

PORT OF BREMERTON
BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING

A G E N D A

December 8, 2020
10:00 AM

Remote Access Only
Zoom Meeting ID: 335 903 0010
Zoom Call-In: (253) 215-8782
BKAT Live Stream

Call to Order

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 November 24, 2020.
- B. Payment of checks #E00304 and #81841 and #81846 through #81885 and #E00307 through #E00312 and #901261 through #901263 and #901264 through #901267 and #901268 and #81887 through #81897 and #E00315 through #E00319 from the General Fund for \$115,152.24; #E00305 through #E00306 and #81842 through #81845 and #E00313 and #E00314 and #81886 from the Construction Fund for \$243,632.83.

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.*

Action Items

- 1. Final Acceptance of the NE Campus 2 Building Project with Henderson Partners, LLC

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>Date</u>	<u>Time</u>	<u>Meeting</u>
12/08	10:00 am	*Commission Regular Meeting via ZOOM
12/10	3:00 pm	Kitsap Economic Development Alliance (KEDA) Board
12/15	11:00 am	Kitsap Regional Coordinating Council (KRCC) Executive Committee
12/18	10:00 am	Peninsula Regional Transportation Planning Organization (PRTPO)
12/22	1:30 pm	Kitsap Aerospace & Defense Alliance (KADA) Steering Committee
12/22	6:00 pm	CANCELLED *Commission Regular Meeting via ZOOM

PLEASE NOTE: ALL MEETINGS BEING HELD REMOTELY

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

November 24, 2020
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

Cary Bozeman
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 6:00 p.m.

Approval of Agenda

It was moved by ANDERSON, seconded by BOZEMAN to:

Approve the Agenda as presented.

MOTION CARRIES, 2-0

Consent Items

- A. Minutes of the regular business meeting and executive session of November 10, 2020.
- B. Payment of checks #901254 through #901255 and #E00283 and #81794 through #81822 and #E00285 through #E00296 and #81823 and #901258 through #901260 and #E00297 and #81826 through #81840 and #E00298 through #E00303 from the General Fund for \$102,652.54; #E00284 and #81792 through #81793 and #81824 through #81825 from the Construction Fund for \$1,357,884.17.
- C. Excuse Commissioner Strakeljahn's absence

It was moved by BOZEMAN, seconded by ANDERSON to:

Approve the Consent Items as presented.

MOTION CARRIES, 2-0

Citizen Comments - None

Action Items

1. Final Budget for Calendar Year 2021

Presented by Sherman Hu, Chief Financial Officer

1.1 Budget Presentation

CFO Hu provided the budget presentation highlighting the 2021 Port directives and stating there were no revisions from the preliminary budget.

1.2 Public Hearing

President Bozeman opened the public hearing at 6:05 p.m. No public comments were received, and the public hearing was closed at 6:06 p.m.

1.3 Action Items

- a. Resolution 2020-06 providing for a regular property tax levy and all allowable levies for calendar year 2021.

It was moved by BOZEMAN, seconded by ANDERSON to:

Approve Resolution 2020-06 with no tax increase in the general tax levy

MOTION CARRIES, 2-0

- b. Resolution 2020-07 providing a limit factor for the regular levy for the 2021 calendar year to determine future years' levies and to enable the Port to bank excess levy capacity.

It was moved by ANDERSON, seconded by BOZEMAN to:

Approve Resolution 2020-07 providing a limit factor for the regular levy for the 2021 calendar year to determine future years' levies and to enable the Port to bank excess levy capacity

MOTION CARRIES, 2-0

- c. Resolution 2020-08 adopting the final budget for calendar year 2021.

It was moved by ANDERSON, seconded by BOZEMAN to:

Approve Resolution 2020-08 approving and adopting the Final 2021 Budget

MOTION CARRIES, 2-0

- d. Resolution 2020-09 filing the final budget and submitting request for tax levies for calendar year 2021 with the Clerk of the Board of County Commissioners

It was moved by BOZEMAN, seconded by ANDERSON to:

Approve Resolution 2020-09 filing the final 2021 budget documents and submitting request for tax levies in the amounts indicated with the County

Clerk of the Board of County Commissioners and the Kitsap County Assessor's Office

MOTION CARRIES, 2-0

2. Bid Award to Aqua Dive Services, LLC for the Underwater Maintenance and Repair of Marine Facilities Project

Presented by Fred Salisbury, Chief Operations Officer

Following presentation;

It was moved by BOZEMAN, seconded by ANDERSON to:

Approve the bid award to Aqua Dive Services, LLC for the Port Orchard & Bremerton Marina Piling Repairs and authorize the CEO to execute the contract and issue the notice-to-proceed.

MOTION CARRIES, 2-0

3. Purchase and Sale Agreement with Richard and Diane Kelstrup Revocable Living Trust

Presented by Jim Rothlin, Chief Executive Officer

Following presentation and discussion;

It was moved by ANDERSON, seconded by BOZEMAN to:

Approve the Real Estate Purchase & Sale Agreement for the Port Orchard property and authorize the President of the Port of Bremerton Board of Commissioners to execute said agreement and the Port CEO to execute all further agreements related to this Purchase and Sale document

MOTION CARRIES, 2-0

4. Reassignment of LaDonna Latham Land Lease to Kitsap County and long-term Land Lease Agreement with Kitsap County Department of Emergency Management

Presented by Arne Bakker, Director of Business Development

Following presentation and discussion including comments from Eric Baker, Kitsap County Special Projects Manager;

It was moved by BOZEMAN, seconded by ANDERSON to:

Approve lease assignment from LaDonna Latham to Kitsap County starting December 1, 2020 through February 28, 2021

MOTION CARRIES, 2-0

It was moved by ANDERSON, seconded by BOZEMAN to:

Approve the long-term land lease with Kitsap County effective March 1, 2021

MOTION CARRIES, 2-0

Staff Reports

Jim Rothlin, Chief Executive Officer

- Thanked Mr. Bakker for his diligence in helping coordinate the Latham / Kitsap County lease arrangements.
- Due to the retirement of the Port's Human Resources (HR) consultant, Deborah Howard, a new consultant, Amy Collis, PHR, has been hired. Ms. Collis' background was provided along with details on some of the matters she will spearhead.
- Met with City of Bremerton regarding the Puget Sound Industrial Center subarea plan. They have agreed to allow us to look at the plan to try and create some flexibility so we are working with land use planners, Mackenzie, to come up with a solution that will be presented to the City.
- Provided a reminder to the Board of the Washington Public Ports Association virtual annual meeting being held December 2-4.

Commission Reports / New Business

Commissioner Anderson

- Attended a flurry of transportation and economic development meetings this month.
- Hoping the Port family is doing well and that everyone remains safe and healthy.

Commissioner Bozeman

- Met with the new director of Kitsap Economic Development Alliance, Joe Morrison, regarding KEDA's aspirations for the upcoming year.

Due to the holiday season, it was determined to cancel the 2nd Commission meeting in December. A cancellation notice will be distributed.

Executive Session – None

Adjournment

There being no further business before the Board, the meeting was adjourned at 6:33 p.m.

Submitted,

Approved,

Jim Rothlin
Chief Executive Officer
December 3, 2020

Gary Anderson
Commission Secretary
December 8, 2020

PORT OF BREMERTON **AGENDA SUMMARY**

Agenda Item No: Action Item #1
Subject: Final Acceptance to Henderson Partners, LLC, for the NE Campus 2 Bldg
Exhibits: NONE
Prepared By: Arne Bakker, Director of Business Development
Meeting Date: December 8, 2020

Summary:

On July 9, 2019, Port Commission awarded the NE Campus 2 Building to Henderson Partners, LLC. The base bid consisted of the site development of a 1.71-acre parcel and the construction of a 17,433 sf warehouse. The base bid was \$1,615,688.

A final acceptance inspection was completed by Port staff and Soundwest Engineering Associates on September 1, 2020.

There were six (6) change orders throughout the project. CO-1 was to modify the footings for the Nucor Building that was erected @ \$11,549.83. CO-2 was to modify the fire line to meet City of Bremerton code @ \$5,179.85. CO-3 was to purchase and install a pressure reducing valve @ \$1,988.20. CO-4 was for the installation of the irrigation system for landscaping @ \$29,943.39. CO-5 was for the installation for the Geo-fabric for structural stability under the pavement @ \$29,197.06. CO-6 was for the installation of safety railings around the electrical panels, fire and communication panels, and fire suppression system @ \$5,995.

Total construction costs, including change orders and WSST is \$1,696,541.33.

Fiscal Impact:

Total project cost including design, engineering, permitting, and construction was \$2,155,732.55. The project budget was \$3,000,000 which resulted cost efficiencies to the port of \$844,267.45.

This project was completed within the budgeted amount.

Strategic Purpose:

Goal 1: Be a significant leader in promoting the local economy and job growth both on and off Port assets. The Port is an economic engine. It is authorized to build and operate facilities as well as provide more programmatic support to the community's efforts to increase job growth.

Recommendation:

Staff recommends accepting as final the construction contract with Henderson Partners, LLC., in the amount of \$1,696,541.33. The Port will release retainage once all applicable documentation is received.

Motion for Consideration:

Move to accept as final the construction contract with Henderson Partners, LLC., in the amount of \$1,696,541.33.