

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

**A G E N D A**

June 13, 2023  
10:00 AM

Bill Mahan Conference Room  
Port Administration Offices  
Bremerton Nat'l Airport Terminal Bldg  
8850 SW State Hwy 3, Bremerton

The Port of Bremerton Board of Commissioners have resumed in-person meetings but are maintaining the option for the public to participate remotely as well. The public is invited to view and/or participate in the hybrid meeting by attending in person or through one of the following options:

- To stream online only (via BKAT feed, with no interaction possible):  
<https://bremerton.vod.castus.tv/vod/?live=ch1&nav=live>
- To join the online Zoom meeting: <https://us02web.zoom.us/j/3359030010>
- For audio only; dial 1.253.215.8782; Meeting ID: 335 903 0010

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**Call to Order**

**Pledge of Allegiance**

**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 of May 23, 2023.
- B. Payment of checks #901814 and #901815 through #901820 and #E01495 and #901821 and #84913 and #84914 through #84938 and #E01496 through #E01503 from the General Fund for \$417,419.12.

Payment of checks #901822 through #901824 and #901825 through #901828 and #901829 through #901832 and #901833 through #901836 and #901837 and #84939 through #84971 and #E01504 through #E01518 and #901838 and #901839 from the General Fund for \$439,044.95.

**Information Items**

1. Waste-to-Energy – Katie Walters, Kitsap County Commissioner
2. Kitsap Transit Ferry Maintenance Facility and Transit Center – John Clausen, Executive Director

**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 (gingerw@portofbremerton.org).*

### **Action Items**

1. Consultant Selection for Airport Eastside Environmental Assessment
2. Hangar 7 Stormwater Repair Project Change Order 4
3. Mt Jupiter Way Site Development Project Change Order 3
4. Final Acceptance of Roof Replacements Project for 5695 and 5737 Imperial Way SW with Signature Roof Service, Inc.

### **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>
06/13	10:00 am	*Commission Regular Business Meeting
06/15	10:00 am	Kitsap Regional Coordinating Council (KRCC) Executive Committee
06/15	3:00 pm	Kitsap Economic Development Alliance (KEDA) Board Meeting
06/15	3:00 pm	KRCC TransPOL
06/22	10:00 am	Puget Sound Regional Council (PSRC) Executive Board
06/22	11:45 am	PSRC Executive Committee
06/27	6:00 pm	*Commission Regular Business Meeting

*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**

May 23, 2023  
6:00 PM

Bill Mahan Conference Room  
Port Administration Offices  
Bremerton Nat'l Airport Terminal Bldg  
8850 SW State Hwy 3, Bremerton  
Remote Option via Zoom

**Commissioners and Staff Present**

Commissioners  
Axel Strakeljahn  
Cary Bozeman

Staff Members  
Jim Rothlin  
Arne Bakker  
Jeremiah Wiley  
James Weaver  
James Goodman  
Monroe Whitman IV  
Ginger Waye  
Stephanie Frame  
Anne Montgomery, Atty

**Call to Order**

President Strakeljahn called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

**Approval of Agenda**

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

Approve the Agenda as presented.

**MOTION CARRIES, 3-0**

**Consent Items**

- A. Minutes of the regular business meeting of May 9, 2023.
- B. Payment of checks #901803 and #901804 and #901805 through #901806 and #901807 through #901808 and #E01475 and #84887 through #84898 and #E01476 through #E01484 and #901809 through #901812 from the General Fund for \$178,145.06.  
Payment of checks #901813 and #84899 through #84912 and #E01485 through #E01494 from the General Fund for \$47,139.55.

- C. Excuse Commissioner Anderson's absence as he is attending a business conference out of state.

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

Approve the Consent Items as presented.

**MOTION CARRIES, 3-0**

### **Information Items**

1. Collins Historical Aircraft Foundation – Roger Collins

Mr. Collins provided background information on himself and his fleet of historical aircraft, sharing photos of the planes. He communicated that he recently formed a 501(c)(3) organization and is looking forward to opening a museum here and displaying the aircraft to the public at least one day a month during the flying season and will also operate the aircraft from Bremerton National Airport participating in local and regional airshows. He responded to questions and comments from Board discussing his background in flying.

**Citizen Comments - None**

### **Action Items**

1. 2023 Marina Tariff Schedule

*Presented by James Weaver, Director of Marine Facilities*

Following presentation and after questions were addressed;

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

Approve the 2023 Marina Tariff Schedule for the Port Orchard and Bremerton Marinas with an effective date of July 1, 2023.

**MOTION CARRIES, 2-0**

2. Amendment #1 for the Port Orchard Properties Environmental Remediation Contract with Pioneer Technologies Corporation

*Presented by James Weaver, Director of Marine Facilities*

Following presentation and after questions were addressed;

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

Approve Amendment #1 to the Port Orchard Properties environmental remediation contract with Pioneer Technologies and authorize the Port CEO to execute the amendment.

**MOTION CARRIES, 2-0**

3. Marina Security Agreement with SAFE Security  
*Presented by James Weaver, Director of Marine Facilities*

Following presentation and after questions were addressed:

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

Approve the selection of SAFE Security for provision of nightly marina security services and authorize the Port CEO to execute the agreement.

**MOTION CARRIES, 2-0**

## **Staff Reports**

*Jim Rothlin, Chief Executive Officer*

- Welcomed Carlos Pablo as a new seasonal Port Attendant at the airport/industrial facilities.
- Busy with spring cleaning at all facilities.
- Provided highlights of the Washington Public Ports Association (WPPA) spring meeting held in Spokane.
- Hosted a site visit of the Port Orchard Marina breakwater to a representative from Senator Patty Murray's office along with providing a presentation and tour of the airport and industrial park.
- The WPPA Executive Director and the Executive Committee, which he is a member of, will be meeting with Governor Jay Inslee focusing on ports that received grants through the electrification provision of the transportation budget and what the benefits of that may be.

## **Commission Reports / New Business**

*Commissioner Bozeman*

- Noted that the University of Washington Magazine will be doing a feature article on him in an upcoming edition.
- Suggested an upcoming study session to discuss industrial park long-term planning.

*Commissioner Strakeljahn*

- Reported on the recent Americas Competitiveness Exchange delegation visit to the Port and SAFE Boats and commended COO Arne Bakker on his presentation to the delegation.

**Executive Session - None**

## **Adjournment**

There being no further business before the Board, the meeting was adjourned at 7:07 p.m.

Submitted,

Approved,

Jim Rothlin  
Chief Executive Officer  
June 8, 2023

Cary Bozeman  
Commission Secretary  
June 13, 2023

Draft

# **PORT OF BREMERTON**

## **AGENDA SUMMARY**

Agenda Item No: Action Item #1  
Subject: Selection of Engineering Firm for Environmental Assessment  
Exhibits: None  
Prepared By: Monroe Whitman, Airport Manager  
Meeting Date: June 13, 2023

### Summary:

In late March 2023, Bremerton National Airport published a Request for Qualifications (RFQ) for firms interested in providing consulting engineering services for the Airport Eastside Environmental Assessment. Once the firm is selected the project will allow future development to take place on the east side of the airfield. This future development will consist of t-hangars, corporate hangars, taxiway and taxi lane construction, and other aviation related businesses. Two companies submitted proposals: Century West Engineering and DOWL Engineering. The selection board consisted of the COO, Airport Manager, Director of Marine Facilities, and Contract Administrator. Staff reviewed, graded, ranked each proposal, and interviewed both firms. Based on the overall scores, Port staff are recommending the selection of DOWL Engineering.

### Fiscal Impact:

FAA	\$890,000
Port	\$ 98,889* (Capital Budget Approved for East Side Assessment: \$150,000)
Total Estimated Project Cost	\$988,889

\*Applied for WSDOT Grant for \$49,444

### Strategic Purpose:

This action conforms with the Port's strategic plan in Goal 4.a. Continually assess niche markets in the Port's marinas and airfield lines of business for growth opportunities.

### Recommendation:

Staff recommend the selection of DOWL Engineering for the airport eastside environmental assessment project.

### Motion for Consideration:

**Move to approve the selection of DOWL Engineering for the Airport Eastside Environmental Assessment.**

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

Agenda Item No: Action Item #2  
Subject: Hangar 7 Stormwater Change Order 4  
Exhibits: Change Order 4  
Prepared By: Arne Bakker, COO  
Meeting Date: June 13, 2023

Summary:

During the removal and disposal of peat soils, a large section of glacial till and pavement collapsed during rain storms due to water erosion and the size of the trench that was needed to remove the peat. This collapse was caused due to increased depth of the trench and resulted in further removal of pavement and soils. Century West Engineering required Henderson Partners to bridge the soil in order to strengthen the base, shore up the walls, dewatering, equipment rental and use, and labor in order to prevent further erosion and collapse.

Fiscal Impact:

Contract Value: \$141,729.93  
Change Order #4: \$99,424.58  
New Contract Value: \$241,154.51

Restricted Stormwater Reserve: \$4,608,208.94  
Change Order #4: \$99,424.58  
Remaining Funds Available Restricted Stormwater Reserve: \$4,508,784.36

Strategic Purpose:

This action conforms with the Port's strategic plan in Goal 2: Operate all Port facilities efficiently and cost effectively with a high degree of customer service and Goal 6: Develop and fund a 20-year major maintenance schedule

Recommendation:

Staff recommends the approval of Change Order 4 for the Hangar 7 Stormwater Repair in the amount of \$99,424.58 with Henderson Partners and authorize CEO to execute change order.

Motion for Consideration:

**Move to approve Change Order 4 for Hangar 7 Stormwater Repair in the amount of \$99,424.58 and authorize the CEO to execute the change order.**

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

Agenda Item No: Action Item #3  
Subject: Mount Jupiter Way Site Development  
Exhibits: Change Order #3  
Prepared By: Arne Bakker, COO  
Meeting Date: June 13, 2023

**Summary:**

During installation of the sewer lift station, the sewer main as shown on the as-built drawings from 1999 were not located correctly. In order to be able to locate the main sewer line, Nordvind Company needed to excavate a 10' long and 4' wide trench. Also, the original plans show a 4" sewer stub out which, once uncovered was a 2" line and this is not sufficient to tie into the sewer lift station that is being installed for the new sites on Mount Jupiter Way and future developments.

During soils removal, extra soil has been removed resulting in 1036 cubic yards of soils that needed to be moved off site.

This change order is for labor, soils removal, and extra materials.

**Fiscal Impact:**

2022 Capital Budget:	\$1,200,000.00
Original Contract:	\$1,043,982.85
Change Order #1 redesign water main:	\$41,189.50
Change Order #2 Soils removal:	\$305,760.00
Change Order #3 Sewer main location/soils removal:	\$38,890.31
Total Contract:	\$1,429,822.66

This change order exceeds the signing authority of the CEO.

**Strategic Purpose:**

This action conforms with the Port's strategic plan in Goal 2: To operate all Port facilities efficiently and cost effectively with a high degree of customer service.

**Recommendation:**

Port staff recommends the approval of Change Order 3, for the location and tie in for the sewer main and removal of soils in the amount of \$38,890.31 and authorize CEO, Jim Rothlin to execute the change order.

**Motion for Consideration:**

**Move to approve Change Order #3 for locating and tying into the sewer main along with removal of soils, and authorize the CEO to execute the change order**

**PORT OF BREMERTON  
CHANGE ORDER NO. 3**

**Contract Title: Mount Jupiter Way Site Development**

**Project No. 04-21-40001C  
Date: 2023-06-13**

**To: Nordvind Company**

**Prepared by:** \_\_\_\_\_  
Arne Bakker, Project Manager

You are hereby directed to make the changes listed below. The below Change Order amount constitutes full and final payment related to these issues, including all costs in connection with this change including all direct, indirect, impacts, inefficiencies, and induced costs (except Washington State Sales tax). All work shall conform to applicable sections of the original Contract Documents, unless specifically noted. Unless specifically mention to the contrary, this Change Order does not in any way extend the time of completion under the Contract. This Change Order shall, when signed by the Contractor and Owner, become a part of the original Contract.

**Nature of Change**

During installation of the sewer lift station the sewer main as shown on the as built drawings from 1999 were not located correctly. In order to be able to locate the main sewer line Nordvind Company needed to excavate a 10' long and 4' wide trench. Also, the original plans show a 4" sewer stub out which, once uncovered was a 2" line and this is not sufficient to tie into the sewer lift station that is being installed for the new sites on Mount Jupiter Way and future developments.

During soils removal extra soils have been removed resulting in 1036 cubic yards of soils that needed to be removed off site

This change order is for labor, soils removal, and extra materials.

**Justification of Change**

Enable the sewer lift station to tie in correctly to the sewer main and removal of soils to complete grading of property.

The changes result in the following adjustment of the Contract Price and Time:

Contract Value Prior to this Change Order	\$ 1,390,923.35
Net (increase) (decrease) Resulting from this Change Order	\$ 38,890.81
Current Contract Price Including this Change Order	\$ 1,429,814.16

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Date of Completion Prior to this Change Order	<u>N/A</u>
Net (increase) Resulting from this Change Order	<u>N/A</u>
Current Contract Time Including this Change Order	<u>N/A</u>

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**The above Changes  
Are Recommended**

**The Above Changes  
Are Accepted**

**The Above Changes  
Are Approved**

**Engineer:**

**Contractor:**

**Owner:**

By: \_\_\_\_\_

Nordvind Company  
By: \_\_\_\_\_

Port of Bremerton  
By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Port of Bremerton

No: 3

Project: Inventech Phase 1 Date: 5/24/2023  
 Work Description: Phase 1 Infrastructure

LABOR COSTS Name	HOURS		RATE		AMOUNT
	Regular	Overtime	Regular	Overtime	Total \$
Operator - <15 MT	10.00		\$106.71	\$160.07	\$1,067.10
Laborer	10.00		\$78.95	\$118.43	\$789.50
Pipelayer	10.00		\$80.95	\$121.43	\$809.50
Truck Driver	10.00		\$76.55	\$114.83	\$765.50
Superintendent	10.00		\$135.00	\$202.50	\$1,350.00
<b>Totals:</b>	50.00	0.00			

**Total Labor Cost: \$3,015.42**

EQUIPMENT RENTAL COSTS			
Equipment Description	HOURS	RATE	AMOUNT
Dump Truck	10.00	\$130.31	\$1,303.10
Water Truck	10.00	\$69.00	\$690.00
Backhoe	10.00	\$120.00	\$1,200.00
Excavator	10.00	\$150.69	\$1,506.90
Plate Compactor	10.00	\$31.25	\$312.50
<b>Totals:</b>	50.00		

**Total Equipment Cost: \$3,590.88**

MATERIAL COSTS			
Material Type	QTY	UNIT PRICE	AMOUNT
			\$0.00

**Total Material Cost: \$0.00**

SUBCONTRACT COSTS			
Type	QTY	UNIT PRICE	AMOUNT
Trucking	1036	\$28.00	\$29,008.00

**Total Subcontract Cost: \$29,008.00**

SUMMARY OF FORCE ACCOUNT COSTS		
Item	AMOUNT	TOTAL AMOUNTS
Labor Costs		
Plus 15% on Labor		
<b>TOTAL LABOR</b>		
Equipment Costs		
Material Costs		
Equipment and Material		
Plus 15% on Equipment and Material		
Subcontract Costs		
Plus 8% on Subcontracts		
<b>TOTAL EQUIPMENT, MATERIAL, &amp; SUBCONTRACTS</b>		
<b>GRAND TOTAL:</b>		<b>\$35,614.29</b>

I hereby certify that the above information is a true and correct statement of labor performed and materials used in executing the work and that all hourly rate and insurance costs are those actually paid.

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_  
 Inspector : \_\_\_\_\_ Date: \_\_\_\_\_  
 Engineer : \_\_\_\_\_ Date: \_\_\_\_\_

	Loads		
4-3-23 Nordvind Truck	19 @ 12 =	228 yds	} 1649 yds + 3 Loads Concrete Recycle
AST-A-32	22 @ 12 =	264 yds	
4ST-A-32	2 Concrete Recycle		
1ST-A-23	25 @ 12 =	300 yds	
1ST-A-31	12 @ 12 =	144 yds	
1ST-A-31	1 Concrete Recycle		
ynch SD	23 @ 16 =	368 yds	
etter #47	23 @ 14 =	322 yds	

	Loads		
4-4-23 Nordvind Truck	3 @ 12 =	36 yds	} 1784 yds 5 Loads Concrete Recycle
4ST-A-32	21 @ 12 =	252 yds	
4ST-A-23	28 @ 12 =	336 yds	
4ST-A-32	5 Concrete Recycle		
ynch SD	26 @ 16 =	416 yds	
ynch #151	26 @ 12 =	312 yds	
etter #47	29 @ 14 =	406 yds	

	Loads		
4-5-23 Nordvind Truck	28 loads @ 12 =	336	} 2159 yds 6 Loads Concrete Recycle
A-32	21 Loads @ 12 yds =	252	
A-32	6 Loads Concrete Recycle		
7-23	27 Loads @ 12 yds =	324	
1-31	7 Loads @ 12 yds =	84	
ynch SD	27 loads @ 16 yds =	432	
ynch #151	26 loads @ 12 yds =	312	
etter #47	28 loads @ 14 yds =	392	

5592 yds So far

AST - Nordwind Airport

4-24-23

A-32

AST Re Con 2x4 7 Lds @ ~~12 yds~~  
unsuitable Dirt 23 Loads @ 12 yds 276 yds

A-31

unsuitable Dirt 27 Loads @ 12 yds 324 yds

Jetex #47

unsuitable Dirt 27 Loads @ 14 yds 378 yds

Lynch #1

unsuitable Dirt 27 Loads @ 12 yds 324 yds

Lynch #151

unsuitable Dirt 27 Loads @ 12 yds 324 yds

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1626 yds

AST - Nordwind Air Port  
4-25-23

A-32

AST ReCon 2x4 @ 1 1/4 9lds

AST 1 1/4 Crushed Asphalt 2lds

unsuitable Dirt 10lds @ 12 yds = 120 yds

A-31

unsuitable Dirt 28lds @ 12 yds = 336 yds

lotter #47

unsuitable Dirt 28lds @ 14 yds = 392 yds

Yacht # 1

unsuitable Dirt 9lds @ 12 yds 108 yds

Yacht # 10 Super

unsuitable Dirt 16lds @ 16 yds 256 yds

Yacht # 151

unsuitable 27lds @ 12 yds 324 yds

Nordwind Truck

unsuitable 30lds @ 12 yds 360 yds

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1896 yds

# AST - Nordvind Air Port

4-26-23

A-32

AST ReCon 2x4 + 1 1/4 4 Loads

unsuitable Dirt 23 Loads @ 12 yds 276 yds

Jetter # 47

unsuitable Dirt 25 Loads @ 14 yds 350 yds

Jetter # 4

unsuitable Dirt 24 Loads @ 14 yds 336 yds

Lynch # 1

unsuitable Dirt 26 Loads @ 12 yds 312 yds

Lynch # 151

unsuitable Dirt 26 Loads @ 12 yds 312 yds

Nordvind Truck

unsuitable Dirt 28 Loads @ 12 yds 336 yds

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1922 yds

# PORT OF BREMERTON AGENDA SUMMARY

Agenda Item No: Action Item #4  
Subject: Final Acceptance, Signature Roof Services, LLC. – Roof Replacements of OVIP #6 (IMIA) and OVIP #3 (Belfair Hose)  
Exhibits: None  
Prepared By: James Goodman, Director of Facilities and Property Development  
Meeting Date: June 13, 2023

### **Summary:**

On February 28, 2023, the Port Commission awarded Port project number 04-23-40004-C. to Signature Roof Services, LLC. of Kent, WA. Their complete bid for re-roofing and insulating both buildings with WA sales tax was \$272,999.45. Signature Roofing started the project on April 6<sup>th</sup> and both buildings were completed on May 19<sup>th</sup>. The project was completed within the time frame agreed, with zero change orders, or impact to the signed contract.

Port staff has completed a final inspection with Signature Roofing of both roofs and gutters. The Port finds the work to be satisfactory and within the terms and scope of the contract.

### **Fiscal Impact:**

This is a 2023 approved capital budget project.

	- Capital	<b>\$300,000.00</b>
Construction Contract:	- Base	\$251,161.09
	- Insulation	\$ 21,838.36
	- Project Total w/WSST	<b>\$ 272,999.45</b>
	- Under approved budget	(\$ 27,000.55)

### **Strategic Purpose:**

This action conforms with the Port's strategic plan in Goal 6 to develop and fund a 20-year asset replacement/major maintenance schedule and Goal 7 to continue to improve the Port's environmental performance and minimize its ecological footprint.

### **Recommendation:**

Staff recommends accepting as final the roofing replacement project with Signature Roof Service LLC, in the amount of \$272,999.45 for roof replacements of 5737 Imperial Way (OVIP #3) and 5695 Imperial Way (OVIP #6). Port staff will release retainage once all applicable documentation is received.

### **Motion for Consideration:**

**Move to accept as final the 5737 and 5695 Imperial Way roof replacements project with Signature Roof Services, LLC, in the amount of \$272,999.45.**