



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

September 14, 2016

CALL TO ORDER

Commissioner Jack Bailey called the regular session of the meeting to order at 6:02 PM. In attendance were Commissioner Fred Perkins, Commissioner Bob Kalmbach, Port Manager Jerry Rowland, Maintenance Supervisor Matt Appleton, Port Attorney Neil Wachter 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 Fred Perkins, motion was approved unanimously.

APPROVAL OF CONSENT AGENDA

Consent agenda includes the 17 August 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: September 2016 voucher numbers 40365 through 40425 for a total amount of \$195,313.57. Also approved for payment was September 2016 Electronic Transfer voucher numbers 2016-69 through 2016-76 for a total amount of \$16,584.20

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

None

PRESENTATIONS TO OR BY THE BOARD

None



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FINANCIAL REPORTS

Port Accountant Dennis Bryan provided the June 2016 end of month financial report and as of July 31, 2016, the balance was \$1,010,477.60.

	With Fuel	Without Fuel
Operating Revenue	Under Budget 8.5%	Over Budget 3.7%
Non-Operating Revenue	Under Budget 4.8%	Under Budget 2.8%
Operating Expenses	Under Budget 7.7%	Over Budget 6.5%
Administrative Expenses	Under Budget 8.7%	Under Budget 8.7%
Non-Operating Expenses	Under Budget 5.6%	Under Budget 5.6%
Capital Improvements	Even to Budget	Even to Budget
Bond Principal	Even to Budget	Even to Budget

Dennis Bryan explained that reporting county tax income every six months instead of monthly as in the past, has made a difference in this month's report. Jerry Rowland also explained that the floating bathrooms expense will be reimbursed by 75%. Calculating that in makes the maintenance expenses under budget. Jack Bailey asked when the lining would be replaced in these bathrooms and Jerry Rowland replied next year. Bob Kalmbach asked when the Port installed the floating bathrooms. Jerry Rowland replied 2002 and 2004.

INFORMATION, STAFF AND COMMITTEE REPORT

- a. Manager Report – Attached. Jack Bailey stated he did not see on the sheriff's web site the 3 thefts reported in the Manager's Report. Jerry Rowland stated he could not speak for the sheriff's web site but he knew the thefts were reported.
- b. Maintenance Report – Attached. Fred Perkins stated that the staff had performed a lot of hard work on the cleanup and filling up the dumpster. Bob Kalmbach noted that the new employee Garrett shows good work ethic and he is pleased with his performance. Jack Bailey commented that all the county road work is done at Keyport but the boat ramp is still hard to get to. Matt Appleton stated he did see 2 cars launch their boat but he agreed it was difficult. Ned Cook asked if there had been any contact from Illahee Port as to a possible interport agreement. Jerry Rowland replied no. Jerry Rowland asked if the commissioner wanted him to go to their Port meeting and ask if they are interested. Jack Bailey said to wait until the next All Ports meeting.
- c. Commissioners Report –

Fred Perkins said he was going to the WPPA Small Ports Meeting

Bob Kalmbach said he would probably attend the WPPA Small Ports Meeting but would let Jerry Rowland know for sure.



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Jack Bailey said he would be attending the Environmental Conference and Boat Yard and Marina's Conference at the end of September.

Jerry Rowland asked Bob Kalmbach if he was going to attend the Environmental Conference and he replied no. He said Jack Bailey has been following that and does a good job at that.

BAD XI – There are 18 cars registered and 15 vendors signed up. The Port now has enough money donated for the food and Art show when it is collected. Jerry Rowland went to Everson, WA on 28/29 August and picked up a batting cage. With the 5% discount the total came to \$2,013.04. Bats, balls and helmets for were ordered for \$341.12. It will be set up a few days before BAD just to make sure the staff knows how to operate it.

The Silverdale Rotary donated \$500.00 to BAD. That brought the total collected for food to \$880.00 which made the Port still short around \$300.00. Jerry Rowland was explaining to Rich Satter about the donation from the Silverdale Rotary and that the Port still needed \$300.00. Rich Satter stated he would be unable to attend but would give the Port a donation. When Jerry Rowland came to work on the 13th there was a \$300.00 check on his desk from Rich Satter. This made it so the Port has enough money for the food.

Carolyn Thomas asked if there were flyers available for the event and Jerry Rowland replied yes. Jack Bailey stated since the Port did not have this event last year the Port might need to do more advertising. Jerry Rowland stated have been sent to all vendors that attended the last 10 years of BAD. Jack Bailey stated maybe signs at intersections or at schools. Jerry Rowland said the schools get notified through the new email system and the flyers were attached. Brownsville will be at BAD with a choir, Esquire Hills will have a chorus and Cottonwood will have the unicycle display. Bob Kalmbach asked about putting out sandwich boards and Marjie Rowland said the Port has them but in the past when they were put out they were stolen. Marjie Rowland said that the Port still needs a judge for the art show and 3 people to be in the dunk tank. Jerry Rowland reminded everyone that the Port has the only heated dunk tank.

OLD BUSINESS

- a. Boathouse Compliance – Matt Appleton gave a report that C-33 is under construction. He met with the owners of C-32 and timeline was established. C-25 has a buyer for the boat house so it is not known if it will be renovated. Jerry Rowland stated the floats are in good shape and plastic wrapped. Bob Kalmbach asked when C-32 is going to start the renovation. Matt Appleton stated immediately and went over the timeline.
- b. 2017 Tariff. The Commissioners have a copy of the tentative tariff. Commissioner Perkins asked about the 75/25 split on the utilities and security charges. The Commissioners have a copy of the research Jerry Rowland did in 2007. As it turns out there never was a resolution for the utilities only security so in 2007 to correct this oversight the 75/25 split for utilities was spelled out in the tariff but not in a separate resolution. So technically it was done by resolution but only as part of the 2007



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tariff. Jerry Rowland said he told Fred Perkins the 75/25 split was by resolution but it was only done by tariff resolution. Jerry Rowland apologized to Commissioner Perkins. Jack Bailey said now the Port has a better way to measure the electric use through the meter boxes. Jerry Rowland added that maintenance expense is added to the 75/25 utilities charge. Bob Kalmbach asked a question about the rate of charges for utilities on boat houses and Jerry Rowland agreed that the decimal point is in the wrong place. Bob Kalmbach said he did a comparison and the Port of Brownsville is in the middle compared to other Ports. He thinks the tariff is right in line with the public ports in the county. Fred Perkins stated with his research he agrees with Bob Kalmbach's comment. Bob Kalmbach did make a comment that the Port of Brownsville tariff is a lot of pages compared to other ports. Jerry Rowland stated he wants to make sure all items that the Port charges a fee for is on the tariff. Jack Bailey asked if Jerry Rowland researched if the Port could set a fee for parking lot violations, especially long term storage of vehicles and boats. Jerry Rowland said the Port Attorney has been researching this. Carolyn Thomas asked if the Port does not have the parking spots numbered, wouldn't it take a lot of staff time to monitor how long a person had been parked there. Jerry Rowland said that this would be caught during the daily rounds. Carolyn added that the Port is only targeting abusers and Jerry Rowland replied yes. Fred Perkins asked what the rules say and Jack Bailey said 72 hours but Jerry Rowland clarified that live aboards are allowed to have a car for a longer period. The Port Attorney representative, Neil Wachter, gave his opinion that the Port should be allowed to impose a fee and it should be advertised. However, he added that more research should be done. Ned Cook asked who is responsible for theft of a vehicle that has paid the fees imposed. Jerry Rowland said that is what he wants to get clarified through the Port attorney. Resolution is deferred until next month.

- c. 2017 preliminary budget. The Commissioners have a copy of the 2017 budget. There is a power point presentation scheduled for next month's meeting and it will be based on these figures.
- d. Boat Launch – Matt Appleton, Marjie Rowland and Cassandra Rowland volunteered to monitor the boat launches at Lions Park, Evergreen Park and Silverdale. SEALASKA did Poulsbo and Port Orchard on 27 August to do a count of the number boats launched and retrieved from 10 am to 2 pm. Lauren Stangler did the same at Brownsville along with doing a survey questionnaire with the boaters. As in the report Brownsville had more than anyone which came as no surprise. This information will be used to apply for the boat launch ramp grant. The results of the questionnaire was that most of the boaters want the ramp to be longer and wider. SEALASKA is getting ready to put the permits together so the Port is right on track. Bob Kalmbach asked how much the Evergreen ramp cost and Jerry Rowland replied \$475,000.00 Based on that it is estimated that this boat ramp would cost \$600,000.00. Jack Bailey asked if the Port asked SEALASKA is working on the Main Pier replacement. Jerry Rowland said they are working on it. Jack Bailey said double pilings would be preferred. Jerry Rowland said that SEALASKA is going to look at a single piling construction based on the fact that the pier will be aluminum. Jack Bailey said due to the weight the pilings could be less. Bob Kalmbach asked how long the handicap ramp was and Jerry Rowland said it is 50 feet.
- e. Security Camera – The Port ordered one test camera to see how it was going to work. It is currently set up on the Port Manager's computer only and is aimed at the main gate. The distance is 150 feet. It does not have the clarity that the Port wants so more research has to be done as far as the right camera specifications.

NEW BUSINESS



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- a. Resolution 16-11 Application to RCO Boating Facilities Program for Grant Funding – This is to comply with the requirements for the grant application. Commissioners discussed the resolution and decided to waive the second reading requirements. Bob Kalmbach made a motion to waive the second reading of Resolution 16-11 and approve the application to RCO Boating Facilities Program for Grant Funding. Fred Perkins seconded the motion and it was approved unanimously.

PUBLIC COMMENT

There was discussion on the lost All Ports meeting minutes from last meeting. Bob Kalmbach found them in his folder.

Carolyn Thomas reported as Commodore of the Brownsville Yacht Club. She was re-elected to the Commodore position. The new person to contact for scheduling the yacht club is Rich Johnson. She reported that they are supporting BAD by having the art show in the yacht club and providing dinghy rides. They have also donated \$200 for the art show. She also said she will help with coming up with a judge for the art show. She noted that having the Commodore in the dunk tank may generate a lot of revenue. She will consider it. She reported on the October 28 “Haunted Harbor” event. The theme is to Scare Hunger Away and bring a donation of food for the Bremerton Food Line. The Hearse Club will be attending again. She continued to report on the Lighted Boat Parade for the Christmas holiday. They will have one this year and have gained 22 members so there should be lots of boats. Also, there will be the Polar Plunge on January 1, 2017. All are invited to participate or observe.

Jerry Rowland called Kitsap County Public Works (337-5777) and talked to both Dale Blackwood who handles Right of Way issues and David Fort who is in charge of pedestrian and bike trails. They stated that Illahee has been designated as a Bike Route in Kitsap County. What this means is that at some point in time Kitsap County will add a shoulder to Illahee road that is 4 to 6 feet wide. However, David Fort made it very plain that a shoulder, in most cases, would never be added on the water side of a road. There is also the problem that along the stretch of Illahee road starting at Brownsville highway and going south there are some significant topography issues that will be difficult to overcome. Jerry Rowland passed this information to Allen Newburg who proposed this walk way at the last meeting.

Jerry Rowland stated Otto Knutzen (B-49 S/V Mary Jane) passed away 12 September 2016. His memorial will be this Sunday 2 – 5 in the pavilion.

Bob Kalmbach asked if anyone from Dennis Bryan’s office was going to the upcoming BARs manual training. Dennis replied yes. Jerry Rowland stated Claudia Sharpe, Port bookkeeper, is going as well.

There was some discussion on the signs for Brownsville. Jerry Rowland said he would call the County and find out the status.

Regular session was recessed at 7:43PM and Executive Session was convened and will be 15 minutes in duration, discussing personnel matters.



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EXECUTIVE SESSION

At 7:58PM Commissioner Fred Perkins stated executive session would be an additional 15 minutes. At 8:13PM Commissioner Fred Perkins stated executive session would be an additional 15 minutes. At 8:28 the executive session was adjourned and the regular session was reconvened. No action taken in the executive session. There will be an executive session at next meeting to discuss actions.

CLOSE MEETING / ADJOURN

Commissioner Jack Bailey adjourned the meeting at 8:33 PM.

President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary