

PORT OF BREMERTON
BOARD OF COMMISSIONERS
SPECIAL MEETING

MINUTES

August 31, 2022
9:00 AM

Remote Access – Audio Only
Zoom Meeting ID: 335 903 0010
Zoom Call-In: (253) 215-8782

Commissioners and Staff Present

Commissioners

Axel Strakeljahn
Gary Anderson
Cary Bozeman

Staff Members

Jim Rothlin
Fred Salisbury
Jeremiah Wiley
Arne Bakker
James Weaver
Erica Filler
Ginger Waye
Taylor Korizon
Sophie Glass, Facilitator

Call to Order

The meeting was called to order at 9:00 a.m.

Welcome

Welcome by Sophie Glass, facilitator from Triangle Associates.

Strategic Plan Review

Reflection of the past few years and a review of the Port's mission and vision was provided by Jim Rothlin, Chief Executive Officer

Facility Spotlights

Updates on current plans for each Port line of business was received:

- Industrial Park – Arne Bakker, Director of Business Development
- Marinas – James Weaver, Director of Marine Facilities

Meeting was recessed at 10:40 a.m. and reconvened at 10:52 a.m.

- Airport – Fred Salisbury, Chief Operations Officer
- Finance – Jeremiah Wiley, Chief Financial Officer

Meeting was recessed for a lunch break at 12:05 p.m. and reconvened at 12:45 p.m.

Commissioner Reflections

Commissioners Anderson, Bozeman, and Strakeljahn each shared their long-term goals for the Port to reach its “full potential.”

Review of Projects

CEO Rothlin provided an overview on the staff-prioritized list of upcoming capital projects. Commissioners will review the list and recommend changes to the priority order, removal of items, and/or additions at an upcoming work study session.

Meeting was recessed at 1:55 p.m. and reconvened at 2:10 p.m.

Port Orchard Redevelopment Updates

Mr. Weaver provided updates on:

- City of Port Orchard's Bay Street redevelopment project and the Port's waterfront property development. Commissioners discussed the importance of making sure that construction does not negatively impact access to the Port's building or the ability to refuel the Port's fuel tanks.
- Port's waterfront property development and upcoming environmental study on the property.

Community Engagement

Erica Filler, Marketing and Communications Coordinator gave a presentation on the Port's communication efforts. Commissioners discussed the importance of pushing out communications to the public and elected officials. Also discussed were potential community/legislative events.

Administrative Items

The following administrative items were discussed:

- Committee rotations
- Kitsap Aerospace & Defense Alliance (KADA)
- Succession planning
- Remote/hybrid/in-person meetings

Next Steps

Ms. Glass reviewed the next steps following the retreat.

Adjournment

The special meeting was adjourned at 4:05 p.m.

Submitted,



Jim Rothlin
Chief Executive Officer
September 8, 2022

Approved,



Cary Bozeman
Commission Secretary
September 13, 2022

PORT OF BREMERTON
BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING

M I N U T E S

August 23, 2022

6:00 p.m.

Remote Access Only

Zoom Meeting ID: 335 903 0010

Zoom Call-In: (253) 215-8782

BKAT Live Stream

Commissioners and Staff Present

Commissioners

Axel Strakeljahn

Gary Anderson

Cary Bozeman

Staff Members

Jim Rothlin

Fred Salisbury

Jeremiah Wiley

Arne Bakker

James Weaver

Ginger Waye

Taylor Korizon

Anne Montgomery, Atty

Call to Order

President Strakeljahn called the meeting to order at 6:00 p.m.

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 August 9, 2022.
- B. Payment of checks #901588 through #901591 and #901592 through #901596 and #901597 through #901599 and #E01107 and #E01111 through #E01117 and #84001 through #84019 and #901600 through #901602 and #901603 and #901604 and #901605 and #E01119 through #E01124 and #84020 through #84035 from the General Fund for \$330,709.75; #E01108 through #E01110 and #83998 through #84000 and #E01118 from the Construction Fund for \$732,749.00.

It was moved by ANDERSON, seconded by BOZEMAN to:

Approve the Consent Items as presented.

MOTION CARRIES, 3-0

Work Study Session

1. 2023 Budget – Allocation of Port Resources to Community Agencies/ Groups

CFO Jeremiah Wiley shared the 2023 Community Activities Preliminary Budget which provided the yearly allocations from 2019-2022 and funding requests for 2023. The Board discussed keeping the schedule at the same funding levels as 2022 (*except required dues*) with the following exceptions:

- Bremerton and Silverdale Chambers of Commerce combined to create the Greater Kitsap Chamber of Commerce which now includes Rock the Dock. Funding level set to \$5,000.
- Kitsap Small Business Development Center: there was discussion on whether Kitsap SBDC brought value to the Port and tabled funding until it is understood how it benefits the Port and/ or its tenants. Funding level set to \$0.
- Leadership Kitsap: Funding level set to \$1,000.

The Board discussed the importance of all of the funding requests; however, the Port needs to be careful on the budget as there are so many big upcoming projects that need to be supported such as the Port Orchard Marina breakwater replacement and major airport improvements.

Citizen Comments

Executive Assistant Ginger Waye read the appended written comments into the record regarding Harper Pier 2023 budget allocations from the following citizens:

- Kinne Hawes on behalf of The Friends of Harper Pier
- Ashley Arnold, Jade Scuba Adventures

Kinne Hawes spoke to a request for consideration of a line item in the budget for Harper Pier maintenance.

Action Items

1. Resolution 2022-04 authorizing application for a CERB Planning Grant for Design and Engineering for Sewer Main Replacement in Olympic View Industrial Park.
Presented by Arne Bakker, Director of Business Development

Following presentation and discussion;

It was moved by STRAKELJAHN, seconded by ANDERSON to:

Approve Resolution 2022-04 authorizing an application to the State of Washington CERB for financial assistance for design and engineering of the sewer replacement and roadway improvements along Imperial Way SW in Olympic View Industrial Park.

MOTION CARRIES, 3-0

Staff Reports

Jim Rothlin, Chief Executive Officer

- Explained that Kitsap Transit asked for a letter of support for their funding request to Department of Transportation for Transit's Passenger-Only Ferry maintenance facility. The Board was supportive of the request and would like to receive an overview from Kitsap Transit on the scope of the project.
- Toured the Marina Square building with Commissioner Anderson and Sound West Group. Provided an update on Port parking and availability.
- The tall ship Lady Washington arrived at Port Orchard Marina on August 10. They will be providing a sailing to Port commissioners and staff at 2:00 p.m. tomorrow, August 24.
- Shared a Saints Car Club letter thanking the Port for its support of the annual CRUZ car show in Port Orchard.
- Detailed all the activities that will be happening at the Bremerton Airport Fly-In and Car Show on Saturday, August 27. The airport maintenance crew will participate in the first annual valve cover race.

Commission Reports / New Business

Commissioner Bozeman

- At the upcoming retreat, would like to discuss what the Port's role should be in supporting any of our tenant's trying to buy capital. Do we allocate funding and staff time toward this?

Commissioner Anderson

- Attended the CRUZ and will also be attending the Bremerton Airport Fly-In and Car Show.

Commissioner Strakeljahn

- Also attend CRUZ and was honored to hand out trophies.

Executive Session

President Strakeljahn recessed the meeting at 6:50 p.m. and reconvened into executive session for approximately 15 minutes for the purpose of: discussing with legal counsel potential litigation [RCW 42.30.110(1)(i)].

At 7:05 p.m. the regular meeting was reconvened.

Adjournment

There being no further business before the Board, the meeting was adjourned at 7:05 p.m.

Submitted,



Jim Rothlin
Chief Executive Officer
September 8, 2022

Approved,



Cary Bozeman
Commission Secretary
September 13, 2022

From: [KINNE F HAWES](#)
To: [Ginger Wave](#)
Subject: RE: Port of Bremerton Commission Meeting Agenda Materials for August 23, 2022, 6:00PM
Date: Friday, August 19, 2022 6:46:02 PM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

FRIENDS OF HARPER PIER
August 19, 2022

Dear Ginger,

Re: August 23, 2022 Meeting of Port of Bremerton Board of Directors
2023 Budget – Allocation of Port Resources to Community Agencies/ Groups

This is a request that the Clerk of the Board convey this message to the Board in advance of the August 23 meeting, and include it in the citizen comments regarding this Agenda item at that meeting.

On behalf of the Friends of Harper Pier, we request that one or more line item allocations totaling \$30,000 for Harper Pier be included in the 2023 budget. That is our estimate of the costs for the following work to be done at the Pier in 2023. If this estimate is inadequate to complete any item in 2023 we request that the estimate be amended accordingly so all these items can be budgeted for or completed, as appropriate, in 2023:

1. Install/provide signage for the Pier and the steps to the beach (as promised in the 2015 rebuild of the Pier) (line item every five years as needed).
2. Maintain and replace lights and electrical outlets on the Pier (annual line item).
3. Perform general maintenance of the Pier deck and amenities such as the fishing line receptacle (annual line item).
4. Funds to scrape, clean, and resurface the wooden railings on the Pier (line item every five years).

We understand that some of these items may be capital items that should be line items in the capital budget rather than line items in the operating budget. We leave those allocations to Port staff.

Please contact us if you have any questions.

For the Friends of Harper Pier
(kinnehawes@msn.com)

Sent from [Mail](#) for Windows

From: [Jade Scuba Adventures](#)
To: [Ginger Wye](#)
Subject: citizens comments. Harper Beach access;
Date: Tuesday, August 23, 2022 9:48:44 AM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good morning,
Harper's Pier is used frequently by scuba divers and kayakers alike. It would be wonderful to have an easier entry and exit to/from the water. The float provides an excellent entry during the time it is in. However, it is not there year round. Also, there is not an easy exit from the water. Having a simple stairway to access the water would allow more to access the water at this location.

Sincerely,

Ashley Arnold
Jade Scuba Adventures LLC
(360) 233-6825
info@jadescubaadventures.com
www.jadescubaadventures.com