

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

**A G E N D A**

December 10, 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 of November 26, 2024.
- B. Payment of checks #902569 and #86425 through #86468 and #E02397 through #E02410 and #902570 through #902573 and #902574 and #902575 through #902578 and #86469 through #86482 and #E02411 through #E02424 and #902580 through #902583 and #902584 through #902587 from the General Fund for \$219,041.76. VOID #86347.
- C. Seventh Amendment to Chief Executive Officer Employment Agreement.

**Information Items**

1. Airport Feasibility Survey Analysis – Mead & Hunt
2. Recognition for former Port Commissioner Larry Stokes

**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. Resolution 2024-09 revising the schedule to conduct regular public meetings.

**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>12/10</i>	<i>10:00 am</i>	<i>*Commission Regular Business Meeting – Hybrid</i>
<i>12/11-13</i>		<i>Washington Public Ports Association Annual Meeting - Bellevue</i>
<i>12/18</i>	<i>11:00 am</i>	<i>Kitsap Economic Development Alliance (KEDA) Board</i>
<i>12/19</i>	<i>11:00 am</i>	<i>Kitsap Regional Coordinating Council (KRCC) Executive Committee</i>
<i>12/24</i>	<i>6:00 pm</i>	<i>CANCELLED *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**

November 26, 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 - *Remote*

Staff Members

Jim Rothlin  
Arne Bakker  
Aaron Schielke  
Cole Barnes  
Ginger Waye  
Stephanie Frame  
Anne Montgomery, Atty

**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 ANDERSON to:**

Approve the Agenda as presented.

**MOTION CARRIES, 3-0**

**Consent Items**

- A. Minutes of the regular business meeting of November 12, 2024.
- B. Payment of checks #902541 through #902544 and #902545 through #902546 and #902547 through #902552 and #E02373 through #E02390 and #E02391 and #86410 through #86424 and #E02392 through #E02396 and #902553 through #902564 and #902565 through #902568 from the General Fund for \$274,458.44.

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

Approve the Consent Items as presented.

**MOTION CARRIES, 3-0**

## Information Items

1. Seabeck Community Center (SCC) Project Update – Pam Hurst-Chalupka and Rick Rickert

Ms. Hurst introduced members of the SCC team in attendance in person and via Zoom. Mr. Rickert thank the Port for their continued support and described the development phases of the Seabeck Community and Events Center (SCEC) project:

- Phase 1) Pickleball Courts
- Phase 2) Facility Electrical Upgrades
- Phase 3) Pavilion
- Phase 4) Children’s Playground

He detailed SCEC’s 2024 growth, listing events and uses of the facilities; status of phase 2; kickoff of phase 3, and SCEC’s fundraising efforts.

He provided SCEC revenues by year and again thanked the Port for their financial support stating the pickleball courts and picnic area would not have been possible without it. SCC’s current focus is now on the pavilion, children’s playground and landscaped lawn and gardens so are requesting \$75-125K that would go along with SCEC’s capital campaign. Ms. Hurst explained what the funds would provide.

There was Board discussion including that it is gratifying the investments the Port made have been fruitful and the center is generating activity and community support; however, \$60K is the extent of what is budgeted for all organizations such as SCC and that amount has already been fully allocated for 2025. It was suggested SCC reach out to Kitsap Public Facilities District (KPFDD) as it is more in line with their mission. Although not normally what the Port does, the Commission can discuss when Commissioner Strakeljahn returns from travel.

Former Bremerton Mayor Patty Lent recommended SCC invite a representative from KPFDD to their next meeting as KPFDD is better suited to supplement where the Port cannot.

## Citizen Comments - None

## Action Items

1. Final Budget for Calendar Year 2025  
*Presented by Aaron Schielke, Chief Financial Officer*

### 1.1 Budget Presentation

CFO Schielke provided a PowerPoint outlining the Port’s 2025 budget goals, process, and timeline. Noting there were no changes from the preliminary budget, he highlighted the budget summary and capital projects.

### 1.2 Public Hearing

President Anderson opened the public hearing at 6:46 p.m. No public comments were received, and the public hearing was closed at 6:47 p.m.

### 1.3 Action Items

- a. Resolution 2024-05 providing for a regular property tax levy and all allowable levies for calendar year 2025.

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

Approve Resolution 2024-05 providing for no tax increase in the general tax levy.

**MOTION CARRIES, 3-0**

- b. Resolution 2024-06 providing a limit factor for the regular levy for the 2025 calendar year to determine future years' levies and to enable the Port to bank excess levy capacity.

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

Approve Resolution 2024-06 providing a limit factor for the regular levy for the 2025 calendar year to determine future years' levies and to enable the Port to bank excess levy capacity.

**MOTION CARRIES, 3-0**

- c. Resolution 2024-07 adopting the final budget for calendar year 2025.

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

Approve Resolution 2024-07 approving and adopting the Final 2025 Budget.

**MOTION CARRIES, 3-0**

- d. Resolution 2024-08 filing the final budget and submitting request for tax levies for calendar year 2025 with the Clerk of the Board of County Commissioners.

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

Approve Resolution 2024-08 filing the final 2025 budget documents and submitting request for tax levies in the amounts indicated with the Clerk of the Board of County Commissioners.

**MOTION CARRIES, 3-0**

### Staff Reports

*Jim Rothlin, Chief Executive Officer*

- Reminded the Board that the possibility of changing the fourth Tuesday regular meeting time from 6:00 p.m. to 10:00 a.m. was discussed at their recent Retreat. There was discussion with the Board on the implications of that change and it was determined it was worth trying. A resolution will be brought before the Board at the next meeting to address that change.
- Read a thank you card from Port Orchard Farmers Market stating appreciation to the Port for their effort in helping make their market throughout the summer so successful.

- Reported on a Bremerton marina waterline break under the boardwalk that was a complicated repair but has been completed thanks to the hard work of crew members Brian Robinson, Chris Johnson, and Max Watne.
- Provided an airport feasibility study update noting that consultant Mead & Hunt will be providing an analysis of the survey results at the next meeting.
- Detailed the upcoming Holiday on the Bay event in Port Orchard which is being hosted for the first time by the Port Orchard Bay Street Association (POBSA).
- Announced the Port food drive ends this week and commended Erica Filler for her leadership on the drive.

### **Commission Reports / New Business**

#### *Commissioner Strakeljahn*

- Reported on the recent Gorst transportation advisory meeting with follow-on discussion with fellow commissioners.

#### *Commissioner Bozeman*

- Opened full discussion on the alternating Board committee assignments that were approved in the bylaws at the beginning of the year.

#### *Commissioner Anderson*

- Attended Kitsap County Board of Commissioners meeting during which the Clean Kitsap team was recognized for their work in helping keep Kitsap County litter-free.

There was dialog among Board members, with input from Attorney Anne Montgomery, on the recent public hearing before the City's Hearing Examiner for the Port Orchard Community Events Center. Discussion centered around concern over the impact it will have on parking.

### **Executive Session - None**

### **Adjournment**

There being no further business before the Board, the meeting was adjourned at 7:26 p.m.

Submitted,

Approved,

Jim Rothlin  
Chief Executive Officer  
December 5, 2024

Axel Strakeljahn  
Commission Secretary  
December 10, 2025

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

Agenda Item No: Action Item #1  
Subject: Resolution 2024-09 revising the schedule to conduct public meetings  
Exhibits: Resolution 2024-09  
Prepared By: Jim Rothlin, Chief Executive Officer  
Meeting Date: December 10, 2024

Summary:

Per Resolution 2018-02, Commission regular public meetings are held the second and fourth Tuesday of every month, with the second Tuesday starting at 10:00 a.m. and the fourth Tuesday at 6:00 p.m. Comparing the 10:00 a.m. and 6:00 p.m. start times, it is noted that:

- There is no significant difference in public attendance between 10:00 a.m. and 6:00 p.m. meetings.
- The ability to request speaker attendance for general presentations or expert opinion is much more feasible at our daytime meetings.
- There are some financial savings when staff attend meetings during normal work hours rather than after hours.

At the regular commission meeting on November 26, 2024, the Commission discussed the specifics of changing the fourth Tuesday meeting to 10:00 a.m. and agreed it was practical to move the time. Resolution 2024-09 has been prepared to accommodate the revision of time for the fourth Tuesday meeting from 6:00 p.m. to 10:00 a.m.

Fiscal Impact:

Savings in avoiding overtime pay.

Recommendation:

Staff recommends approval of Resolution 2024-09

Motion for Consideration:

**Move to approve Resolution 2024-09 revising the schedule to conduct regular public meetings each month to reflect 10:00 a.m. as the start time for both second and fourth Tuesdays.**

**PORT OF BREMERTON**  
**KITSAP COUNTY, WASHINGTON**  
**RESOLUTION NO. 2024-09**  
**DATED: December 10, 2024**

**A RESOLUTION** of the Board of Commissioners, Port of Bremerton, rescinding Resolution 2018-02 and revising the schedule to conduct regular public meetings each month.

**WHEREAS**, in accordance with RCW 42.30.070, a schedule for dates and times of regular Port of Bremerton Commission meetings shall be adopted, and

**WHEREAS**, it is the desire of the Port Commission to establish the time and place of their regular scheduled meetings so as to provide the best possible service to the residents of the Port District.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners, Port of Bremerton that Resolution 2018-02 and all other resolutions dealing with this matter be rescinded and the Port Commission regular meetings be held at the Port Administrative office at Bremerton National Airport, 8850 SW State Highway 3, Bremerton, Washington in accordance with the following schedule:

<u>Day</u>	<u>Time</u>	<u>Meeting</u>
Second Tuesday	10:00 a.m.	Regular Business Meeting
Fourth Tuesday	10:00 a.m.	Regular Business Meeting

**ADOPTED** by the Board of Commissioners of the Port of Bremerton at the regular public meeting thereof held this 10<sup>th</sup> day of December, 2024, 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

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

ATTEST:

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Commission Secretary