



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

Commissioners:
Jack Bailey
Fred Perkins
Bob Kalmbach

May 18, 2016

CALL TO ORDER

Commissioner Jack Bailey called the regular session of the meeting to order at 6:01 PM. In attendance were Commissioner Fred Perkins, Commissioner Bob Kalmbach, Maintenance Supervisor Matt Appleton, and Port Accountant Dennis Bryan. Port Manager Jerry Rowland and Port Attorney were excused.

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 Fred Perkins, motion was approved unanimously.

APPROVAL OF CONSENT AGENDA

Consent agenda includes the 13 April 2016 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: May 2016 voucher numbers 40096 through 40171 for a total amount of \$76,173.71 Also approved for payment was May 2016 Electronic Transfer voucher numbers 2016-34 through 2016-43 for a total amount of \$19,522.66

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

Jonathon Thomas gave a report as Chairman of the Board for the Kitsap Maritime Heritage Foundation. He stated there has been a 10% increase in volunteers. The Foundation participated in the STEM event at the Kitsap Mall on April 30th. On May 3rd and 4th (extra day due to financial computer program failure) the Kitsap Great Give occurred. Kitsap Maritime Heritage Foundation was ranked as the 26th most money donated. They received \$10,591.00. June 8th will be the first plank owner presentation for the foundation. June 19th the Foundation will participate in the Keys to Keyport event in association with the Kitsap Water Trails. As stated previously the Foundation is a community partner with Central Kitsap School District and there are plans to have 200 local students in the classes on board the Fiddler's Dream.

Carolyn Thomas, Commodore of the Brownsville Yacht Club, gave a report on the activities of the Club. The Yacht Club will participate in BAD with Dinghy Rides and allowing the use of the Yacht Club for



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the Art Show. She reported that there is a RCW regarding water skiers that is under review. The current rule is the skiers have to have a spotter. In the past skiers were allowed to use mirrors. The proposed change is to allow a spotter or mirrors. She stated that there is a report coming out on May 31, 2016, about black water in Puget Sound. The report is from the EPA and it proposes a no discharge zone based on black water being dumped by all marine vessels including the Washington State Ferries. She added that the report is in error. Marine vessels do not dump black water in the Puget Sound.

PRESENTATIONS TO OR BY THE BOARD

None

FINANCIAL REPORTS

Port Accountant Dennis Bryan provided the March 2016 end of month financial report. Balance as of March 31, 2016 was \$810,517.21. Jack Bailey asked if all the changes had been made as required and requested by the state audit in 2015. Dennis Bryan said they had but there are still 2 policies that have to be written. Dennis stated that his office and Port of Brownsville administrative assistant were working on this but the practices were already in place. Once the policies are written, there will be resolutions presented to the board for approval. As of March 31, 2016:

	With Fuel	Without Fuel
Operating Revenue	Under Budget 8.6%	Even to Budget
Non-Operating Revenue	Under Budget 11.0%	Under Budget 11.0%
Operating Expenses	Under Budget 8.3%	Over Budget 2.1%
Administrative Expenses	Under Budget 5.5%	Under Budget 5.5%
Non-Operating Expenses	Even to Budget	Even to Budget
Capital Improvements	Even to Budget	Even to Budget
Bond Principal	Even to Budget	Even to Budget

Bob Kalmbach requested that Dennis provide the comparison to previous years with the same information as in the past, adding the property tax revenue as in the past. This will give good comparisons to previous years. Once the new requirement for adding property tax revenue semi-annually is in place, then the report can be changed.

INFORMATION, STAFF AND COMMITTEE REPORT

- a. Manager Report – Attached. Carolyn Thomas asked what is being done about the recent thefts in the parking lot. Matt responded that the Port is looking into more cameras, better lighting and has already increased the amount of patrols in the parking lot by the security guard. Jack Bailey stated the grouping of cars that seldom move was providing a good hiding spot for potential thieves. He wanted to see these cars removed. He added there are also boat trailers that are staying in the parking lot for long periods of time and should be charged a fee for storage. He said he would contact the Port attorney to investigate the legality of such a fee. He also said the boat trailers should have a tongue lock on them so they can't be stolen.



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- b. Maintenance Report – Attached. Ned Cook asked when the pump out system would be 100% operational. Matt responded that there have been parts issues but it should be resolved in 2 to 3 weeks. Carolyn Thomas stated that she received a comment from a person soon to be mooring at Brownsville. The comment was the person was happy to be moving to the Port of Brownsville because it was the cleanest marina around. Jack Bailey questioned the use of pressure washers on the new aluminum docks. He was concerned about damage to the new docks. Bob Kalmbach stated that he loaned his all surface pressure washer to the Port to test if that could be used to make sure there was no damage. The test was successful, no damage noted. The Port has now purchased one like Bob Kalmbach's and is using it successfully. This will be investigated further.

- c. Commissioners Report –

Bob Kalmbach reported he did not attend the recent WPPA Conference. He could not justify the cost.

Fred Perkins did attend the WPPA Conference and received a lot of information. He is planning on meeting with Port Manager, Jerry Rowland, to go over some of the subjects discussed such as dredging. He questioned the status of the grant for the boat launch ramp replacement and said he would discuss this with Jerry as well. At the conference the Port of Edmunds has a whale watching boat which was an interesting discussion. There was a sociology professor as a speaker at the conference and he reported on the different generations, especially the millennials, as it relates to boating.

Jack Bailey attended the WPPA conference and discussed the small works roster requirements. The WPPA website has information and he had handouts. Fred Perkins said he would make copies for anyone interested. Jack continued the discussion about the sociology professor and the subject of millennials. They are not buying boats but renting or looking for a time share for boats. Jack stated that the trend for new boats is still wider and shorter.

- d. Standing Committee Report – Matt Appleton reported on the Water Trails Festival and paddles that is schedule for June 19 for the Port of Brownsville. Jerry Rowland, Marjie Rowland and Sally Hass attended a Kitsap Water Trails Alliance meeting with the County on April 28, 2016. They informed the County what the agenda was for the Water Trails Festival. The web site is current with schedule and the sponsors for the event. Sally Hass is ready to lead the paddle for Brownsville and JB Morrison is going to operate the safety boat. Carolyn Thomas added that the Yacht Club would be open to the paddlers on the day of the event.

BAD XI had the first meeting on May 3, 2016, at 3 PM. The T-shirt design was chosen, the Car Show dash plaque design was approved, and the expenditures for the various events were approved. The expenditures did not include the cost of the food. Bob Kalmbach asked if there was still a need for donors for the cost of the food. Matt replied yes. Fred Perkins asked when his donation for the Art Show Awards was due. Bob Kalmbach stated it would be closer to the event in September.



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OLD BUSINESS

- a. Boathouse Compliance – Matt Appleton reported there are only 5 boat houses left to be in full compliance. They have given their completion dates and he will be following up with them. C-16 is currently under construction.
- b. Earth Day Clean Up – Troy Barnhart, and the navy divers arrived on the 23rd of April, 2016. There were three divers in the water and a couple Navy guys helping on the barge. They recovered some piping, crab pots, bottles and cans, and a couple of tires. All in all, a good day. Carolyn Thomas stated that it was amazing what they did. She suggested having this type of clean up twice a year or in the winter when the water is clearer.
- c. Resolution 16-08 Modifying the Marina Rules and Regulations. Sections II Definitions, Section IV Boat Owners / Operator Regulations, Section VI Moorage Policies and Procedures and Boathouse Specifications and Standards. Even though this covers several sections in the Rules and Regulation, most of the changes deal with boat measurements and port charges relating to those measurements. The one change from the first reading done 13 April was to change Section VI paragraph 8 to allow the Port Manager or whoever is designated to make the final determination whether or not a boat may exceed the slip length by more than two feet. Other than this change all the other sections remain the same. Section IV adds new paragraphs (E) Unattended Vessels and (F) Vessel Condition. The Boathouse Specifications changed to read that any future upgrades will need to use steel panels and electrical upgrades will require an L&I electrical permit. Bob Kalmbach made a motion to approve the resolution. Fred Perkins seconded and motion passed unanimously.
- d. Resolution 16-09 Modify Personnel Policy Manual – Section 3.4 is the Attendance section. And 8.3 is Sick Leave. As stated last month recent circumstances have made it necessary to change these two sections so if disciplinary action is required there is policy in place to support it. Bob Kalmbach made a motion to approve the resolution. Fred Perkins seconded and motion passed unanimously.

NEW BUSINESS

- A. A Request for Proposal (RFP) was sent out to several local Engineering companies. This is the prelude to being able to submit a grant request to RCO in August. The RFP bids are due 8 June at 4:00 PM with the bid opening during the Port meeting. The commissioners have a copy of the RFP. Jack Bailey stated he did not approve for this RFP to be submitted. Matt explained that this was not hiring an engineer for this project. This was looking for a scope of work proposed by these engineers and this information is needed to get the grant.

PUBLIC COMMENT

Ned Cook asked for clarification on Resolution 16-09 which was passed at this meeting. He wanted to know who makes the final decision on whether an employee requires disciplinary action. Jack Bailey replied it was up to the Port Manager for final decision.

EXECUTIVE SESSION

None



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CLOSE MEETING / ADJOURN

Commissioner Jack Bailey adjourned the meeting at 8:08PM

President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary