

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

**A G E N D A**

May 14, 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

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**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 and executive session of April 23, 2024.
- B. Payment of checks #902264 and #902265 through #902268 and #E01997 and #E01998 through #E01999 and #85820 through #85847 and #E02000 through #E02019 and #902269 through #902271 and #902273 through #902276 and #902277 through #902278 and #85848 through #85858 and #E02020 through #E02034 from the General Fund for \$643,724.59. VOID Ck #84353.  
  
Payment of checks #902279 through #902282 and #902283 through #902284 and #902285 through #902286 and #85859 through #85870 and #E02035 through #E02042 and #902287 through #902290 from the General Fund for \$129,197.96.

**Information Items**

1. Kitsap Tourism Coalition – Josh Johnson, Love Kitsap
2. Port Orchard Marina Breakwater Replacement Project Status Update – Jon Keiser, PND Engineers

**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. PND Engineers Contract Amendment #4 for Port Orchard Marina Breakwater Replacement Project
2. Bid Award to Signature Roofing, LLC for Olympic View Industrial Park (OVIP) Building #7 (5626 Imperial Way) Roof Replacement Project

**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>
<i>05/14</i>	<i>10:00 am</i>	<i>*Commission Regular Business Meeting - Hybrid</i>
<i>05/15-17</i>		<i>*Washington Public Ports Association (WPPA) Spring Meeting</i>
<i>05/16</i>	<i>11:00 am</i>	<i>Kitsap Regional Coordinating Council (KRCC) Executive Committee</i>
<i>05/28</i>	<i>6:00 pm</i>	<i>*Commission Regular Business Meeting – Hybrid</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**

April 23, 2024  
6:00 PM

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

Gary Anderson  
Cary Bozeman  
Axel Strakeljahn

Staff Members

Jim Rothlin  
Arne Bakker  
Jeremiah Wiley  
James Weaver  
James Goodman  
Cole Barnes  
Ginger Waye  
Stephanie Frame  
Anne Montgomery, Atty (Remote)

**Call to Order**

President Anderson called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

**Approval of Agenda**

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

Approve the Agenda as presented.

**MOTION CARRIES, 3-0**

**Consent Items**

- A. Minutes of the regular business meeting of March 26, 2024.
- B. Payment of checks #902228 through #902231 and #902232 and #902233 through #902236 and #902237 through #902239 and #85767 through #85787 and #E01952 through #E01969 from the General Fund for \$222,438.30.  
  
Payment of checks #902240 through #902241 and #902242 through #902243 and #E01970 and #902244 through #902247 and #902248 and #902250 and #902251 through #902263 and #85788 through #85819 and #E01971 through #E01996 from the General Fund for \$208,111.68. VOID #85613, 83992, 85276 & E01970.

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

Approve the Consent Items as presented.

**MOTION CARRIES, 3-0**

## Information Items

1. Fathoms O' Fun Royalty Court – Helene Jensen, Pageant Royalty Program Director  
Ms. Jensen presented three of the newly crowned 2024 Fathoms Royalty Court that will be serving the community over the next year. She asked the Court to introduce themselves and provide their platform.

Queen Nic – Encouragement of Love and Acceptance of All

Duchess Miah – Microtia Awareness

Prince Zach – Teenage Health & Fitness

Ms. Jensen provided detail on the many 2024 Fathoms events and stated the calendar of events can be found at [www.fathomsofun.org](http://www.fathomsofun.org). She responded to questions and comments from the Board.

**Citizen Comments** - None

## Action Items

1. Resolution 2024-03 authorizing a Washington State Recreation and Conservation Office (RCO) Grant Application for the Port Orchard Waterfront Park ADA Renovations Project  
*Presented by James Weaver, Director of Marine Facilities*

Following presentation and after questions were addressed:

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

Approve Resolution 2024-03 authorizing Jim Rothlin, CEO, to act as the authorized representative/agent on behalf of the Port and to legally bind our organization with respect to the Port Orchard waterfront park ADA renovations project for which we seek grant funding assistance managed through the Recreation and Conservation Office.

**MOTION CARRIES, 3-0**

2. Bid Authorization for Fire Station Building Roof and Exterior Project.  
*Presented by James Goodman, Director of Facilities & Property Development*

Following presentation and after questions were addressed including comments from Greg Williams, Sunergy Systems related to the solar energy portion of the project;

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

Authorize Port staff to proceed with the bid call for the fire Station Roof and Exterior Project in accordance with approved contracting guidelines.

**MOTION CARRIES, 3-0**

## **Staff Reports**

*Jim Rothlin, Chief Executive Officer*

- Provided detail on employees reaching milestones in April:
  - David Beckley, Port Maintenance I at the Airport, 2<sup>nd</sup> anniversary
  - Cole Barnes, new Airport Manager, 2<sup>nd</sup> week anniversary. Mr. Barnes discussed his thoughts on the future for the airport and provided some personal background.
- Described the success of the Farmers Market in Port Orchard the last two Saturdays stating the biggest issue is the parking but we are working through that.
- Announced the new Bremerton Boardwalk Night Market begins Friday, May 3 and will be held on the first Friday of each month through October.
- Recent press releases were detailed:
  - New airport tenant Tres Sapos LLC.
  - Bremerton Airshow being held August 17-18, 2024.
- The first issue of “Behind the Hangar Doors” was released featuring Doug Haughton, Bremerton Pilots Association President and long-time airport tenant. Commissioner Bozeman discussed the importance of also focusing on promoting our industrial park and job creation.
- Provided a reminder of the leadership retreat scheduled for June.

## **Commission Reports / New Business**

*Commissioner Strakeljahn*

- Reported on an informal Kitsap Regional Coordinating Council (KRCC) TransPOL meeting during which projects submitting applications for regional funding were discussed.
- Provided an overview of the agenda for the upcoming Puget Sound Regional Council (PSRC) Executive Board meeting.

*Commissioner Bozeman*

- Participating on a committee for Olympic College’s new regional health sciences hub at the Poulsbo Campus.
- Shared his story about his recent meeting with two high school classmates from 65 years ago.
- Discussed a piece he wrote for the Kitsap Sun on his disappointment that Bremerton City Council no longer recites the Pledge of Allegiance prior to their meetings.

*Commissioner Anderson*

- Was invited as a Port Commissioner to attend South Kitsap Chamber's National Civics Bee for middle school students. The participants answered very tough questions and had fantastic presentations.

**Executive Session**

President Anderson recessed the meeting at 7:05 p.m. and reconvened into executive session for approximately 15 minutes for the purpose of considering the price and terms at which real estate may be leased or sold when public discussions could disadvantage the Port's negotiations [RCW 42.30.110(1)(c)].

At 7:20 p.m. the regular meeting was reconvened.

**Adjournment**

There being no further business before the Board, the meeting was adjourned at 7:20 p.m.

Submitted,

Approved,

Jim Rothlin  
Chief Executive Officer  
May 9, 2024

Axel Strakeljahn  
Commission Secretary  
May 14, 2024

**PORT OF BREMERTON**  
**BOARD OF COMMISSIONERS**  
**EXECUTIVE SESSION**

**MINUTES**

April 23, 2024  
7:05 PM

CEO Office  
Port Administration Offices  
Bremerton Nat'l Airport Terminal Bldg  
8850 SW State Hwy 3, Bremerton

**Call to Order**

President Anderson called the executive session to order at 7:05 p.m., April 23, 2024.

**Commissioners and Staff Present**

Commissioners

Gary Anderson  
Cary Bozeman  
Axel Strakeljahn

Staff Members

Jim Rothlin  
Arne Bakker  
James Weaver

**Item #1:** Considered the price and terms at which real estate may be leased or sold when public discussions could disadvantage the Port's negotiations [RCW 42.30.110(1)(c)].

With no further business to come before the Board, the meeting was adjourned into regular session at 7:20 p.m.

Submitted,

Approved,

Jim Rothlin  
Chief Executive Officer  
May 9, 2024

Axel Strakeljahn  
Commission Secretary  
May 14, 2024

# **PORT OF BREMERTON**

## **AGENDA SUMMARY**

Agenda Item No: Action Item #1  
Subject: PND Engineers Contract Amendment #4  
Exhibits: Contract Amendment #4 – PND Engineers  
Prepared By: James Weaver, Director of Marine Facilities  
Meeting Date: May 14, 2024

### Summary:

On September 8, 2020, the Port of Bremerton entered into a contract with PND Engineers, Inc. for design, engineering, and permitting for the Port Orchard Marina Breakwater Replacement Project. Since that contract initiation, PND Engineers, Inc. has been working diligently on the preliminary design, geotechnical, engineering, preparing construction documents, and navigating the complex local, State, and Federal permit approval process for this vital maritime infrastructure replacement project. The original contract also noted the shifting regulatory environment and noted that should project impacts be significant and unavoidable, additional scope may be necessary to address increased mitigation planning.

During 2023, the Port of Bremerton was awarded a \$9.4 million dollar U.S. DOT / MARAD RAISE grant for the construction of the Port Orchard Marina Breakwater Replacement. The federal grant included substantial scope changes for additional environmental permitting, US Buy American documentation, added environmental reporting, expanded survey, mitigation calculation, and Federal project permitting processes supporting the \$9.4 million dollar Federal DOT Grant. The original project scope did not accommodate for these substantial project scope changes.

This approval is for a \$248,172.00 contract amendment to the existing PND Engineers contract to complete the U.S. DOT / MARAD tasks and documentation required for the permitting and federal RAISE grant requirements for the Port Orchard Marina Breakwater Replacement project.

### Fiscal Impact:

The contract amendment is for the amount of \$ 248,172.00 in scope services to be added to accommodate the federal U.S. DOT / MARAD tasks and documentation required for the permitting and federal RAISE grant. The net fiscal impact to the Port for the contract amendment would be an additional \$248,172.00. The amendment funds are a capital budget expense sourced from the \$2.5 million dollar capital reserve dedicated to the Port Orchard Marina Breakwater Replacement project.



Strategic Purpose:

Goal 6. Develop and fund a 20-year asset replacement/major maintenance schedule.

Recommendation:

Port staff recommends the approval of Contract Amendment #4 for the design, engineering, & permitting contract with PND Engineers, Inc.

Motion for Consideration:

**Move to approve contract Amendment #4 to the Port Orchard Marina Breakwater Replacement project contract with PND Engineers, Inc. and authorize the CEO to execute the Amendment.**

**PORT OF BREMERTON  
AMENDMENT NO. 4**

**Agreement Title: Port Orchard Marina Breakwater Replacement Design**

**Project No. 03-14-0224  
Date: May 14, 2024**

**To: Jon Keiser, PND Engineers, Inc**

You are hereby directed to make the changes listed below in the subject contract. All other provisions of the contract remain in full force and effect. This Amendment represents a full and final resolution of these items; all costs and time effects are resolved.

**Nature of Amendment**

Includes increase amount for substantial project scope change required by U.S DOT/MARAD for additional permitting, US Buy American documentation, added environmental reporting, expanded survey, mitigation calculation and Federal, project permitting processes supporting the \$ 9.4 million dollar Federal DOT Grant.

**Justification of Amendment**

Environmental permitting complexity and regulations related to U.S DOT/MARAD for additional permitting, US Buy American documentation, added environmental reporting and documation have changed the project scope substantially to comply with added federal U.S. DOT and MARAD grant requirements.

The changes result in the following adjustment of the Contract Price and Time:

Contract Value Prior to this Amendment	\$ 1,656,498.73
Net (increase) (decrease) Resulting from this Amendment	\$ 248,172.00
Current Contract Price Including this Amendment	\$ 1,904,670.73

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Date of Completion Prior to this Amendment	_____
Net (increase) Resulting from this Amendment	<u>\$248,172.00</u>
Current Contract Time Including this Amendment	_____

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**The above Amendment  
is recommended**

**The above Amendment  
is accepted**

**The above Amendment  
is approved**

**Engineer:**

**Contractor:**

**Owner:**

PND Engineers, Inc.

Port of Bremerton

By: 

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: 05-08-2024

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**PORT OF BREMERTON**  
**AGENDA SUMMARY**

Agenda Item No: Action Item #2  
Subject: Notice of Award: Signature Roof Services, LLC. – Roof Replacement of OVIP #7 (Quinault Building) Port Project Number 04-24-40014-C  
Exhibits: None  
Prepared By: James Goodman, Director of Facilities and Property Development  
Meeting Date: May 14, 2024

**Summary:**

The roof of OVIP #7 (Quinault Building) has reached the end of its effective life span and has several leaks throughout the metal roof. On March 26, 2024, the Port Commission gave authorization to Port staff to go out to bid for a roof overlay replacement.

On May 7, 2024, a total of four bids were received. Signature Roof Services, LLC of Kent, Washington offered the low bid, including sales tax, at \$229,320. The highest bid received was \$355,056. Included is the alternate bid for the installation of new interior heating units.

Port staff has completed their due diligence on Signature Roof Services and finds the company in good standing. The company has shown a significant level of expertise in commercial roofing installations with favorable reviews on quality of work, schedule, and ability to remain within budget.

**Cost:**

<b>Signature Roofing LLC Bid Total Cost</b>	<b>\$229,320</b>
Base Bid (Re-Roof System \$170,625)	
Alternate #1 (New Internal Heating Unit Installed \$58,695)	

**Fiscal Impact:**

2024 Capital Budget Balance - OVIP 7 Roof & Gutters	<b>\$150,000</b>
2024 Capital Budget Balance - Site, Utilities, Building Improvements	<b>\$276,141</b>

Project Total Cost \$229,320  
    -\$150,000 OVIP 7 Roof and Gutters  
    -\$79,320 Site, Utilities, Building Improvements

Remaining Balance - OVIP 7 Roof & Gutters	<b>\$ 0</b>
Remaining Balance - Site, Utilities, Building Improvements	<b>\$196,821</b>

Strategic Purpose:

This action conforms with the Port's strategic plan of Goal 6 to develop and fund a 20-year asset replacement/major maintenance schedule.

Recommendation:

Port staff recommends the construction contract bid award of OVIP#7 Roof Replacement to Signature Roof Services, LLC. Bid award to include Base Bid and Alternate #1 to a total amount of \$229,320 and authorize the CEO to issue notice to proceed.

Motion for Consideration:

**Move to award the construction contract for the OVIP #7 Roof Replacement to Signature Roof Services, LLC to include the Base Bid and Alternate #1 for a total contract amount of \$229,320 which includes sales tax, and authorize the CEO to execute the contract and issue the notice to proceed.**