

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

August 15, 2018

CALL TO ORDER

Commissioner Jack Bailey called the regular session of the meeting to order at 6:01 PM. In attendance were Commissioner Fred Perkins, Commissioner Shaun Nye, Port Manager Matt Appleton, Port Attorney Carey Eastman and Port Accountant Dennis Bryan.

PLEDGE OF ALLEGIANCE

Commissioners led pledge of allegiance.

APPROVAL OF AGENDA

Shaun Nye moved to approve the agenda as written. Fred Perkins seconded and motion passed unanimously.

APPROVAL OF CONSENT AGENDA

Consent agenda includes the Meeting Minutes for June 2018, Meeting Minutes for July 18, 2018, Meeting Minutes for the All Ports Meeting in July 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: August 2018 General Fund voucher numbers 41747 through 41797 for a total amount of \$156,553.17. Also approved for payment was July 2018 Electronic Transfer voucher numbers 2018-62 through 2018-69 for a total amount of \$14,930.05.

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

PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA

Jonathan Thomas reported on the Battle of Burke Bay between the Tall Ships Lady Washington and Hawaiian Chieftain. Tickets went on sale June 30 and were sold out by July 6. Because there was so much interest there was a media vessel as well as an Observation boat. There were a 125 people that witnessed the battle. Local businesses sponsored this event which was a fund raiser for Kitsap Maritime Heritage Foundation. The Lady Washington reported that while they were at the Port of Brownsville they had 1,052 people on their decks and the Hawaiian Chieftain had 987. The Brownsville deli reported that on the day of the Battle of Burke they had a \$2,000 day. This shows that this event had an economic impact as well as public relations impact for the Port of Brownsville. Jonathan added that the Joint Base Lewis McChord has a program called the Reconnect Program and Kitsap Maritime is partnered with them in this program. They had service people at Kitsap Maritime on one day in July and helped with restoration of the vessel by painting and other tasks. This program is for active duty personnel that are

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

having issues and this is one of the places they offer to these people to help reconnect with communities. He added that there are other performance actions by Kitsap Maritime that he will be sharing with Matt Appleton, Port Manager. Fred Perkins asked when the Joint Base Lewis McChord personnel would be returning and Jonathan replied it is not scheduled yet but probably in September. Jack Bailey asked how often the Joint Base Lewis McChord group comes and Jonathan replied approximately every 3 weeks because it is a 4 week program.

PRESENTATIONS TO OR BY THE BOARD

None

FINANCIAL REPORTS

Port Accountant Dennis Bryan stated at the end of June 30, 2018, the balance was \$1,713,012.94. Dennis said this would be depleting in the next few months due to the boat ramp project. Dennis said the engineering expenses had not been moved from maintenance to capital improvement. Dennis Bryan was excused from the meeting. Financial report is available upon request.

Jack Bailey brought up that the All Ports Meeting Minutes they had is marked draft so they cannot sign it for approval. Matt Appleton said the commissioners that attended could come to the office to sign All Ports Meeting Minutes.

Jack Bailey asked if the engineering expenses discussed included the amount of time put into the 5 year permit. Matt Appleton replied no. There are 2 contracts that is the project oversight and the on call. Matt added that there should be RCO funds coming soon for the engineering cost. Shaun Nye asked if there is any more engineering needed for the project. Matt Appleton said his billing for construction oversight is going to RCO. Shaun Nye asked how much more engineering expenses are needed in the future. Matt replied that after this project is complete and the 5 year permit is complete there will be no more engineering costs unless the commissioners approve.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached. Matt showed the picture of the Lady Washington that was presented by the Tall Ships when they were at the Port. Jack Bailey stated the picture should be framed. Jack Bailey asked when the cage for the “ducks” would be removed. Matt said he just needed to schedule it.
- b. Maintenance Report – Attached. No visits to Keyport or Illahee. Jack Bailey stated Illahee has been reporting problems with lighting fixtures. Matt Appleton said he was aware of that and fixtures had been replaced so they are looking at an electrical wiring problem.
- c. Commissioners Report –
Shaun Nye and Fred Perkins stated they had nothing to report.
Jack Bailey reported that attended the Commissioners Seminar and a lot of things were covered that were not covered recently. There were a lot of new commissioners. Jack said he is keeping an eye on the construction of the new boat ramp.

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

- d. Standing Committee Report – Matt reported that there was a BAD committee meeting the night before and most items have been completed to be ready for the event. Still need goody bags and raffle items. There is still donations needed for the Art Show and food. Commissioners have pledged \$142.50 each for the Art Show. Marjie Rowland stated that based on last year there is a matching amount needed. She added that the dash plaques have been received and T-shirts have been ordered. Fred Perkins and Jack Bailey gave their Art Show donations at this meeting.

OLD BUSINESS

- a. Boat Compliance list – One boat has left the marina. Carrie Eastman reported on the “Trespass” issue that was discussed at a previous meeting on guest moorage. She said that there was no documentation that the person was forewarned so they cannot be trespassed. Matt said they were looking at changing the moorage envelopes to include this warning. She suggested that the signs for the rules of guest moorage be posted at a door they have to cross and large enough to see. She said that there should be something added to the Ports Rules and Regulations. The only thing in the Rules now addressing trespassing is in the section on conduct and behavior and it states it can be a verbal or written trespassing by authorized personnel. She suggested a rule that delineates the process of trespassing and the reasons for it. Shaun Nye asked further questions on controlling the trespassing. Carrie Eastman defined the process for criminal trespassing and suggested a policy change.
- b. Boat Launch Update – Matt Appleton reported that the contractor is making good progress. They almost have all the concrete slabs in place. Fred Perkins said all the commissioners have been monitoring this project. Jack Bailey asked if there was a date for the blacktop replacement. Matt replied that they would not do this until the boat ramp is complete. Ned Cook asked if the piling installation is within the allowed window. Matt said they may need an extension to install the pilings in September instead of August.
- c. Move Meeting Date – There was some discussion on moving the commissioner meeting dates to a second Tuesday instead of the second Wednesday. Fred Perkins said there is still the issue of having the meetings too soon in the month for check signatures requirements. If it is Wednesday and at the Port of Brownsville Annex, it is the same night that Port of Illahee has their meeting in that location. Shaun Nye stated that at the All Ports Meeting it was noted that the Port of Brownsville does move their meeting dates often. He emphasized that it is important to keep the meetings as planned. The scheduled meeting is September 12, 2018 at the Brownsville Yacht Club. Shaun suggested that they agree on the second week regardless of the day of the week. Jack Bailey reported on his availability. Fred Perkins said Tuesday was good with him. Shaun Nye made a motion to change the commissioner meetings to the second Tuesday of each month starting the new fiscal year. Matt Appleton said for 2019 there are 3 months that the second Tuesday is before the 10th of the month. Thursday is a better day of the week. Fred Perkins noted that the second Tuesday of the month the Brownsville Yacht Club has their meetings. Shaun Nye asked if there was any sense of urgency to make this decision. Fred Perkins stated there is never going to be a perfect date. Shaun Nye withdrew the motion. Carrie Eastman asked Matt to notify her if the next meeting date changes. Fred Perkins said it would not change. Carrie Eastman said if the meeting date and times are going to change the state needs to be notified before January 4. Item tabled until next meeting.
- d. Resolution 18-07 for Tariff 2019 – Matt Appleton said moorage rates would be going up slightly. He said the CPI was 3.3% but he thought 2.5% was more reasonable and the Port is still the least

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

expensive marina for moorage. He stated the Port of Kingston hired somebody to do a market rate study and they are raising their rates \$50 per slip. Port of Brownsville moorage rate will be increasing for a 30 foot boat by \$9. Fred Perkins said his own utility rates were increasing more than that. Shaun Nye asked the other commissioners what the increase would do to the young couples who are struggling to make ends meet. Shaun said he wanted to keep the rate as low as possible. Jack Bailey stated that the Port can increase by CPI to keep up with inflation. He said that if the Port takes less than CPI it will not be able to be gained back in subsequent years. Fred Perkins said the rate is for permanent moorage not guest moorage. Matt stated that guest moorage is currently at 85 cents per foot but it was being increased to 90 cents per foot which is still less than other marinas in the area. Shaun Nye said he wanted to be able to advertise to the young couples the lowest rate possible. Matt pointed out that guest moorage cannot be rented out for more than 2 weeks at a time. Fred Perkins agreed with Shaun Nye to keep guest moorage rate down. Jack Bailey stated that guest moorage is not controlled by CPI. Fred asked if there was a different rate for a weekly guest moorage rate. Matt said yes, they get 2 ½ days free. Fred Perkins asked what percentage rate was guest moorage was increasing. Matt said he didn't calculate by percentage, just on keeping the rate low compared to other marinas. Jack Bailey stated there was a question on RV Parking. Matt Appleton said he did research and most State campgrounds are \$32 a day. Port of Brownsville charges \$15 a day. Jack Bailey stated the auditors look at what the Ports rates are commensurate with the other businesses. Matt explained that the RV parking is designated for people that have events at the Port of have visiting boat club members that have RV's. It was agreed to raise the RV rate to \$20 a day. Shaun Nye asked what the revenue is for RV charges. Matt said he would report that at the next meeting. Matt stated the actual CPI used was 2.597%. He said it keeps the Port of Brownsville at the same rate raises as other marinas and keep the Port inexpensive. Matt reminded the commissioners that last year CPI was not used at all. Jack Bailey said in order to get the funds to complete marina renovations revenue needs to be maximized. That includes using the full CPI amount. Matt reminded the commissioners that the electricity, garbage and security rates are increasing which equates to a moorage rate increase. Jack Bailey pointed out the ramp fee and said the commercial fee should be \$150 and the yearly amount of \$35 was too low as well as the \$5 a day rate. Fred Perkins suggested Matt look at Port Angeles ramp fee. Matt agreed that the boat ramp is very inexpensive compared to other marinas. He suggested \$7. Jack Bailey said to discuss this further at the next meetings. Jack Bailey asked if the garbage numbers are firm and Matt replied said there was no set amount but just that it is increasing. Jack Bailey brought up the kayak and paddle board storage is okay. Matt said it is high for storage. Jack Bailey said if the rate is too low then there would be too many. Matt says no one has stored their kayak here because the rate is too high. More discussion at next meeting.

Ned Cook said that due to the increase of slip sized because of the new B dock, some people with 30 foot boats are in 38 foot slips. Now they will have to start paying for the 38 foot slips starting in January and then there will be a moorage increase on top of that. There are no 30 foot slips available for these boats to move to so there is a problem. Matt Appleton said they will be trying to move these boats to 30 foot slips. Fred Perkins said this was a good comment. Jack Bailey said the rule are length of the boat or the slip. Matt Appleton said he is working on this problem.

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

NEW BUSINESS

- a. 18-08 Bad Debt Write-Off – First Reading - Matt Appleton said that this is on the Trimaran that did not sell. Fred Perkins said he wanted to wait until the boat is gone. Jack Bailey pointed out that the debt cannot be signed off if it is going to collections. Carrie Eastman said that it is the terminology that is being used. You aren't really writing this debt off. Marjie Rowland suggested removing the word write off. Matt explained about the accounting process and he pointed out that the auditors had no issue with using this terminology. Carrie Eastman said if the auditors had no issue then she would not suggest changing it. This was tabled until next meeting.
- b. Resolution 18-09 2019 Budget – First Reading. Jack Bailey asked if there are any firm numbers from Labor and Industries. Matt said no and the medical expenses had gone up \$20,000. Matt added that he should get the firm numbers by middle of this month.

PUBLIC COMMENT

Carrie Eastman said that there were requests from the commissioners on 2 items. One was a comment from the CPA stated some of the financial statements did not fall within the Public Information Act but legally they do. Second item was the review of the contract with Kitsap Maritime. She asked if they had submitted a request to renew the contract and Matt replied yes. She replied that then it is a matter of renegotiation.

Ned Cook asked if the issue of trespass will be on the next meeting's agenda. Jack Bailey said if there was a policy change it would be on the agenda when presented to the commissioners. Ned Cook rephrased his question of will the issue of trespass be on a future meeting agenda. Jack Bailey replied if it is decided to have a policy change and it is presented to the commissioners it will be on that agenda.

EXECUTIVE SESSION – Jack Bailey recessed the regular session at 7:45 PM for 5 minutes then the executive session will convene at 7:50 for 10 minutes, expecting no decisions to 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 8:00 PM with no decisions made and regular session was reconvened at that time.

CLOSE MEETING / ADJOURN

Meeting was adjourned at 8:01 PM.

President / Commissioner

**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

Secretary / Commissioner

Commissioner

Recording Secretary