



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

August 12, 2015

CALL TO ORDER

Commissioner Bob Kalmbach called the regular session of the meeting to order at 6:04 PM. In attendance were Commissioner Jack Bailey, Commissioner Fred Perkins, Port Manager Jerry Rowland, Port Maintenance Assistant Matt Appleton, Port Attorney John Mitchell and Port Accountant Dennis Bryan.

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 unanimously.

APPROVAL OF CONSENT AGENDA

Consent agenda includes the 15 July 2015 regular Meeting Minutes, the 15 July Study Session Minutes, the 28 July 2015 Special Meeting Minutes and the 20 July 2015 Draft Kitsap All Ports 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: August 2015 General Fund voucher numbers 30041 through 30107 for a total amount of \$335,857.98 Also approved for payment was August 2015 Electronic Transfer voucher numbers 2015-60 through 2015-67 for a total amount of \$20,215.86. Motion made by Commissioner Jack Bailey to approve consent agenda. Motion was seconded by Commissioner Fred Perkins and motion was approved unanimously.

PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA

Terry Asla reported that the Tall Ship America will be at the Port of Brownsville on August 19, 2015. He added that there have been a lot of visitors on the docks, people coming in and out and the Port did fare well during the recent storm. Jack Bailey added that the storm was a cloud burst that rained 1 ½ in less than 40 minutes.

PRESENTATIONS TO OR BY THE BOARD

None



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FINANCIAL REPORTS

Port Accountant Dennis Bryan provided the June 2015 end of month financial report. As of June 30, 2015 the balance was \$1,278,546.95.

	With fuel	Without fuel
Operating Revenue	Under budget by 13.8%	Under budget by 2.2%
Non-Operating Revenue	Under Budget by 1.9%	Under Budget by 1.9%
Operating Expense	Under Budget by 13.3%	Over budget by 2.4%
Administrative Expense	Under Budget by 4.2%	Under Budget by 4.2%
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

Jerry Rowland asked if the operating revenue was including the numbers for amortization and depreciation. Dennis replied that he does not use those figures in the operating revenue reported.

Dennis Bryan asked to be excused from the meeting early. Commissioners agreed to allow this.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached.
- b. Commissioners Report – Fred Perkins thanked the Port of Brownsville for the sympathy card he received due to the death of his mother.

Jack Bailey announced that he is still tending the rain garden and it is growing. Bob Kalmbach thanked Jack for taking this task on. Jack Bailey said he would be attending the next WPPA Environmental meeting that will be held September 24 and 25, 2015, at Ocean Shores. He said these meetings provide good information.

Fred Perkins stated he would be attending the next Small Ports Meeting in October 21, 2015, in Leavenworth. He will be doing a presentation on the Port of Brownsville at this meeting.

Bob Kalmbach read a Thank You card from the Bellevue Sail and Power Squadron, thanking the Port for their help with their Salmon Bake. He also read a thank you from an individual who stayed at the RV area for a few nights.

- c. Standing Committee Report – Commissioner Fred Perkins announced that the committee had completed their review and the completed review is being presented on tonight's agenda as a resolution to adopt.

OLD BUSINESS



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- a. Boathouse Compliance – Matt Appleton reported that 5 boat houses have now completed their upgrades and are in full compliance. There are a few boat houses that are up for sale. The outstanding boat houses that do not comply 100% with Port rules and regulations, are working on upgrading and complying. He noted that with the move of the boat houses to replace 'C' Dock, new boat houses have been identified as needing some upgrades.

Jerry Rowland provided additional information on the Casavant request to modify his boat house. The height addition would not be any higher than surrounding boat houses. This would be a total of 18 feet. Jack Bailey noted that some of the boat houses that have been raised to this height do not use or need this height. He added that adding height just to match other ones is not a valid reason to approve this request. He said that if everyone had their boat house at 18 feet there would be no variety. Jack Bailey said he should have a more compelling reason for raising the boat house to 18 feet. Fred Perkins asked the reason why he wanted to raise it to 18 feet. Matt Appleton said it would give him the opportunity to buy a boat with a fly bridge. Jerry Rowland added that he does not have a boat at this time but he is looking at boats with a fly bridge and wants a boat house that would allow this size. Bob Kalmbach said he did not have a problem with the addition since it would be similar to the surrounding boat houses. Fred Perkins stated he wants to make sure that while he is making these additions he is also coming into compliance with the rules and regulations. Jerry Rowland said it is his intention to be in full compliance and start that process as soon as he is given permission to make these additions. Matt Appleton said he is willing to start immediately. Fred Perkins made a motion to approve the addition request to not be more than 40 feet long and 18 feet high. Bob Kalmbach seconded that motion. Motion passed two for and one abstaining.

NEW BUSINESS

- a. Resolution 15-07 Modify Rules and Regulations – Because of changes discussed at the last meeting this will be treated as a first reading. This resolution adds section ten (X) and eleven (XI) Commercial Use of Vessels / Contractor Activities, to the Rules and Regulations. It outlines the restrictions on commercial use of a boat in the marina and clarifies what the contractor requirements are for doing work in or around the marina.
- b. Resolution 15-08 Modify Marina Moorage Agreement- This adds some language to the agreement to highlight items from resolution 15-07. This will be considered a first reading.
- c. Resolution 15-09 Add a Commercial use Moorage Agreement. This agreement outlines the commercial agreement rules and regulations in Resolution 15-07. This will be considered a first reading. All changes have been reviewed by Port Attorney John Mitchell. Jerry Rowland added that Jack Bailey did have some additional changes. Jack Bailey made some suggested changes at this meeting. He also wanted to add a load limit on the boat ramp dock. His concern that it was being overloaded and may twist. Fred Perkins asked how this would be enforced. Jack Bailey replied it is up to the boat captain to comply with the agreement. Jerry Rowland said he did not have a problem with adding a load limit but was concerned on the enforcement. He also thought it might be sending a mixed message since he is stressing that they need to get their wares unloaded as soon as possible.



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Jack Bailey said it is easier to enforce if it is in the rules and agreement. Jerry Rowland said he would put it in the resolution as soon as the load limit is determined. John Mitchell asked if there would be signs with the load limit posted. Jerry Rowland replied yes. Fred Perkins said he would like to personally view them unloading and see how it affects the dock. Jack Bailey took action to help with providing a load limit. Jack also wanted to change the wording from skipper to boat owner or operator. Jerry Rowland he would change it to operator.

- d. Preliminary 2016 Budget – Jerry Rowland reviewed the changes made since last meeting. The new changes included; the state retirement went up 2% to 11.18% for employers, Electricity increased 3.5% and water increased over 8%. The numbers for L&I and medical are still not in yet. Add all that along with a 2.3% COLA and some employee step increases and the tariff numbers for moorage ended up going up an additional 10 cents per foot from last meetings presentation to \$5.70 a foot. This is a 20 cent per foot increase over 2015. Security is also increasing 3%. Numbers from the county will not be received until the end of September or later.

Jack Bailey requested a line be added under maintenance for the Fire Hall stucco to be repaired and painted. It has cracks and needs repair as soon as possible. Bob Kalmbach agreed with this request. Jerry Rowland said he would add a line with a budget of \$15,000.00.

- e. Resolution 15-10 Preliminary 2016 Tariff – This tariff adds an annual pass for the RV dump, rental fees for the upper commons and associated equipment that might be wanted.
- f. Resolution 15-11 2016 Comprehensive Scheme. Fred Perkins thanked the committee on their hard work on this update to the Comprehensive Scheme. It is a challenge to put a plan together for the next 5 years. Some of the items in the scheme are; 1) repair kayak and pedestrian ramp, 2) widen the entrance to the Parking lot, 3) storm drain improvement, 4) upgrade parking lot security and other areas in need of security, 5) culvert renovation, 6) dredge the marina, which is a top priority. Priority list can help with items that can be accomplished with a grant which a grant writer can review.

Bob Kalmbach thanked the committee for their efforts. Jerry Rowland noted the photograph on page 12 which is the only picture that shows the new configuration. This is the first reading.

- g. Resolution 15-12 update Boathouse Specifications and Standards and Best Management Practices. With the rebuild on C-dock it was time to take a look at the boathouse section and update how to attach to the new docks. A review of the best management practices was also accomplished as this had not been looked at for several years. This is the first reading. Jack Bailey stated the county did not have electrical requirements for marinas. Jerry Rowland stated that is true but they are in the process of developing one, using the Port's requirements as guidelines. L& I does have electrical requirements in marinas, including permitting. Bob Kalmbach stated he has concerns about pump out facilities being used for bilge pumping. Jerry Rowland stated this was hard to enforce since tenants can use the pump out facilities without staff oversight. Ned Cook commented that there is a sentence in the pump out instructions stating that it is not to be used to pump out bilges. Jack Bailey noted



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there were paint cans by the dumpster. Jerry Rowland stated these were found on the floats that were staged.

PUBLIC COMMENT

Jerry Rowland stated he put an update in the commissioner folders on the funds expended on the dock replacement.

Jerry Rowland stated the commissioners have a memo from Larry Keaton, director of community development, thanking the commissioners for their input to Jeff Rowe. Jack Bailey added that the MOU proposed is not worth the paper it is written on so now is the time to change it. He encouraged the commissioners to review this.

There is a letter from the state auditor saying the rates are being raised for them performing audits.

Comcast sent a letter stating there is a person in the marina that is infringing on copyrights. This could result in fines. Computer expert suggested that this letter be distributed to all the tenants in the marina. The only alternative is to shut down the WIFI or make it password protected. John Mitchell suggested that this be put in the next newsletter so people know the possible outcome of this violation.

Bob Kalmbach announced the Great Peninsula Conservancy has a dedication at Pederson farm on Clear Creek Valley Road on September 19, 2015 at 9 AM to 11 AM, and a walking tour of the homestead at Schamal Homestead Park in Gig Harbor on September 27, 2015, from 2 PM to 4 PM.

Ned Cook commented on the problems with the pump out system misuse. He suggested that the system be monitored more closely or a more secure method. Jerry Rowland stated anyone who has a key is briefed/trained on the use of the pump out system and they don't get a key until that happens. Jack Bailey state some Ports have a record of who has used the system. Jerry Rowland stated the Port does have record of who has the keys and there are not that many. When the pump out boat is used there is a record. Bob Kalmbach stated the most recent misuse is being addressed and has not been a problem in the past. Until this is a chronic problem he saw no need to change the way the Port was handling the pump out system.

Jack Bailey said he was happy that the docks were being disassembled near the boat ramp instead of at the Fire Hall location as it was done previously. Ned Cook gave kudos to the staff that is tearing the docks apart. Jack Bailey stated it should be 2 people doing this task.

Terry Asla made a suggestions based on Jack Bailey's comment about the county making rules without input, that the Port ask the commercial fisherman about the load limit and boat ramp dock use. Jerry Rowland stated he would do that.

Bob Kalmbach announced the next meeting will be September 9, 2015 at 6 PM.



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EXECUTIVE SESSION

None

CLOSE MEETING / ADJOURN

Commissioner Bob Kalmbach adjourned the meeting at 7:52 PM.

President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary