

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

**A G E N D A**

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

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 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.

**Information Items**

1. Fathoms O' Fun Royalty Court

**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 2024-03 authorizing a Washington State Recreation and Conservation Office (RCO) Grant Application for Port Orchard Waterfront Park ADA Renovations Project.
2. Bid Authorization for Fire Station Building Roof and Exterior 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>Date</u>	<u>Time</u>	<u>Meeting</u>
04/23	6:00 pm	*Commission Regular Business Meeting – Hybrid
04/25	10:00 am	Puget Sound Regional Council (PSRC) Executive Board
04/29	6:30 pm	Kitsap All-Ports
05/01	1:00 pm	Central Puget Sound Economic Development District (CPSEDD) Executive Committee
05/07	12:30 pm	Kitsap Regional Coordinating Council (KRCC) Executive Board
05/14	10:00 am	*Commission Regular Business Meeting - Hybrid

*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 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

Staff Members

Jim Rothlin (remote)    James Goodman  
Arne Bakker             Ginger Waye  
Jeremiah Wiley         Stephanie Frame  
James Weaver            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 STRAKELJAHN to:**

Approve the Agenda as presented.

**MOTION CARRIES, 3-0**

**Consent Items**

- A. Minutes of the regular business meeting of March 12, 2024.
- B. Payment of checks #902202 through #902203 and #902204 through #902205 and #E01936 and #85727 through #85743 and #E01937 through #E01947 and #902206 through #902209 and #902210 through #902215 and #902216 and #902217 and #902218 through #902227 and #E01948 and #85744 through #85766 and #E01949 through #E01951 from the General Fund for \$353,167.60.

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

Approve the Consent Items as presented.

**MOTION CARRIES, 3-0**

## **Citizen Comments - None**

### **Action Items**

1. Bid Authorization for OVIP Building 7 (5625 Imperial Way) Roof Overlay  
*Presented by James Goodman, Director of Facilities & Property Development*

Following presentation and after questions were addressed:

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

Authorize Port staff to proceed with the bid call for the OVIP Building 7 Roof Overlay Project in accordance with approved contracting guidelines.

**MOTION CARRIES, 3-0**

2. Recreational Lands and Facilities Plan Update  
*Presented by James Weaver, Director of Marine Facilities*

Following presentation, after questions were addressed, and the Commission provided comments regarding recreational opportunities to explore;

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

Approve and adopt the Port of Bremerton Recreational Lands and Facilities Plan 2024 Update.

**MOTION CARRIES, 3-0**

CFO Jeremiah Wiley addressed a commission question by providing an update on the annual billing for the common area maintenance agreement with Sound West Oz Fund for Marina Square parking for Bremerton Marina tenants. Mr. Weaver reported on the success of the tenant parking.

### **Staff Reports**

*Jim Rothlin, Chief Executive Officer*

- Reiterated CFO Wiley's report on the Marina Square common area maintenance agreement.

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

*Commissioner Strakeljahn*

- Reported on the recently attended Kitsap Regional Coordinating Council meeting.
- Will be attending the upcoming Puget Sound Regional Council (PSRC) executive board meeting during which the new Assistant Secretary for Washington State Ferries will introduce himself.

*Commissioner Anderson*

- Along with other Commissioners and staff, will be attending the Kitsap Economic Development Alliance (KEDA) annual meeting luncheon tomorrow and reported on the KEDA board meeting attended earlier today.

**Executive Session** - None

**Adjournment**

There being no further business before the Board, the meeting was adjourned at 6:45 p.m.

Submitted,

Approved,

Jim Rothlin  
Chief Executive Officer  
April 4, 2024

Axel Strakeljahn  
Commission Secretary  
April 9, 2024

# PORT OF BREMERTON

## AGENDA SUMMARY

Agenda Item No: Action Item #1  
Subject: Washington State RCO 2024 Park Grant Application  
Exhibits: Resolution 2024-03 - Applicant Authorization Form  
Prepared By: James Weaver, Director of Marine Facilities  
Meeting Date: April 23, 2024

### Summary:

Port staff is preparing a Park Maintenance grant administered by the Washington State Recreation and Conservation Office (RCO). The grant process requires that an agency's governing body formally authorizes the application for the grant and indicate the authorized representative(s)/agent(s) for the grant. The language and content of the required authorization is prescribed by RCO and is included in Resolution 2024-03.

The park grant application is for the Washington Wildlife and Recreation Program, Local Parks category. Staff has identified the Port of Bremerton's Waterfront Park in Port Orchard for an eligible and competitive project application. The grant request is for approximately \$200,000.00 for park renovations in 2025 with a focus on improvements to the playground and ADA accessibility of the park.

### Fiscal Impact:

The Washington Wildlife and Recreation Program Local Parks grant requires a 50% match. The fiscal impact will be up to \$100,000 from the agency in a commitment of matching funds from the 2024 Capital Budget to be awarded in June of 2025. The Port plans to expend funds in 2025 and early 2026.

### Strategic Purpose:

This action conforms with the Port's strategic plan in Goal #2: Operate all Port facilities efficiently and cost-effectively with a high degree of customer service, and Strategy 2.b. Pursue cost efficiencies throughout the Port.

### Recommendation:

Approve Resolution 2024-03 authorizing the application and for Jim Rothlin, Chief Executive Officer, to act as the authorized representative/agent on behalf of our organization.

### Motion for Consideration:

**Move to approve Resolution 2024-03 authorizing Jim Rothlin, Chief Executive Officer, 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.**

**PORT OF BREMERTON**  
**KITSAP COUNTY, WASHINGTON**  
**RESOLUTION NO. 2024-03**  
**DATED: April 23, 2024**

**A RESOLUTION** of the Board of Commissioners, Port of Bremerton, authorizing the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the below Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

**WHEREAS**, WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project #03-24-30021 Port Orchard Waterfront Park ADA Renovations;

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

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above “Project.”
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

<b><u>Grant Document</u></b>	<b><u>Name of Signatory or Title of Person Authorized to Sign</u></b>
Grant application (submission thereof)	James Weaver
Project contact (day-to-day administering of the grant and communicating with the RCO)	James Weaver
RCO Grant Agreement (Agreement)	Jim Rothlin
Agreement amendments	Jim Rothlin
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	Jim Rothlin

The above persons are considered an “authorized representative(s)/agent(s)” for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.

4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.

5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.

6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.

7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative (s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.

8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.

9. If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.

10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also



determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.

11. Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office inwriting and per the Agreement or an amendment thereto.

12. Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.

13. This resolution/authorization is deemed to be part of the formal grant application to the Office.

14. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

**ADOPTED** by the Board of Commissioners of the Port of Bremerton at the regular public meeting thereof held this 23<sup>rd</sup> day of April 2024, 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:

\_\_\_\_\_  
Commission Secretary

On File at: Port of Bremerton (8850 SW State Hwy 3, Bremerton, WA 98312)  
Location: Bremerton National Airport Administration Office

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

Agenda Item No: Action Item 2  
Subject: Bid Authorization for Fire Station Roof and Exterior (BACE Building)  
Exhibits: None  
Prepared By: James Goodman, Director of Facilities and Property Development  
Meeting Date: April 23, 2024

**Summary:**

The exterior of the Fire Station Building has severe weatherization issues. The Fire Station was built in 1974 and has well exceeded the expected lifespan of a commercial roof. The tar-down roof, fascia, soffits, and much of the exterior wall panels have leaks that have caused rotting and moisture damage around the building.

The 2024 Fire Station project plan is to install a new TPO-style roof, fascia, and exterior wall panels. In addition, the contractors will install new solar panel mounts in preparation for solar panels. The panels and mounts will be donated and permitted in partnership with a local solar dealer, Sunergy Systems. The contributions are not only for moving the Port to become more energy efficient but also for supporting the BACE program and their electric glider. This project was planned for and is included in the 2024 Port Capital Budget.

**Fiscal Impact:**

2024 Capital Budget: \$60,000

**Strategic Purpose:**

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

**Recommendation:**

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

**Motion for Consideration:**

**Move to authorize Port staff to proceed with the bid call for the Fire Station Roof and Exterior Project in accordance with approved contracting guidelines.**