



# Port of Brownsville

Minutes of Meeting

9 May 2012

## **CALL TO ORDER**

Commissioner Bob Kalmbach called the regular session of the meeting to order at 7:02 PM. In attendance were Commissioner Allen Miller, Port Manager Jerry Rowland, Assistant Port Manager Gregg Faulkner, Port Attorney John Mitchell and Port Accountant Dennis Bryan. Commissioner Bailey had an excused absence.

## **PLEDGE OF ALLEGIANCE**

Commissioners led pledge of allegiance.

## **APPROVAL OF AGENDA**

Motion made to approve agenda as written. Motion seconded and approved two for one excused.

## **APPROVAL OF CONSENT AGENDA**

Motion made by Allen Miller to approve consent agenda. Consent agenda includes the 18 April 2012 special meeting minutes, 18 April 2012 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 2012 Special General Fund Voucher number 27488 for a total amount of \$105,602.21, May 2012 General Fund voucher, numbers 27489 through 27537 for a total amount of \$72,520.02. Also approved for payment was April Electronic Voucher, numbers 2012-40 through 2012-47 for a total amount of \$10,752.02

Motion seconded and approved two for one excused.

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

None

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

Jonathan Thomas, as the secretary of Kitsap Maritime Heritage Foundation, introduced the chair of the board of this organization, Skip Nordal. Jonathon reported that 2 of the Kitsap County schools had signed up for the Title 1 sailings and they are scheduled. Donations have been received for almost 100% of the additional \$5.00 charge per child for those school students so there will be no expense for the school students or their parents. Jonathon also reported on the model restoration of the Lady Washington at the Kitsap Historical Museum stating that a modelers group will perform the restoration. He stated that on Monday he and the chair met with the Kitsap County Commissioners and they recognized the importance of this organization.



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Grays Harbor Seaport Historical Society will meet next Tuesday for their board meeting and the Port of Brownsville will be in attendance to show support of the Title 1 education program.

There is a Confederation of Ports that will meet next Friday in Tacoma. The US Coast Guard will be in attendance for the preparation of the 2014 Tall Ships event.

The Kitsap Maritime Heritage Foundation will meet with Kitsap Community Foundation in June to discuss them being the judiciary agents for this organization.

Bob Kalmbach stated he would not be able to make the Friday meeting in Tacoma with the Confederation of Ports. Jonathon volunteered to be the Ambassador for the Port at that meeting.

Cheryl Estep from the Brownsville Deli presented some preliminary bids for a class one hood. Jerry Rowland stated there was a letter in the commissioner's folders from Leslie Harrison, a Port constituent. Steve Neuhauser gave some details on the hood installation. Mayda gave a bid for the Type 1 hood installation. Fire suppression system would be about \$2300.00. The hood does not come with the flue and the installation of the duct. The Mayda bid is \$4400.00 without cost of electrical installation. Silverdale Electric has been contacted for a bid for the electrical portion. A complete bid will be available at the end of next week. Complete installation is about \$8900.00. Bob Kalmbach asked exactly what Mayda would be doing. Steve replied that they would be installing the hood and the flue with the fire suppression system. Bob added that his concern was that the route of the flue would create noise in the yacht club area. Steve said it could be routed differently. Bob said if it is routed through the yacht club he wanted some really good sound proofing. Jerry Rowland stated the size of the flue was important. The area designated could be wide but not too deep so the flue would have to be shaped that way. Steve said the original size was 10 X 14 and it would have good sound proofing. Bob stated that the area is only about 10 to 12 inches deep. Bob asked Cheryl if the 5 foot hood was going to be big enough for a bigger range that may be purchased in the future. Cheryl said she thought it would be but she would check to make sure. Steve Neuhauser said the current stove was 36 inch stove. You could go up to a 48 inch range and still use the 5 foot hood. Bob asked if there were any plans to go bigger than a 48 inch range. Steve did add that a 6 foot hood doesn't cost that much more than a 5 foot hood. Bob requested all of the information including exact figures by next Tuesday at the special meeting scheduled for 1100. Leslie Harrison presented a plan for future expansion of the deli including plumbing and electrical. It was presented for future consideration.

## FINANCIAL REPORTS

Port Accountant Dennis Bryan presented the April 2012 end of month reports. At the end of April there was a balance of \$1,434,490.62.

With fuel costs and sales		Without fuel costs and sales
Operating Revenue	Under budget by 12/1%	Over budget by 1.6%
Non-operating Revenue	Even to Budget	
Operating Expenses	Under by 11.5%	Over budget by 4.3%
Administrative Expenses	Even to Budget	



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Non-Operating Expenses	Even to Budget
Capital Improvements	Even to Budget
Bond Payments	Even to Budget

## INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached. Bob Kalmbach asked if it was possible to put a sewer usage meter on the Port building. Jerry Rowland replied probably not too difficult. He will look into this option.
- b. Commissioners Report – Allen Miller stated he would be attending the Spring WPPA Meeting May 16 -18, 2012, in Spokane.

### c. Standing Committee Report –BAD VIII

The first BAD VIII meeting will be Wednesday 30 May at 6 PM. There is a need for volunteers for the committee and the event. Cassandra Rowland has volunteered to be the Event Coordinator with Marjie Rowland as backup. Even though there were no findings during the State financial and performance audit out brief, there was an area identified as a problem. The Auditor's office made it extremely clear that the Port could no longer purchase the food and sell it. Nor could the Port collect money from the vendors and the car show people and process it through the Ports account and then write checks to the Public Elementary Schools. This leaves the committee with some options; 1) Find someone or several someone's to donate the food, 2) the Port purchase the food and pay themselves back and whatever is left over can be donated to the schools, 3) the Port purchase the food and give it away (don't charge the public), 4) the Port doesn't have any food this year (which is really not an option). Costco has been contacted about donating hamburger and hot dogs. So far they have not committed. The committee will also need to come up with a third party to process the money and submit the checks to the Public Elementary Schools. The Kitsap Maritime Heritage Foundation has volunteered to collect the money and write the checks but this may present a problem this year in that there will be many people that automatically write their checks out to the Port of Brownsville. Cassandra Rowland has suggested talking to the Yacht Club and have them collect the money and write the checks. That way even if the Port of Brownsville gets a check made out to the Port, the Yacht Club might be able to put it into their account just because we both share the word Brownsville. The Brownsville Yacht Club still needs to be contacted about this.

## OLD BUSINESS

- a. Resolution 12-03 Revised Personnel Policy Manual which is the medical benefits portion. Commissioner Allen Miller made a motion to defer this resolution until the June meeting. Motion seconded and approved two for one excused absence.



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## NEW BUSINESS

- a. Resolution 12-06 Bad debt write-off – This resolution is to clear the books on an uncollectable debt. This resolution is administrative in nature and can be passed with one reading. Motion made by Allen Miller to approve resolution 12-06. Motion seconded and approved two for one excused absence.

## PUBLIC COMMENT

Skip Nordal announced that he thought he had someone interested in taking the keel from a cut up boat that has been stored in the garage area. Jerry Rowland stated that would be good.

Jerry Rowland stated the paving of the new parking area is going to cost more than expected. There are very few companies that pave with asphalt. The current bid is over \$6,000.00 for 1400 square feet. More research is needed for alternatives (concrete or gravel).

Jerry Rowland announced that he was looking at purchasing bike racks and kayak racks. He presented pictures of the racks. The cost is approximately \$600 each.

Jerry Rowland made a suggestion to change the agenda format for future meetings. He asked the commissioners to consider it.

## EXECUTIVE SESSION

None

## CLOSE MEETING / ADJOURN

Commissioner Allen Miller made a motion to adjourn, Commissioner Bob Kalmbach seconded. Motion passed two for and one excused absence. 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