



*Port Of Brownsville*  
9790 Ogle Rd • NE Bremerton, WA 98311  
Office: 360-692-5498 • FAX 360-698-8023  
[pob@portofbrownsville.org](mailto:pob@portofbrownsville.org)

**Commissioners:**  
Bob Kalmbach  
Jack Bailey  
Fred Perkins

January 13, 2016

## **CALL TO ORDER**

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

## **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 Fred Perkins, motion was approved unanimously.

## **ELECTION OF BOARD OFFICERS**

Commissioner Bob Kalmbach made a motion to elect Jack Bailey as President of the Board for 2016 and Fred Perkins as Secretary of the Board for 2016. Fred Perkins seconded the motion and motion was approved unanimously.

## **APPROVAL OF CONSENT AGENDA**

Consent agenda includes the 16 December 2015 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: December 2015 Special General Fund voucher numbers 30391 through 30403 for a total amount of \$9,530.03, January 2016 General Fund voucher numbers 30404 through 30443 for a total amount of \$73,007.08. Also approved for payment was December 2015 Special Electronic Transfer voucher numbers 2015-102 through 2015-104 for a total amount of \$5,269.11 and January 2016 Electronic Transfer voucher numbers 2016-01 through 2016-08 for a total amount of \$15,859.51 Motion made by Commissioner Bob Kalmbach to approve consent agenda. Motion was seconded by Commissioner Fred Perkins and motion was approved unanimously.

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

Dr. Terry Asla addressed the commissioners speaking on behalf of the Brownsville Yacht Club. He announced that he is now the appointed Public Relations committee chair and as such has scheduled a meeting with the community, marina tenants and Yacht Club Members to discuss what the community would like to see as events at the Brownsville marina. It is scheduled for next Wednesday, January 20,



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2016, at 6 PM in the Brownsville Yacht Club. He invited the commissioners to attend. He then turned the podium over to Carolyn Thomas, Commodore of the Brownsville Yacht Club. Carolyn thanked Terry Asla for his role as the host boat for the Port of Brownsville. Carolyn gave a report on the Polar Plunge that occurred on January 1, 2016. This year there were sponsors of the plungers and 100% of the money went to "Wild Society". This is a non-profit organization that promotes community activities for elementary children. The Polar Plunge raised \$1000.00 that went to the "Wild Society". She then reported on the next event that is scheduled for January 22, 2016, that is titled "Pier Peer". At last year's event about 40 people attended this event. The Brownsville Yacht Club and Kitsap Maritime Association are supporting this event as well as a naturalists from the University of Washington. Dr. Terry Asla asked Carolyn to report on how many new members have been added since Carolyn was elected as Commodore. She reported there have been 15 new members bringing the membership up to 50. She added that on January 23, 2016, at 6PM there will be a community social to allow people in the marina to get to know each other. The commissioners are invited to all of these events. Carolyn added that the Port Manager did provide quarters to the plungers to take warm showers after the plunge. Jack Bailey stated that there was an underwater camera at the Water Festival and said that it might be a good idea to have this at the Pier Peer. Carolyn said that was a different event and the "Pier Peer" was focused on showing and touching the marine life. Jack expressed concern over the kids leaning over the water to see the marine life. Carolyn stated this was covered in the safety talk and they will be trained to lay down or sit rather than stand over the edge of the pier. Fred Perkins congratulated the Yacht Club for increasing their membership.

Jonathon Thomas reported for Kitsap Maritime Association and stated with the beginning of the New Year there will be new requests for the people that committed a yearly sum to the association. He stated that the association had been invited to be part of the Clearwater Casino Fat Tuesday parade and they will display their parade float from January 23, 2016, to February 9 which is Fat Tuesday. He is asking for people to vote for their float at the casino and they will receive \$3,000.00 if they receive the most votes. They also have golden tickets that the association will give to those people who contact them they are going to vote. He then announced that the Lady Washington and Hawaiian Chieftain will be arriving at the Port of Brownsville on August 8<sup>th</sup> and leave on August 12<sup>th</sup>. Jerry Rowland asked if they will have the same type of tours as before. Jonathon stated that was not on the schedule currently but will be there as the date gets closer.

Fred Perkins gave a statement of appreciation and thanks to Bob Kalmbach for his time as President of the Board during 2015, which was a very busy year with the marina rebuild and the state audit. He acknowledged what good job Bob did and noted the staff was a major reason for a good year. Jack Bailey added that thanks should be given to the tenants as well for being patient with the boat moves and rebuild clutter.

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

None



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## FINANCIAL REPORTS

Port Accountant Dennis Bryan provided the November 2015 end of month financial report. As of November 30, 2015 the balance was \$973,039.39. This is more than the October 2015 end of month report due to county sending the next property tax income amount.

	With fuel	Without fuel
Operating Revenue	Under budget by 14.2%	Over Budget by 2.8%
Non-Operating Revenue	Under Budget by 3.6%	Under Budget by 3.6%
Operating Expense	Under Budget by 18.6%	Even to Budget
Administrative Expense	Over Budget by 4.6%	Over Budget by 4.6%
Non-Operating Expense	Even to Budget	Even to Budget
Capital Improvement	Even to Budget	Even to Budget
Bond Payments	Even to Budget	Even to Budget

He added that the Port is proceeding with the state audit recommendations which will be covered later in the meeting.

Carolyn Thomas asked what the Operating Expenses were by line item for the month of November. Dennis stated that the report given is for the expenses year to date. He did provide the amount for November to Carolyn. Bob Kalmbach stated that the commissioners do get an additional report that gives the detail of all line items in the financial report. Carolyn was given a copy of the detailed report and told to look at page 3 for the November expenses.

## INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached. Bob Kalmbach asked if the diesel price was accurate on the Manager's report. Jerry Rowland stated that the price was accurate, noting that diesel prices have been declining.
- b. Commissioners Report – Jack Bailey reported that he was at the Port on New Year's Eve and everything went well. He is concerned about the amount of space heaters that are used on boats at this time of year and everyone should check their heater cords for heat. Jack added that compared to other marinas the Port of Brownsville is doing well. This is based on the reports at the last WPPA meeting. Jack reminded everyone of the All Ports Meeting at the Port of Brownsville on January 25, 2016, and the upcoming Marina Day, January 27, in Olympia. This is a good opportunity to talk to state government officials.
- c. Standing Committee Report – None

## OLD BUSINESS

- a. Boathouse Compliance – Matt Appleton reported that there has not been much progress in boat house compliance since last month's report. There are still 12 boat houses not in compliance. A few are still working on their boat houses. Bob Kalmbach asked if the boat houses not in compliance have been



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contacted to get a completion date. Matt said we have sent correspondence and only 4 people have not replied. Bob said it may be time to contact them again and be firmer about getting a completion date. Bob Kalmbach asked if the boat house in C-34 was still for sale. Matt replied that the Port has been working with the owner but medical issues have delayed any quick response. Jerry Rowland added that the otters had raided the boat house and they made a mess plus it stinks. Otter traps are set.

Jack Bailey asked if the electrolysis potential has been measured lately. Matt Appleton replied not at this time.

- b. Jerry reported on the Interlocal Agreement with Port of Keyport. He stated the Port Attorney, John Mitchell, has reviewed the agreement. The insurance company has also reviewed it and says it meets their requirements. The Keyport commissioners have reviewed and approved the agreement. Brownsville staff on the 3<sup>rd</sup> Tuesday of each month will tour the Keyport Marina and note and repair any items that need to be fixed. This does not include major repairs. The needs of the Port of Brownsville will come first. Jerry stated Keyport desires to get this agreement in place as soon as possible as they have not been able to hire anyone to perform the repairs needed. Bob Kalmbach made a motion to approve the Interlocal Agreement with the Port of Keyport. Fred Perkins seconded the motion. During discussion stated that since the Port of Brownsville is completing their rebuild there would not be a concern of not having time to do this agreement. He added that this type of agreement is encouraged. Jack Bailey added that these type of agreements have been in place in other areas and it is for the good of the community to have this. He said that other small ports in the area are experiencing the same problems. Bob Kalmbach added that there is a clause in the agreement that it can be canceled in 30 days of notice that the agreement is not working out by either port. Jack stated that he did put a copy of the Omnibus Mutual Aid Agreement that the WPPA wants all ports to sign. He asked the other commissioners to review this agreement for future discussion. Carolyn Thomas asked if there is an expense to the Port by material and time, and if the Port is getting reimbursed by this agreement. Jack Bailey stated that this agreement does allow for compensation for the Port of Brownsville staff. Bob Kalmbach also stated that the Port of Brownsville will be compensated. Jack added that the Port of Brownsville will have the priority. Terry Asla asked what other small ports are experiencing the same issue of finding someone to perform their needed repairs. Jerry Rowland gave a list of some of the local ports and explained that these ports only had commissioners but no staff. Bob Kalmbach added that one commissioner performed the repairs because they could not find someone to hire. The construction in the area is very busy now and so the good, reliable companies are not available, which he experienced himself.

Motion passed unanimously.

## **NEW BUSINESS**

- a. Resolution 16-01. Fixed Asset Policy and Procedure. This is one of the policies the state auditors recommended the Port of Brownsville have in place. It establishes the dollar amount and inventory periodicity as well as the Ports and the Accounts responsibility concerning fixed assets. This is something the Port already does but there was no written policy. This is the first reading.



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- b. Resolution 16-02. Small and Attractive Item Policy and Procedure. This is another state audit recommendation. It also establishes a dollar amount and inventory periodicity as well as establishing a method to track and dispose of these assets. This is the first reading.
- c. Resolution 16-03. Internal Control Cash Handling Procedure. This is another state audit recommendation. This procedure outlines internal cash handling and collection procedures. This is the first reading.
- d. Resolution 16-04. Modify 2016 Tariff. Sometime after the preliminary 2010 tariff was presented, line item 31 was changed from “Tenant Services provided by staff will be charged at \$75.00 per hour. Service provided by Ms. NUG will be charged at \$150.00 per hour with a \$75.00 minimum.” To “Tenant Services provided by Ms. NUG will be charged at \$75.00 per hour with a one hour minimum.” This change corrects that error.  
Also since the Port is entering into an Interlocal agreement, a new line item #32 was added to cover this service.

Services in support of an Interlocal agreement will be charged at \$37.50 per man hour.

Since this is an administrative resolution the second reading was waived. Fred Perkins made a motion to approve Resolution 16-04. Bob Kalmbach seconded the motion and the motion passed unanimously.

## **PUBLIC COMMENT**

Jonathon Thomas introduced an audience member as Aiden who is attending to gain experience in local government. He is a student at Central Kitsap High School. Fred Perkins noted that he is also very active in sports.

Terry Asla noted that the security on New Year’s Eve did a good job, including walking an inebriated individual to his boat. Fred Perkins requested the Port Manager pass on this report to the security company.

Jerry Rowland stated that he did not have an update on the cost of the marina rebuild but it has not changed much since last month’s report. Jerry reported that there was another attempt at opening the coin box in the men’s shower but the attempt failed. This attempt was not captured by the security cameras.

Jerry reminded everyone of the All Port’s Meeting on January 25 in the Brownsville Yacht Club at 6:30 PM. He said that the Yacht Club had been notified to have the room available.

Jack Bailey encouraged everyone to have the same thinking as the motto of Homeland Security which says “If you see something, say something”. There is a security guard and phone numbers are posted in many locations.



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Sally Haas stated that the fisherman that have been on the Port of Brownsville docks have been very courteous. Bob Kalmbach thanked her for the input.

Fred Perkins asked the commissioners as to what they plan on attending concerning the future events. This is to make sure that if 2 commissioners attend an event it is advertised as such.

February 10<sup>th</sup> is the next Port meeting.

### **EXECUTIVE SESSION**

None

### **CLOSE MEETING / ADJOURN**

Commissioner Jack Bailey adjourned the meeting at 7:17 PM.

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President / Commissioner

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Secretary / Commissioner

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Commissioner

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Recording Secretary