

PORT OF BREMERTON
BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING

A G E N D A

January 9, 2024
10:00 AM

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

Election of Board Officers

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 December 12, 2023.
- B. Payment of checks #902082 through #902085 and #902086 through #902087 and #902080 through #902081 and #85496 through #85505 and #E01791 through #E01799 and #902088 through #902099 and #85506 through #85535 and #E01800 through #E01802 and #902100 through #902103 and #902104 and #E01803 and #902106 through #902109 and #902110 and #902111 through #902114 and #85536 through #85559 and #E01804 through #E01819 from the General Fund for \$603,228.60. Void Ck #85183, #85422, #84740, #85319.

Payment of checks #902115 through #902120 and #902121 and #85560 through #85577 and #E01820 through #E01834 and #902122 through #902124 from the General Fund for \$86,628.54. VOID Ck #85420.

- C. Resolution 2024-01 authorizing the CEO to sell and convey Port property of \$10,000 or less during calendar year 2024.
- D. Excuse Commissioner Axel Strakeljahn's absence due to out-of-state travel.

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. Authorization to Bid for Airport Office Sewer Line Replacement Project

Recess the Public Meeting to open Bremerton Economic Development Corporation (BEDC) Meeting

- 1. Approval of Minutes of the January 10, 2023 meeting.
- 2. Election of Officers for 2024

Adjourn the BEDC Meeting and Reconvene Regular Meeting

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>
01/09/2024	10:00 am	*Commission Regular Business Meeting - Hybrid
01/18	11:00 am	Kitsap Regional Coordinating Council (KRCC) Executive Committee
01/18	3:00 pm	KRCC TransPOL
01/23	6:00 pm	*Commission Regular Business Meeting – Hybrid

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

December 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
Monroe Whitman IV
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 November 28, 2023.
- B. Payment of checks #902063 and #902064 through #902067 and #902068 through #902071 and #E01767 through #E01768 and #E01769 through #E01775 and #902072 and #902073 through #902079 from the General Fund for \$124,606.61.
Payment of checks #85459 through #85495 and #E01776 through #E01790 from the General Fund for \$112,801.12.
- C. Sixth Amendment to Chief Executive Officer Employment Agreement

It was moved by BOZEMAN, seconded by ANDERSON to:

Approve the Consent Items as presented.

MOTION CARRIES, 3-0

Information Items

1. Bemerton Pilots Association (BPA) Scholarship Update – Doug Haughton, President

Mr. Haughton provided the history of the scholarship program confirming that all funds raised go directly to the scholarships with no associated admin fees. He also provided background on the scholarship committee members.

He the following scholarship recipients/graduates sharing their personal stories since receiving their scholarships noting that all have remained in the aviation industry:

- Angela Scolari, U.S. Marine jump master
- Isabella Capuano, flight instructor
- N'aithan Scott, Naval aviator
- David Richardson, Chief Pilot, Waldinger Corporation
- Aidan Hurley, Frontier Airlines pilot

In conclusion, Mr. Haughton thanked the Port for their continued financial support of the program but asked the Board to consider BPA's request for an increase in that funding level.

2. Government Relations Update – Liz Fortunato, Desimone Consulting Group (DCG)

CEO Rothlin introduced the topic stating the Port is working with DCG on several different lobbying efforts, but we are concentrating today on the future of the airport and what that should look like. We owe it to the community to grow in a responsible way and in order to accomplish that, a feasibility study is needed. DCG is starting lobbying efforts to see what funding might be available for that type of study and would like to have a clear opportunity statement to be used in those efforts. Ms. Fortunato reiterated the importance of the opportunity statement in order to be certain DCG is focusing on a collective community interest.

Mr. Rothlin read the draft opportunity statement and responded to questions and comments from the Board. Mr. Fortunato provided closing comments following endorsement from the Board on the opportunity statement.

Citizen Comments - None

Action Items

1. Environmental Protection Agency (EPA) Brownfields Multipurpose Grant Agreement
Presented by James Weaver, Director of Marine Facilities

Following presentation and after questions were addressed;

It was moved by STRAKELJAHN, seconded by ANDERSON to:

Authorize the CEO to sign the Environmental Protection Agency (EPA) Brownfields Multipurpose grant agreement in the amount of \$800,000 for the Bay Street Properties Soils Remediation project.

MOTION CARRIES, 3-0

2. Washington State Department of Transportation (WSDOT) Shore Power Electrification Grant Agreement
Presented by James Weaver, Director of Marine Facilities

Following presentation and after questions were addressed;

It was moved by ANDERSON, seconded by BOZEMAN to:

Authorize the CEO to sign the Washington Department of Transportation grant agreement in the amount of \$1,980,835 for the Port Orchard Marina Breakwater Replacement project.

MOTION CARRIES, 3-0

Staff Reports

Jim Rothlin, Chief Executive Officer

- Reported on employee anniversaries providing a brief background on each individual:
 - Gabbie Garland, Marina Administrative Specialist, 3 years
 - Rob Higgins, hired as Marina Port Attendant, now Airport Port Maintenance I, 3 years.
 - Kristie Miller, Senior Accountant, 3 years
 - James Goodman, Director of Facilities and Property Development, 1 year
 - Jim Rothlin, CEO, 10 years
- Reported on the Chimes & Lights Festival held in Port Orchard the previous weekend and provided details on the downtown lighting.
- American Cruise Lines has committed again to docking at Bremerton Marina for 2024/2025.
- Reported on the Washington Public Ports Association (WPPA) conference highlighting the Port of Bremerton receiving the Port of the Year award.

- Announced Monroe Whitman IV, Airport Manager, is moving his family back to Arlington so will be saying goodbye at the end of this year. The Port will begin the process of hiring a new Airport Manager.

Commission Reports / New Business

Commissioner Bozeman

- Expressed his congratulations to Mr. Rothlin and the team on the Port of the Year award.
- Watched the Bremerton City Council meeting during which a representative from Association of Washington Cities (AWC) provided an overview on personal liability issues for elected officials. He provided a reminder of the importance of handing issues over to the CEO to alleviate any possibility of making specific promises or assurances to the public that could subsequently bring a challenge.
- Happy Holidays to everyone. Proud to be a member of this organization and team – it is an honor to be a part of it.

Commissioner Anderson

- Participating in the Port Orchard Bay Street Association (POBSA) gift-wrapping event this Saturday and invited everyone to stop by to get their presents wrapped.

Commissioner Strakeljahn

- Expressed his appreciation to CEO Rothlin for his 10 years of service to the Port.
- Reported on the Central Puget Sound Economic Development District (CPSEDD) Board meeting held last week.
- Will be attending the upcoming Kitsap Regional Coordinating Council (KRCC) executive committee meeting.
- Congratulations to the entire staff on receiving the Port of the Year award.

Executive Session - None

Adjournment

There being no further business before the Board, the meeting was adjourned at 11:15 a.m.

Submitted,

Approved,

Jim Rothlin
Chief Executive Officer
January 4, 2024

Cary Bozeman
Commission Secretary
January 9, 2024

**PORT OF BREMERTON
KITSAP COUNTY, WASHINGTON
RESOLUTION NO. 2024-01
DATED: January 09, 2023**

A RESOLUTION of the Board of Commissioners, Port of Bremerton, authorizing the Port's Chief Executive Officer to sell and convey port district property of Ten Thousand Dollars (\$10,000) or less in value according to the criteria outlined in RCW 53.08.090. This authority shall be in force for the calendar year 2024.

WHEREAS, RCW 53.08.090 provides that the Bremerton Port Commission may authorize the Chief Executive Officer to sell and convey port district property of \$10,000 or less in value, and

WHEREAS, prior to any such sale or conveyance, the Chief Executive Officer shall itemize and list the property to be sold and make written certification to the Port Commission that the listed property is no longer needed for port district purposes, and

WHEREAS, any large block of the property having a value in excess of \$10,000 shall not be broken down into components of \$10,000 or less value and sold in the smaller components unless the small components be sold by public competitive bid, and

WHEREAS, no property which is a part of the comprehensive plan of improvement or modification thereof shall be disposed of until the comprehensive plan has been modified to find the property surplus to port needs. The comprehensive plan shall be modified only after public notice and hearing provided by RCW 53.20.010, and

WHEREAS, this resolution shall not repeal or modify procedures for property sales within industrial development districts as set forth in chapter RCW 53.25, and

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners, Port of Bremerton, that the Chief Executive Officer is authorized to sell and convey port district property of Ten Thousand Dollars (\$10,000) or less in value according to the terms of this resolution and according to the criteria established in RCW 53.08.090, and

BE IT FURTHER RESOLVED, that this authority shall be in force for the calendar year 2024.

ADOPTED by the Board of Commissioners of the Port of Bremerton at the regular public meeting thereof held this 9th day of January 2024 and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission.

Commission President

ATTEST:

Commission Vice President

Commission Secretary

PORT OF BREMERTON
AGENDA SUMMARY

Agenda Item No: Action Item #1
Subject: Authorization to Bid for Replacement of Airport Office Bldg Sewer Line
Exhibits: None
Prepared By: James Goodman, Director of Property Development & Facilities
Meeting Date: January 9, 2024

Summary:

This project is the beginning of the sewer line replacement Capital project in the Industrial Park. The Airport Office Building, built in 1974, requires a new sewer line replacement. The frequent clogs and sewer back-ups have cost the Port an estimated nine-thousand in emergency plumbing costs since 2022. Previous findings identified a low point “belly” in the sewer line, causing the flow to become easily clogged. However, recent investigations that included a video camera scoping found more concerning issues, including multiple misaligned and separated joints and several points of failure (cracks, bellies, and bends in the line). The sewer pipe also changes into three types: concrete, commercial green, and general-use white, which is not intended for sewer purposes. These pipe changes are consistent with multiple years of patchwork repairs and quick temporary fixes. Because of these findings, several contractors and Port Maintenance recommend a complete sewer line replacement. The proposed line would start from the foundation of the building and go directly to the newly replaced sewer lift station.

Fiscal Impact:

Total 2024 Approved Capital Budget OVIP Sewer Pipe Replacement:	\$ 462,500
The estimated cost proposed:	\$ 70,000
Remaining 2024 Approved Capital Budget OVIP Sewer Pipe Replacement:	\$ 392,500

Strategic Purpose:

This action conforms with the Port’s strategic plan in Goal #2. Operate all Port facilities efficiently and cost-effectively with a high degree of customer service.

Recommendation:

Authorize staff to proceed with the bid call for the Airport Office Building Sewer Line Replacement project per approved contracting guidance.

Motion for Consideration:

Move to authorize staff to proceed with the bid call for the Airport Office Building Sewer Line Replacement project per approved contracting guidance.

**MINUTES OF THE ANNUAL MEETING
PORT OF BREMERTON
ECONOMIC DEVELOPMENT CORPORATION
January 10, 2023**

Port of Bremerton Commissioner Cary Bozeman called the meeting of the Bremerton Economic Development Corporation to order at 10:30 a.m., January 10, 2023.

Present were Port Commissioners Axel Strakeljahn, Gary Anderson, and Cary Bozeman; Port Attorney Anne Montgomery; and Port of Bremerton staff members Jim Rothlin, Arne Bakker, Jeremiah Wiley, James Weaver, James Goodman, Monroe Whiteman IV, Ginger Waye, and Stephanie Frame.

Approval of Minutes:

Commissioner Strakeljahn moved to approve the Minutes of the January 11, 2022 meeting. Commissioner Bozeman seconded and the motion carried unanimously.

Election of Officers:

It was moved, seconded and passed unanimously to elect Axel Strakeljahn as Chairman, Gary Anderson as Vice Chairman, and Cary Bozeman as Secretary/Treasurer.

With no further business to come before the Corporation, the meeting was adjourned at 10:35 a.m.

Submitted,

Cary Bozeman
Bremerton Economic Development Corporation