

PORT OF BREMERTON
BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING

A G E N D A

January 26, 2021
6:00 PM

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 January 12, 2021.
- B. Payment of checks #82018 through #82033 and #E00350 through #E00359 and #82036 through #82069 and #E00360 through #E00371 and #E00372 and #901289 through #901291 from the General Fund for \$153,683.54; #82016 through #82017 and #82034 through #82035 from the Construction Fund for \$195,638.06.

Information Items

- 1. Marina Security Update

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. Marina Tariff Schedule

Staff Reports

Commission Reports / New Business

Executive Session *(if necessary)*

Adjournment

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

<u><i>Date</i></u>	<u><i>Time</i></u>	<u><i>Meeting</i></u>
<i>01/26/2021</i>	<i>2:00 pm</i>	<i>Kitsap Aerospace & Defense Alliance (KADA) Steering Committee</i>
<i>01/26</i>	<i>6:00 pm</i>	<i>*Commission Regular Meeting via ZOOM</i>
<i>02/02</i>	<i>10:15 am</i>	<i>Kitsap Regional Coordinating Council (KRCC) Executive Board</i>
<i>02/09</i>	<i>10:00 am</i>	<i>*Commission Regular Meeting via ZOOM</i>

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

January 12, 2021
10:00 AM

Remote Access Only
Zoom Meeting ID: 335 903 0010
Zoom Call-In: (253) 215-8782
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 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.

It was moved by BOZEMAN, seconded by ANDERSON to:

Approve the Consent Items as presented.

MOTION CARRIES, 3-0

Information Items

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

Mr. Doty provided a brief overview of the current 105-day legislative session that will be held virtually and was convened on January 11, 2021. The Port's main focus will be on the Capital Budget as there will be a request for a capital budget appropriation of approximately \$2M for the Port Orchard Marina Breakwater Replacement Project. The Port has worked closely with City of Port Orchard on the "ask" as they will also be submitting a request and we do not want to compete against each other. He also discussed the session format due to COVID-19 restrictions.

There was discussion with the Board on the potential for a robust capital budget and future implications. Also, full discussion on the transportation budget and potential revenue packages along with the probability of a federal infrastructure package coming to the state.

Mr. Doty explained how he is currently communicating with legislators with the COVID restrictions in place.

Work Study Session

1. Marina Tariff Schedule – James Weaver, Director of Marine Facilities

Mr. Weaver reintroduced the marina tariff schedule that was slated for approval last March but did not move forward due to COVID-19. He provided a PowerPoint used in discussing the following:

- Data on both marinas; last tariff update being in 2017
- Trying to meet the Port's goal of "determining market-based direction for key assets to reduce tax dollar dependency"
- Marina tenant locations
- 2020 monthly gross revenue
- 12-yr analysis of annual marina revenues
- Annual transient moorage data
- Bremerton average monthly moorage revenue
 - 7-month slip contracts (phasing to 1-yr)
- Port Orchard average monthly moorage revenue

- 2021 Puget Sound marinas permanent monthly moorage rates with worksheet
- 2021 local port districts percentage moorage rate increases and current occupancy rates
- Proposed increase is close to 10% in Port Orchard and 3% in Bremerton (due to current parking conditions).
- 2008-2020 marina balance sheet

Mr. Weaver stated the next step will be to start offsetting capital expenditures. Commissioner Bozeman agreed but noted that the first step was to get operationally balanced and it looks like we are there. There was discussion with the Board on the security issue addressed earlier this year.

CEO Rothlin noted that the marinas have been marketed aggressively and are now fully occupied with staff doing a tremendous customer service job to keep them full.

Citizen Comments

Jerry McDonald

- Inquired whether the Port was aware of an anchoring problem at the USS Turner Joy. CEO Jim Rothlin responded that the anchoring is being addressed.
- Aware that the Circuit of the Northwest project received funding from Kitsap Public Facilities District (KPFD) and asked about next steps. CEO Rothlin stated the next step is for KPFD to create an interlocal agreement for the Port to sign.

Action Items

1. Final Acceptance of the Airfield Lighting Project (AIP 3-53-0007-033-2019) with Colvico, Inc.
Presented by Warren Hendrickson, Airport Manager

Following presentation and discussion.

It was moved by STRAKELJAHN, seconded by BOZEMAN to:

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

MOTION CARRIES, 3-0

At 10:50 a.m., the Regular Meeting was recessed and the Bremerton Economic Development Corporation (BEDC) Meeting was convened.

Port CEO Jim Rothlin provided a brief background on the Corporation which was created in 1995 to allow the Port to facilitate the issuance of non-recourse industrial revenue bonds to private companies for acquisition of land, facilities, and/or equipment.

1. Approval of Minutes of the January 14, 2020 meeting.

It was moved by STRAKELJAHN, seconded by BOZEMAN to:

Approve the BEDC minutes of January 14, 2020

MOTION CARRIES, 3-0

2. Election of Officers for 2021

It was moved by STRAKELJAHN, seconded by ANDERSON to:

Elect Cary Bozeman as Chairman, Axel Strakeljahn as Vice Chairman, and Gary Anderson as Secretary/Treasurer

MOTION CARRIES, 3-0

At 10:55 a.m. the Bremerton Economic Development Corporation Meeting was adjourned and the Regular Meeting reconvened

Commission New Business

1. Commissioner appointments/representation for 2021.

Commissioner Bozeman suggested that Commissioner appointments to various boards and organizations move to a two-year cycle beginning in 2022 to correspond with the election of officers for the Port Commission. Commissioners Anderson and Strakeljahn both believed the two-year cycle would assist with continuity for those appointments. The 2021 Appointments/Representation list will remain the same as 2020 except for a single change requested by Commissioner Bozeman that Commissioner Anderson replace him as Board Member for Kitsap Economic Development Alliance (KEDA) and Commissioner Anderson accepted.

Staff Reports

Jim Rothlin, Chief Executive Officer

- There is a wide range of employee service at the Port. Ginger Waye's 28-year anniversary with the Port is this month along with Andrew Garcia's 2-year anniversary.
- Rain brings out the best in stormwater systems and the recent rain has brought out a couple of issues mostly with new construction but there has been no major damage and the Port is addressing the issues.
- Provided an overview of the Commercial Aviation Coordinating Commission (CACC) report recently sent to the Legislative Transportation Committees for review. A reminder that CACC was created by the Legislature to develop recommendations for a new

primary commercial aviation facility. He highlighted that Bremerton National Airport is identified as one of six airports on the shortlist. We will wait to see how they will move forward. Airport Manager and CACC Co-Chair Warren Hendrickson noted that an extension to the legislature-mandated process timeline will be addressed during the 2021 session.

Commission Reports

Commissioner Strakeljahn

- Reported on a recent Central Puget Sound Economic Development District meeting.
- Reported on Gorst Coalition Co-Chair meeting which is moving forward rapidly. Kitsap Transit offered a staff person to work on the video/media piece to be presented to the community and legislature and City of Bremerton has volunteered to be fiduciary of the coalition. There was discussion on coalition funding levels.

Commissioner Anderson

- Attended City of Port Orchard meetings regarding site selection for the community center. It is moving forward in a very positive way; he will let the City disclose what they come up with.

Commissioner Bozeman

- Reported on Kitsap Pandemic Community Support Coalition (aka COVID Coalition) meeting which is now centering on how the distribution of the COVID-19 vaccine will work. There is still a lot of work to do in Kitsap County toward a plan for disbursement; there doesn't seem to be a strategy at this point.

Executive Session

President Bozeman recessed the meeting at 11:15 a.m. and reconvened into executive session for approximately 20 minutes regarding: real estate issues [RCW 42.30.110(1)(c)]. At 11:35 a.m., executive session was extended 30 minutes.

At 12:05 p.m. the regular meeting was reconvened.

Adjournment

There being no further business before the Board, the meeting was adjourned at 12:05 p.m.

Submitted,

Jim Rothlin
Chief Executive Officer
January 21, 2021

Approved,

Gary Anderson
Commission Secretary
January 26, 2021

PORT OF BREMERTON
BOARD OF COMMISSIONERS
EXECUTIVE SESSION

MINUTES

January 12, 2021
11:15 AM

REMOTE ONLY
via Zoom Platform

Call to Order

President Bozeman called the executive session to order at 11:15 a.m. January 12, 2021.

Commissioners and Staff Present

Commissioners

Cary Bozeman
Axel Strakeljahn
Gary Anderson

Staff Members

Jim Rothlin
Fred Salisbury
Arne Bakker

James Weaver
Anne Montgomery, Atty
Jim Ryan, Atty

Item #1: Real estate issues were discussed [RCW 42.30.110(1)(c)].

With no further business to come before the Board, the meeting was adjourned into regular session at 12:05 p.m.

Submitted,

Approved,

Jim Rothlin
Chief Executive Officer
January 21, 2021

Gary Anderson
Commission Secretary
January 26, 2021

PORT OF BREMERTON **AGENDA SUMMARY**

Agenda Item No: Action Item #1
Subject: 2021 Marina Tariff Schedule Update
Exhibits: Bremerton and Port Orchard Marina 2021 Tariff Update
Prepared By: James Weaver, Director of Marine Facilities
Meeting Date: January 26, 2021

Summary:

On January 12, 2021 the Port conducted a commissioner work-study on the proposed Port Orchard and Bremerton Marina 2021 tariff updates. The Marina moorage rates have not increased since 2017. The regular review of marina moorage rates is consistent with Port of Bremerton Strategic Plan, Goal #3 “*Determine market-based direction for key assets to reduce tax dollar dependency*”.

The demand for marina moorage has increased each year since 2017 and the vacancy rates at both marinas have dropped with waitlists for most slip sizes. The cost of equipment, materials, and items necessary for operation have steadily increased and the previous 2017 marina rates have not accommodated those changes.

The proposal for 2021 marina rates incorporates a modest increase to moorage at both marinas but acknowledges the current construction impacts and parking challenges at the Bremerton marina. Certain administrative fees and deposits have also been streamlined for efficiency. The proposed marina fee 2021 update would be consistent with other local marinas and remain very competitive within Puget Sound.

The proposed marina tariff update was originally discussed in March of 2020, but with COVID-19 was postponed until 2021. Upon approval, the new tariffs would be scheduled for a July 1, 2021 implementation.

Fiscal Impact:

Approval of the 2021 Proposed Marina Tariff Schedule Update would be estimated to reduce the tax dependency of the Port assets by approximately \$100,000 for each marina.

Recommendation:

Staff recommends the approval of the 2021 tariff schedule updates for the Bremerton and Port Orchard marinas.

Motion for Consideration:

Move to approve the 2021 Marina Tariff Update for the Port Orchard and Bremerton Marinas with an effective date of July 1, 2021.



**BREMERTON MARINA
2021 TARIFF SCHEDULE
(Effective July 1, 2021)**

PERMANENT MOORAGE

Base Moorage Rate (plus applicable taxes*):

12 month. Contractual		
Slip/Berth Length	\$/Month	Per Ft.
36'	\$331.73	\$9.21
38'	\$283.80	\$7.47
40'	\$303.66	\$7.59
42'	\$324.08	\$7.72
44'	\$345.04	\$7.84
46'	\$366.53	\$7.97
48'	\$388.59	\$8.10
50'	\$411.18	\$8.22
52'	\$434.32	\$8.35
54'	\$458.00	\$8.48
56'	\$482.23	\$8.61
58'	\$507.00	\$8.74
60'	\$532.32	\$8.87
*Over 60'	*Determined by vessel length	

Short Term Monthly		
Slip/Berth Length	\$/Month	Per Ft.
36'	\$306.89	\$8.52
38'	\$329.43	\$8.67
40'	\$352.60	\$8.82
42'	\$376.42	\$8.96
44'	\$400.87	\$9.11
46'	\$425.95	\$9.26
48'	\$451.68	\$9.41
50'	\$478.04	\$9.56
52'	\$505.03	\$9.71
54'	\$532.66	\$9.86
56'	\$560.93	\$10.02
58'	\$589.83	\$10.17
60'	\$619.37	\$10.32
Over 60'	\$10.40/ft./month	

Note: 12-month non-cancellable contractual incentive may be repeated until altered or discontinued.

OTHER MOORAGE RELATED CHARGES

Deposits:

Security Deposit:	Equal to one month's moorage+\$100.00
Live Aboard Security Deposit:	\$125.00
Wait List Deposit:	\$100.00

Miscellaneous:

Wait List Fee (annual):	\$25.00
Live Aboard Background Check:	Fee determined & collected by outside agency
Live Aboard Fee :	\$125.00/boat/month – plus applicable taxes
Environmental Fee:	\$5.00 per month
Dinghy Storage:	\$5.00 per month
Slip Change Request List:	\$25.00 per move
Parking Pass Fee (lost/passes not returned):	\$25.00
Gate Card/Fob Fee (lost/not returned):	\$10.00 each fob/card
Vessel Chaining Reinstatement Fee:	\$200.00
Metered Electric:	\$.1100/kw
Flat Rate Electric (per month):	

24'	\$14.55	48'	\$23.03
36'	\$18.79	50'	\$23.74
42'	\$20.91	56'	\$25.86
44'	\$21.62	60'	\$27.27
46'	\$22.33	80'	\$34.34

GUEST MOORAGE

(Stays 30 Days or Greater are Subject to Leasehold Excise Tax*)



**BREMERTON MARINA
2021 TARIFF SCHEDULE
(Effective July 1, 2021)**

Peak Season (May 1 – September 30)

Finger Slips & Side-ties: <i>(A&B Dock, Public Dock)</i> <i>(May be used for 14 days in a 30 day period)</i>	\$50.00 per night + \$1.25 per ft over 40 ft
South Basin Breakwater: <i>(No Minimum Charge)</i>	\$1.25/ft boat length
Transition Dock: <i>(May only be used for 14 days in a 30 day period)</i>	\$25.00 per night + \$1.25 per ft over 20 ft

Off Season (October 1 – April 30)

Finger Slips & Side-ties: <i>(A&B Dock, Public Dock)</i> <i>(May be used for 14 days in a 30 day period)</i>	\$40.00 per night + \$1.00 per ft over 40 ft
South Basin Breakwater: <i>(No Minimum Charge)</i>	\$1.00/ft boat length
Transition Dock:	\$20.00 per night + \$1.00 per ft over 20 ft

GUEST ELECTRICITY

30amp:	\$4.00 per night
50amp:	\$5.00 per night

OTHER GUEST MOORAGE FEES

Reservation Fee:	\$5.00 per boat <i>(paid in advance/non-refundable)</i>
Guest Moorage Late Fee:	\$5.00 per day <i>(over 24 hours)</i> <i>(maximum of \$40 per month)</i>

COMMERCIAL VESSEL / AIRCRAFT OPERATIONS

\$75.00 per event *(short term use agreement)*

MISCELLANEOUS FEES

Fax Service:	\$1.00 per page
Copies:	\$0.15 per page
Service Charge**:	\$50.00 per man hour + material costs

* Plus 12.84% State Leasehold Tax (or applicable property tax if less than leasehold tax)

** Service Charges for dewatering, securing, towing, repairing boats and Marina damage because of lack of response, carelessness, neglect, etc. of tenant or visitor.

Note: Late fees on past due accounts will be applied at the rate of 1 ½ % per month with a minimum of \$20.00.



**PORT ORCHARD MARINA
2021 TARIFF SCHEDULE
(Effective July 01, 2021)**

PERMANENT MOORAGE

Monthly Moorage Rates (plus applicable taxes*):

<u>SIDE TIE \$/month (\$/ft/month)</u>	<u>OPEN \$/month (\$/ft/month)</u>	<u>COVERED \$/month (\$/ft/month)</u>
20' \$111.44 (\$5.57)	28' \$187.75 (\$6.71)	28' \$210.62 (\$7.52)
24' \$127.03 (\$5.77)	32' \$232.53 (\$7.27)	32' \$280.71 (\$8.77)
28' \$176.55 (\$6.31)	36' \$267.73 (\$7.44)	36' \$357.07 (\$9.92)
32' \$218.68 (\$6.83)	40' \$304.60 (\$7.61)	42' \$432.09 (\$10.29)
36' \$251.38 (\$6.98)	42' \$327.96 (\$7.81)	52' \$633.56 (\$12.18)
40' \$285.99 (\$7.15)	50' \$398.79 (\$7.98)	
42' \$307.97 (\$7.33)		
50' \$373.92 (\$7.48)		
60' \$446.71 (\$7.45)		

OTHER: Breakwater Side Tie: \$7.40 per foot

OTHER MOORAGE RELATED CHARGES

Deposits

Security Deposit:	Equal to one month's moorage+\$100.00
Live Aboard Deposit:	\$125.00
Wait List Deposit:	\$100.00 per list

Miscellaneous:

Wait List Fee (annual):	\$25.00
Live Aboard Fee:	\$125.00/boat/month – plus applicable taxes
Live Aboard Background Check:	Fee determined & collected by outside agency
Environmental Fee:	\$5.00 per month
Dinghy Storage:	\$5.00 per month
Slip Change Request List:	\$25.00 per move
Metered Electric:	\$0.0875 per kwh
Parking Pass Fee (lost/passes not returned):	\$25.00
Gate Card/Fob Fee (lost/not returned):	\$10.00 each fob/card
Vessel Chaining Reinstatement Fee:	\$200.00

PARKING

Marina Tenant:	\$30.00 per month
Water Street:	\$5.00 per day (1 st - 24 hours free)



PORT ORCHARD MARINA
2021 TARIFF SCHEDULE
 (Effective July 01, 2021)

GUEST MOORAGE

(Stays 30 days or greater are subject to Leasehold Excise Tax)*

Peak Season (May 1 – September 30)

Finger Slips & Side-ties: *(A&B Dock, Public Dock)* \$50.00 per night + \$1.25 per ft over 40 ft
(May be used for 14 days in a 30 day period)

South Basin Breakwater: \$1.25/ft boat length
(No Minimum Charge)

Transition Dock: \$25.00 per night + \$1.25 per ft over 20 ft

Off Season (October 1 – April 30)

Finger Slips: \$40.00 per night + \$1.00 per ft over 40 ft
(May only use finger slips for 14 days in a 30 day period)

East Breakwater & Transition Dock: \$20.00 per night + \$1.00 per ft over 20 ft
(May only use east breakwater & transition dock for 14 days in a 30 day period)

North & Outside Breakwater: \$1.00/ft boat length
(No Minimum charge)

GUEST ELECTRICITY

\$4.00 per night

OTHER GUEST MOORAGE FEES

Reservation Fee: \$5.00 per boat *(paid in advance/non-refundable)*
 Guest Moorage Late Fee: \$5.00 per day *(over 24 hours)*
(maximum \$ 40.00 per month)

COMMERCIAL VESSEL/AIRCRAFT OPERATIONS

\$75.00 per event *(short term use agreement)*

MISCELLANEOUS FEES

Fax Service: \$1.00 per page
 Copies: \$0.15 per page
 Service charge**: \$50.00 per man hour + material cost

* Plus 12.84% State Leasehold Tax (or applicable property tax if less than leasehold tax)

** Service Charges for dewatering, securing, towing, repairing boats and Marina damage because of lack of response, carelessness, neglect, etc. of tenant or visitor.

Note: Late fees on past due accounts will be applied at the rate of 1.5% per month with a minimum of \$20.00.