

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

**REVISED AGENDA**

March 12, 2019  
10:00 AM

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**

**Work Study Session**

1. Strategic Planning Workshop #2

**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 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.

**Information Items**

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

**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>03/12/2019</i>	<i>10:00 am</i>	<i>*Commission Regular Meeting – Bill Mahan Conference Rm</i>
<i>03/14</i>	<i>12:00 pm</i>	<i>Puget Sound Regional Council (PSRC) Econ. Development Dist. Comm.</i>
<i>03/19</i>	<i>12:30 pm</i>	<i>Kitsap Regional Coordinating Council (KRCC) Executive Committee</i>
<i>03/19</i>	<i>4:00 pm</i>	<i>PSRC Vision 2050 Draft SEIS Open House</i>
<i>03/21</i>	<i>10:15 am</i>	<i>KRCC Affordable Housing Task Force</i>
<i>03/26</i>	<i>12:30 pm</i>	<i>*Kitsap Aerospace &amp; Defense Alliance Steering Committee</i>
<i>03/26</i>	<i>6:00 pm</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*

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

**MINUTES**

February 26, 2019  
6:00 PM

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  
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 6:00 p.m. and led the Pledge of Allegiance.

**Approval of Agenda**

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

Approve the Agenda as presented.

**MOTION CARRIES, 2-0**

**Consent Items**

- A. Minutes of the regular business meeting and executive session of January 22, 2019.
- B. Payment of checks #103760 through #103811 and #78942 through #78946 and #78953 through #79017 from the General Fund for \$152,570.62; #78947 through #78952 from the Construction Fund for \$90,008.76 and the payment of payroll taxes for \$19,605.00.

Payment of checks #103812 through #103842 and #79018 through #79021 and #79022 through #79025 and #79033 through #79090 from the General Fund for \$338,514.53; #79026 through #79032 from the Construction Fund for \$202,377.59 and the payment of payroll taxes for \$18,506.41. Void Check #78884.

Payment of checks #103843 through #103876 and #79091 through #79095 and #900990 through #900991 and #79097 through #79098 from the General Fund for \$118,606.11;

#79096 through #79096 from the Construction Fund for \$11,336.00 and the payment of payroll taxes for \$20,053.38.

C. Excuse Commissioner Bozeman's absence due to travel out of state.

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

Approve the Consent Items as presented.

**MOTION CARRIES, 2-0**

**Citizen Comments – None**

**Action Items**

1. Consultant Agreement with Blue Architecture & Interiors for Airport Restaurant Remodel, Project #02-19-0287  
*Presented by Arne Bakker, Director of Business Development*

Following presentation;

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

Approve the selection of Blue Architecture and Interiors for design and engineering services for \$137,195 for the remodel of the Airport Restaurant and authorize the CEO to execute the consultant agreement.

Following discussion;

**MOTION CARRIES, 2-0**

2. Bremerton Fire Department First Responder Moorage  
*Presented by James Weaver, Director of Marine Facilities*

Following presentation;

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

Approve a First Responder Reduced Moorage license agreement in the amount of 20% of retail for the Bremerton Fire Department at the Bremerton Marina and authorize the CEO to execute the agreement.

Following discussion;

**MOTION CARRIES, 2-0**

3. Professional Services Agreement with Joel Cohen Group, LLC, for the Circuit of the Northwest Regional Center, Project #04-19-0286  
*Presented by Fred Salisbury, Chief Operations Officer*

Following presentation;

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

Approve the selection of the Joel Cohen Group, LLC, for the Circuit of the Northwest Regional Center project and authorize the CEO to negotiate fees and execute the professional services consultant agreement

Following commission discussion and comment by Brian Nilsen, Circuit of the Northwest

**MOTION CARRIES, 2-0**

4. Interlocal Agreement with the City of Bremerton related to the Puget Sound Industrial Center-Bremerton to Belfair Sewer Connection Project.  
*Presented by Fred Salisbury, Chief Operations Officer*

Following presentation;

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

Approve the Interlocal Agreement related to participating in Executive and Technical Committees providing project design oversight to the PSIC-Bremerton to Belfair sewer connection project.

Following discussion which included direction to staff and Port Attorney to request a letter from Mason County stating that they understand the Port does not have a need for their sewer services at this time and the Port will not be obligated for their services;

**MOTION FAILS, 1-1 (Stokes, No; Strakeljahn, Yes)**

**Commission New Business** - None

## **Staff Reports**

*Jim Rothlin, Chief Executive Officer*

- Reported on the recent inclement weather situation with snow and described the process used to determine office closures. He expressed appreciation to the essential personnel at the airport who worked through the weather keeping runway and roads as clear as possible and at the marina removing snow from docks and walkways and working diligently to make sure vessels were safe.
- Reported on recent employment changes: Two new marina office assistants have been hired, Tamie Kahler and Brandy Taylor; Jason Duryea was promoted from Port Attendant

to Port Maintenance I; Andrew Garcia was hired to replace Mr. Duryea as Port Attendant; Amelia Hoskinson was promoted from Senior Accountant to Accounting Manager; and Victoria Peters will be moving out of the area so has, unfortunately, resigned her position as Marketing & Communications Coordinator.

- He reminded the Board of a recent presentation by Steve Sego, Sound West Group (SWG), on their Port Orchard Community Center project which will promote economic development and improve amenities around the marina. He discussed the request by SWG for the Port to be the public entity sponsor of their application to Kitsap Public Facilities District for grant funding and what that would entail from the Port stressing no Port funds would be expended. There was discussion with the Board on the project and its benefits with the Board expressing support for being a sponsor of SWG's application for KPFD funding.

## **Commission Reports**

### *Commissioner Strakeljahn*

- Reported on several discussion topics from the Puget Sound Regional Council (PSRC) Economic Development District Board meeting he attended on January 24. He requested that staff report back on where the Puget Sound Industrial Center-Bremerton Manufacturing/Industrial Center (MIC) falls in the scale of size with other regional/state MICs.
- Reported on the Kitsap Regional Coordinating Council (KRCC) Executive Board meeting during which Captain Alan Schrader provided an overview on what is happening at Naval Base Kitsap. KRCC has requested a 5-8 minute presentation from each jurisdiction so Commissioner Strakeljahn has asked CEO Jim Rothlin to put together a "State of the Port" presentation.
- PSRC will be hosting regional open houses for the Vision 2050 Supplemental Environmental Impact Statement (SEIS) with one being held in the Bremerton Council Chambers, 4-6pm, March 19.
- Provided several comments on the Port's booth at the Seattle Boat Show including a request for a larger television monitor. He thanked citizen Roger Gay for assisting in the booth.
- Will be attending the PSRC Executive Board meeting in Commissioner Bozeman's absence.

### *Commissioner Stokes*

- Attended the annual KEDA economic development breakfast meeting.
- Reported on the Kitsap Aerospace & Defense Alliance (KADA) meeting he attended earlier in the day noting that Commissioner Strakeljahn will be attending the upcoming Paris Air Show representing the Port and KADA.

## **Executive Session - None**

**Adjournment**

There being no further business before the Board, the meeting was adjourned at 6:53 p.m.

Submitted,

Approved,

Jim Rothlin  
Chief Executive Officer  
March 7, 2019

Axel Strakeljahn  
Commission Secretary  
March 12, 2019

Draft