



Port of Brownsville

Minutes of Meeting

8 May 2013

CALL TO ORDER

Commissioner Jack Bailey called the regular session of the meeting to order at 7:02 PM. In attendance were Commissioner Allen Miller, Commissioner Fred Perkins, 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

Jack Bailey requested a modification to the agenda. He wanted to add an item under new business 10e. titled Proposed Roadway Relocation and Storm Water Management Upgrade. Fred Perkins made a motion to approve agenda as modified. Motion seconded by Allen Miller motion was approved unanimously.

APPROVAL OF CONSENT AGENDA

Motion made by Allen Miller to approve the Consent Agenda. Consent agenda includes the 10 April 2013 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: May 2013 General Fund voucher, numbers 28195 through 28246 for a total amount of \$90,481.30. Also approved for payment was May 2013 Electronic Transfer Voucher, numbers 2013-39 through 2013-45 for a total amount of \$12,480.08.

Motion seconded by Fred Perkins and approved unanimously.

PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA

None

PRESENTATION TO OR BY THE BOARD

None

FINANCIAL REPORTS

Port Accountant Dennis Bryan provided the March 2013 end of month reports. Balance as of 31 March 2013 is \$3,065,296.40.



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	With Fuel	Without Fuel
Operating Revenue	Under Budget 10.1%	Even to Budget
Non-operating Revenue	Even to Budget	Even to Budget
Operating Expenses	Under Budget 9.2%	Over Budget by 4.0%
Administrative Expenses	Under Budget 3.5%	Under Budget by 3.5%
Non-operating Expenses	Even to Budget	Even to Budget
Capital Improvements	Even to Budget	Even to Budget
Bond Payment	Even to Budget	Even to Budget

Jack Bailey made the comment that economy was recovering slowly. Dennis Bryan stated that the Port has not been affected greatly by the recession that the country is coming out of.

Bob Kalmbach made the comment that there is quite a big difference in 2013 and previous years under non-operating expenses. He asked if that was because of the interest from the bond which is slated for capital improvement. Dennis Bryan replied yes. He questioned why it was under that category rather than capital improvements. Dennis Bryan agreed since it was going to be used for capital improvement it should probably be moved to that category. He would look at moving that amount of bond interest income to that category. He said there might also need to be a budget modification.

INFORMATION, STAFF AND COMMITTEE REPORTS

a. Manager Report – Attached.

Jack Bailey asked if any sink holes had been found under the pavement when the sounding was performed for the new sewer line. Jerry Rowland stated there was no indication of any.

Allen Miller asked if the main water line vaults that were found damaged could be painted so cars would avoid driving over them. Jerry Rowland replied that they were directly in the driving lanes and could not be avoided. However, they are being replaced with stronger vaults and can now support 20,000 pounds dead load.

b. Commissioners Report –

Commissioner Miller will be attending the WPPA Spring Meeting which will be held on May 15, 16, and 17 in Portland, Oregon.

Fred Perkins stated he was also going to attend the WPPA Spring Meeting to gain more knowledge of Port and marina business. He also attended the Kitsap All Ports Meeting. He reported that Adam Cole, the Recreation and Conservation office representative, attended the meeting and made some presentations. He also reported that the Illahee port was getting road repair. Marina maintenance programs in other Ports have been a problem but not Brownsville, which gives him more of an appreciation for the Brownsville staff. He added that he looks at the marina differently now as a commissioner than he did as just a tenant. He said that the Keyport festival was going to be held the weekend before BAD.



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Jack Bailey stated he had been involved with some projects concerning the Port which he will report on later in the meeting. He added that he will be gone the next month back east to help sell his mother's house. He will return before the next meeting. He noted that environmental concerns with water quality and use are getting a bigger focus. He asked Fred Perkins if Illahee reported on their culvert that is plugging up. Fred replied yes, that you used to be able to walk under their arched walkway and now you can't crawl through it. John Mitchell said if it wasn't fixed the sediment will go out into the bay. He added that it was reported to Department of Ecology and they agreed but took no action.

Jack added that two weeks ago one of the rescue boats got stuck at low tide in front of the marina by the marker buoy. It wasn't there for very long as the tide was coming in. Jerry Rowland reported that the marker buoy has been moved to prevent this from happening again.

c. Standing Committee Report –

1. BAD IX – Jerry Rowland announced that the first meeting was held and a lot was accomplished. The dash plaque design was selected, the T-shirt design was selected and the budget was reviewed. Terry Asla has suggested adding the event of Pirate Zombie Hunt in the upper park. This will be some characters dressed up as Zombies and shot at with nerf guns. Jack Bailey stated he was a little leery of having anything to do with guns at a kid's event but was reminded that most kids have electronic games that have shooting in them. Terry added that shooting zombies was not as bad as other things since zombies were already dead. Jack Bailey asked if there was any participation from the car club. Jerry Rowland said that there has been no contact yet. Jerry said the Port should consider advertising that the Classic Yacht Club will be there this year. There will be another meeting the end of May.

2. Comprehensive Scheme – Jerry Rowland stated the committee reviewed the objectives and goals and decided that most of the items are the same. One item that was brought up by Brian Bailey was a modification to Ogle Road. Jack Bailey will report on that under new business. Next meeting will be in a month.

OLD BUSINESS

C, D & E Dock construction of docks bid has been opened and the Port Manager has been authorized to proceed with contract to the one bidder, Northwest decks. Jack asked if there was a schedule. Jerry said the contract requires the delivery for E-dock by July 15 which is the first day of driving piles. Installation RFP will follow shortly.

NEW BUSINESS

- a. Resolution 13-04 Personnel Policy Manual Section IV Compensation Policies and Procedures – 1st Reading. Currently all full time employees are paid every 80 hours (two weeks). Since the Regular Meetings are only held once a month sometimes this means the Commissioners are



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signing in advance for as many as three pay periods. What this means is that there are paychecks sitting in the safe for employees for hours they have not worked. If an employee takes sick leave or even regular vacation after the checks are signed these hours are not accounted for until the next set of paychecks are signed. The State Auditors have questioned this in the past and on occasion it has created a problem or two with the bookkeeper, but so far the Port has not had a finding concerning this. What is being proposed is that the Port starts paying all employees (including summer help) every two weeks based on hours actually worked or for sick time or vacation time. This will require special vouchers to be done and checks to be cut every two weeks and it also means two of the Commissioners will need to stop by every other Thursday to sign them. Commissioners requested that there be enough time for them to get to the Port, not the Thursday before the Friday paychecks are distributed. Jerry Rowland stated he would make that clear in the resolution. Jerry clarified some of the benefits that are mandatory and elective for employees.

- b. Resolution 13-05 Signature of New Commissioner - This is to make it official that the signatures of all sitting Commissioners are on file with Kitsap County Treasurer. Allen Miller made a motion to approve this resolution. Fred Perkins seconded and resolution passed unanimously.
- c. Resolution 13-06 Revise By-Laws of the Port Commission – 1st Reading. This resolution updates and clarifies appendix A, "Guidelines" item 1, item 2, and item 5 concerning budgeting for meeting attendance by the Commissioners.
- d. Resolution 13-07 Revise By-Laws of the Port Commission – 1st Reading. This resolution updates Article III by adding a new paragraph 4 "Special Voucher Signatures". At least two Commissioner signatures will be required on Special Vouchers and Warrants issued between regular Port Meetings, i.e. employee pay checks, unanticipated repairs or other exigent items. A quorum is not required to conduct this business. This resolution is issued in conjunction with resolution 13-04 dealing with personnel pay checks.
- e. Roadway Modification – Jack Bailey presented the plan to modify Ogle Road to make it safer for crossing the road to the marina. The Traffic Improvement Project has funds available to do this as long as the Port gets it on the list. Usually this would be on a five year plan. However, if the Port applies for this by May 17, it will be on the list sooner. Also, if the public supports it through letters or petitions it will be validated as a needed modification. There is a grant that is available for 1 million dollars which would pay for 75% of the cost. Also, the county would pay half of the remaining 25%. This means the Port would pay 12.5% of the cost. At this time the project is estimated to cost \$750,000.00, and the Port would have to pay approximately \$94,000.00 of that. Jack Bailey explained the details of the plan, noting that there will be some parking spots lost in the parking lot but there will be a gain of parking which would be on the other side of the road. In the plan the loss of parking would be zero. Jack added that the grant money would have to be spent by October 2015. Jack emphasized that the safety of this road and crossing it is the biggest benefit of this modification. Jerry Rowland clarified that the grant money was originally 65 million but 7 million of that was returned so there is grant money available.



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Ned Cook added that he has been on every Comprehensive Scheme committee for the last 9 years and there has been many hours spent in trying to figure out how to solve the problem of traffic and pedestrian safety. This is the first viable plan he has seen.

Fred Perkins asked how many parking spots would be lost. Jerry Rowland replied that the Port would be breaking even. Jack added that there is a plan to use the grass area for additional boat trailer parking. Fred asked what the cost would be. Jerry Rowland said the county would pay for the road modification. The storm water run-off would be paid for by the grant and initial estimate is \$750,000.00 which the Port would pay 12.5% of that.

Bob Kalmbach asked what the estimated cost to the Port total. Jerry Rowland stated that at this time it would be \$93,750.00. Bob added that the previous discussion during the dock replacements stated that the Port would be all right with budget. He wanted to understand the total cost and asked if there would be any cost for storm water modifications to the Port. Jack Bailey stated that there would be some cost. Bob stated that the Port could see a cost of \$150,000.00. Bob stated that he was in favor of the project.

Allen Miller asked about the credentials of the consultant. Jack Bailey said that it was a private consultant who is a road engineer.

Marjie Rowland said it was not clear as to what needs to be done to proceed with this project. Jack Bailey stated that the Port will get the particular steps to get this project initiated.

Terry Asla said that public support is critical to make this project happen. He said that everyone should encourage people to send letters or emails or sign petitions.

John Mitchell suggested making a resolution to get this project started.

Motion was made by Fred Perkins for the Port Manager to initiate Resolution 13-08 to get this road improvement project started, which will be signed by commissioners. Allen Miller seconded the motion and motion passed unanimously.

Jerry Rowland added that in order to apply for the grant there has to be an approved permit which the Port does not have. This is the reason that the county has to apply for the grant.

PUBLIC COMMENT

Jerry Rowland stated that Terry Asla has volunteered to be the Host Boat for Brownsville for the summer. This will mean he will greet incoming boat clubs and owners, telling them what is available in the area and at the Port.

EXECUTIVE SESSION

None



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CLOSE MEETING / ADJOURN

Commissioner Fred Perkins made a motion to adjourn, Commissioner Allen Miller seconded. Motion passed unanimously. Meeting adjourned at 8:37 P.M.

President/Commissioner

Secretary/Commissioner

Commissioner

Recording Secretary