

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

**MINUTES**

November 24, 2020  
6:00 PM

**REMOTE ACCESS ONLY**  
via ZOOM Platform

**Commissioners and Staff Present**

Commissioners

Cary Bozeman  
Gary Anderson

Staff Members

Jim Rothlin  
Fred Salisbury  
Sherman Hu  
Arne Bakker

James Weaver  
Warren Hendrickson  
Ginger Waye  
Anne Montgomery, Atty

**Call to Order**

President Bozeman called the meeting to order at 6:00 p.m.

**Approval of Agenda**

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

Approve the Agenda as presented.

**MOTION CARRIES, 2-0**

**Consent Items**

- A. Minutes of the regular business meeting and executive session of November 10, 2020.
- B. Payment of checks #901254 through #901255 and #E00283 and #81794 through #81822 and #E00285 through #E00296 and #81823 and #901258 through #901260 and #E00297 and #81826 through #81840 and #E00298 through #E00303 from the General Fund for \$102,652.54; #E00284 and #81792 through #81793 and #81824 through #81825 from the Construction Fund for \$1,357,884.17.
- C. Excuse Commissioner Strakeljahn's absence

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

Approve the Consent Items as presented.

**MOTION CARRIES, 2-0**

## Citizen Comments - None

### Action Items

#### 1. Final Budget for Calendar Year 2021

*Presented by Sherman Hu, Chief Financial Officer*

##### 1.1 Budget Presentation

CFO Hu provided the budget presentation highlighting the 2021 Port directives and stating there were no revisions from the preliminary budget.

##### 1.2 Public Hearing

President Bozeman opened the public hearing at 6:05 p.m. No public comments were received, and the public hearing was closed at 6:06 p.m.

##### 1.3 Action Items

- a. Resolution 2020-06 providing for a regular property tax levy and all allowable levies for calendar year 2021.

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

Approve Resolution 2020-06 with no tax increase in the general tax levy

**MOTION CARRIES, 2-0**

- b. Resolution 2020-07 providing a limit factor for the regular levy for the 2021 calendar year to determine future years' levies and to enable the Port to bank excess levy capacity.

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

Approve Resolution 2020-07 providing a limit factor for the regular levy for the 2021 calendar year to determine future years' levies and to enable the Port to bank excess levy capacity

**MOTION CARRIES, 2-0**

- c. Resolution 2020-08 adopting the final budget for calendar year 2021.

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

Approve Resolution 2020-08 approving and adopting the Final 2021 Budget

**MOTION CARRIES, 2-0**

- d. Resolution 2020-09 filing the final budget and submitting request for tax levies for calendar year 2021 with the Clerk of the Board of County Commissioners

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

Approve Resolution 2020-09 filing the final 2021 budget documents and submitting request for tax levies in the amounts indicated with the County

Clerk of the Board of County Commissioners and the Kitsap County Assessor's Office

**MOTION CARRIES, 2-0**

2. Bid Award to Aqua Dive Services, LLC for the Underwater Maintenance and Repair of Marine Facilities Project  
*Presented by Fred Salisbury, Chief Operations Officer*

Following presentation;

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

Approve the bid award to Aqua Dive Services, LLC for the Port Orchard & Bremerton Marina Piling Repairs and authorize the CEO to execute the contract and issue the notice-to-proceed.

**MOTION CARRIES, 2-0**

3. Purchase and Sale Agreement with Richard and Diane Kelstrup Revocable Living Trust  
*Presented by Jim Rothlin, Chief Executive Officer*

Following presentation and discussion;

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

Approve the Real Estate Purchase & Sale Agreement for the Port Orchard property and authorize the President of the Port of Bremerton Board of Commissioners to execute said agreement and the Port CEO to execute all further agreements related to this Purchase and Sale document

**MOTION CARRIES, 2-0**

4. Reassignment of LaDonna Latham Land Lease to Kitsap County and long-term Land Lease Agreement with Kitsap County Department of Emergency Management  
*Presented by Arne Bakker, Director of Business Development*

Following presentation and discussion including comments from Eric Baker, Kitsap County Special Projects Manager;

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

Approve lease assignment from LaDonna Latham to Kitsap County starting December 1, 2020 through February 28, 2021

**MOTION CARRIES, 2-0**

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

Approve the long-term land lease with Kitsap County effective March 1, 2021

**MOTION CARRIES, 2-0**

## Staff Reports

*Jim Rothlin, Chief Executive Officer*

- Thanked Mr. Bakker for his diligence in helping coordinate the Latham / Kitsap County lease arrangements.
- Due to the retirement of the Port's Human Resources (HR) consultant, Deborah Howard, a new consultant, Amy Collis, PHR, has been hired. Ms. Collis' background was provided along with details on some of the matters she will spearhead.
- Met with City of Bremerton regarding the Puget Sound Industrial Center subarea plan. They have agreed to allow us to look at the plan to try and create some flexibility so we are working with land use planners, Mackenzie, to come up with a solution that will be presented to the City.
- Provided a reminder to the Board of the Washington Public Ports Association virtual annual meeting being held December 2-4.

## Commission Reports / New Business

*Commissioner Anderson*

- Attended a flurry of transportation and economic development meetings this month.
- Hoping the Port family is doing well and that everyone remains safe and healthy.

*Commissioner Bozeman*

- Met with the new director of Kitsap Economic Development Alliance, Joe Morrison, regarding KEDA's aspirations for the upcoming year.

Due to the holiday season, it was determined to cancel the 2<sup>nd</sup> Commission meeting in December. A cancellation notice will be distributed.

**Executive Session** – None

## Adjournment

There being no further business before the Board, the meeting was adjourned at 6:33 p.m.

Submitted,



Jim Rothlin  
Chief Executive Officer  
December 3, 2020

Approved,



Gary Anderson  
Commission Secretary  
December 8, 2020