

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

**A G E N D A**

March 28, 2017  
6:00 PM

Bill Mahan Conference Room  
Port Administration Offices  
Bremerton Nat'l Airport Terminal Bldg  
8850 SW State Hwy 3, Bremerton

**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 of March 14, 2017.
- B. Payment of checks #102216 through #102245 and #75604 through #75609 and #75611 through #75670 from the General Fund for \$161,570.93; #75610 through #75610 from the Construction Fund for \$114.14 and the payment of payroll taxes for \$17,330.93.
- C. Fund Transfer Resolutions:
  - Resolution 2017-12 monthly transfer to the General Fund: \$45,459.16 from the Airport Fund; \$149,856.64 from the Harbor Fund; \$23,748.99 from the Airport-Industrial Development Fund.
  - Resolution 2017-13 transferring \$23,946.30 from the General Fund to the Construction Fund.

**Information Items**

1. Kitsap Peninsula Water Trails Festival – Kathleen Gordon, Silverdale Chamber of Commerce Executive Director

## **Work Study Session**

**Citizen Comments:** *Open to the public for comment on subjects not listed on the agenda. Speakers are asked to keep their comments to less than 3 minutes. A Commissioner may request to waive the 3 minute time limit. Please feel free to submit further comments in writing to the Clerk of the Board.*

## **Action Items**

1. Addendum to Washington Avenue Real Property Purchase Agreement – Gary Sexton, Project Manager

## **New Business**

## **Staff Reports**

## **Commission Reports**

## **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>
03/28/17	12:30 pm	Kitsap Aerospace & Defense Alliance (KADA) Steering Committee
03/28/17	6 pm	*Commission Regular Meeting – Bill Mahan Conference Room
03/31/17	11:30 am	Kitsap Economic Development Alliance (KEDA) Annual Meeting
04/04/17	10:15 am	Kitsap Regional Coordinating Council (KRCC) Executive Board
04/11/17	6 pm	*Commission Regular Meeting – Bill Mahan Conference Room

*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**

March 14, 2017  
6:00 PM

Bill Mahan Conference Room  
Port Administration Offices  
Bremerton Nat'l Airport Terminal Bldg  
8850 SW State Hwy 3, Bremerton

**Call to Order**

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

**Commissioners and Staff Present**

Commissioners

Axel Strakeljahn  
Larry Stokes  
Cary Bozeman

Staff Members

Jim Rothlin  
Fred Salisbury  
Sherman Hu  
Steven Sparks  
Ginger Waye  
Gordon Walgren, Atty  
Jim Ryan, Atty

**Approval of Agenda**

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

Approve the Agenda as presented.

**MOTION CARRIES, 3-0**

**Consent Items**

- A. Minutes of the regular business meeting and executive session of February 28, 2017.
- B. Payment of checks #102188 through #102215 and #75518 through #75522 and #75528 through #75603 from the General Fund for \$156,031.24; #75523 through #75527 from the Construction Fund for \$28,369.48 and the payment of payroll taxes for \$16,049.72.

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

Approve the Consent Items as presented.

**MOTION CARRIES, 3-0**

## Information Items

1. Soroptimist International of Port Orchard (SIPO) Check Presentation – Soroptimist Members Leslie Burnett, President, and Sharron King, President-Elect.

Commissioner Stokes stated SIPO was instrumental in the building of the Overlook in Port Orchard with a donation of \$10,000. He noted they have previously donated over \$100,000 to the Port of Bremerton Marina Park in Port Orchard including the children's playground. They also recently donated \$4,811 for the Airport children's playground fence. He personally thanked SIPO for all they do for the community and youth. He introduced Ms. Burnett and Ms. King who presented the \$10,000 check and provided information on SIPO and their fundraising events. Commissioner Strakeljahn noted SIPO was represented at today's legislative luncheon via photos of Port facilities they have financially supported. The entire Board thanked SIPO for all their support.

2. Seeds of Grace Garden Build – Karole Johnson, Founder

Ms. Johnson shared a Seeds of Grace video highlighting a local garden harvest and an international garden build. Ms. Johnson provided a short history on Seeds of Grace and recapped how the Port and Seeds of Grace came into partnership. Seeds of Grace now has a team leader, Shawna Oien, who will lead the build for the Airport Garden on Sentinel Peak Way in Olympic View Industrial Park. Ms. Johnson introduced Sharon Pastor, a member of the garden team, who provided detail, including plans and drawings, on the forthcoming sustainable and organic garden. The build is scheduled for April 8, 2017 with a dedication of the garden the afternoon of June 9. There was discussion with the Board on details of the program agreement. The Board expressed support of Seeds of Grace mission and congratulated them on their accomplishments over the last four years. Ms. Johnson provided the website address of [www.dreambigaskbold](http://www.dreambigaskbold) for anyone that would like to more information or would like to volunteer to help.

**Work Study Session** - None

**Citizen Comments** - None

## Action Items

1. Final Acceptance of the FedEx Laydown Area Fencing and Automatic Gates Project with Viking Fence Company.

*Presented by Steven Sparks, Director of Facilities & Planning*

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

Accept as final the construction contracts for the fencing and automatic gates project with Viking Fence Company for \$56,450.69.

Following discussion;

**MOTION CARRIES, 3-0**

**New Business** - None

## **Staff Reports**

*Jim Rothlin, Chief Executive Officer*

- Reported on the “Day-on-the-Hill” event today with the Port’s legislators in Olympia. This event was introduced by Port Attorney Gordon Walgren and has been a great success. He described the process of the open house luncheon stating it works well with legislator schedules.
- Reported that the ad is out for the Airport Manager position and can be found on the Port’s website. Several applications of suitable candidates have already been received.

## **Commission Reports**

*Commissioner Stokes*

- Thanked staff for their efforts on the “Day-on-the-Hill” with kudos to Victoria Peters, Marketing & Communications Coordinator, for her organization of the event. He said attendance seemed to be doubled from last year and he would like to see it continue.

*Commissioner Strakeljahn*

- Also thanked staff for efforts on today’s legislative event stating it is time well invested. He was able to share the West Sound Alliance list of transportation projects with legislators.
- Reported on the Kitsap Regional Coordinating Council (KRCC) Executive Board meeting in which John Wynands, Washington State Department of Transportation (WSDOT) Olympic Region Administration discussed transportation projects affecting KRCC.

**Executive Session** - None

## **Adjournment**

There being no further business before the Board, the meeting was adjourned at 6:55 p.m.

Submitted,

Approved,

Jim Rothlin  
Chief Executive Officer  
March 23, 2017

Cary Bozeman  
Commission Secretary  
March 28, 2017

**PORT OF BREMERTON**  
**KITSAP COUNTY, WASHINGTON**  
**RESOLUTION NO. 2017-12**  
**DATED: March 28, 2017**

**A RESOLUTION** of the Board of Commissioners, Port of Bremerton, providing for the transfer of monies to replenish the General Fund for warrants issued to cover expenses related to other funds during the month.

**WHEREAS**, all non-construction warrants were issued from the General Fund, and

**WHEREAS**, some of the expenses covered by the warrants related to other funds,  
and

**WHEREAS**, the General Fund should be replenished for the monies related to other fund expenses.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners, Port of Bremerton that the Port Treasurer transfer monies between Port funds as follows:

1. Transfer \$45,459.16 from the Airport Fund to the General Fund.
2. Transfer \$149,856.64 from the Harbor Fund to the General Fund.
3. Transfer \$23,748.99 from the Airport-Industrial Development Fund to the General Fund.

**ADOPTED** by the Board of Commissioners of the Port of Bremerton at the regular public meeting thereof held this 28th day of March, 2017, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission.

\_\_\_\_\_  
Commission President

\_\_\_\_\_  
Commission Vice-President

ATTEST:

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Commission Secretary

**PORT OF BREMERTON**  
**KITSAP COUNTY, WASHINGTON**  
**RESOLUTION NO. 2017-13**  
**DATED: March 28, 2017**

**A RESOLUTION** of the Board of Commissioners, Port of Bremerton, providing for the transfer of monies from the General Fund to the Construction Fund.

**WHEREAS**, there exists additional monies in the General Fund, and

**WHEREAS**, there is a need for additional monies in the Construction Fund.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners, Port of Bremerton, that the Port Treasurer transfer monies between Port funds as follows:

1. Transfer \$23,946.30 from the General Fund to the Construction Fund.

**ADOPTED** by the Board of Commissioners of the Port of Bremerton at the regular public meeting thereof held this 28th day of March, 2017, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission.

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Commission President

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Commission Vice-President

ATTEST:

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Commission Secretary