



Port Of Brownsville

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

Commissioners:
Bob Kalmbach
Jack Bailey
Fred Perkins

April 16, 2015

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, Port Manager Jerry Rowland, Port Attorney John Mitchell was represented by Carrie Eastman and Port Accountant Dennis Bryan. Commissioner Bob Kalmbach was excused.

PLEDGE OF ALLEGIANCE

Commissioners led pledge of allegiance.

APPROVAL OF AGENDA

Commissioner Fred Perkins made a motion to approve the agenda as written. Motion seconded by Commissioner Jack Bailey, motion was approved 2 for, 1 absent.

APPROVAL OF CONSENT AGENDA

Consent agenda includes the 11 March 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: April 2015 General Fund voucher numbers 29757 through 29839 for a total amount of \$156,846.06. Also approved for payment was April 2015 Electronic Transfer voucher numbers 2015-24 through 2015-35 for a total amount of \$28,347.68.

Motion made by Commissioner Fred Perkins to approve consent agenda. Motion was seconded by Commissioner Jack Bailey and motion was approved 2 for, one absent.

PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA

Jonathon Thomas represented the Kitsap Maritime Association. He gave an updated report on the progress of the renovation of the schooner "Fiddler's Dream". Vessel was donated in 2013 and it was down rigged in June 2013. The vessel arrived at the Port of Brownsville in December 2014. January 2015 a protective wrap or dome was put over the boat and the deck replacement started. Sub deck forward is all replaced. Fuel tanks are being ordered and system design, including electrical is in progress. There were nearly 2200 volunteer hours donated in 2014 which accounts for the progress made to date. He announced that there is a "Great Give Away" on May 5 and the Kitsap Maritime Association was given a grant that gives matching funds of donations by 100% and the Great Give Away will match by 10%. In other words, if \$100 is donated, a matching of 110 dollars will be given by the grant up to \$10,000.00 and the Great Give Away funds. He also announced that the Association would be participating in the STEM showcase in the Kitsap Mall on Saturday April 25, 2015, showing how Science, Technology, Engineering and Math are used when maneuvering a schooner or sailing. It's a way to teach kids to put down the electronics and get involved with real life events and sports. Jack Bailey



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said he would donate on May 5 but would probably need a reminder. Jonathon gave directions on how to navigate the website on May 5. Jerry Rowland asked if the pledges already made for 2016, if they donate on May 5, 2015, will it count for the year 2016. Jonathon replied yes. Jack Bailey asked if the Association expected this many repairs and this much damage on the vessel. Jonathon replied they did expect this due to the survey done prior to accepting the donation. Jonathon said they meeting the next day with a group called "Work Experience" which is under the school district. They will provide students with the work experience program and they will be paid through this program. Jerry Rowland asked if the masts will be on by June 27th. Jonathon replied the masts will not be on until September. Fred Perkins noted that there is a youtube video that shows the construction and renovation of the vessel, sped up to watch in a short time frame. Jonathon said you can access this video through their website.

PRESENTATIONS TO OR BY THE BOARD

None

FINANCIAL REPORTS

Port Accountant Dennis Bryan provided the February 2015 end of month financial report. As of February 28, 2015 the balance was \$1,275,375.49.

	With fuel	Without fuel
Operating Revenue	Under budget by 5.4%	Even to Budget
Non-Operating Revenue	Even to Budget	Even to Budget
Operating Expense	Under Budget by 5.3%	Over budget by 1.2%
Administrative Expense	Under Budget by 1.8%	Under Budget by 1.8%
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

Jack Bailey noted that reports are that the gas prices will be going lower this summer which will help with getting people to do more boating.

Fred Perkins noted that the small slip have openings and asked the Port Manager if this was normal. Jerry Rowland replied that it has been declining since 2008 but the slips are filling up in the summer but it is not unusual to have empty small slips in the winter since people pull their boats out of the water then. Fred asked if the Port should advertise. Jerry Rowland stated he thought at this point it was wise to wait and see how the economy recovery takes care of this issue.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached.
- b. Commissioners Report –



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Fred Perkins reminded everyone that the All Ports Meeting will be at the Port of Brownsville on April 20th, next Monday.

Jack Bailey announced that the WPPA Spring Meeting is scheduled for May 13 through 15 in Spokane. This conflicts with the scheduled Port meeting in May. Jerry Rowland said he would be on vacation from May 17 to June 1, 2015. It was agreed that the next Port meeting would be moved to May 11. Jack Bailey reported that there is a Washington Maritime Federation of Ports meeting in Tacoma on May 8, 2015. This includes a discussion of mutual aids agreement. This will give guidelines on how each Port can help another without a lot of paperwork, especially during a catastrophe.

Fred Perkins noted that WPPA provides good training and suggested that Port staff may want to attend certain subjects. He requested that the Port Manager look into this in the future.

- c. Standing Committee Report – Jerry Rowland announced the first meeting for the Comprehensive Scheme will be June 16 at 6 PM.

OLD BUSINESS

- a. Boathouse Compliance – Matt Appleton announced that the boat house in slip C-16 is scheduled to be demolished on April 23, 2015. Other tenants are purchasing new floats to comply with the requirements.
- b. Resolution 15-04 Trespass Policy – Second Reading – This policy provides the Port with some authority to restrict public access. Mr. Mitchell did receive an answer from the Kitsap County Prosecuting Attorney's office. A copy of which is in the Commissioners folders. A request was made by Commissioner Bob Kalmbach to defer this resolution to the next Port meeting. It was agreed.
- c. Resolution 15-05 Modify Port Rules and Regulations – Second Reading - The proposed changes are in support of the trespass policy in that it adds the definition for Assault, Battery and Bullying and provides a better breakdown of what is expected in the Conduct & Behavior section. A request was made by Commissioner Bob Kalmbach to defer this resolution to the next Port meeting. It was agreed.
- d. New WEB site – Terry Asla said he has a list from Commissioner Jack Bailey of desired things in the web site and he will make these changes and will send it out for another review. Jack Bailey said he does appreciate the work that Terry has put in this endeavor and asked if there was any cost. Terry Asla said there would be some cost and he would let the Commissioners know. Jack Bailey suggested that Terry look at the Peninsula Sailing Club site with maps which would be good since there aren't many signs direction people to the Port. Jerry Rowland pointed out it was the counties responsibility to install those signs. Jack Bailey replied this may be a good thing to look into.



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NEW BUSINESS

- a. Resolution 15-06 – Update resolution 06-12 appointing an agent to receive claims – RCW 4.96.020 requires that local governmental entities appoint an agent to receive any claim for damages made under RCW chapter 4.96. Mostly what this resolution does is remove Allen Miller's name and adds Fred Perkins. Fred Perkins made a motion to waive the second reading and vote on this amendment tonight since it is an administrative amendment. Jack Bailey seconded the motion. It was agreed that the required signatures by the commissioners on the form could be made in the near future. Motion passed two in favor, one absent.
- b. Washington Water Trails Kayak Paddle-In at Brownsville – Jerry Rowland reported that he and Terry Asla, Sally Hass and recording secretary Marjie Rowland attended a meeting in Port Orchard held by Eric Baker and Kitsap Peninsular Alliance Water Trails group. This event has taken on a life of its own. For Friday night, June 26th, the Brownsville will have free camp sites for human powered vessels. On Saturday, June 27th, there will be a paddle from Brownsville to Silverdale. The group will arrive in Silverdale prior to the dedication for Washington Water Trails becoming part of the National Water Trails, which is scheduled between 1PM and 3 PM. There is negotiations being done now that the Carlisle II will take the paddlers to Brownsville from Silverdale. On Sunday, June 28th, there will be a paddle from Brownsville to Keyport Marina. There will be a raffle and lunch available in the Keyport Mercantile. On Saturday night there will be a potluck dinner at Brownsville and on Sunday morning there will be a breakfast put on by the Brownsville Yacht Club. Jerry then asked Terry Asla to report on this event.

Terry Asla continued with reporting that this event and stated that this event was submitted to the commissioners at the last meeting but it was then identified that Silverdale was having the ceremony for National Water Trails acknowledgement. Since then Silverdale Chamber of Commerce, Keyport Marina and Port of Brownsville have collaborated to have a schedule that encompasses all 3 areas but not conflicting with each other. Terry Asla stated that other events were being investigated for other things to do besides paddling. He said they were looking into getting a Long Boat for display, a kite building workshop, a Peer to Pier event with underwater cameras. The convention bureau for Kitsap County is going to fund some of the advertising such as the banners. Sally Hass, founding member of the Washington Water Trails, added that she will be presenting a safety orientation to anyone that will be paddling that day, including a sort on the skill levels of the paddlers. The inexperienced will be provided paddling in the local area and paired up with experienced paddlers. Terry Asla added that the vendors will be in Silverdale on Saturday and for an additional fee will be at Brownsville on Sunday. Sally Hass praised the Port of Brownsville for having all amenities for paddlers including bathrooms, laundry and food available at the deli. Jack Bailey expressed concern over the number of camp sites. Jerry Rowland stated he would make the upper commons available for camping for this event as well as the RV sites. Jack Bailey commented that it would be beneficial to get Kitsap Transit to help with moving people from one location to another.

Jerry Rowland stated that at the last meeting it was announced that the Port of Brownsville would not sponsor or provide funds for this event. However, at the All Ports Meeting in March, the Ports agreed



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to support this event, and Port of Brownsville attended this meeting. Jerry Rowland requested approval to sanction the event and provide funding of \$500.00 to help with the costs of this event. There will be some of the funding coming from fees such as vendors. Jack Bailey agreed that amount was reasonable. Fred Perkins wanted clarification on the legality of spending tax payer money from a public port. It was agreed that this was a public event so the authorization of the funds was authorized. The commissioners authorized the funding not to exceed \$500.00. Jack Bailey requested that the Port logo be placed on any advertising for this event. Ned Cook asked if the vendors would be in the same place as they have been in the past for the event, Brownsville Appreciation Days. Jerry Rowland replied yes.

- c. Mail Box location across from the Fire Hall - Ms. Harris sent a letter to the Port of Brownsville concerning mail box location and moving these boxes due to the possibility of them falling. She suggested moving them around the corner which would be Port of Brownsville property. Jack Bailey commented that the Post Office should be notified of this and they should decide how to handle this situation. Jerry Rowland stated Ms. Harris did contact the Post Office but they replied that the Port of Brownsville has to sanction the move before the Post Office will take action. The Port of Brownsville has already set the precedence with having private mail boxes on Port property by allowing them to be put by the deli many years ago. Jerry stated he felt for many years that the location of these mail boxes was a safety concern while trying to retrieve mail from them. Jack Bailey stated the type of lock mail box stands that are being installed in other locations could resolve the safety issue. Jack Bailey noted that the location proposed is where the county piles the snow during snow season so the mail person would not be able to deliver the mail during this time frame. Ned Cook asked if the address would change with the move. Jerry Rowland replied no. Fred Perkins stated that this should be a decision by the Post Office. Jerry Rowland requested guidance on replying to this letter. Jack Bailey agreed with Fred Perkins that this is a Post Office decision. If the Post Office wanted to move them to the location proposed he would be agreeable to it. Fred Perkins added that as long as there was no cost to the Port of Brownsville he was agreeable to it. Jerry Rowland stated he would tell Ms. Harris to contact the Post Office and bring an update to the next meeting.

PUBLIC COMMENT

Ned Cook stated that in the past it was discussed about replacing the unsightly mail boxes in front of the deli. Jerry Rowland said he would look into this again and discuss with the Post Office about replacing with a lock box.

Jerry Rowland told the commissioners they have been provided a copy of a letter of appreciation from a fuel customer that appreciated the prices and the customer service. The attendant was Lauren Stangler and she has been informed of this letter and a copy will go into her personnel folder.

Jerry Rowland stated that Gregg Faulkner had put together a pricing comparison for the Commissioner's to change to a Windows tablet so they can interface with the Port's server. This is necessary to help save and archive Port business. Jack Bailey asked if these were connected by the phone. Jerry Rowland replied they can be.



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EXECUTIVE SESSION

None

CLOSE MEETING / ADJOURN

Commissioner Fred Perkins made a motion to adjourn. Motion seconded by Commissioner Jack Bailey and motion passed 2 for, 1 absent. Meeting adjourned at 7:27 PM.

President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary