

PORT OF BREMERTON
BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING

A G E N D A

September 26, 2023
6:00 PM

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

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 September 12, 2023.
- B. Payment of checks #901961 and #901962 and #901963 and #901964 through #901965 and #85213 through #85220 and #E01652 through #E01655 and #901966 through #901969 and #901970 and #901971 and #901972 through #901974 and #85221 through #85284 and #E01656 through #E01675 and #901975 from the General Fund for \$589,211.90.

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. Circuit of the Northwest Update and Lease Option Review
2. Resolution 2023-05 Establishing New Commissioner Compensation

Work Study Session

1. 2024 Budget – Community Allocations

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>09/26</i>	<i>6:00 pm</i>	<i>*Hybrid Commission Regular Business Meeting</i>
<i>09/28</i>	<i>10:00 am</i>	<i>Puget Sound Regional Council (PSRC) Executive Board</i>
<i>09/28</i>	<i>11:45 am</i>	<i>PSRC Executive Committee</i>
<i>10/03</i>	<i>1:45 pm</i>	<i>Kitsap Regional Coordinating Council (KRCC)</i>
<i>10/04</i>	<i>8:00 am</i>	<i>Port Community Meeting</i>
<i>10/10</i>	<i>10:00 am</i>	<i>*Hybrid Commission Regular Business Meeting</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 12, 2023
10:00 AM

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
Gary Anderson
Cary Bozeman

Staff Members

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

Call to Order

President Strakeljahn called the meeting to order at 10:00 a.m. and led the Pledge of Allegiance.

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 of August 22, 2023.
- B. Payment of checks #901939 and #85156 through #85185 and #E01624 through #E01635 from the General Fund for \$41,808.19.

Payment of checks #901940 through #901943 and #901944 and #901945 through #901946 and #901947 through #901951 and #85186 through #85212 and #E01636 through #E01651 and #901952 through #901955 and #901956 and #901957 and #901958 through #901960 from the General Fund for \$268,923.41. Void Checks #82677, 83382, 83589.

It was moved by BOZEMAN, seconded by ANDERSON to:

Approve the Consent Items as presented.

MOTION CARRIES, 3-0

Information Items

1. City of Bremerton Comprehensive Plan, Market Study, and Infrastructure – Garrett Jackson, City Planning Manager

Mr. Jackson used a PowerPoint presentation to provide an overview to the City's comprehensive plan update highlighting:

- Growth Management Act (GMA) comprehensive planning process
- Puget Sound Regional Council (PSRC) Regional Growth Centers of which the Bremerton National Airport/Puget Sound Industrial Center (PSIC) is designated as a Manufacturing Industrial Center (MIC)
- Growth strategies for population and jobs

Cassie Byerly, Community Attributes, Inc. (CAI), City of Bremerton's consultant for the comp plan update, continued the presentation addressing;

- Comprehensive Plan timelines
- Project context
- Analysis to include plan and policy review along with new analysis and reassessment
- Non-compliance areas and PSIC recommendations

Ms. Byerly responded to questions and comments from the Board on infrastructure needs. Ned Lever, City Engineer, discussed regional efforts and infrastructure requirements. He addressed existing PSIC sewer capital facility plan and the upcoming City wastewater feasibility study reiterating from a previous commission meeting the City's need for Port commitment to work with the City on planning for PSIC infrastructure and supporting their wastewater feasibility study.

CEO Jim Rothlin noted that a draft letter supporting the City's effort to find a viable option for a future wastewater solution has been provided to each Commissioner for review. The next step is for the Commission to approve and sign the letter. There was discussion on capacity issues; transportation; water, and wastewater. Mr. Rothlin noted that the City has been great partners with the Port in addressing our needs.

It was moved by STRAKELJAHN, seconded by BOZEMAN to:

Approve and sign the City of Bremerton letter as drafted by the CEO supporting a market and infrastructure study on future sewer potential.

MOTION CARRIES, 3-0

Citizen Comments - None

Action Items

1. Department of Natural Resources (DNR) Aquatic Lands Lease Agreement No. 20-Bo9891
Presented by James Weaver, Director of Marine Facilities

Following presentation and after Board questions were addressed;

It was moved by BOZEMAN, seconded by ANDERSON to:

Approve the Washington State Department of Natural Resources Aquatic Lands Lease Agreement #20-Bo9891 and authorize the CEO to execute the agreement.

MOTION CARRIES, 3-0

2. Resolution 2023-04 authorizing a Washington State Recreation and Conservation Office (RCO) Local Parks Maintenance (LPM) Grant Application for the Port of Bremerton Marina Park at Port Orchard
Presented by Ellen Ataie, Contract Administrator

Following presentation and after Board questions were addressed;

It was moved by BOZEMAN, seconded by ANDERSON to:

Approve Resolution 2023-04 authorizing the submittal of the Local Parks Maintenance application and for Jim Rothlin, CEO, to act as the authorized representative/agent on behalf of the Port and to legally bind the Port with respect to the Port of Bremerton Marina Park at Port Orchard Maintenance Project for which we seek grant funding assistance managed through the Recreation and Conservation Office.

MOTION CARRIES, 3-0

Staff Reports

Jim Rothlin, Chief Executive Officer

- Provided detail on September employee milestones:
 - Janell Wheeler, Marina Customer Service Specialist, 1st anniversary
 - James Weaver, Director of Marine Facilities, 5th anniversary
 - Martin Muhoro, Marina Port Maintenance I, 5th anniversary
 - Kathy Garcia, Marina Operations Manager, 22nd anniversary
 - Mike Lozier, Airport Port Maintenance II, 26th anniversary
- Gave an account of the Blackberry festival held last weekend on the Bremerton boardwalk.
- Reported on the City-necessitated waterfront parking swap in downtown Port Orchard and the need for educating the public, tenants, businesses, farmers market, etc. on the transition.

Commission Reports / New Business

Commissioner Bozeman

- Reported on recent Bremerton Ferry Coalition meeting noting the coalition was formed to bring accountability and solutions to Bremerton's ferry service issues.
- Discussed the homeless encampments issue and stated he is watching with interest the situation in Bremerton and how the City is working to control it.
- Spoke to Olympic College's intent to put in a health science education facility on their Poulsbo campus which will assist with the doctor shortages currently being experienced.
- Announced his wife, Kerri, had extreme success with her booth at Manette Fest selling out all her merchandise.
- Suggested inviting the Puget Sound Naval Shipyard's new Executive Director, Jennifer Herbig, to speak to the Port.

Commissioner Anderson

- Attended the Blackberry Festival which seemed extremely successful and reported that he took the "pop-up ferry" from Silverdale to Bremerton which was so well-received that discussions are planned on future uses for those sailings.
- Will be attending the Kitsap Economic Development Alliance (KEDA) third quarter board meeting and their follow-on 40th anniversary celebration.
- Attended the Gorst Coalition executive committee meeting.

Commissioner Strakeljahn

- Reported on the Central Puget Sound Economic Development District Board meeting which he chaired.

Executive Session - None

Adjournment

There being no further business before the Board, the meeting was adjourned at 11:35 a.m.

Submitted,

Approved,

Jim Rothlin
Chief Executive Officer
September 21, 2023

Cary Bozeman
Commission Secretary
September 26, 2023

PORT OF BREMERTON **AGENDA SUMMARY**

Agenda Item No: Action Item #1
Subject: Circuit of the Northwest Lease Review
Exhibits: None
Prepared By: Jim Rothlin, Chief Executive Officer
Meeting Date: September 26, 2023

Summary:

The Port has been working with the Circuits of the Northwest (CNW) to move the events happening on the Port's inactive runway to a more suitable location as the Port prepares for future development along Airport Industrial Way. These events include vehicle training for the public service such as Police, Fire, Ambulance, Public Transportation vehicles, etc. CNW has developed a plan that will incorporate public and private use on a location across from the airport at the Port's Industrial Park. The agreement requires specific milestones to have occurred by July 31st, 2023 in order to move forward on a long term lease option. In order to secure the final investment to best meet these required milestones which would include both the public and private amenities, the lessee has asked to extend the option date for one year before the final decision can be made to agree on the extended option.

Strategic Purpose:

This action item supports the Port's Goals and Strategies #4a. – to continually assess niche markets for growth opportunities and #5b – to develop and maintain public access opportunities.

Motion for Consideration:

Move to approve the 3rd Lease Amendment with Circuit of the Northwest.

PORT OF BREMERTON
AGENDA SUMMARY

Agenda Item No: Action Item #2
Subject: Resolution 2023-05 Establishing Commissioner Compensation
Exhibits: Resolution 2023-05
Prepared By: Anne Montgomery, Port Attorney
Meeting Date: September 26, 2023

Summary:

Compensation for the Port of Bremerton elected commissioners was established by Resolution 2011-30 as a set amount, and not a sliding scale as was previously the case per Resolution 2005-25. In 2011 it was set at \$1,000 per month. There has been no increase since 2011.

A review of commissioner compensation in Port districts across the State of Washington indicated that a raise may be in order for the Port of Bremerton due to the size and number of employees, as well as consideration of the commitments required in terms of hours, time, and expertise.

Fiscal Impact:

Increases commissioner compensation to \$15,600 per year, payable in 12 monthly installments of \$1,300.

Motion for Consideration:

Approve Resolution 2023-05 establishing commissioner compensation at \$15,600 per year

PORT OF BREMERTON
KITSAP COUNTY, WASHINGTON
RESOLUTION NO. 2023-05
DATED: September 26, 2023

A RESOLUTION of the Board of Commissioners, Port of Bremerton, rescinding Resolution 2011-30 and establishing new commissioner compensation.

WHEREAS, RCW 53.12.260(3) authorizes a port commission to set compensation to be paid to its commissioners, and

WHEREAS, the duties and responsibilities of the Port of Bremerton Commissioners have grown steadily during the past several years and require substantial commitment of personal time, expertise and experience; and

WHEREAS, the Port of Bremerton Commissioners believe it is appropriate to establish compensation that is commensurate with the duties and responsibilities of a Port Commissioner,

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners, Port of Bremerton, that as of January 1, 2024, compensation of the Commissioners of the Port of Bremerton as authorized by RCW 53.12.260(3) shall be set at \$15,600 per year payable in 12 equal monthly installments.

ADOPTED by the Board of Commissioners of the Port of Bremerton at the regular public meeting thereof held this 26th day of September 2023, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission.

Commission President

Commission Vice-President

ATTEST:

Commission Secretary