



Port of Brownsville

Minutes of Meeting
8 December 2010

CALL TO ORDER

Commissioner Jack Bailey called the regular session of the meeting to order at 7:04 PM. In attendance were Commissioner Allen Miller, Commissioner Bob Kalmbach, 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 modified. The Port Commissioners had agreed to defer 9a and 9c (Resolutions to modify Personnel Policy Manual and Procedure to award Public works Contract) to January 2011 meeting during the November meeting. They also requested to defer 10a (Modify travel procedures in the Personnel Policy Manual) until January 2011 meeting. These items were deleted from the agenda. Motion seconded and approved unanimously.

APPROVAL OF CONSENT AGENDA

Motion made to accept consent agenda. Consent agenda includes the minutes for the November 16, 2010, regular meeting, 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: December 2010 General Fund voucher numbers 26503 through 26549 for a total amount of \$45,476.39. Also approved for payment was December Electronic Transfer voucher numbers 2010-99 through 2010-105 for a total amount of \$9,456.53

Motion seconded 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 end of month reports for November. The balance for the Port at the end of November was \$1,400,301.57. A bond payment of approximately \$100,000.00 was due in December and that will bring the balance down by the amount of the payment. The report for November with fuel revenue and expenses were:

Operating Revenue	Under Budget by 2.7%
Non-operating Revenue	Under Budget by 7.1%
Operating Expenses	Under Budget by 8.6%
Non-operating Expenses	Even to Budget
Administrative Expenses	Over Budget by 2.0%
Capital Improvements	Even to Budget
Bond Principal	Even to Budget

Without fuel revenue and expenses, the only differences were:

Operating Revenue	Over Budget by 11.8%
Operating Expenses	Over by 1.1%

Dennis Bryan summarized by saying the Port was in good financial shape. Allen Miller requested that the pages be numbered in future reports.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Managers Report – Attached. Jerry Rowland added that the 20 foot Catalina is still leaking.
- b. Commissioners Report – Jack Bailey attended that WPPA Annual Meeting. The association is still pursuing help in preventing the State from taking the boater’s tax and using it for other than its intended purpose. Bob Kalmbach added there were other organizations fighting to keep the boaters tax for its intended use. Jonathon Thomas asked when the next All Ports Meeting was to be held. Jack Bailey replied it was January 24, 2011.
- c. Standing Committee Report – None

OLD BUSINESS

- a. Resolution 10-06 Revise Port Tariff. Jerry Rowland reviewed the revised tariff noting that the only change for 2011 tariff was to charge people who were not in the Port district \$25.00 to use the Port Upper Park or Pavilion.

Bob Kalmbach made a motion to adopt and approve Resolution 10-06 Revising the Port Tariff as written. Allen Miller seconded the motion and it passed unanimously.

NEW BUSINESS

- a. Security at the Port. A study session was held previous to this meeting to discuss the fact that Blue Knight was canceling the security contract with the Port as of January 1, 2011. Bob Kalmbach made a motion for the Port to hire security guard personnel as Port employees to replace the contract canceled. John Mitchell asked if Leasehold Excise Tax was included in the estimate of cost to the Port presented by the Port Manager. Jerry Rowland stated he would verify that it was. Ned Cook asked if this new security plan would change how the tenants were being charged with security service. Jerry Rowland stated nothing would change in the fees charged to the tenants for security services. The split between the Port and tenants would remain the same. Motion seconded and passed unanimously.

PUBLIC COMMENT

None

EXECUTIVE SESSION

None

CLOSE MEETING / ADJOURN

Motion made to adjourn. Motion seconded and passed unanimously.

Meeting adjourned 7:51 PM.

President/Commissioner

Secretary/Commissioner

Commissioner

Recording Secretary