

PORT OF BREMERTON
BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING

A G E N D A

March 26, 2019
6:00 PM

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

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 and executive session of March 12, 2019.
- B. Payment of checks #103911 through #103943 and #79193 through #79196 and #900997 through #901001 and #79203 through #79267 from the General Fund for \$216,595.57; #79192 and #79197 through #79202 from the Construction Fund for \$113,044.33 and the payment of payroll taxes for \$18,546.25. Void Checks #79070, #79119 #79167, #78103.

Information Items

- 1. Fathoms O'Fun Festival – Sharron King, Chair
- 2. Project Updates – Arne Bakker, Director of Business Development

Citizen Comments: *Open to the public for comment. Speakers are asked to keep their comments to less than 3 minutes. A Commissioner may request to waive the 3 minute time limit. Please feel free to submit further comments in writing to the Clerk of the Board.*

Action Items

Commission New Business

Staff Reports

Commission Reports

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>03/26</i>	<i>12:30 pm</i>	<i>*Kitsap Aerospace & Defense Alliance Steering Committee</i>
<i>03/26</i>	<i>6:00 pm</i>	<i>*Commission Regular Meeting – Bill Mahan Conference Rm</i>
<i>03/28</i>	<i>10:00 am</i>	<i>Puget Sound Regional Council (PSRC) Executive Board</i>
<i>03/29</i>	<i>11:00 am</i>	<i>*Kitsap Economic Development Alliance (KEDA) Annual Meeting</i>
<i>04/02</i>	<i>10:15 am</i>	<i>Kitsap Regional Coordinating Council (KRCC) Executive Board</i>
<i>04/09</i>	<i>10:00 am</i>	<i>*Commission Regular Meeting – Bill Mahan Conference Rm</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

March 26, 2019
10:00 AM

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

Commissioners and Staff Present

Commissioners

Larry Stokes
Cary Bozeman
Axel Strakeljahn

Staff Members

Jim Rothlin
Fred Salisbury
Sherman Hu
Arne Bakker
James Weaver
Ginger Waye
Anne Montgomery, Atty

Call to Order

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

Work Study Session

1. Strategic Planning Workshop #2

Jim Darling, Maul Foster & Alongi, Inc., reported that he has been meeting with staff to put more detail to the draft strategic plan since the first workshop. He distributed the updated draft and walked through the plan page by page gathering input from the Board. Mr. Darling launched a PowerPoint presentation and described in detail the seven (7) proposed goals that will create a platform to success and the strategies used to accomplish those goals. There was full discussion with the board on the goals and keystone documents that should serve the Port well for the next decade. In abbreviated terms, the goals include:

- Promote economic development and job growth
- Improve operating efficiency
- Pursue financial self-sufficiency
- Expand lines of business
- Strengthen community connection
- Improve asset management
- Practice environmental stewardship

There was staff discussion on the strategic planning process and how the goals and strategies can help provide direction and tools to staff to keep on track for accomplishing the Port's goals.

Mr. Darling provided the Action Plan and Action Plan Timeline which will be the platform for making decisions on future projects and endeavors. He walked through step-by-step the Action Plan which provides clarity on each goal as to the strategies; when to begin; how long it should take; and who is responsible. There was full discussion with the Board which included an emphasis on seeing it through to achievement of each goal.

President Stokes recessed the meeting at 11:25 a.m. for a short break. The meeting was reconvened at 11:35 a.m.

Approval of Agenda

It was moved by STRAKELJAHN, seconded by BOZEMAN to:

Approve the Agenda as presented.

MOTION CARRIES, 3-0

Consent Items

- A. Minutes of the regular business meeting of February 26, 2019.
- B. Payment of checks #103877 through #103910 and #79104 through #79158 and #900992 through #900993 and #79159 through #79161 and #79162 through #79165 and #79170 through 79191 from the General Fund for \$200,900.02; #79099 through #79103 and #79166 through #79169 from the Construction Fund for \$129,213.87 and the payment of payroll taxes for \$19,818.62.

It was moved by BOZEMAN, seconded by STRAKELJAHN to:

Approve the Consent Items as presented.

MOTION CARRIES, 3-0

Information Items

1. Update on signage project for airport and industrial properties – Fred Salisbury, Chief Operations Officer, and Victoria Peters, Marketing & Communications Coordinator

Mr. Salisbury and Ms. Peters provided final signage renderings that were prepared after narrowing down the options previously presented to the Board. They defined the differences between the current and future signs at the airport and industrial park entrances and the industrial park directory sign. There was discussion with the Board on signage readability and it was confirmed that the font size and letter facing has been updated to fill the space as much as possible making it easier to read. They presented the chosen design for the new individual business address signs and the concept plan for the district sign which will be located at the north end of the airport facing southbound traffic.

It was verified that, in the future, there will also be a district sign at the south end of the airport facing northbound traffic.

Mr. Salisbury stated he will be meeting this week with Hanson Sign and discussed the next steps in the construction phase.

It was noted this would be the last time Ms. Peters attends a Port Commission meeting as she will be moving to Wisconsin so has resigned her position. The Board thanked her for being on the team and expressed appreciation for her contributions. Ms. Peters stated she has grown both personally and professionally and thanked the Board and staff for providing her the opportunity.

Citizen Comments

Roger Gay, South Kitsap

- Spoke to the strategic planning workshop and suggested that in looking at being a significant contributor to the local economy, the Port defines what local economy it's trying to impact and reminded them the Port represents more than just the cities.
- Referenced a Seattle Times editorial that presented data on the decrease in people coming into the area in the past few years but Kitsap was not included in that data because we are not part of their subscription area. He feels Kitsap is not being seen in Seattle as it should.

Action Items - None

Commission New Business

Commissioner Stokes

- In response to Commissioner Stokes request as to the status of notifying Mason County of the Port's concerns regarding the sewer system, Attorney Anne Montgomery stated that a letter has been drafted and provided to the CEO for review.

Staff Reports

James Weaver, Director of Marine Facilities

- Provided a report on the 2019 Seattle Boat Show providing photos of the show and discussing attendance, booth detail, handouts, expenses, booth location, etc. He thanked the Commissioners and staff that participated and extended appreciation to Roger Gay for also helping man the booth. He also discussed the new Dockwa app being used for guest moorage, advertising done for the event, distribution of boater bags, and the execution of eight permanent moorage contracts during the show. Staff is following up on recommendations from Commissioner Strakeljahn for a larger monitor and banner across the top of the booth. He summarized the success of 2019 and responded to questions from the Board.
- Provided an update on the options for Bremerton Marina parking during construction of Marina Square.

Jim Rothlin, Chief Executive Officer

- Following up on Mr. Weaver's report on the boat show, he discussed the layout of the booth and how it was advantageous.
- Reported on a Western Washington University (WWU) Kitsap Impact meeting regarding establishing a Small Business Development Center in Kitsap County.
- Along with Commissioner Strakeljahn and staff members Salisbury and Bakker, met with City of Bremerton to discuss several issues including the MIC (manufacturing/industrial center) designation of Puget Sound Industrial Center; growth of the Port; Marina Square construction and related parking; and the sewer service extension from Belfair.
- Expressed appreciation to the Board for representing the Port at the Kitsap Public Facilities District (KPFDD) meeting in which the Port Orchard Community Center project was presented and discussed. He agrees with the presentation that this project would spark economic development.
- Described three meetings Circuit of the Northwest has set up in the Port's conference room next week. One includes an opportunity for the Port to showcase to a major OEM what the Port has to offer.

Commission Reports

Commissioner Bozeman

- Referenced the strategic plan and stated it needs to include professional graphic work and be professionally printed so it is a document we are proud to hand out.

Commissioner Strakeljahn

- Provided further recap on the meeting with the City detailing the sewer issue.
- Reported on the Puget Sound Regional Council (PSRC) Executive Board meeting he attended on behalf of Commissioner Bozeman.
- Reported on the Kitsap Regional Coordinating Council (KRCC) Executive Board meeting and suggested the Port place information on the upcoming census on the website.

Commissioner Stokes

- Met with Sound West Group and their contracting people regarding the Port Orchard Community Center project stating he wishes them well and supports the project.
- Reiterated his concerns about the sewer extension stating he wants the Port protected in writing that there will be not be any service charges because the Port is not within Mason County.

Executive Session

President Stokes recessed the meeting at 12:50 p.m. and reconvened into executive session at 12:55 p.m. for approximately 15 minutes regarding: personnel issues [RCW 42.30.110(1)(g)].

At 1:10 p.m. the executive session was extended 10 minutes and at 1:20 p.m. it was extended another 10 minutes.

At 1:30 p.m. the regular meeting was reconvened.

Adjournment

There being no further business before the Board, the meeting was adjourned at 1:30 p.m.

Submitted,

Approved,

Jim Rothlin
Chief Executive Officer
March 21, 2019

Axel Strakeljahn
Commission Secretary
March 26, 2019

Draft

PORT OF BREMERTON
BOARD OF COMMISSIONERS
EXECUTIVE SESSION

MINUTES

March 12, 2019
12:55 PM

CEO Office
Port Administration Offices
Bremerton Nat'l Airport Terminal Bldg
8850 SW State Hwy 3, Bremerton

Call to Order

President Stokes called the executive session to order at 12:55 p.m., March 12, 2019.

Commissioners and Staff Present

Commissioners
Larry Stokes
Cary Bozeman
Axel Strakeljahn

Staff Members
Jim Rothlin
Anne Montgomery, Atty

Item #1: Personnel issues were discussed [RCW 42.30.110(1)(g)].

With no further business to come before the Board, the meeting was adjourned into regular session at 1:30 p.m.

Submitted,

Approved,

Jim Rothlin
Chief Executive Officer
March 21, 2019

Axel Strakeljahn
Commission Secretary
March 26, 2019