO OR BY THE BOARD

Ed Wurden stated that something has happened that he has not seen before. He said Matt Appleton has put in the last newsletter a request to the public to report any conditions that needed attention or repair. He read the paragraph from the newsletter. He commended Matt Appleton for putting this in the newsletter and said this will help with some of the items that have been neglected for years. He handed out pictures to Fred Perkins and Bob Kalmbach. He continued about discussing the pilings on the main pier. He said the pilings could be inspected by local people and numbered the pilings as he has done. He said 'A' dock is in good shape with corrugated concrete, which is the strongest piece of concrete. He said he tested 4 bolts and 3 needed to be tightened. He looked at 440 feet of the dock and could not find one crack. He thanked Matt for his newsletter item.

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FINANCIAL REPORTS

Port Accountant Dennis Bryan distributed copies to the attendees. Port Accountant Dennis Bryan provided the September 30, 2017 end of month financial report. As of September 30, 2017 the balance was \$1,552,111.02. He stated he was going to give more detail in his report due to the people at the meeting that had not been there before. He reviewed commissioner's report. Financial report is available upon request.

Jack Bailey stated that in summary expenses were down and income was up. Dennis Bryan agreed with this statement.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached. Matt Appleton thanked everyone that helped with Haunted Harbor.
- b. Maintenance Report – Attached. Matt Appleton announced that this is Jai Tew's first maintenance report. Fred Perkins explained why there is a Keyport Maintenance Report. Steve Morrison asked if the Port makes money and Fred Perkins said the Port does not lose money on this agreement. Someone else asked if the Port was priority and Fred Perkins stated the Port of Brownsville is priority and this agreement is managed by Matt Appleton.
- c. Commissioners Report –
Jack Bailey reported he will be attending the WPPA Annual Conference next week.

Bob Kalmbach stated he attended the Small Ports Conference in Leavenworth. He said the first speaker did not show so they had a round the table discussion and the topic brought up most is communication with their Port constituents. WPPA stated they also have the same problem. He said it is a known problem and everyone is trying to figure out how to improve communications. WPPA is going to have more information in the future conferences. The next afternoon session was how to decide what projects should be done and when. 3 Ports gave a presentation on how they came out with a strategic planning. He stated Julie Jablonski had asked him to find out if any Ports used net present value. He said none of them use this. Julie Jablonski stated they need training. Bob Kalmbach said they may just have a different way of doing this. South Whidbey consulting firm was very interesting on how to put a strategic plan together. He then said there are changes being made on Open Public Meetings Act and Public Information requests. The Ports have been advocating change since some of them have had to hire a person to handle just these requests. Julie Jablonski asked if this was a small Ports conference and Bob Kalmbach replied yes which means they are still million dollar ports. Julie continued to say she has talked to some of the larger marinas and they do the process she was talking about so maybe the Port of Brownsville can look at what they do. Matt Appleton said the Ports all have the same issues such as project analysis and communication. Fred Perkins shared the web site of Washington Public Ports Association.

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- d. Standing Committee Report – None

OLD BUSINESS

- a. Boathouse Compliance – Matt Appleton reported the staff looked at boathouse C-32 recently to repair the sheet metal that is coming loose on that boat house. They found it secure but put in a few more screws to give commissioners and tenant's peace of mind. C-25 is almost done. Steve Neuhauser asked if one of the criteria was no wood in the water. Matt Appleton said there is an exception with barrels in the water. Matt Appleton said he would share that information with Steve Neuhauser. Steve expressed that the big boat house is a danger to others. Steve Morrison asked about the finger piers between the boat houses, if they can be used for kayaks or storage. Matt Appleton said they are there to make the boathouses secure, not for storage.
- b. Boat Launch – The Port is still waiting for the Grant money from RCO. This is dependent on the State passing the capital budget.
- c. Boat Compliance list – Matt Appleton reported on boats that did not have current registration and those that were behind in payment. It is the same six people as last months.
- d. Budget Approval – Public Meeting was last month. The budget needs to be approved this meeting. Bob Kalmbach said this cannot be approved until after Executive Session on personnel. It was decided to move this item to after Executive Session.
- e. Comprehensive Scheme – Matt gave a description of what the Comprehensive Scheme was and that it is reviewed and updated every two years. Someone asked if this was on the web site. Matt said this one is not because it has not been approved but once approved it will be on the web site in a few days. Carolyn Thomas asked if anyone could participate in this committee and Fred Perkins said absolutely and it would be great to have the public there. Steve Neuhauser asked why it was not put on the web site prior to approval so the public could review it. Matt Appleton said there was many committee meetings and information in the newsletter. Fred Perkins said the public can review this at any time and the committee can be put together more frequent than two years if there is enough interest. Julie Jablonski asked if it was possible to put out a draft of the Comprehensive Scheme prior to Commissioners approval. Fred Perkins said if you are interested it is available by coming to the office and requesting it, but will not be on the web site until approved. Julie Jablonski said she sees other draft documents on web sites. Fred Perkins said the Port will take that for action, putting draft copy of Comprehensive Scheme on the web site. Bob Kalmbach made a motion to approve the Comprehensive Scheme for 2018. Jack Bailey seconded and motion was approved unanimously. Tammy Hawks asked if the Comprehensive Scheme can be changed. Fred Perkins said if you want input, look at it and give us feedback. Ned Cook made a statement that the Comprehensive Scheme is not in concrete. Fred Perkins explained and Bob Kalmbach added that there is no commitment to do any of the items in the Comprehensive Scheme. It is a wish list and these are items there in case a grant becomes available. Carolyn asked how the information is put out for the Comprehensive Scheme. Matt Appleton said it was in the Kitsap Sun, it was on the Web Site and it was in the newsletter as well as posted on the bulletin boards. Carolyn added that the public needs to be aware to look at these items.

NEW BUSINESS

- a. Resolution 17-20 Modify section 12 of the purchasing policy requiring a log. Since it is only Claudia Sharp and Matt Appleton who do the purchasing, it is no longer needed and a nuisance. Jack Bailey

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made a motion to waive the second reading and approve this modification to section 12 of the Purchasing Policy. Bob Kalmbach seconded the motion and it was approved unanimously.

- b. Security contract is due for renewal. There have been some changes made due to recent legislation that requires wages to be increased. The Port has negotiated with the company and will give them a new 3 year contract. The legislature said the wages should be increased the first year by 4.6%, the second year by 4.3%, and the third year by 12.5% increase. The contract increases the first year by 2%, the second year by 2 % and the third year by 8%. Jack Bailey made a motion to approve the security contract for 3 years through December 31, 2020. Bob Kalmbach seconded and the motion passed unanimously.
- c. Rental House Lease – Matt Appleton said he did not give it to the attorney in time for review for this meeting so he requested to table it until next meeting. Jack Bailey requested this to be placed in old business at the December meeting.
- d. Communication and Web Page Update – Matt Appleton is working with Jenna Mathews for the Facebook new page and he feeds her the information.
- e. Old Boat Launch – Log obstruction – Matt Appleton stated the log has been removed.
- f. Priority list for Construction Projects – Matt Appleton presented to the Commissioners a priority list of what projects need to be studied and by whom.

PUBLIC COMMENT

Steve Neuhauser spoke about the old boat launch and its history. He stated one of the commissioners has used this area for his private use and should not be. He asked if the concrete blocks and hoses had been removed. He was amazed that someone could block access to the public access. Jack Bailey stated that this boat ramp was closed to the public because a boat trailer launched could not get their boat in the water, but kayaks do launch there. Steve Neuhauser said he would like to see a sign that says kayak launch. He would like to see the minutes that changed the use of this boat launch. Fred Perkins said the Port would take that for action.

Chris Kelly stated she has contacted the county to verify the Port boundary lines by the old boat launch. An engineer from the county contacted her about the boundaries. She said there is a right of way next to the Daily Stop store that goes down to a house.

Cheryl Estep stated she would like to see the old boat launch clarified at the next meeting. Jenna Mathews said the Kitsap County web site is a good resource for knowing property lines.

Ken McKuen asked if the Port was doing anything about the boats that were in poor condition. His concern is that the electric conditions may be bad and he is worried about fire. He said nuisance laws may apply in this case. Matt Appleton said the Port has state of the art electrical system and trips at very low amperage. Ken McKuen went on to make comment on IDD and definition in WPPA documents. He stated that an IDD for the Port of Brownsville would not provide new employment or economic diversity. He requested the attorney write the legality of this port initiating an IDD.

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Tammy Cox asked questions about the rental house which is being rented at \$850. She said that is severely under market. Matt Appleton said that it is going up but it is only a 2 bedroom and in an industrial area. She asked if the Port has had a rental manager evaluate what is the market rental value based on that information and Matt said no. Tammy Cox then made a statement that she just recently learned that there is a yearly boat launch fee. She requested more advertisement for this. Matt Appleton said that every year in January there is a sign that is posted at the boat launch ramp about the annual fee. Bob Kalmbach suggested that it be a permanent sign. Matt Appleton said he would take that for action.

Bob Kalmbach said he has served on the commissioner board for 16 years. He asked if anyone present knew if anyone in attendance was in District 3. No one knew or replied. His last meeting will be January due to his life situation changing. At that time the position will be available and the remaining 2 commissioners can choose a replacement without a vote. Carolyn Thomas said he would be missed.

Mary Asla thanked the staff for assisting her when she recently fell on her boat and broke her collarbone. She had immediate response. Staff was wonderful.

At 7:46, Fred Perkins said there would be a 5 minute break and then they would go into Executive Session. Executive Session will be for 20 minutes and the discussion will be about personnel with no decisions being made.

EXECUTIVE SESSION

Personnel discussion

Executive session was adjourned at 8:13 and regular session was reconvened.

BUDGET

Jack Bailey made a motion to adopt the pay scale on page 3a of the 2018 Budget. Bob Kalmbach seconded the motion and it was approved unanimously.

Jack Bailey made a motion to adjust the wage for Matt Appleton to the level of Maintenance Supervisor Step 5 per the new wage scale on page 3a of the 2018 budget. Bob Kalmbach seconded the motion and it was approved unanimously.

Jack Bailey made a motion to approve the 2018 budget as amended by previous motions. Bob Kalmbach seconded the motion and it was approved unanimously.

Jack Bailey requested a note be in the minutes that two of the presenters at the meeting that had pictures and other information gave them to Fred Perkins and Bob Kalmbach but excluded him.

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CLOSE MEETING / ADJOURN

Meeting was adjourned at 8:22 PM.

October 18, 2017 meeting

President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary