



# Port of Brownsville

Minutes of Meeting

14 March 2012

## **CALL TO ORDER**

Commissioner Bob Kalmbach called the regular session of the meeting to order at 7:01PM. In attendance were Commissioner Jack Bailey, Commissioner Allen Miller, Port Manager Jerry Rowland, Port Attorney John Mitchell and Port Accountant Dennis Bryan.

## **PLEDGE OF ALLEGIANCE**

Commissioners led pledge of allegiance.

## **APPROVAL OF AGENDA**

Motion made by Jack Bailey to remove items 9 a and 9 b from the agenda and place them on the April agenda. Motion was seconded by Allen Miller and approved unanimously.

Motion made to approve agenda as modified. Motion seconded and approved unanimously.

## **APPROVAL OF CONSENT AGENDA**

Motion made by Allen Miller to accept consent agenda. Consent agenda includes the 8 February 2012 regular meeting minutes, the 15 February 2012 Study Session 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: February Special voucher, numbers 27376 through 27380 for a total amount of \$6,790.36, March 2012 General Fund voucher, numbers 27381 through 27437 for a total amount of \$86,073.20. Also approved for payment was February Special Electronic Voucher, numbers 2012-19 through 2012-21 for a total amount of \$3,769.74 and March Electronic Voucher, numbers 2012-22 through 2012-29 for a total amount of \$10,289.07.

Motion seconded by Jack Bailey and approved unanimously.

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

Kim Hoyt asked about the vent hood installation proposal for the deli. The deli owners thought the proposal was approved but didn't see any progress in the installation. She explained that without the hood there is smoke in the deli when they cook. Jerry Rowland stated that the commissioners never approved the installation. The commissioners had requested what the deli menu would be after the vent hood installation. Then there was discussion about more storage and a possible expansion of the deli area. Bob Kalmbach added that the proposed vent hood installation was not a fire hood and due to possible future needs and owners, the commissioners wanted a fire hood installed instead of the vent hood that was proposed. The commissioners have been waiting for response from the deli business owners because this type of hood installation would be more expensive. Kim stated that she would discuss this with her partner. She did ask what the commissioners thought the menu should be changed to. Jerry Rowland stated that the proposal from the deli owners was for a grill and deep fryer which



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would mean more on demand menu. However, this type of menu would require more storage which means expansion. Kim said she now understood where the vent installation proposal stood and she would talk to her partner.

Jonathon Thomas gave a report from the Grays Harbor Seaport Historical Society as an official representative. He discussed the upcoming visit by the Tall Ships and the program that was being offered to Title One schools (those that receive federal aid for lunches for more than 40% of the students). There are 7 Title One Schools in Central Kitsap school district and 100% in Bremerton school district. The Tall Ship will be at the Port of Brownsville August 20<sup>th</sup> through the 24<sup>th</sup>. The program will be on August 21, 22, and 23<sup>rd</sup>. The fare for the entitled schools will be \$5.25 per student. If both of the Tall Ships arrive then there will be 500 fares available during the time period. He added that the Suquamish tribe will be participating. He has challenged the school boards to adopt a school to make this happen. Jack Bailey asked the names of the 7 schools in the Central Kitsap school district. Jonathon could name only 3 of the elementary schools. Jerry Rowland stated he and his wife, Marjie, would sponsor 10 kids and would pay for the \$5.25 for each of the 10. Jonathon stated the point of contact for these donations is Jan Jorgensen. Jack Bailey asked what grades are entitled and Jonathon replied all grades are entitled.

Jonathon Thomas continued as the secretary of the Kitsap Maritime Heritage Association. He announced they are getting more organized and now have a vision and mission statement. Directors have been assigned and they will be developing a 5 year budget and business plan. They have found a 2006 schooner from the plans of a John Alder schooner which is a 1928 design. It has 2 masts with a yard. The organization is not official yet until the Articles of Incorporation and By-Laws are complete. When that happens they will apply for incorporation.

## **PRESENTATION TO OR BY THE BOARD**

None

## **FINANCIAL REPORTS**

Port Accountant Dennis Bryan presented the January and February 2012 end of month reports. As of February 29, 2012 the cash balance was \$1,428,988.87.

### With Fuel Costs:

Operating Expense	Under Budget 5.5%
Non-Operating Expense	Even to Budget
Administrative Expense	Under Budget 1.1%
Operating Revenue	Under Budget 6.9%
Non-Operating Revenue	Even to Budget

### Without Fuel Costs:

Operating Expense	Over Budget 3.7%
Operating Revenue	Even to Budget



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In February there were 3 pay periods which accounts for Expenses being over budget. Also a large sewer charge was billed to the Port based on a major water leak. Since the sewer charge is based on the amount of water used, the bill was much higher than expected. Jerry Rowland stated he was going to contact the North Perry Water company to adjust the water usage amount. Then the sewer company will rectify this since the water did not go into the sewer.

Dennis added that he has completed an end of the year draft final report. This was given to the state auditor that is now doing an audit on the Port. The auditor made some recommendations for changes but no findings so far from the audit. Most of the recommendations were made due to changes in the BAR Manual. The auditor has finished the financial audit and will complete the compliance portion of the audit by this Friday.

## **INFORMATION, STAFF AND COMMITTEE REPORTS**

- a. Manager Report – Attached. Bob Kalmbach asked about the Quick Books class that the Secretary was going to attend, whether it was just classroom or hands on. Jerry Rowland replied it was hands on. He asked for additional information on this. Jack Bailey asked how much gas was left from the previous supplier that ethanol in the fuel. Jerry Rowland stated it a little over 1,000 gallons. He predicted that it would take 2 weeks to get the tank low enough to refuel. Jack Bailey asked how long it has been since the fuel/gas tank was filled. Jerry Rowland replied it was about 3 months ago.
- b. Commissioner Report – Jack Bailey reported on the upcoming meeting for the Port Commissioners. He stated the Spring WPPA meeting will be May 16-18 and held in Spokane, Washington.
- c. Standing Committee Report –None

## **OLD BUSINESS**

a. And b. were deferred to April meeting

c. Resolution 12-04 Rescind All Policy Resolutions prior to 1994 – Jack Bailey made a motion to adopt Resolution 12-04. Allen Miller seconded and the motion passed unanimously

d. Fire Station Motorcycle Retrofit Shop – this business that was proposed to occupy the Upper Level of the Fire Station does require conditional use permit based on the rules that state any “repair” shop requires this. This would cost \$7,000.00 and if the Port paid this it would be \$1,000.00 more than the first years rent. The Community development group would consider an occupancy permit only if the business was not going to do repair. New installation would be allowed but not repair. Jerry added that this particular instance has caused the Community Development Group to review this rule and make changes to allow for more flexibility for the Community Development Group. Clay Branes stated he is still interested in pursuing this business and will consider removing the repair part of this business. It is in his hands to make that final decision.



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## **NEW BUSINESS**

None

## **PUBLIC COMMENT**

Jack Bailey announced that recently the speed limit on Ogle Road was changed from 35 MPH to 30 MPH without any notification. Now just more recently it was changed again to reinstitute the 25 MPH by the Port boundaries and it starts at the top of the hill.

## **EXECUTIVE SESSION**

None

## **CLOSE MEETING / ADJOURN**

Commissioner Allen Miller made a motion to adjourn, Commissioner Jack Bailey seconded. Motion passed unanimously. Meeting adjourned at 8:03 p.m.

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President/Commissioner

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Secretary/Commissioner

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Commissioner

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Recording Secretary