

PORT OF BREMERTON
BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING

A G E N D A

December 12, 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 and executive session of November 28, 2017.
- B. Payment of checks #102845 through #102874 and #76912 through #76915 and #76919 through #76995 from the General Fund for \$247,589.49; #76916 through #76918 from the Construction Fund for \$17,910.27 and the payment of payroll taxes for \$16,680.09
- C. Fund Transfer Resolution:
 - Resolution 2017-29 transferring \$50,000 into Seabeck Business Opportunities fund

Information Items

- 1. Legislative Update – Dylan Doty, Jensen Walgren Doty Governmental Consulting

Work Study Session

- 1. Marina Breakwater Discussion

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. Final Acceptance - Terminal Building Roof Replacement Project with Bates Roofing, LLC
2. Final Acceptance - 2017 Pavement Maintenance Project, Federal Aviation Administration (FAA) AIP No. 3-53-0007-031, with CR Contracting, LLC

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><i>Date</i></u>	<u><i>Time</i></u>	<u><i>Meeting</i></u>
<i>12/12</i>	<i>6 pm</i>	<i>*Commission Regular Meeting – Bill Mahan Conference Rm</i>
<i>12/14</i>	<i>3 pm</i>	<i>Kitsap Economic Development Alliance (KEDA) 4th Quarter Full Board</i>
<i>12/15</i>	<i>9 am</i>	<i>West Sound Alliance (WSA)</i>
<i>12/19</i>	<i>1 pm</i>	<i>Kitsap Regional Coordinating Council (KRCC) Executive Committee</i>
<i>12/20</i>	<i>10 am</i>	<i>SR 16 Tacoma Narrows Bridge to SR 3 Congestion Study - WSDOT</i>
<i>12/26</i>	<i>12:30 pm</i>	<i>CANCELLED - Kitsap Aerospace & Defense Alliance Steering Committee</i>
<i>12/26</i>	<i>6 pm</i>	<i>CANCELLED *Commission Regular Meeting – Bill Mahan Conference Rm</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

November 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

President Strakeljahn called the meeting to order at 6:00 p.m., November 28, 2017 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
Arne Bakker
Tim Mensonides
Ginger Waye
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 November 14, 2017.
- B. Payment of checks #102813 through #102844 and #76837 through #76841 and #76843 through #76907 from the General Fund for \$179,861.66; #76842 through #76842 from the Construction Fund for \$83,613.66 and the payment of payroll taxes for \$18,910.10.

It was moved by BOZEMAN, seconded by STOKES to:

Approve the Consent Items as presented.

MOTION CARRIES, 3-0

Citizen Comments

Roger Gay, South Kitsap

- Announced the annual “Kitsap Shop with a Cop” event for needy area youth will be held at the Poulsbo Walmart on Saturday, December 2, 4:00 p.m. He described the event and invited all to attend and/or volunteer.

Action Items

1. Final Budget for Calendar Year 2018

Presented by Sherman Hu, Chief Financial Officer

1.1 Budget Presentation by CFO Hu

1.2 Public Hearing

President Strakeljahn opened the public hearing at 6:17 p.m. No public comments were received and the public hearing was closed.

1.3 Action Items

It was moved by BOZEMAN, seconded by STRAKELJAHN to:

Approve Resolution 2017-25 with no tax increase in the general tax levy.

Following discussion;

MOTION CARRIES, 3-0

It was moved by STOKES, seconded by STRAKELJAHN to:

Approve Resolution 2017-26 providing a limit factor for the regular levy for the 2018 calendar year to determine future years' levies and to enable the Port to bank excess levy capacity.

Following discussion;

MOTION CARRIES, 3-0

It was moved by BOZEMAN, seconded by STOKES to:

Approve Resolution 2017-27 approving and adopting the Final 2018 Budget.

MOTION CARRIES, 3-0

It was moved by STOKES, seconded by BOZEMAN to:

Approve Resolution 2017-28 filing the final 2018 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, 3-0

2. Purchase and Sale Agreement with Peter C. Degroot for the purchase of 18.76 acres of land adjacent to Olympic View Industrial Park
Presented by Jim Rothlin, Chief Executive Officer

It was moved by STOKES, seconded by BOZEMAN to:

Approve the Purchase and Sale Agreement with Peter C. DeGroot and authorize the CEO to execute the agreement.

Following discussion;

MOTION CARRIES, 3-0

New Business - None

Staff Reports

Jim Rothlin, Chief Executive Officer

- Noted that the 2nd commission meeting in December falls on December 26 so due to its close proximity to the holidays, the meeting will be cancelled unless there is a need to reschedule.
- This Saturday, December 2, holds several events – Port Orchard Festival of Chimes & Lights; Port Orchard Marina open house from 5-7PM; and the Bremerton Pilots Association annual holiday party from 6-8PM at the airport.
- 2017 commission committee appointments were provided to the Board for their review prior to preparing the 2018 appointment list which will be discussed at the first meeting in January.

Commission Reports

Commissioner Stokes

- Attended the Kitsap Aerospace & Defense Alliance Steering Committee meeting held earlier in the day.

Commissioner Bozeman

- Attended the Washington Public Ports Association (WPPA) annual meeting and commented it was nice to see CEO Rothlin presenting and being one of the leaders within WPPA.

Commissioner Strakeljahn

- Discussed a New York Times article “The Silicon Valley of Space Start-Ups? It Could be Seattle” commenting that space is becoming the new frontier and Kitsap is primed for taking that on.
- Reported on a Puget Sound Regional Council meeting he recently attended regarding manufacturing industrial centers (MICs).

- Reported on the sessions he attended at the WPPA annual meeting.
- University of Washington engineering students are involved in a hyperloop (speed transportation) competition and have asked for possible assistance in facilitating a hyperloop test. The Port will do all it can to assist.

Executive Session

President Strakeljahn recessed the meeting at 6:45 p.m. and reconvened into executive session at 6:50 p.m. for approximately 10 minutes regarding: real estate [RCW 42.30.110(1)(c)]. At 7:00 p.m., executive session was extended five minutes.

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
December 7, 2017

Approved,

Cary Bozeman
Commission Secretary
December 12, 2017

PORT OF BREMERTON
BOARD OF COMMISSIONERS
EXECUTIVE SESSION

MINUTES

November 28, 2017
6:50 p.m.

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

Call to Order

President Strakeljahn called the executive session to order at 6:50 p.m., November 28, 2017.

Commissioners and Staff Present

Commissioners

Axel Strakeljahn
Larry Stokes
Cary Bozeman

Staff Members

Jim Rothlin
Fred Salisbury
Arne Bakker
Jim Ryan, Atty

Item #1: Real estate issues were discussed [RCW 42.30.110(1)(c)].

With no further business to come before the Board, the meeting was adjourned into regular session at 7:05 p.m.

Submitted,

Approved,

Jim Rothlin
Chief Executive Officer
December 7, 2017

Cary Bozeman
Commission Secretary
December 12, 2017

PORT OF BREMERTON
KITSAP COUNTY, WASHINGTON
RESOLUTION NO. 2017-29
DATED: December 12, 2017

A RESOLUTION of the Board of Commissioners, Port of Bremerton, transferring funds into Seabeck Business Opportunities assigned fund as identified in the 2017 budget.

WHEREAS, the Port recognizes the need to maintain cash balances for unanticipated expenditures, emergency repairs, new capital projects, capital replacement projects and specifically designated fund uses, and

WHEREAS, the Commission of the Port of Bremerton is committed to establishing a Seabeck Business Opportunities assigned fund for the Port, and

WHEREAS, the 2017 budget contained a line item of \$50,000 for Seabeck Business Opportunities in order to continue building an assigned fund.

WHEREAS, the 2017 operations of the Port has provided sufficient funds to make the transfer into a Seabeck Business Opportunities assigned fund.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners, Port of Bremerton, that:

In accordance with the 2017 budget, funds in the amount of \$50,000 be transferred into a separately designated Seabeck Business Opportunities assigned fund.

ADOPTED by the Board of Commissioners of the Port of Bremerton at the regular public meeting thereof held this 12th day of December, 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

ATTEST:

Commission Vice-President

Commission Secretary

PORT OF BREMERTON **AGENDA SUMMARY**

Agenda Item No: Action Item #1
Subject: Admin Roof Replacement – Final Acceptance
Exhibits: None
Prepared By: Fred Salisbury
Meeting Date: December 12, 2017

Summary:

On June 13, 2017 the Commission awarded the Admin Building Roof Replacement project to Bates Roofing LLC in the amount of \$74,377 (incl. WSST). On November 3, 2017 a final acceptance inspection was conducted by the Port, Contractor, and Roofing Product Warranty representatives. There was one change order in the amount of \$9,236.66 (incl. WSST) which was for installation modifications (additional flashing, TPO material, delivery, labor) around the new HVAC heating systems which was not identified in the original scope documents resulting in a revised contract amount of \$83,613.66.

Fiscal Impact:

The project was completed within the budgeted amount.

Recommendation:

Accept as final the construction contract with Bates Roofing LLC in the amount of \$83,613.66. The Port will release retainage once all applicable documentation is received.

Motion for Consideration:

Move to accept as final the Admin Roof Replacement construction contract with Bates Roofing LLC in the amount of \$83,613.66

PORT OF BREMERTON
AGENDA SUMMARY

Agenda Item No: Action Item #2

Subject: Final Acceptance 2017 Pavement Maintenance Project, FAA AIP Project
AIP 3-53-0007-31-2017

Exhibits: None

Prepared By: Tim Mensonides, Airport Manager

Meeting Date: December 12, 2017

Summary:

On July 11, 2017 the Port Commission awarded the 2017 Pavement Maintenance Project to C.R. Contracting, LLC. The project involved seal coating and striping the runway and portions of the taxiways which will extend the useful life of the pavement. A final acceptance inspection was completed on November 2, 2017. The contract amount was \$540,366.96. The total construction project cost, including sales tax is \$539,787.90. The \$579.06 savings represents an underrun on the estimated crack sealing for the project.

Fiscal Impact:

The project was completed within the budgeted amount.

Recommendation:

Accept as final the construction contract with C.R. Contracting, LLC the 2017 Pavement Maintenance Project, AIP 3-53-0007-31-2017 in the amount of \$539,787.90. The Port will release retainage once all applicable documentation is received.

Motion for Consideration:

Move to accept as final the construction contract with C.R. Contracting, LLC. in the amount of \$539,787.90.