

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

**MINUTES**

March 24, 2020  
10:00 AM

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

**Meeting held in-person and remote via teleconference**

**Commissioners and Staff Present**

Commissioners

Cary Bozeman - Remote  
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**

Vice-President Strakeljahn called the meeting to order at 10:00 a.m., noting there was no members of the public physically present in the audience and Commissioner Bozeman was participating remotely. He then led the Pledge of Allegiance.

Commissioner Strakeljahn thanked CEO Rothlin and staff for their communication and hard work during this COVID-19 crisis and for ensuring our facilities remain open for essential functions. He asked everyone to follow the direction of the governor's office and stay safe.

**Approval of Agenda**

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

Approve the Agenda as presented.

**MOTION CARRIES, 3-0**

**Consent Items**

- A. Minutes of the regular business meeting of March 10, 2020.
- B. Payment of checks #901132 and #E00023 and #80991 through #81015 and #E00024 through #E00035 and #901133 through #901134 and #81017 through #81038 and

#E00036 through #E00039 and #81039 and #901135 and #901136 and #901137 and #901138 from the General Fund for \$229,111.77; #80988 through #80990 and #81016 from the Construction Fund for \$113,532.67.

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

Approve the Consent Items as presented.

**MOTION CARRIES, 3-0**

### **Work Study Session**

1. Port Orchard Marina Breakwater Replacement Alternatives – James Weaver, Director of Marine Facilities

Mr. Weaver indicated that in follow-up to the discussion at the January 14, 2020, commission meeting regarding alternatives for the essential replacement of the 46-year old Port Orchard Marina breakwater, the top three alternatives (2, 3, and 4) are being presented in more detail as requested by the Board.

Using PowerPoint slides, Mr. Weaver presented the following discussing in detail:

- Alternatives comparison matrix
- Comprehensive detail of each alternative
- Cost differentials of each alternative
- Trade-off analysis for each alternative with a weighted average
- Summarized the trade-off analysis with engineer and staff recommendation of Alternative 2 with the highest weighted sum average.
- Proposed project schedule with construction beginning in 2021 and ending in 2022.
- Next steps will be putting out a Breakwater Design RFQ and submitting grant/funding applications.

There was in-depth discussion with the Board as Mr. Weaver responded to various questions with each commissioner stating support of Alternative 2.

**Citizen Comments** - None

### **Action Items**

1. Port Orchard Marina Breakwater Replacement Preferred Alternative (moved from Action Item 4)

*Presented by James Weaver, Director of Marine Facilities*

Following work study session discussion and presentation;

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

Approve the selection of Alternative #2 as the preferred alternative for the preparation of the Port Orchard Marina breakwater replacement design RFQ documents and grant applications.

**MOTION CARRIES, 3-0**

2. Resolution 2020-02 authorizing emergency powers and delegating authority to the Chief Executive Officer in response to the outbreak of COVID-19.  
*Presented by Jim Rothlin, Chief Executive Officer*

Following presentation and full discussion including Port Attorney comments;

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

Approve Resolution 2020-02 authorizing emergency powers and delegating authority to the Chief Executive Officer in response to the COVID-19 outbreak.

**MOTION CARRIES, 3-0**

3. Resolution 2020-03 supporting the Puget Sound Regional Council (PSRC) and Kitsap County-wide funding application for Airport Way Phase 2-2 construction.  
*Presented by Fred Salisbury, Chief Operations Officer*

Following presentation and full discussion;

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

Approve Resolution 2020-03 supporting the PSRC and Kitsap County-wide funding application for the Airport Way Phase 2-2 construction project and assuring the availability of Port matching funds.

**MOTION CARRIES, 3-0**

4. Bid Award to Colvico, Inc., for Lighting Signage, NAVAIDS, and Electrical Improvements; AIP 3-53-0007-033-2019 Project.  
*Presented by Warren Hendrickson, Airport Manager*

Following PowerPoint presentation and full discussion;

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

Approve the Schedule A and, if required, Schedule B bid awards to Colvico, Inc., and authorize the CEO to execute the contract and issue a Notice to Proceed.

**MOTION CARRIES, 3-0**

**Commission New Business**

Commissioner Anderson

- Cautioned that the Port may have a bigger role to play in COVID-19 than realized as we have a large area and warehouses and suggested putting an action plan together and work with Department of Emergency Management (DEM) to offer a location where people

could come to gain additional medical attention or gather supplies, etc. He noted the Boy Scouts have a good action plan for preparing for emergency situations and maybe some of their processes and procedures could be incorporated into how we play our part. Commissioner Bozeman discussed the financial impacts on people and agreed the Port should be part of the answer.

## Staff Reports

*Jim Rothlin, Chief Executive Officer*

- Discussed the steps the Port has and will be taking related to COVID-19 and the Governor's 'Stay Home, Stay Healthy' order. He thanked staff for pitching in during this time of uncertainty; unease is certainly felt with it affecting everyone differently. He noted that starting tomorrow, critical essential staff will be on-site at our facilities, but others will be working remotely, and video conferencing will be in place by the next commission meeting.

## Commission Reports

*Commissioner Bozeman*

- Asked staff and everyone to stay safe; working from home is best option. These are extraordinary times; please take care of yourselves.

*Commissioner Strakeljahn*

- Thanked staff for diligence, safety and concern. He remarked the impact being seen in Europe is quite impactful and we are blessed to be in the northwest.

## Executive Session

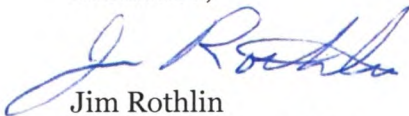
Vice-President Strakeljahn recessed the meeting at 11:35 a.m. and reconvened into executive session at 11:40 a.m. for approximately 15 minutes regarding: real estate [RCW 42.30.110(1)(c)]. At 11:55 a.m. executive session was extended 20 minutes.

At 12:15 p.m. the regular meeting was reconvened.

## Adjournment

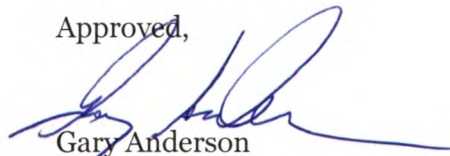
There being no further business before the Board, the meeting was adjourned at 12:15 p.m.

Submitted,



Jim Rothlin  
Chief Executive Officer  
April 9, 2020

Approved,



Gary Anderson  
Commission Secretary  
April 14, 2020