



## **Port of Brownsville**

Minutes of Meeting

11 May 2011

### **CALL TO ORDER**

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

### **PLEDGE OF ALLEGIANCE**

Commissioners led pledge of allegiance.

### **APPROVAL OF AGENDA**

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

### **APPROVAL OF CONSENT AGENDA**

Motion made to accept consent agenda. Consent agenda includes the 13 April 2011 regular meeting minutes, the 18 April 2011 Kitsap All Ports Meeting minutes and the 19 April 2011 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 has 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 2011 General Fund voucher numbers 26793 through 26854 for a total amount of \$142,435.51. Also approved for payment was May Electronic Transfer voucher numbers 2011-37 through 2011-44 for a total amount of \$10,793.37

Motion seconded and approved unanimously.

Jonathon Thomas asked why the All Ports Meeting minutes were part of the consent agenda. Jack Bailey explained that when more than one commissioner attended that meeting, it is required by RCW's that the minutes be part of the Commissioner's meeting consent agenda.

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

Ned Cook asked if the large dollar amount breakdown was going to be read. The commissioners offered to give him or anyone else a copy of those high dollar expenses. There was no reading of the high dollar amounts.

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

Skip Nordal as part of the staff and on behalf of the Lavengro thanked the Port of Brownsville for hosting them for the last year. He also stated the Lavengro will be available during the Lady Washington and Hawaiian Chieftain visit to give two free sails and they will do the same during Brownsville Appreciation Day (BAD).

## FINANCIAL REPORTS

Port Accountant Dennis Bryan distributed the financial reports for April 2011. As of the end of April the balance was \$1,443,872.10 and \$700.00 in petty cash.

With fuel in the monthly report

Operating Revenue	Under Budget by 6.5%
Non-operating Revenue	Even to budget
Operating Expenses	Under Budget by 6.0%
Administrative Expenses	Under Budget by 6.0%
Non-operating Expenses	Even to Budget
Capital Improvements	Even to Budget
Bond Payments	Even to Budget

Without fuel,

Operating Revenue	Over Budget by 2.8%
Operating Expenses	Over Budget by 4.8%

Jack Bailey asked if the gas and fuel prices were part of the loss of income for the month. Dennis Bryan replied it was not. Jack stated he felt the unsold fuel could be part of the problem, money spent for fuel but not yet sold.

## INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Managers Report – Attached. Bob Kalmbach asked how much the launch ramp concrete repair by Slabjack was going to cost. Jerry Rowland stated it was \$4,380.00 and had a one year guarantee. Bob asked what time the repair would occur. Jerry said it is scheduled for May 18 at noon. Ned Cook asked how low the tide would be at that point and Jerry answered minus 3.1 for forty minutes. Allen Miller asked if there would be any delay for launching boats. Jerry replied that the boat launch would be closed for most of the day but the ramp will be repaired and okay when reopened. Jack Bailey noted that the Navy would be glad that it is repaired.
- b. Commissioners Report – Allen Miller stated he attended the All Ports Meeting and there was nothing spectacular covered during this meeting. Jack Bailey stated he also attended the All Ports meeting. He announced that Poulsbo said they acquired 167 acres of DNR land off of Finn Hill Road paying \$30,000.00 for a 50 year lease. At the end of 50 years the Port can purchase the property. Jack also said a lady spoke on tourism but there was not much to offer Brownsville. Most people come to the Port of Brownsville for relaxation.

Allen Miller announced that he would be attending the WPPA Spring Meeting in Semiamoo on May 18 and 19.

Jack Bailey stated he attended the Central Kitsap Community Development meeting on incorporating Silverdale. They did request a presentation on the history of Ports in the area and on the role of the Port of Brownsville in the community. He said he would do so at the next Central Kitsap Community Development meeting.

Jack Bailey said he attended the Great Peninsula Conservancy Spring Dinner. There were many official people; county commissioners, 4 Port commissioners, and a State Representative. He brought back some ideas that may be able to be used at the Port of Brownsville.

Bob Kalmbach stated he attended the meeting on Tourism in Kitsap County at the new City Hall in Poulsbo. Kitsap County is rated 35 out of 38 counties for popularity of tourism in the state. There were many organizations represented including the mayor of Poulsbo as well as a State Senator. The idea is to figure out how to finance a promotional campaign to advertise Kitsap County as a destination point, not a stopover before going to Seattle. Bob noted that the idea needs a lot of work. There will be another meeting on May 22, which he planned on attending.

Ned Cook asked if the Port of Brownsville ever benefited from tourist dollars. Bob Kalmbach stated he didn't think so but at this meeting there was some ideas discussed to help with that idea, such as a bus service from Brownsville to local businesses. The local casinos will send a bus for a minimum of 4 people. Kitsap Transit will not schedule a bus at this time but one can be hired if there is enough advance notice.

Skip Nordal said he thought the other casinos in the area such as 7 Cedars would send transportation for people who wanted to enjoy their facilities.

Bob Kalmbach also stated that the Suquamish tribe attended this meeting and stated how much they appreciated the Port of Brownsville for all the support the port has given the Suquamish tribe with their commercial boats.

Richard Dicks asked if the Port has ever considered having an RV park. Bob Kalmbach said most of the Port property is not zoned for an RV park but the property on Brownsville Hiway is zoned for an RV Park and the Port has considered making that an RV park in the future.

c. Standing Committee Report –

1. Jerry Rowland announced that the first Comp Scheme meeting will be May 24<sup>th</sup> at 6 PM.
2. Marjie Rowland announced that the first BAD meeting will be June 15 at 6 PM. A commissioner is required to be part of this committee. Jerry Rowland asked the commissioners to think about this and decide at the next meeting who will be the representative.

**OLD BUSINESS –**

- a. "A" Dock Finger Pier Replacement - A copy of the contract is available to the Commissioners. Change notice one to the Scope of Work which incorporated the changes discussed at the engineering review has been made. With those changes incorporated into the contract the final cost of each finger pier increased by \$375.00. This makes the final cost \$45,411.00. Jerry Rowland requested the Commissioners authorization to sign the contract with Northwest Docks and issue the "Notice to Proceed". Jack Bailey made a motion to authorize the Port Manager to proceed with the contract with Northwest Docks including Change Notice #1. Allen Miller seconded the motion. Motion passed unanimously.

- b. Waste Management - The bids are submitted for the installation of the concrete pad and doing the electrical hookup. The low bid is \$5,500.00. With the Commissioners concurrence the proposal will be signed. The pad should be completed within two weeks and the compactor in place by the end of the month. Bob Kalmbach made a motion to proceed with the concrete pad for the 25 yard compactor. Jack Bailey seconded the motion. Motion passed unanimously.
- c. Resolution 11-03 Revise Personal Policy Manual Sections 6&7 Second Reading. This resolution clarifies the fact that employment at the Port is "At Will". Although this is general knowledge these two words were not stated as part of the original Manual in Section six Disciplinary Action nor was the explanation that this in essence means that an employee can be terminated for any reason. To go along with this clarification, section seven Grievance Procedures was modified to ensure that employees know the correct procedure for filing a grievance. Jack Bailey made the motion to approve the Resolution. Bob Kalmbach seconded the motion. Motion passed unanimously.
- d. Resolution 11-04 Bad debt write-off. The boat that was advertised did not sell on eBay. Current plan is to have the Peninsula Sailing Club take over the boat as part of their club. If this does not work out the Port will scrap the boat as originally planned. This resolution writes off the bad debt. Jack Bailey moved to approve the bad debt write off resolution. Bob Kalmbach seconded the motion. Motion passed unanimously.
- e. Summer Hours - As was discussed at the last meeting the Port Manager would like to try an experiment this year. Instead of being open seven days a week from 8 to 8, the Port would be open from 8 to 5 Sunday through Thursday and 8 to 7 on Friday and Saturday unless it is a long weekend then the Port would stay open until 7 on Sunday. This will eliminate the need for three summer employees and the Port will still be able to maintain the two man rule that is required. After a few weeks, if it appears this is not going to work the Port Manager will hire the extra summer employee and revert back to the old schedule of being open 8 to 8 seven days a week. Bob Kalmbach stated he was willing to try it but requested signs be posted to announce the hours. Jack Bailey also asked the information be put on the web page. Jack added that it is the prudent thing to do with the economy the way it is.

## **NEW BUSINESS**

- a. Peninsula Sailing Club Lease - The old lease has expired. This new lease reflects a slightly higher per member charge but it also eliminates the separate security fee that was on the old one. This change resulted in a very slight increase to the Club. Had this lease been in effect for this year the increase in cost to the club would have been \$10.30. Jack Bailey recused himself since he is a member of the Peninsula Sailing Club. Bob Kalmbach made a motion to approve the new lease. Allen Miller seconded the motion. Motion passed 2 for and 1 abstain. John Mitchell asked how many members are in the Peninsula Sailing Club. Jerry replied there were 27. Allen Miller asked if the Peninsula Sailing Club is going to take the boat. Jerry stated that they are having a meeting this week and the Port would know by Friday.
- b. Trees. Richard Dick requested that the Port cut down the trees across the road from his house. These trees are tall enough that he is concerned that during a wind storm they

might come down and land on his house. Cutting these trees down was one of the things talked about with Mr. Dicks and the other neighbors when the land was first cleared in the area north of the parking lot. It was decided to wait until the new trees that were planted took hold.

Mr. Dicks stated that the new trees are doing well and he would appreciate it if we took down the old ones.

Bob Kalmbach asked what side of the road the trees were on. Mr. Dick stated they were on Port property.

Jack Bailey asked if the trees were harvestable. Jerry Rowland said he would look in to that possibility.

Bob Kalmbach asked to defer a decision on this until next meeting so he would have a chance to look at the trees. Jerry said he would have it on the agenda for next month.

## **PUBLIC COMMENT**

Bob Kalmbach asked if there was any more information on expanding the Deli. Jerry Rowland explained that the Deli wanted a grill so they could grill cook. He said he did some measurements with other people and then demonstrated how the vent system for a grill would be placed in the Port building. This is an alternative to allow the Deli to be called a café. The Deli cannot afford the expansion that was previously discussed. Jerry stated that the idea would have to be discussed with the Yacht Club. The Deli would do all of the work. Jack Bailey expressed his idea that the vent would work better if it was straight. Jerry said that the aesthetics would not look as nice if the vent pipe was straight. John Mitchell asked if it was going to be approved by fire code. Jerry said that all the fire suppressions would be in the vent and would pass fire code. Ned Cook asked how much noise would come from the vent. Jerry replied it would be heavily insulated. Bob Kalmbach said there would probably have to be sound dampening installed to make sure the noise didn't transfer. Bob Kalmbach asked if the Deli planned on having a gas grill. Jerry replied yes and the gas supply would be under the deck, 110 gal. tank. Allen Miller asked how much this was going to cost the Port. Jerry Rowland stated at this time the Deli planned on paying for all of the costs. Ned Cook asked if there was more consideration for extending the square feet of the Deli. Jerry said the Deli cannot afford that type of expansion.

Skip Nordal thanked the Port of Brownsville staff again for the service they provide and friendly attitude.

Jerry Rowland announced that the Army Corps of Engineers have the permit package for dredging at the Port. They will not pass it on until the permit fee is received from the Port and additional information is provided such as core samples of the dirt on the bottom. Jerry Rowland contacted Marine Services to get an estimate for core samples and lab analysis. Their reply was it was going to be between \$6,000.00 and \$7,000.00. Jerry requested a contract bid be presented and he will sign the contract when received. He also announced that there is a possibility that the dumping of the dredged material will be about \$450,000.00 instead of the \$1,000,000.00 that was originally estimated. Bob Kalmbach made a motion to authorize Jerry Rowland to proceed with this contract not to exceed \$8,000.00. Jack Bailey seconded the motion. Motion passed unanimously.

Jack Bailey asked what was the latest on the triangle piece that the Port acquired by eminent domain. John Mitchell said there is a court date but there still needs to be an appraisal for the

land. It is a very unique appraisal since the land is under water most of the time and is only visible at a minus 4 tide. It will not be visible this year. At the last hearing all of the charges about misusing the land were dropped.

Ned Cook complimented the recent addition of trees at the front lawn area by the water. Jack Bailey brought up that the trees will block the view when they are grown. He added that they will be a security nightmare and the sunshine that the people come to enjoy will be blocked. Also, they are not natural trees to the area. Bob Kalmbach asked how big these trees will get. Gregg Faulkner stated they would be 25 feet tall and they are planted 40 feet apart. Bob stated he thought they were an asset and helped make the Port more attractive.

**EXECUTIVE SESSION**

**CLOSE MEETING / ADJOURN**

Bob Kalmbach made a motion to adjourn and Jack Bailey seconded. Motion passed unanimously. Meeting adjourned at 8:35 PM.

Meeting adjourned

\_\_\_\_\_  
President/Commissioner

\_\_\_\_\_  
Secretary/Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Recording Secretary