

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

**A G E N D A**

September 27, 2022  
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 September 13, 2022.
- B. Payment of checks #901625 and #901626 through #901627 and #E01171 and #84146 through #84161 and #E01172 through #E01181 and #84162 from the General Fund for \$157,895.28; #901624 from the Construction Fund for \$164.80.  
  
Payment of checks #901628 through #901631 and #E01182 and #84165 through #84191 and #E01184 through #E01189 from the General Fund for \$67,705.39; #84163 through #84164 and #E01183 from the Construction Fund for \$60,963.46.

**Work Study Session**

1. 2023 Preliminary Budget – First Draft

**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. Resolution 2022-05 – Extending Remote Commission Meetings
2. 8900 State Hwy 3 Glass Replacement Project Final Acceptance with K.E.D. Inc DBA Dahl Glass

**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>09/27</i>	<i>6:00 pm</i>	<i>*Commission Regular Meeting via ZOOM</i>
<i>10/04</i>	<i>1:15 pm</i>	<i>Kitsap Regional Coordinating Council (KRCC) Executive Board</i>
<i>10/05</i>	<i>10:00 am</i>	<i>Central Puget Sound Economic Development District (CPSEDD) Board</i>
<i>10/11</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**

September 13, 2022  
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

Axel Strakeljahn  
Gary Anderson  
Cary Bozeman

Staff Members

Jim Rothlin  
Fred Salisbury  
Jeremiah Wiley  
Arne Bakker  
James Weaver  
Ginger Waye  
Taylor Korizon  
Stacey Saunders, Atty

**Call to Order**

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

**Approval of Agenda**

**It was moved by BOZEMAN, 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 August 23, 2022 and special meeting minutes of August 31, 2022.
- B. Payment of checks #E01125 and #84037 through #84063 and #E01126 through #E01137 and #901607 through #901610 from the General Fund for \$126,441.13; #901606 and #84036 from the Construction Fund for \$4,171.10.

Payment of checks #901611 and #E01138 and #84066 through #84105 and #E01139 through #E01148 from the General Fund for \$44,060.16; #901611 and #84064 through #84065 from the Construction Fund for \$77,781.97.

Payment of checks #E01149 and #901612 and #901613 through #901616 and #901617 and #84106 and #E01152 through #E01158 and #84112 through #84127 from the

General Fund for \$113,631.28; #E01150 through #E01151 and #84107 through #84111 from the Construction Fund for \$694,841.66.

Payment of checks #901618 through #901621 and #901622 through #901621 and #E01159 and #E01161 through #E01170 and #84130 through #84145 from the General Fund for \$204,247.83; #E01160 and #84128 through #84129 from the Construction Fund for \$65,970.19.

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

Approve the Consent Items as presented.

**MOTION CARRIES, 3-0**

### **Information Items**

1. High-Level Overview of City of Port Orchard Waterfront Development – Mayor Rob Putaansuu

CEO Rothlin stated that in follow-up to the Leadership Retreat, Mayor Putaansuu was invited to give a high-level overview of how the City of Port Orchard's projects tie into Port development projects. City planners will be invited to a future meeting if supplemental detail is needed.

Mayor Putaansuu shared a PowerPoint presentation providing highlights of the following City projects:

- Pump station
- Kitsap Bank new building construction
- Orchard Street Plaza
- Community Center – discussed overlapping the Port's DNR lease area and potential alternatives to alleviate that situation
- Shoreline restoration
- Raising Bay Street to alleviate flooding due to heavy rains and sea level rise
- Future building development

Mayor Putaansuu responded to questions and comments from the Board regarding utilities, funding, residential, Port impact, etc. He stated these projects will be transformational for the city and community.

### **Work Study Session**

1. Leadership Retreat Follow-Up

CEO Rothlin discussed the capital project list that was prioritized by staff and presented at the retreat for Commission review and input on shifting any of those priorities. The projects were again reviewed, and commission priorities discussed.

It was agreed the retreat was extremely valuable and the facilitator was excellent setting a good tone. CEO Rothlin noted she will provide a synopsis of the retreat which will be distributed to the Board.

## **Citizen Comments**

Joe Morrison, Kitsap Economic Development Alliance (KEDA) Executive Director

- Thanked the Port for their partnership and stated his appreciation that the Port is investing in infrastructure to enhance economic development. Offered to provide an update on KEDA as an information item at an upcoming meeting and announced KEDA's fall forum being held October 20.

## **Action Items**

1. First Amendment to Lease with Collins Investments, LLC  
*Presented by Arne Bakker, Director of Business Development*

Following presentation, including aerial site views of the expanded footprint of Collins lease area, and discussion;

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

Approve the First Lease Amendment with Collins Investments, LLC as presented.

**MOTION CARRIES, 3-0**

## **Staff Reports**

*Jim Rothlin, Chief Executive Officer*

- Working on the 2023 budget and will have the first preliminary draft ready for the next meeting.
- Provided background on the following employees who are reaching anniversary milestones:
  - 4 years – Martin Muhoro, Marina Port Maintenance I
  - 4 years – James Weaver, Director of Marine Facilities
  - 21 years – Kathy Garcia, Marina Operations Manager
  - 25 years – Mike Lozier, Port Maintenance II
- Welcomed new employee
  - Felicia Walls, Airport Maintenance
- Provided updates on the following projects:
  - Taxiway Relocation / Apron Rehabilitation project – anticipated completion late September/early October
  - Multi-Purpose Facility – anticipated completion late October
  - Quarterly newsletter nearing completion

## **Commission Reports / New Business**

### *Commissioner Bozeman*

- Reiterated his concern about Bremerton Marina parking and finding funding for Port Orchard Marina breakwater but understands staff is on top of it.

### *Commissioner Anderson*

- Will be attending the Kitsap Economic Development Alliance (KEDA) full-day retreat on September 15.

### *Commissioner Strakeljahn*

- Attended the Central Puget Sound Economic Development District (CPSEDD) board meeting.
- Reported on his participation in a National Active and Retired Federal Employees (NARFE) panel discussion regarding Gorst transportation.

## **Executive Session**

President Strakeljahn recessed the meeting at 11:05 a.m. and reconvened into executive session for approximately 25 minutes to discuss with legal counsel potential litigation [RCW 42.30.110(1)(i)] and to consider the price and terms at which real estate may be leased or sold when public discussions could disadvantage the Port's negotiations [RCW 42.30.110(1)(c)]. At 11:30 a.m. executive session was extended 20 minutes and at 11:45 a.m. extended another 15 minutes.

At 11:59 a.m. the regular meeting was reconvened.

## **Adjournment**

There being no further business before the Board, the meeting was adjourned at 11:59 a.m.

Submitted,

Jim Rothlin  
Chief Executive Officer  
September 22, 2022

Approved,

Cary Bozeman  
Commission Secretary  
September 27, 2022

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

**MINUTES**

September 13, 2022  
10:00 AM

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

**Call to Order**

President Strakeljahn called the executive session to order at 11:05 a.m., September 13, 2022.

**Commissioners and Staff Present**

Commissioners  
Axel Strakeljahn  
Gary Anderson  
Cary Bozeman

Staff Members  
Jim Rothlin  
Fred Salisbury  
Jeremiah Wiley  
Arne Bakker

James Weaver  
Stacey Saunders, Atty  
Seth Woolsen, Atty

**Item #1:** Legal issues related to potential litigation were discussed [RCW 42.30.110(1)(i)].

**Item #2:** 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 11:59 p.m.

Submitted,

Approved,

Jim Rothlin  
Chief Executive Officer  
September 22, 2022

Cary Bozeman  
Commission Secretary  
September 27, 2022

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

Agenda Item No: Action Item #1  
Subject: Resolution 2022-05 extending Remote Commission Meetings through October 31, 2022  
Exhibits: Resolution 2022-05  
Prepared By: Jim Rothlin, Chief Executive Officer  
Meeting Date: September 27, 2022

**Summary:**

During the Port's recent leadership retreat, the Commission expressed the desire to continue remote meetings due to the ongoing coronavirus emergency which is still causing state and local increases in coronavirus cases and deaths. As it appears that in-person meetings still cannot be held with reasonable safety, they can be postponed under ESHB 1329 until Governor Jay Inslee's Emergency Proclamation 20-05 is lifted.

On September 8, the Governor announced that the Emergency Proclamation will be rescinded on October 31, 2022.

Resolution 2022-05 has been prepared to extend remote meetings through October 31, 2022, to coincide with the lifting of the proclamation.

**Fiscal Impact:**

None

**Recommendation:**

Approve Resolution 2022-05 extending remote commission meetings through October 2022.

**Motion for Consideration:**

**Move to approve Resolution 2022-05 extending remote Commission meetings through October 31, 2022, to coincide with the Governor's revocation of Emergency Proclamation 20-05.**

**PORT OF BREMERTON  
KITSAP COUNTY, WASHINGTON  
RESOLUTION NO. 2022-05  
DATED: September 27, 2022**

A **RESOLUTION** of the Board of Commissioners, Port of Bremerton ("Port") extending remote Commission meetings through September 30, 2022.

**WHEREAS**, On February 29, 2020, Washington State Governor Jay Inslee issued Emergency Proclamation 20-05, as follows: "On January 21, 2020, the Washington State Department of Health confirmed the first case of the novel coronavirus (COVID-19) in the United States in Snohomish County, Washington...I, Jay Inslee, Governor of the state of Washington, as a result of the above noted situation, and under Chapters 38.08, 38.52 and 43.06 RCW, do hereby proclaim that a State of Emergency exists in all counties in the state of Washington... "; and

**WHEREAS**, Engrossed Substitute House Bill 1329 was signed by the Governor on March 24, 2022, and allows meetings of a governing body to be held remotely when a local, state, or federal emergency has been declared and the governing body determines that it cannot hold a meeting of the governing body with members or public attendance in person with reasonable safety because of the emergency; and

**WHEREAS**, on July 26, 2022, the Port Commission extended Resolution 2022-02 approving remote Commission meetings through September 30, 2022; and

**WHEREAS**, Kitsap County, and Washington State, continue to see new coronavirus cases and deaths in Kitsap County; and

**WHEREAS**, the Commission hereby determines that in person meetings cannot be held with reasonable safety due to the ongoing COVID-19 emergency.

**NOW, THEREFORE, BE IT RESOLVED**, by the Port Commission of the Port of Bremerton, Washington, as follows:

Section 1. the Port Commission will continue to meet remotely through October 31, 2022, to coincide with the Governor's revocation of Emergency Proclamation 20-05.

Section 2. This Resolution shall take effect and be in force immediately upon its passage.

**ADOPTED** by the Board of Commissioners of the Port of Bremerton at the regular public meeting thereof held this 27<sup>th</sup> day of September, 2022, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission.

\_\_\_\_\_  
Axel Strakeljahn, President

ATTEST:

\_\_\_\_\_  
Gary Anderson, Vice-President

\_\_\_\_\_  
Cary Bozeman, Secretary

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

Agenda Item No: Action Item No. 2

Subject: Final Acceptance: K.E.D. Inc. DBA Dahl Glass – Poulsbo, WA  
Avian Hangar 8900 Window Replacement  
Port Project #02-22-20002

Exhibits: None

Prepared By: Fred Salisbury - COO

Meeting Date: September 27, 2022

**Summary:**

On June 14, 2022, the Port Commission approved a contract with K.E.D. Inc. DBA Dahl Glass of Poulsbo, WA to replace windows at the Avian Flight Center. Replacement of these windows was necessary to correct water leaks which directly interfered with Avian maintenance activities. The total cost for this project, including WSST was \$63,578.42. The contractor completed the work on September 1<sup>st</sup>, which was inspected and accepted by Port staff.

**Fiscal Impact:**

Funding for this project was identified in the Airport's 2022 Maintenance and Operation Budget.

**Strategic Purpose:**

- This action conforms with the Port's strategic plan in Goal 6: Develop and fund a 20-year asset replacement/major maintenance schedule.

**Recommendation:**

Accept as final the contract with K.E.D. Inc. DBA Dahl Glass in the amount of \$63,578.42. The Port will release retainage once all applicable documentation is received.

**Motion for Consideration:**

**Move to approve as final the contract with K.E.D. Inc. DBA Dahl Glass in the amount of \$63,578.42.**