

**PORT OF BREMERTON**  
**BOARD OF COMMISSIONERS**  
**REGULAR BUSINESS MEETING**

**REVISED AGENDA**

January 12, 2021  
10:00 AM

**Remote Access Only**  
**Zoom Meeting ID: 335 903 0010**  
**Zoom Call-In: (253) 215-8782**  
**BKAT Live Stream**

**Call to Order**

**Approval of Agenda**

**Consent Items**

All matters listed under Consent Items have been distributed to each member of the Commission for reading and study, are considered to be routine, and will be enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Items and placed under Action Items by request.

- A. Minutes of the regular business meeting and executive session of December 8, 2020.
- B. Payment of checks #901270 and #81899 through #81914 and #E00321 through #E00325 and #E00326 and #901271 through #901274 and #81920 through #81935 and #E00327 through #E00336 from the General Fund for \$96,603.79; #E00320 and #81898 and #81915 through #81919 from the Construction Fund for \$49,671.10. Void Check #901265.  
  
*Payment of checks #81939 through #81987 and #E00337 through #E00342 and #81988 and #E00343 and #901275 through #901277 and #901278 through #901281 and #901282 and #901283 through #901285 and #901286 through #901288 and #E00345 and #E00346 through #E00349 and #81994 through #82015 from the General Fund for \$210,279.08; #81936 through #81938 and #E00344 and #81989 through #81993 from the Construction Fund for \$928,904.34.*
- C. Resolution 2021-01 authorizing the CEO to sell and convey Port property.

**Information Item**

- 1. *Legislative Update – Dylan Doty, President, Doty & Associates*

## Work Study Session

1. Marina Tariff Schedule

**Citizen Comments:** *Open to the public for comment. Speakers are asked to keep their comments to less than 3 minutes. Please feel free to submit further comments in writing to the Clerk of the Board.*

## Action Items

1. Final Acceptance of the Airfield Lighting Project (AIP 3-53-0007-033-2019) with Colvico, Inc.

## Recess the Public Meeting to open the Bremerton Economic Development Corporation (BEDC) Meeting

1. Approval of Minutes of the January 14, 2020 meeting.
2. Election of Officers for 2021

## Close the BEDC Meeting and Reconvene the Regular Meeting

## Commission New Business

1. Commissioner appointments/representation for 2021

## Staff Reports

## Commission Reports

## Executive Session *(if necessary)*

## Adjournment

### Regular business and other meetings that may be attended by members of the Board

<u>Date</u>	<u>Time</u>	<u>Meeting</u>
01/12/2021	10:00 am	*Commission Regular Meeting via ZOOM
01/19	11:00 am	Kitsap Regional Coordinating Council (KRCC) Executive Committee
01/19	1:30 pm	Kitsap Regional Coordinating Council PlanPOL
01/26	2:00 pm	Kitsap Aerospace & Defense Alliance (KADA) Steering Committee
01/26	6:00 pm	*Commission Regular Meeting via ZOOM

### **PLEASE NOTE: ALL MEETINGS BEING HELD REMOTELY**

*Meetings are subject to change or cancellation*

*\*Denotes events in which two (2) or more Commissioners may attend*

**PORT OF BREMERTON**  
**BOARD OF COMMISSIONERS**  
**REGULAR BUSINESS MEETING**

**MINUTES**

December 8, 2020  
10:00 AM

**REMOTE ACCESS ONLY**  
via ZOOM Platform  
BKAT Live Stream

**Commissioners and Staff Present**

Commissioners

Cary Bozeman  
Axel Strakeljahn  
Gary Anderson

Staff Members

Jim Rothlin  
Fred Salisbury  
Sherman Hu  
Arne Bakker  
James Weaver  
Warren Hendrickson  
Ginger Waye  
Taylor Korizon  
Anne Montgomery, Atty

**Call to Order**

President Bozeman called the meeting to order at 10:00 a.m.

**Approval of Agenda**

**It was moved by STRAKELJAHN, seconded by ANDERSON to:**

Approve the Agenda as presented.

**MOTION CARRIES, 3-0**

**Consent Items**

- A. Minutes of the regular business meeting of November 24, 2020.
- B. Payment of checks #E00304 and #81841 and #81846 through #81885 and #E00307 through #E00312 and #901261 through #901263 and #901264 through #901267 and #901268 and #81887 through #81897 and #E00315 through #E00319 from the General Fund for \$115,152.24; #E00305 through #E00306 and #81842 through #81845 and #E00313 and #E00314 and #81886 from the Construction Fund for \$243,632.83.

**It was moved by BOZEMAN, seconded by ANDERSON to:**

Approve the Consent Items as presented.

**MOTION CARRIES, 3-0**

## Citizen Comments - None

## Action Items

1. Final Acceptance of the NE Campus 2 Building Project with Henderson Partners, LLC  
*Presented by Arne Bakker, Director of Business Development*

Following presentation and detailed explanations on project change orders;

**It was moved by STRAKELJAHN, seconded by ANDERSON to:**

Accept as final the construction contract 04-18-0267 with Henderson Partners, LLC in the amount of \$1,696,541.33.

**MOTION CARRIES, 3-0**

## Staff Reports

*Jim Rothlin, Chief Executive Officer*

- Staff is busy wrapping up odds and ends prior to the end of the fiscal year.
- Appreciate all the effort by staff in decorating at this time of year. Positive comments are always received on decorations at the marinas and airport. Discussed cancelled events in Port Orchard due to COVID-19 but that holiday lights are still being displayed throughout town.
- The final meeting of the year is being cancelled unless an emergent need arises.

## Commission Reports / New Business

*Commissioner Strakeljahn*

- Discussed his recent international travels.
- Reported on the following meetings:
  - Kitsap Regional Coordinating Council (KRCC) Executive Board
  - Central Puget Sound Economic Development District Board
  - Puget Sound Regional Council Executive Board

*Commissioner Anderson*

- Reported on the recent Washington Public Ports Association virtual conference held last week stating it was beneficial to get a better understanding of how other Ports are working with legislators.

*Commissioner Bozeman*

- Reported on recent COVID-19 Coalition meeting during which procedure for vaccine distribution was discussed.

- Discussed online businesses being healthy in the current COVID environment and that it is reported it will continue into the future as well as the continuation of a remote workforce.

### **Executive Session**

President Bozeman recessed the meeting at 10:25 a.m. for approximately five (5) minutes regarding: personnel issues [RCW 42.30.110(1)(g)].

At 10:30 a.m. the regular meeting was reconvened.

### **Additional Action Item**

**It was moved by BOZEMAN, seconded by STRAKELJAHN to:**

Approve, as allowed by employment contract, a salary increase for the Chief Executive Officer at a 2.5% cost of living rate due to extraordinary performance.

**MOTION CARRIES, 3-0**

### **Adjournment**

There being no further business before the Board, the meeting was adjourned at 10:35 a.m.

Submitted,

Approved,

Jim Rothlin  
Chief Executive Officer  
January 7, 2021

Gary Anderson  
Commission Secretary  
January 12, 2021

**PORT OF BREMERTON**  
**BOARD OF COMMISSIONERS**  
**EXECUTIVE SESSION**

**MINUTES**

December 8, 2020  
10:25 AM

**REMOTE ONLY**  
via Zoom Platform

**Call to Order**

President Bozeman called the executive session to order at 10:25 a.m. December 8, 2020.

**Commissioners and Staff Present**

Commissioners

Cary Bozeman  
Axel Strakeljahn  
Gary Anderson

Staff Members

Jim Rothlin  
Anne Montgomery, Atty

**Item #1:** Personnel issues were discussed [RCW 42.30.110(1)(g)].

With no further business to come before the Board, the meeting was adjourned into regular session at 10:30 a.m.

Submitted,

Approved,

Jim Rothlin  
Chief Executive Officer  
January 7, 2021

Gary Anderson  
Commission Secretary  
January 12, 2021

**PORT OF BREMERTON  
KITSAP COUNTY, WASHINGTON  
RESOLUTION NO. 2021-01  
DATED: January 12, 2020**

**A RESOLUTION** of the Board of Commissioners, Port of Bremerton, authorizing the Port's Chief Executive Officer to sell and convey port district property of Nineteen Thousand, Nine Hundred and Six Dollars (\$19,906) or less in value according to the criteria outlined in RCW 53.08.090. This authority shall be in force for the calendar year 2021.

**WHEREAS**, RCW 53.08.090 provides that the Bremerton Port Commission may authorize the Chief Executive Officer to sell and convey port district property of \$19,906 or less in value, and

**WHEREAS**, prior to any such sale or conveyance, the Chief Executive Officer shall itemize and list the property to be sold and make written certification to the Port Commission that the listed property is no longer needed for port district purposes, and

**WHEREAS**, any large block of the property having a value in excess of \$19,906 shall not be broken down into components of \$19,906 or less value and sold in the smaller components unless the small components be sold by public competitive bid, and

**WHEREAS**, no property which is a part of the comprehensive plan of improvement or modification thereof shall be disposed of until the comprehensive plan has been modified to find the property surplus to port needs. The comprehensive plan shall be modified only after public notice and hearing provided by RCW 53.20.010, and

**WHEREAS**, this resolution shall not repeal or modify procedures for property sales within industrial development districts as set forth in chapter RCW 53.25, and

**WHEREAS**, the \$19,906 figure designated in this resolution shall be adjusted annually based upon the implicit price deflator established by the Washington State Department of Revenue.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners, Port of Bremerton, that the Chief Executive Officer is authorized to sell and convey port district property of Nineteen Thousand, Nine Hundred and Six Dollars (\$19,906) or less in value according to the terms of this resolution and according to the criteria established in RCW 53.08.090, and

**BE IT FURTHER RESOLVED**, that this authority shall be in force for the calendar year 2021.

**ADOPTED** by the Board of Commissioners of the Port of Bremerton at the regular public meeting thereof held this 12<sup>th</sup> day of January, 2021 and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission.

\_\_\_\_\_  
Commission President

ATTEST:

\_\_\_\_\_  
Commission Vice President

\_\_\_\_\_  
Commission Secretary

## **PORT OF BREMERTON** **AGENDA SUMMARY**

Agenda Item No: Action Item #1  
Subject: Final Acceptance: Colvico, Inc.  
Airfield Lighting Project Construction Contract  
Prepared By: Warren Hendrickson, Airport Manager  
Meeting Date: January 12, 2021

### Summary:

On March 24, 2020, the Port Commission awarded the construction contract for the Airfield Lighting Project (AIP 3-53-0007-033-2019) to Colvico, Inc. of Spokane, WA. The Port executed the contract – Port Capital Project Number 02-18-0270A – that same day. The total bid award amount was \$2,034,311.52.

Project scope included the replacement of the existing High Intensity Runway Lighting (HIRL) system, the Medium Intensity Taxiway Lighting (MITL) system, the Runway End Identifier Lights (REIL) system, the airport rotating beacon, all runway and taxiway signage, electrical transformers, electrical controls, and the backup emergency generator. All aforementioned airfield lighting is now 100% LED-equipped.

There were four change orders (CO) under this project due to changes in field conditions or revised manufacturer specifications:

1. CO 1: Included as an optional element of the approved bid award that was later proven necessary, this CO ensured that all airfield signage was sourced from a single manufacturer. Cost was included in the initial bid award with no subsequent changes.
2. CO 2: Remanufacture of 12 Sign Base Foundations. \$49,381.84
3. CO 3: Additional Boring/Duct Markers/Vault Elevations. \$21,166.06
4. CO 4: Rotating Beacon Disassembly/Electrical Control Panel Improvements.  
\$7,205.82

Port staff and Century West Engineering (CWE, the design and contract management consultant) agree that Colvico, Inc. has completed all work associated with this project in accordance with the project specifications.

A final acceptance inspection was completed on December 17, 2020 by the Port, CWE, and the contractor.

Fiscal Impact:

Total Colvico, Inc. construction cost, including change orders and WSST, was \$2,065,326.12. The primary construction contract (exclusive of change orders) was completed \$46,739.12 under the bid award, a savings that contributed 60.1% of the change order costs. The net impact of change orders was a construction cost increase of \$31,014.60, 1.5% of the bid award. The Port's portion of this increase was \$7,902.77.

Since this project is an FAA Airport Improvement Plan (AIP) grant project, the following supplemental information is provided as a comprehensive project overview. The project in its entirety is expected to be completed \$161,340.31 under the Port budget per the following approved funding allocation details:

- 2019 Capital Budget Funds allocated to this project: \$2,499, 335.00
- Total Project Cost: \$2,337,994.69
- FAA Grant Funding: \$2,051,775.12 (87.8%)
- WSDOT Aviation Grant Funding: \$113,987.51 (4.8%)
- Not Eligible for Grant Funding: \$58,244.56
- Total Port Obligation: \$172,232.07 (7.4%)

The completed project is within the Port budgeted amount.

Strategic Purposes:

Goal 2: Operate all Port facilities efficiently and cost effectively with a high degree of customer service. Strategy 2b: Pursue cost efficiencies throughout the Port.

Goal 6 - Develop and fund a 20-year asset replacement/major maintenance schedule.

Recommendation:

Accept as final the Airfield Lighting Project construction contract with Colvico, Inc. with a total construction cost of \$2,065,326.12.

Motion for Consideration:

**Move to approve as final the Airfield Lighting Project construction contract with Colvico, Inc. in the amount of \$2,065,326.12.**

# PORT OF BREMERTON

## ECONOMIC DEVELOPMENT CORPORATION MEETING

### A G E N D A

January 12, 2021

**Remote Access Only**

**Zoom Meeting ID: 335 903 0010**

**Zoom Call-In: (253) 215-8782**

**BKAT Live Stream**

### A C T I O N I T E M S

- I. Approval of Minutes of the January 14, 2020 meeting.
- II. Election of Officers for 2021

Adjournment

**MINUTES OF THE ANNUAL MEETING  
PORT OF BREMERTON  
ECONOMIC DEVELOPMENT CORPORATION  
January 14, 2020**

Port of Bremerton Commissioner Cary Bozeman called the meeting of the Bremerton Economic Development Corporation to order at 12:05 p.m., January 14, 2020.

Present were Port Commissioners Cary Bozeman, Axel Strakeljahn, and Gary Anderson; Port Attorney Anne Montgomery; and Port of Bremerton staff members Jim Rothlin, Fred Salisbury, Sherman Hu, Arne Bakker, James Weaver, Warren Hendrickson and Ginger Waye.

**Approval of Minutes:**

Commissioner Bozeman moved to approve the Minutes of the January 8, 2019 meeting. Commissioner Strakeljahn seconded and the motion carried unanimously.

**Election of Officers:**

It was moved, seconded and passed unanimously to elect Cary Bozeman as Chairman, Axel Strakeljahn as Vice Chairman, and Gary Anderson as Secretary/Treasurer.

With no further business to come before the Corporation, the meeting was adjourned at 12:07 p.m.

Submitted,

Gary Anderson  
Bremerton Economic Development Corporation