



## **PORT OF BROWNSVILLE**

9790 Ogle Rd • NE Bremerton, WA 98311  
Office: 360-692-5498 • FAX 360-698-8023  
[pob@portofbrownsville.org](mailto:pob@portofbrownsville.org)

### **Commissioners:**

Shaun Nye  
Jack Bailey  
Fred Perkins

October 10, 2018

### **CALL TO ORDER**

Commissioner Jack Bailey called the regular session of the meeting to order at 6:04 PM. In attendance were Commissioner Shaun Nye, Commissioner Fred Perkins, Port Manager Matt Appleton, Port Attorney Carrie 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 the amendment and motion passed unanimously.

### **APPROVAL OF CONSENT AGENDA**

Consent agenda includes the Meeting Minutes for September 20, 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: October 2018 General Fund voucher numbers 41851 through 41909 for a total amount of \$496,177.13. Also approved for payment was October 2018 Electronic Transfer voucher numbers 2018-78 through 2018-87 for a total amount of \$28,850.09.

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**

Matt Appleton read a statement from Ed Wurden about maintenance items in the Port that need attention. His message that there was no maintenance plan in place. He supported the maintenance plan that was in development by Matt Appleton be implemented. Matt said he has been working on this plan for a few years. Fred Perkins stated that this has been discussed before and his only question was on how the tracking of the completed maintenance was going to be documented. Matt agreed that is one part of the plan that is not complete and he is working on those details. Jack Bailey stated that Ed Wurden was looking for a day by day accounting of every nut and bolt. He said even cities do not track at this level. Fred said the maintenance plan contains a lot of routine maintenance. Fred agreed that the plan is further along but still needed some details added. Jack Bailey suggested the use of cost center information which tracked the time and material for each item that needed tracking. Matt said the staff gives him a daily accounting of what they did as long as it wasn't routine work. They are called maintenance action forms. Shaun Nye stated that given time Matt will develop a system for tracking. Fred Perkins asked when Matt



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estimated completion of this plan. Matt stated January of 2019. Jack Bailey suggest some type of time card for tracking.

Jonathan Thomas represented the Brownsville Yacht Club and talked about Haunted Harbor which will be October 26 at 6 PM to 8:30 PM. The Hearse Club will be there as well as the Bremerton Food Line for receiving donations. He stated that the bottleneck in previous years has been the availability of life vests or jackets for the kids. Kitsap Maritime Heritage Foundation is borrowing more of these from another organization. Jack Bailey asked how many life jackets were available now and Jonathan replied about 30. Jack asked if there was any way to notify the attendees to bring their own and Jonathan replied that it is already out in the invitations to the event.

### PRESENTATIONS TO OR BY THE BOARD

None

### FINANCIAL REPORTS

Port Accountant Dennis Bryan stated at the end of August 31, 2018, the balance was \$1,758,474.55. He stated balance would decrease in the next few months due to project expenses and bond payments in December. Also, fuel prices are increasing which will skew the data in the report with fuel. In October there will be property tax income. Matt said that the Port recently received RCO funds to cover engineering costs for the boat ramp project.

Fred Perkins stated he understood the State Audit was in a holding pattern. Dennis replied that he had a conversation with the auditors yesterday morning and received an email from them requesting information. His reply to that was the auditors have a knack for picking the worse time for audits. This time it was a week before a deadline and his office was swamped. He added that it would be nice to arrange the audits to be after October 15 in the future. Fred Perkins stated that the auditors left the office today and there are no details. Matt stated he is trying to get more details about what information they needed. Dennis said he has not received any request for any information so he was not aware of anything the audit team needed but he did tell them last Monday that he would not have time to give them anything until next week. Matt stated he did receive an email from them and he would go over that with Dennis. Jack Bailey said the auditors described this audit as a short one since it was just one year. Fred Perkins requested that the commissioners be informed what information the audit team needed. Financial report is available upon request.

Jack Bailey questioned the report without fuel and stated operating expense and administration expense were up and Non-operating expense. Dennis explained that the detail report gave more information on page 12 and non-operating expense was bond interest.

### INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager Report – Attached.
- b. Maintenance Report – Attached. Fred Perkins recognized Matt and the staff for the long hours and hard work to get the boat ramp project done on time for BAD. Jack Bailey stated he saw Matt long



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after hours pushing the project completion. Shaun Nye thanked Matt and the staff to work with the other Ports and showing them what Port of Brownsville is capable of. Fred Perkins asked how the hours are captured in our financial reports. Dennis said a separate spread sheet should be used. Jack Bailey said the hours turn into income. Dennis said now the income is not shown as a separate line item. Dennis said it should not get cumbersome since it isn't a lot of hours.

#### c. Commissioners Report –

Shaun Nye reported that BAD went off very well. He noticed the push to complete the boat ramp project to make sure the Port was ready for BAD. He said there were a lot of positive comments from the community as he walked around in his first time experience with BAD. He thanked all that were involved including the Car Club and Kitsap Maritime Association. Matt added that the volunteers were the important part of this event.

Fred Perkins had no report.

Jack Bailey stated he was at the WPPA Environmental Seminar September 5, 6, and 7<sup>th</sup>. There were interesting things going on but the main item was the proposition for the carbon tax. As far as the environmental side, the Port industry is on the same page, which is the environment is at a critical point – rising temperature, etc. Fred said the Ports are not the only contributors to the environmental situation, there is whole world. The State and Federal governments are trying to do something to save the fish and other marine life, such as the whales. Jack said the best thing that the Port can do is get the projects identified and lined up for permitting since permits going to be harder to get. Jack added that regulations are tightening up and hydraulic permits for dredging and bulkhead repair will be difficult to get. He added this may take a specialized person to do these permits.

- #### d. Standing Committee Report – BAD - Marjie Rowland reported that the bad thing about this event was the weather. It did keep the people from coming and crowd was less. The cars that were in the car show was 68 and the Port usually get over 100. The volunteers this year were overworked and didn't get a break so this is something that will have to be worked on for next year. That is the bad of BAD. The good is that the school performances were great, the dunk tank and kids events went very well. Marjie thanked Tom Banks for his volunteering for the dunk tank and noted that he went around asking other people to dunk him. The dive event went very well. There were 18 vendors and they did very well. The band Shameless performed well as usual. The Classic Yachts were popular and the dinghy boat and sail boat rides went very well again this year. The weather was good for those. The Art Show had 500 pieces of art which is twice as much as in the past. The room was bursting with art pieces. Jack Bailey asked if there were photographs taken and Marjie replied that no and that is one of the things the committee will have to work on next year. She added that the committee will also have to plan for a way to display the art work if there are more pieces. Marjie said she heard from a Ridgetop teacher and the kids were so excited about the ribbons and prize money. They took a picture and put it on their Facebook page. Washington Youth Academy and Sea Scouts were there to help with volunteering. There was some confusion on the road closure sign as people who were coming to the event thought the road was closed and were parking up by the road closed sign. This is something that the committee will have to address for next year. Matt added that there were more parking slots available due to the unicycle club performing in front of the deli. Marjie thanked the volunteers again for working and through their lunch time, such as the cotton candy and snow cone booths. Marjie stated that there will be a problem next year for the Car Show because the person involved in the past will not be in the future. He is looking for a replacement. All of the elementary schools participated in BAD except Woodlands so next year the committee will have to work on that. Total income was \$4,064.75 which equates to \$1,016.15. Last year was over \$1,900 which the difference is attributed to



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the lower attendance this year. Jack Bailey said he thinks the idea of a Commissioner's Challenge will help with the expense of the food. Fred Perkins thanked Marjie Rowland for her work in this event.

### PUBLIC HEARING

Jack Bailey adjourned the regular session and opened the public hearing at 7:06 PM. Matt Appleton gave a presentation on the proposed budget for 2019. He noted that medical and L & I insurance have increased significantly. Jonathan Thomas stated that about 4 or 5 years ago the utilities did go down and the moorage rate was increased and it came out as a wash. Ned Cook asked what the amount was in the budget for BAD and Matt replied \$13,000. He said there is \$10,000 for audit and the remainder of that item was for elections. Jack Bailey stated this was a public hearing and anyone could make comments at this time. Jonathan Thomas stated that there is nothing but good statements about the new boat ramp. Jack asked if there is an estimate of when the boat ramp project is to be completed. Matt stated it would probably not be done until January because of the low tide that is needed to complete. Shaun Nye said the U bolts need fixing and that is low tide so he understands that it won't be complete January. Jack Bailey closed the public meeting at 7:21 PM.

### OLD BUSINESS

- a. Boat Compliance list – List has shrunk but E 55 is still paying his fee. E 29 is now owned by the Port. The last 2 on the list will come off when the Port completes the policy change. Jack Bailey noted that there were no new boats.
- b. Boat Launch Punch List – Matt Appleton said the project should be 99% done by the end of October but not totally complete until the end of January. He reviewed the punch list items. Jack Bailey asked if the removal of the non-round rocks on the beach was part of the contract and Matt stated that it was not. Jack Bailey asked if keeping it clean is a problem and Matt said not a bit of a problem with keeping it clean. He said there might be some sea line residue at high tide but not any below that. Fred Perkins said he was watching the wave action on the ramp and it operated as planned with no residue left behind. Jack Bailey said that the Port may need to calculate the load limit for the ramp and dock.
- c. Resolution 18-07 for Tariff 2019 – Fred Perkins stated that typically this has been passed at the same time as the budget. Matt Appleton said it has been passed before but it has been done at the same time. Jack Bailey stated he has asked around about yearly moorage rates. Some are very high but in general there is nothing that needs to be changed. Marjie Rowland stated that the budget is based on the tariff and if there are changes at the same time as passing the budget then the budget would have to be changed. Fred Perkins said not necessarily and the tariff can be changed at any time. Marjie agreed with Fred but stated that normally the tariff is passed first. Fred made a motion to adopt the 2019 tariff and approve this resolution. Shaun Nye seconded the motion and motion passed unanimously.
- d. Resolution 18-09 Preliminary Budget – Jack Bailey stated this has to be approved at the November meeting so it gets to the county in time. Jack questioned the staffing level and positions. He stated he thought the new position was not just an administrative level but also a maintenance position. Matt said the budget addresses the amount for personnel wages but it was in his approval of authority to



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select the positions. Matt described in detail the previous information about this position. Fred Perkins and Shaun Nye stated they were understood that the new position was strictly an administrative position. Marjie Rowland asked if this was going to affect the budget and Jack Bailey said it could. Jack Bailey stated that he felt that having a more rounded person that is able to do it all is more beneficial to the Port. Matt stated that the maintenance position is a different wage and would increase the budget amount if the current employee went to that position. Matt added that with that person in the office it allows the staff to do maintenance work and fuel pumping without interruption. Jack Bailey stated this resolution will be on next month's agenda.

- e. Rental of the Port Annex – Matt Appleton stated he has a request to rent half of the lower Port Annex for an office space. He said there would have to be a special meeting to sign the contract when it is drafted. Fred Perkins asked if a motion is needed and Matt replied he just needed concurrence since the modifications are in his authority. Carrie Eastman stated to not allow the person to move in until the contract is signed. Jack Bailey asked if there was going to have to be upgrades for electrical and Ethernet. Matt stated it is already available. Matt described the modifications that were requested. Jack Bailey asked when the person wanted to move in. Matt replied that as soon as possible. Commissioners agreed to proceed with the modifications and Matt said he would keep the commissioners informed on the progress. Mark Gunkel said he put in the power in that building and there is plenty of power. He also asked questions about the lights and Matt answered him they were the type with no ballast LEDs.

### NEW BUSINESS

- a. Resolution 18-10 Substantial Need – This resolution has to be approved with the budget. This is the first reading. Jonathan Thomas clarified that the Substantial need only affects the taxpayer. Jack Bailey added that for those taxpayers that live in the port district have a lower moorage rate.
- b. Interlocal Agreement with Port of Waterman – This agreement is the same as Illahee Agreement. Fred Perkins asked if the Port staff had enough time to take on this added maintenance. Matt replied that at this time the contract can be signed this evening if the commissioners agree. Mark Gunkel stated that Illahee dock has broken conduit and he asked if the Port of Waterman has been inspected. Matt said the Port of Waterman has a new dock so not the same issues and at this time they only need a bench assembled. Ned Cook asked where the Port of Waterman was and Jack Bailey replied it is about one hour away straight down the channel. Matt stated that the Port will get paid for travel time.

Mark Gunkel commented on the LED lights and how PSE gives help and guidelines for these.

Shaun Nye made a motion to approve the Interlocal Agreement with Port of Waterman. Fred Perkins seconded the motion and motion passed unanimously.

### PUBLIC COMMENT

Jonathan Thomas announced that he would be giving training October 16 in the Brownsville Yacht Club from 6:30 to 8:00 PM on Navigation Rules. Anyone can attend.



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**EXECUTIVE SESSION** – Jack Bailey recessed the regular session at 8:15 PM for 5 minutes then the executive session will convene at 8:20 for 30 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) |

Commissioners requested a 2 minute recess at 8:50 PM. Executive session was back at 8:52 PM and last for 5 minutes.

Executive Session was adjourned at 8:55 PM with no decisions made and regular session was reconvened at that time.

## CLOSE MEETING / ADJOURN

Meeting was adjourned at 8:57 PM.

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President / Commissioner

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Secretary / Commissioner

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Commissioner

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Recording Secretary