

PORT OF BROWNSVILLE

9790 Ogle Rd • NE Bremerton, WA 98311
Office: 360-692-5498 • FAX 360-698-8023

Commissioners:

Shaun Nye
Jack Bailey
Fred Perkins

September 12, 2018

CALL TO ORDER

Commissioner Jack Bailey called the regular session of the meeting to order at 6:02 PM. In attendance were Commissioner Shaun Nye, Port Manager Matt Appleton, Port Attorney John Mitchell and Port Accountant Dennis Bryan. Commissioner Fred Perkins was in attendance via teleconference.

PLEDGE OF ALLEGIANCE

Commissioners led pledge of allegiance.

APPROVAL OF AGENDA

Shaun Nye moved to approve the agenda as written. Jack Bailey requested to have item 9c. removed from the agenda. Shaun Nye amended his motion. Fred Perkins seconded the amendment and motion passed to amend the agenda by removing 9c. Shaun Nye made a motion to approve the agenda as amended. Fred Perkins seconded the motion and motion passed unanimously.

APPROVAL OF CONSENT AGENDA

Consent agenda includes the Meeting Minutes for August 115, 2018, and 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: September 2018 General Fund voucher numbers 41798 through 41850 for a total amount of \$163,916.28. Also approved for payment was September 2018 Electronic Transfer voucher numbers 2018-70 through 2018-77 for a total amount of \$14,546.86.

Motion made by Commissioner Fred Perkins to approve consent agenda as written. Motion was seconded by Commissioner Shaun Nye. Motion was approved unanimously.

PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA

Ed Wurden questioned on when he could talk to an item that was on agenda. Jack Bailey said to wait until that item came up in the meeting as presented on the agenda.

PRESENTATIONS TO OR BY THE BOARD

Jonathan Thomas gave a presentation to the Commissioners on what Kitsap Maritime Heritage Foundation has accomplished. He started by showing how Kitsap Maritime teaches safety to all young people that volunteer or are assigned with Kitsap Maritime. He stated that the volunteers have been learning from the experienced shipwright and they have passed on that knowledge to young interns and other people. He showed the Commissioners objects that the interns have made. He then showed a video

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of two young people who learned how to raise a sail and the lesson was given by Kitsap Maritime. He showed a video of a “Pathways to Success” student that learned how to perform ship repair and woodworking with Kitsap Maritime. He then showed two videos, one he filmed while in Alaska with a lady that started her career as an operator of a fishing vessel based on her experience on a tall ship when she was a teenager. This was followed by other videos that demonstrated how a Tall Ship experience can be life changing and definitely unforgettable. Jack Bailey asked if there were other lessons that would be given when actually sailing on the angles and how to set the sails. Jonathan Thomas replied they will learn that and other Coast Guard requirements. Fred Perkins said he could not find any of the videos given on the Kitsap Maritime website. Jonathan said the information is hard to put on the website so Facebook is the avenue used since it is interactive. So far the video has had over 1800 visits.

FINANCIAL REPORTS

Port Accountant Dennis Bryan stated at the end of July 31, 2018, the balance was \$1,760,187.57. He stated the engineering expenses was moved from maintenance to capital improvements for the boat ramp. He reminded the Commissioners that bond payments would be due in December. Financial report is available upon request.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached. Matt reported on the “bomb” that was floating out in the water by the Port and it was hauled away by the Navy and detonated. It was determined to be a training “bomb”. He stated there were 2 large yacht club visits in the last month with 50 boats plus for each club.
- b. Maintenance Report – Attached. No visits to Keyport or Illahee. Fred Perkins stated Illahee has been reporting problems with lighting fixtures and he recommended that an electrician may have to be hired by Illahee. Matt said he will assess the situation before recommending this. He added that he gave Illahee an estimate for repairing their dock.
- c. Commissioners Report –
Fred Perkins stated they had nothing to report.
Shaun Nye said he has been busy with preparing for BAD including repairing the treasure chest.
Jack Bailey reported that he met with an interpretive ranger at Hurricane Ridge and he has volunteered to be in the dunk tank for BAD. He said he will be attending the WPPA seminar the last week of this month. He added he will not be available 4 days before BAD.
- d. Standing Committee Report – Marjie Rowland reported that there is still a need for volunteers especially for the dunk tank. She reported that there is enough donated money for the Art Show but donations are still needed for the food purchase. Ed Wurden asked how much more money was needed. Marjie replied that about \$1,000. Each of the Commissioners donated \$100 each and Ed Wurden also donated \$100. She explained why the Port has to be paid back for the food purchase. She said that she would make some more phone calls to get volunteers. Jack Bailey said that BAD is one of the things the Port did for the community and hears about it from people all the time.

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OLD BUSINESS

- a. Boat Compliance list – No changes. Two on the bottom list will have to be turned over for bad debt since the boats has left the marina. Fred asked about one of the boats and Matt said he was trying to sell it.
- b. Boat Launch Update – Matt Appleton said that it is progressing and pile driver will be at the Port on Monday. The pavement will be done on Thursday just before BAD. He has made sure that they understand that the whole area has to cleared and clean for BAD. Shaun Nye asked if Matt was documenting the progress and taking pictures. He replied yes. Fred asked if Matt would take pictures of the boat ramp and he agreed to do so. The other commissioners requested the pictures as well.
- c. Move Meeting Date – This was removed from the agenda per motion.
- d. Resolution 18-07 for Tariff 2019 – Matt Appleton reviewed the changes made to tariff since last meeting. He went over the moorage raises. Jack Bailey noted that the security rates had increased. There was discussion on the Boat Launch fee. Commissioners had requested Matt to report on his comparison to other marinas for boat launch fee. He said the Port of Brownsville is the only charging at this time so he recommended leaving it at \$5.00. Jack Bailey asked about the yearly pass for boat launch. Fred Perkins asked what ramps are free. Matt said Evergreen, Keyport, Port Ludlow, and Bremerton. He said he has a complete list. The only people that charge for launching boats are the marinas in Silverdale. Matt stated that the annual fee is equal to 7 launches but he has no way of knowing if they use more or less than that. The commercial us ramp fee was discussed and it was agreed to raise it to \$150 for 6 months. Shaun Nye asked why the Port has to raise the moorage rates. Matt said it was because the Port expenses have raised. Fred Perkins asked what the CPI was for last year. Matt Appleton said it was 3.3% but the tariff only reflects about 2.5%. Shaun said the moorage rate went up last year and Matt replied that it did not but the electricity rate and garbage went up which was reflected in the tenants bill. Shaun stated he wanted to see the moorage rates stay the same for one more year. Matt said that could be done but that would affect projects that are planned. Jack Bailey said the Port needs to have dredging done and other projects and the Port needs to start saving the money now. Matt said he tries to keep the raises in small increments. Fred Perkins said he was in favor of keeping the planned tariff for next year and it is less than the CPI. Jack Bailey stated he agreed that the tariff for next year is fair. John Mitchell asked what the rate is compared to other marinas. This could be an item when the Port is audited. Jack Bailey said other Port Commissioners tell him that Port of Brownsville is too low and he replies that he would rather be low and have full occupancy. John Mitchell said that the Bremerton marina in a sense lowered their rate by offering 2 years for the price of 1 year, which was explained to him was a marketing strategy. Shaun Nye asked if there was a law that the Port has to be comparatively priced with other marinas. John Mitchell said the Port has a responsibility to provide a service that is market value. Jack Bailey said the friction between the public and private marinas is less now because they all want to keep people in boating. Ed Wurden said the increase is a small increase but it gradually increases to the point where the Port is eroding the ability of young people to enjoy boating. He said his own moorage rate has increased \$240. He wants to keep the cost down for the young people and he suggested decreasing the expenses of operation. He said the Port now has 7 people and he requested the Port to look at decreasing

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operating expenses. Mark Cunkell asked if the RV tariff rate included water, electrical and sewer Jack Bailey explained that the RV dump was available at a fee, the electricity was there for the Port convenience that RV's can use and the water also. Ned Cook requested that the use of the RV slips be explained. Jack Bailey requested Matt to explain and Matt stated that these RV spots were only to be used by visiting yacht club members or tenants. It is not open to the general public. It is for marina related events. Mark asked how many there were and Matt said 3 to 4 slots with a 5 day limit. Dennis Bryan commented that a few months before there was discussion about the Port not having enough funds to complete planned projects and part of the reason is because the Port continually keeps the moorage low and lower than CPI percentage and not increasing taxes, so the money they could have collected was not there to use for planned projects now. So the funds not collected accumulates over time and has cost the Port revenue which in turn affects the Port's ability to get loans or bonds. This item was tabled until next meeting.

- e. Resolution 18-09 Preliminary Budget – Matt Appleton said there have been no changes made and this is due to the tariff not being set. Tabled until next meeting.
- f. Resolution 18-08 Bad Debt Write Off – Matt Appleton said due to discussion with the Port Lawyer this policy is being revised. Fred Perkins told John Mitchell that Carey Eastman did a good job filling in for him in his absence.

NEW BUSINESS

- a. Rental of the Port Annex – Matt said he has been contacted by an interested individual to lease the lower level of the Port Annex. He said he is going to pursue getting a written proposal and contract for this lease. Fred Perkins asked how long it would be before the money that the Port put into improving this area was paid for by lease money. Matt Appleton replied 3 months. Jack Bailey stated that the Port would be maintaining a break room but would be losing a meeting room especially for Port of Illahee. Jack Bailey told Matt to pursue this.

PUBLIC COMMENT

Ed Wurden said there was a time when the Port was in terrible shape and 3 men rebuilt the marina. Also, they build a 600 foot breakwater. Now there are 7 people working at the Port. He requested the Port to investigate decreasing their operating expenses. Fred Perkins said the Commissioners do look at operating expenses and put a lot of thought into that. Matt Appleton said the marina operates 7 days a week and L & I requires 2 people at all times so it requires 7 people to meet the requirements of L & I and operate 7 days a week. Jack Bailey said that people don't know how much time and thought the commissioners put into their job. He said it is not just one meeting a month. There is a lot of time studying of all things related to the Port. He recognized that Matt Appleton and John Piccone have put a lot of extra time into the current boat ramp project. He also thanked the other commissioners for their time devoted to the marina. Ed Wurden asked if Jack appreciated his time spent in this marina and Jack said he did.

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EXECUTIVE SESSION – Jack Bailey recessed the regular session at 7:52 PM for 5 minutes then the executive session will convene at 7:57 for 20 minutes, and a decision may be made.

a. Legal	None	RCW 42/3-/11-(1) (I)
b. Real Estate	Yes	RCW 42.30.110(1) (b-c)
c. Personnel	None	RCW 42.30.110(1) (f-h)

Executive Session was adjourned at 8:17 PM with no decisions made and regular session was reconvened at that time.

CLOSE MEETING / ADJOURN

Meeting was adjourned at 8:23 PM.

President / Commissioner

Secretary / Commissioner

Commissioner

Recording Secretary