

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

**MINUTES**

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  
Remote Option via Zoom

**Commissioners and Staff Present**

Commissioners

Gary Anderson  
Cary Bozeman  
Axel Strakeljahn

Staff Members

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

**Call to Order**

President Anderson 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 STRAKELJAHN to:**

Approve the Agenda as presented.

**MOTION CARRIES, 3-0**

**Consent Items**

- 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.

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

Approve the Consent Items as presented.

**MOTION CARRIES, 3-0**

## Information Items

### 1. Kitsap Tourism Coalition – Josh Johnson, Love Kitsap

Mr. Johnson explained the history of the Kitsap Tourism Coalition (KTC) noting current and recent collaborators, clients, and projects. He stated KTC would like to be a champion for the Port and help to capture and engage the cruise ship audience. He said the goal of KTC is to elevate and strengthen destination marketing for Kitsap County.

Mr. Johnson responded to questions and comments from the board regarding KTC's current leadership and their goals and objectives in partnering with the Port.

### 2. Port Orchard Marina Breakwater Replacement Project Status Update

James Weaver, Director of Marine Facilities, introduced the subject matter and provided history on the project which began in 2018 with analysis and initial capital funding for design. He noted that a contract was entered into in 2020 with PND Engineers for design, engineering, and permitting. He introduced Jon Keiser, PND and Jason Stutes, David Evans and Associates. Mr. Stutes was responsible for all permitting which was quite a journey. Mr. Keiser stated the easy part is the actual design; the complicated part is funding and permitting. Mr. Weaver and Mr. Keiser detailed the following:

- Breakwater project timeline
- Permitting process
- Scope of work elements and tasks
- Project funding allocations
  - Washington State 2018 appropriation - \$988,430
  - Washington State 2021 BIG grant - \$1,200,000
  - Port of Bremerton local funding - \$332,982
  - Kitsap Transit partnership - \$1,000,000
  - 2023 Federal RAISE Grant - \$9,400,000
  - 2023 State capital and transportation budgets - \$3,000,000
  - Project total - \$15,741,412
- Construction timeline

They responded to questions and comments from the board. Mr. Stutes also responded to questions regarding permitting agencies.

**Citizen Comments** - None

## Action Items

1. PND Engineers Contract Amendment #4 for Port Orchard Marina Breakwater Replacement 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 Amendment #4 to the Port Orchard Marina Breakwater Replacement Project design contract with PND Engineers, Inc.

**MOTION CARRIES, 3-0**

2. Bid Award to Signature Roofing, LLC, for Olympic View Industrial Park (OVIP) Building #7 (5626 Imperial Way) Roof Overlay Project  
*Presented by James Goodman, Director of Facilities & Property Development*

Following presentation and after questions were addressed:

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

Award the construction contract for the Olympic View Industrial Park Building #7 Roof Overlay Project to Signature Roof Service, 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.

**MOTION CARRIES, 3-0**

## Staff Reports

*Jim Rothlin, Chief Executive Officer*

- Recognized the following employees on their work anniversaries providing a brief background on everyone:
  - Ken Eisenhardt, Airport/Industrial Port Maintenance II, 9 years
  - Kayle Lenz, Marina Port Maintenance II, 3 years
  - Connie Daggett, Staff Accountant, handles payroll and assists with accounts payable, 2 years
  - Jenifer Zuweni, Staff Accountant, accounts receivable, 2 years
- Reported on the Port Orchard Farmers Market which has seen record attendance over the initial events this year. The challenge remains parking as the City continues to remove spaces for their construction projects.
- Spoke to the success of the first Bremerton Boardwalk Night Market.

- Reported on the Federal Aviation Administration’s approach lighting project at the airport which includes updating the lighting to LED. Airport Manager Cole Barnes spoke to a one-week runway closure that is scheduled during the project.
- Placed an ad and 500-word editorial in Business Facilities magazine focusing on the industrial park properties and mentioning airport properties.
- The second issue of Behind the Hangar Doors featuring Harry Anderson, who has flown solo to all seven continents and is now sailing solo to them, has been distributed.

**Commission Reports / New Business**

*Commissioner Anderson*

- Spoke to the parking issue in Port Orchard stating he attended the City’s Economic Development meeting during which the Port Orchard Bay Street Association (POBSA) expressed complaints from property owners about not being notified of the parking changes and how it would affect their businesses. Wants to make sure that if the Port were to ever do a project that would affect the business owners, we would be on the front end of letting the owners know.
- Will be traveling to Stevenson tomorrow to attend the Washington Public Ports Association spring meeting.

*Commissioner Bozeman*

- Met with retired Congressman Norm Dicks and retired shipyard executive director Rick Tift and discussed projects they worked on with the Navy in previous years.

*Commissioner Strakeljahn*

- Reported on the recent Puget Sound Regional Council Executive Board meeting and discussed electrification grants.

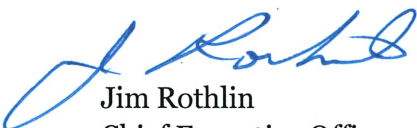
**Executive Session - None**

**Adjournment**

There being no further business before the Board, the meeting was adjourned at 11:35 a.m.

Submitted,

Approved,



Jim Rothlin  
Chief Executive Officer  
May 23, 2024



Axel Strakeljahn  
Commission Secretary  
May 28, 2024