

PORT OF BREMERTON
BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING

A G E N D A

February 11, 2020
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

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 January 14, 2020 and the special meeting of January 22, 2020.
- B. Payment of checks #901109 through #901111 and #80743 and #80744 through #80790 and #901112 and #80791 through #80792 and #901113 through #901115 and #901116 and #901117 through #901118 and #901119 and #80798 through #80831 from the General Fund for \$350,956.58; #80793 through #80797 from the Construction Fund for \$190,301.27.

Payment of checks #E00001 through #E00004 and #80833 through #80861 and #80862 and #901120 through #901121 from the General Fund for \$70,667.93; #80832 from the Construction Fund for \$374.00.

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

- 1. Short-Term Moorage Agreement with Kitsap Transit
- 2. Engineering Contract with Soundwest Engineering Associates for Puget Sound Industrial Center-Bremerton Site Development Final Design
- 3. Bid Award to Correct Equipment, Inc., for Olympic View Industrial Park (OVIP) Influent Pump Station Upgrade Project

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>02/11</i>	<i>10:00 am</i>	<i>*Commission Regular Meeting – Bill Mahan Conference Rm</i>
<i>02/17</i>	<i>All Day</i>	<i>Presidents' Day – All Port Offices Closed</i>
<i>02/18</i>	<i>11:00 am</i>	<i>Kitsap Regional Coordinating Council (KRCC) Executive Committee</i>
<i>02/21</i>	<i>10:00 am</i>	<i>Peninsula Regional Transportation Planning Organization (PRTPO)</i>
<i>02/25</i>	<i>12:30 pm</i>	<i>Kitsap Aerospace & Defense Alliance Steering Committee</i>
<i>02/25</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*

PORT OF BREMERTON
BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING

MINUTES

January 14, 2020
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

Cary Bozeman
Axel Strakeljahn
Gary Anderson

Staff Members

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

Call to Order

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

Oath of Office

City of Port Orchard Mayor Rob Putaansuu administered the Oath of Office to Gary Anderson, newly elected Commissioner for District 2.

Election of Board Officers

It was moved by STRAKELJAHN, seconded by ANDERSON to:

Elect Commissioner Bozeman, President; Commissioner Strakeljahn, Vice-President; and Commissioner Anderson, Secretary of the Port of Bremerton Board of Commissioners for a two-year period.

MOTION CARRIES, 3-0

Approval of Agenda

It was moved by STRAKELJAHN, 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 December 10, 2019.
- B. Payment of checks #80520 and #80521 and #901096 through #901098 and #80536 through #80541 and #80542 through #80607 and #80608 and #80623 through #80665 and #901099 through #901101 and #80666 through #80667 and #80668 through #80685 and #80688 through #80704 from the General Fund for \$326,399.38; #80522 through #80535 and #80609 through #80622 and #80686 through #80687 from the Construction Fund for \$775,476.31. Void Check #80684.

Payment of checks #80706 through #80730 and #901103 through #901105 and #901106 and #901107 and #80736 through #80742 from the General Fund for \$110,384.83; #80705 and #80731 through #80735 from the Construction Fund for \$58,955.80.
- C. Resolution 2020-01 authorizing the CEO to sell and convey Port property for the calendar year 2020.
- D. Chief Executive Officer Contract Extension

It was moved by ANDERSON, seconded by STRAKELJAHN to:

Approve the Consent Items as presented.

MOTION CARRIES, 3-0

Employee Recognition

Warren Hendrickson, Airport Manager, recognized Ed Draper, who is at the highest level of Port Maintenance, for his 32 years of employment with the Port. Mr. Hendrickson provided historical facts from 1988 when Mr. Draper was hired and described some of the significant Port events that took place during his tenure. He presented Mr. Draper with a 30-year plaque stating that he is a treasure to the Port and has created a great leadership culture.

Mr. Draper stated it was a long, interesting adventure and he relayed some historical experiences. He expressed he was excited for what is still to come as this summer is shaping up to be one of the busiest and largest growth spurts the organization has seen.

The Board thanked Mr. Draper for his outstanding service and exceptional contributions to the Port.

Information Items

1. Revised concept design for the Port Orchard Marina Breakwater Replacement

James Weaver, Director of Marine Facilities, presented a revised concept design and alternative analysis report reviewing an alternatives comparison matrix. He discussed why there is a need for a new breakwater and responded to questions from the Board.

Patrick Vasicek, P.E., Art Anderson Associates, described each alternative in the comparison matrix noting that Alternative #2 is currently the preferred alternative. He responded to questions from the Board regarding the increase in cost estimates and presented the trade-off analysis and evaluation values of each alternative. There was

further discussion with the Board on project details and potential funding. A determination was made to schedule a work study session for in-depth discussion and more detail on the main options so the Board can decide what alternative will be accepted.

2. Presentation on Freehold Group interest in long-term development

Arne Bakker, Director of Business Development, indicated the Port was approached with an idea of a master agreement to develop the entire industrial park. He introduced Freehold Group members Jeff Thompson and Cameron Fletcher, and Chal Davidson who recently formed Olympic View Development LLC and will share their vision of what they see for Port properties.

Mr. Davidson explained their multi-project development plan approach and stated they are aware the Port will be undertaking a master plan this year and would like to participate in the process to provide their expertise. Clarified they just wanted to introduce themselves and their concepts to the Port noting they had submitted a proposal to staff. CEO Rothlin confirmed that it is still in the concept phase and there are still many questions to be answered before making any decisions on a partnership. Commissioner Bozeman stated more due diligence will need to be done but will continue moving down this path.

Citizen Comments

Roger Gay, South Kitsap

- Questioned how much the public has been involved in the Port Orchard Marina breakwater discussions. Suggested that the public and users of the marina be included in future conversations.
- Related to the master plan discussion, need to start working with the surrounding cities and county to incorporate a master plan for the entire area.

Brian Nilsen, Circuit of the Northwest

- Provided handouts and discussed the importance and shared usage of the tech campus as part of the Circuit of the Northwest development. Also discussed timeline for breaking ground on track which should be in the second quarter of 2020. He noted a harvest plan has been provided which illustrates it will be phased so it is done responsibly.

Action Items

1. Acceptance of Port Orchard Marina Donated Bench
Presented by James Weaver, Director of Marine Facilities

Following presentation and discussion including comments from Port Orchard Mayor Rob Putaansuu;

It was moved by STRAKELJAHN, seconded by ANDERSON to:

Accept the 6' park bench donation contingent on working with City of Port Orchard on a consistency standard and bring back to Board for bench approval.

MOTION CARRIES, 3-0

2. Marina Security Fee
Presented by James Weaver, Director of Marine Facilities

Following presentation and full discussion;

It was moved by BOZEMAN, seconded by ANDERSON to:

Implement a security fee of \$10/per month for all monthly marina tenants

MOTION CARRIES, 2-0 – Yes; Bozeman and Anderson – No; Strakeljahn

3. Marina Security Services Contract with Bradley Public Safety & Security
This item was laid on the table at the December 10, 2019 meeting and remains on table for future meeting.

Following further discussion on security fee due to security services contract not being taken from the table;

It was moved by STRAKELJAHN, seconded by ANDERSON to:

Revoke previous motion to implement security fee and place on a future agenda when marina tariffs are being considered.

MOTION CARRIES, 3-0

Bremerton Economic Development Corporation Meeting

President Bozeman recessed the Public Meeting and called to order the Bremerton Economic Development Corporation Meeting at 12:05 p.m.

1. **Approval of Minutes**

It was moved by STRAKELJAHN, seconded by ANDERSON to:

Approve the Minutes of the January 8, 2019, Bremerton Economic Development Corporation meeting.

MOTION CARRIES, 3-0

2. **Election of Officers**

It was moved by STRAKELJAHN, seconded by ANDERSON to:

Elect Cary Bozeman as Chairman, Axel Strakeljahn as Vice Chairman, and Gary Anderson as Secretary/Treasurer of the Bremerton Economic Development Corporation.

MOTION CARRIES, 3-0

With no further business to come before the Corporation, the BEDC meeting was adjourned and the Public Meeting reconvened at 12:07 p.m.

Commission New Business

1. Commissioner appointments/representation for 2020

The 2019 appointments/representation list was reviewed with updates being made to finalize the 2020 list.

2. Commission and Staff Planning Retreat

March 13, 2020, 8:00AM-4:00PM, was finalized as date and time for retreat. Commissioners will be involved in the agenda building process and will provide input to CEO Rothlin.

Staff Reports

Jim Rothlin, Chief Executive Officer

- Continuing to work with Federal Aviation Administration on the issue of rebuilding the Airport restaurant; hoping to get final decision in the next two months.
- NE Campus II spec building is under construction.
- Highway 3 frontage site development is underway.
- Staff is currently working with three existing tenants that are interested in relocating buildings.
- The Seattle Boat Show is just around the corner so marketing efforts are underway. The Show runs January 24 – February 1.
- Along with Mr. Draper, two marina staff have been recognized for 30 years of service; Brian Robinson and Chris Johnson. They are quality, dedicated employees and the Port is fortunate to have them.
- 2020 personnel changes: Port Maintenance II Chad Stockton is moving on to the Naval Shipyard; Port Attendant Andrew Garcia has been promoted to Port Maintenance I; and Port Attendant Martin Muhoro is moving from the airport to the marina.

Commission Reports

Commissioner Anderson

- Was able to tour the airport and industrial park recently with staff; it was very encouraging and illuminates how big a factor the Port is currently and will continue to be in the future; glad to be a part of it.

Commissioner Bozeman

- Commented that the Board is pleased with Mr. Rothlin's performance and have extended his employment contract (under consent items) – great to have him and proud of his accomplishments.
- Looking forward to retreat; read a written statement regarding protocols around commissioners and staff as it relates to meetings with other elected officials. Anticipating a good discussion regarding this issue at the retreat.

- Discussed community interest over the next couple of years regarding the future of Bremerton National Airport as it relates to the State's search for a new commercial airport site. He emphasized that it might be one of the biggest decisions needing to be made for the future of the airport and it will be the Board's responsibility to make that decision.

Executive Session - None

Adjournment

There being no further business before the Board, the meeting was adjourned at 12:25 p.m. Commissioner Bozeman invited all to remain for refreshments to welcome Commissioner Anderson.

Submitted,

Jim Rothlin
Chief Executive Officer
February 6, 2020

Approved,

Gary Anderson
Commission Secretary
February 11, 2020

Draft

PORT OF BREMERTON
BOARD OF COMMISSIONERS
SPECIAL MEETING

MINUTES

January 22, 2020
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

President Bozeman called the special meeting to order at 10:00 a.m. and led the pledge of allegiance.

Commissioners and Staff Present

Commissioners

Cary Bozeman
Axel Strakeljahn
Gary Anderson

Staff Members

Jim Rothlin
Fred Salisbury
Sherman Hu

Arne Bakker
Ginger Waye
Anne Montgomery, Atty

Discussion Items

1. Open Public Meetings Act (OPMA)

Commissioner Bozeman remarked that the public could have perceived that an OPMA violation may have occurred at a recent meeting of the Kitsap Public Facilities District in which two of the Port's commissioners were present. Because the Commission's desire is to operate in a transparent manner, legal counsel was asked to provide a refresher on the OPMA.

Port Attorney Anne Montgomery provided a review of the OPMA stating it is important to remember the definition of a meeting as she described and quoted from RCW 42.30.020. She detailed "best practices" and reminded the Board to continue with current best practice of letting Port staff know in advance if two or more commissioners plan to attend or more importantly speak at a Port-related event.

2. Kitsap Public Facilities District (KPF) Meeting

Commissioner Bozeman commented that he attended the KPF meeting to request consideration of funding for the STEM (science, technology, engineering and math) training center and the EVOC (emergency vehicle operator course) training center which

are encompassed as a separate, public venture in the Circuit of the Northwest request presented at previous meetings. During that presentation, he stated he believed the Port would be willing to bond against any money provided. There was Board discussion on the bonding process and, even though formal action has not been taken, each commissioner individually acknowledged they are supportive of the idea of bonding. There was consensus to begin moving toward formal approval should the opportunity present itself from KPF.D.

Action Item

1. Bid Authorization for the Lighting, Signage, NAVAIDS, and Electrical Improvements Project – AIP 3-53-0007-033-2019

Presented by Fred Salisbury, Chief Operations Officer

Following presentation and discussion;

It was moved by STRAKELJAHN, seconded by ANDERSON to:

Authorize Port staff to go to bid for the Lighting, Signage, NAVAIDS & Electrical Improvements Project.

MOTION CARRIES, 3-0

Adjournment

President Bozeman adjourned the special meeting at 10:20 a.m.

Submitted,

Approved,

Jim Rothlin
Chief Executive Officer
February 6, 2020

Gary Anderson
Commission Secretary
February 11, 2020

PORT OF BREMERTON
AGENDA SUMMARY

Agenda Item No: Action Item #1
Subject: Kitsap Transit Short Term Moorage Agreement Update
Exhibits: Short Term Agreement – Kitsap Transit
Prepared By: James Weaver, Director of Marine Facilities
Meeting Date: February 11, 2020

Summary:

The Port of Bremerton has regularly provided Kitsap Transit with a cooperative agreement for intermittent short-term moorage for the Kitsap Transit ferries along the outside of the Port Orchard marina breakwater. Ferry moorage at Port Orchard has benefited Kitsap Transit during periods of dock construction, delivery of new boats, during episodes of ferry maintenance, or during incidents of inclement weather. The short-term moorage agreement would continue to accommodate occasional Kitsap Transit ferry moorage at the Port Orchard marina and has been updated for 2020. Short term agreements with coordinating taxpayer funded agencies beyond 30 days require Commission approval.

Fiscal Impact:

The revenue from Kitsap Transit in this short-term moorage agreement would be in the amount of \$210 per month when occurring, or approximately \$ 2,520 per year, to benefit the Port of Bremerton.

Recommendation:

Staff recommendation would be to support an update of the short-term moorage agreement with Kitsap Transit for intermittent ferry moorage use of the Port Orchard marina outside breakwater.

Motion for Consideration:

Move to approve a short-term moorage agreement with Kitsap Transit.



PORT OF BREMERTON

SHORT TERM USE AGREEMENT

IT IS HEREBY understood that this Use Agreement made by and between the **PORT OF BREMERTON**, a municipal corporation organized under the laws of the State of Washington, hereinafter referred to as "Port", and Kitsap Transit, hereinafter referred to as "User", for and in consideration of the mutual agreements, covenants, and promises herein contained as follows:

USE: The Port hereby agrees to permit the User to utilize the Port Orchard Marina Transition Dock facility or the East Outer Breakwater for the purpose of Temporary Ferry Operations, and for no other use. User shall be responsible for correction of any and all property damage which would occur as a result in any way to User's activity. User acknowledges that they have viewed the facilities and accept them in their current condition as appropriate for their intended use with no further modifications by the Port.

TERM: The term of this agreement shall be a term of one year.

ASSIGNMENT: This agreement is not assignable or transferable in any fashion.

RENT: The User agrees to pay the Port, a minimum of \$ 210.00 per month or \$7.00 per day per boat plus applicable taxes per day of use. A late fee of one percent (1%) per month, minimum \$40.00 will be assessed on all accounts consistent with the Port of Bremerton moorage rules and regulations.

RISK OF LOSS: The User assumes all risks, including but not limited to, loss of or damage to equipment or property of the User, or of participants, or any other person on the premises under the terms of this agreement, or of equipment or property used or stored on the premises under the terms of this agreement.

SECURITY: Security of User's or invitees' property shall be the sole responsibility of the User. User shall prevent users, attendees and participants from traversing or accessing any and all parts of the Port of Bremerton, Port Orchard Marina facility, except those areas open to the public and that area designated herein for User's purpose, and specified ingress and egress thereto.

INSURANCE AND INDEMNITY: The User shall secure comprehensive general liability insurance (Form CG-001) for property damage and bodily injury at the premises in an amount of not less than \$1 million per occurrence and \$2 million aggregate. In addition, User shall keep and maintain in full force and effect during the term of this agreement fire and extended coverage insurance on all fixed improvements located or situated on or in the Premises to the full insurable value thereof. Proceeds from such insurance shall be used to restore the Premises. User shall provide the Port with a certificate of insurance, naming the Port as an additional insured (CG 2010 [form B]) and the premises shall be listed as a covered site on all coverage. The User agrees to hold the Port, its officers, employees and agents harmless from any liability and/or suits for such injuries or property damage as any person might receive or believe he has received from the acts or omissions of the User, their agents, or employees, or any other person(s) using the premises under the terms of this agreement while operating at the Port of

Bremerton, including the expense of litigation. No occupancy or use permitted under the terms of this agreement shall commence until such evidence of insurance is presented to and approved by the Port. User agrees to assume full responsibility for the conduct of all persons involved in the said use of the premises.

CANCELLATION: This agreement is subject to immediate termination with or without cause by the Port. No written notice is required.

Signed this _____ day of February 2020.

KITSAP TRANSIT

PORT OF BREMERTON

Chief Executive Officer or Designee
60 Washington Avenue, Suite 200
Bremerton, WA 98337

Chief Executive Officer or Designee
8850 SW Highway 3
Bremerton, WA 98312

PORT OF BREMERTON **AGENDA SUMMARY**

Agenda Item No: Action Item #2

Subject: Engineering Contract with Soundwest Engineering Associates for PSIC-Bremerton Site Development Final Design

Exhibits: None

Prepared By: Fred Salisbury, COO

Meeting Date: February 11, 2020

Summary:

In 2019 Soundwest Engineering completed preliminary design and an extensive stormwater feasibility study for the development of four pad-ready sites along Airport Industrial Way within the Puget Sound Industrial Center-Bremerton. This scope of work will: 1) finalize design development based on the preliminary engineering and stormwater study; 2) prepare and submit permit applications to the City of Bremerton and assist the Port with FAA documentation; 3) prepare final design plans, specifications, and construction estimates; and 4) prepare bid documents and assist the Port in publicly bidding the project for construction. This scope of work is anticipated to be completed by September 2020. The contract amount for this amendment is \$183,570 and is identified in the 2020 Airport Capital budget.

Fiscal Impact:

Funding for this project is identified in the 2020 Airport Capital Budget.

Strategic Purpose:

Goal 1 – Be a significant leader in promoting the local economy and job growth both on and off Port Assets

Recommendation:

Approve the engineering contract (Amendment No. 2) with Soundwest Engineering Associates in the amount of \$183,570 and authorize the CEO to execute the contract.

Motion for Consideration:

Move to approve the engineering contract with Soundwest Engineering Associates and authorize the CEO to execute the contract.

PORT OF BREMERTON
AGENDA SUMMARY

Agenda Item No: Action Item #3
Subject: Notice of Award, Correct Equipment, Inc., OVIP Influent Pump Station Upgrades
Exhibits: None
Prepared By: Fred Salisbury, COO
Meeting Date: February 10, 2020

Summary:

On November 1, 2019 bids were received and opened for the OVIP Influent Pump Station Upgrade project. This project consists of the removal of the existing two pump system and the supply and installation of two new submersible pumps, pump removal equipment, level sensing equipment and control panel for the existing pump station. This project will convert the existing 28-year-old single phase pump system to a more energy efficient 480 volt, 3-phase system. The engineer's estimate for this project including permits and taxes was \$190,000. Two bids were received:

Correct Equipment, Inc.	\$185,620.46
Pumptech Inc.	\$199,470.00

Port staff has completed its due diligence on Correct Equipment, Inc. with very favorable comments on quality of work, schedule, and ability to stay within budget.

Fiscal Impact:

Funding for this project is identified in the 2020 Airport Capital Facilities Budget.

Strategic Purpose:

Goal No. 6: Develop and fund a 20-year asset replacement major maintenance schedule.

Recommendation:

Recommend the bid award to Correct Equipment, Inc. and authorize the CEO to execute the contract and issue a Notice to Proceed.

Motion for Consideration:

Move to approve the bid award to Correct Equipment, Inc. and authorize the CEO to execute the contract and issue a Notice to Proceed.