

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

**MINUTES**

March 14, 2023  
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

Axel Strakeljahn  
Gary Anderson  
Cary Bozeman

Staff Members

Jim Rothlin  
Arne Bakker  
Jeremiah Wiley  
James Weaver  
James Goodman  
Monroe Whitman IV  
Ginger Waye  
Stephanie Frame  
Anne Montgomery, Atty

**Call to Order**

President Strakeljahn 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 ANDERSON 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, 2023.
- B. Payment of checks #901751 and #E01378 and #84712 through #84741 and #E01379 through #E01391 from the General Fund for \$189,983.10.

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

Approve the Consent Items as presented.

**MOTION CARRIES, 3-0**

## Information Items

1. Recognition of Marina Operations Manager Kathy Garcia for her Boating Industry Magazine “2022 Women Making Waves” Award

CEO Jim Rothlin presented Ms. Garcia with a plaque recognizing her for selection as a recipient of a “2022 Women Making Waves” award from Boating Industry Magazine. She was one of only thirty selected nationwide for this honor. He spoke about Ms. Garcia’s outstanding abilities including her top-notch individual interactions with the public and her ability to tackle tough situations.

Ms. Garcia expressed her appreciation to everybody that has been part of her journey including the Port team and her family, noting that she was surprised and honored to receive this national award and feels blessed to work for the Port.

The Board noted that Ms. Garcia elevates the Port’s stature and contributes to its success by being so dedicated to the well-being of the organization; the Port is fortunate to have her as part of its team.

2. Financial Review and Capital Projects Update

CEO Rothlin provided a brief introduction thanking CFO Jeremiah Wiley and his team for their leadership in creating new financial worksheets that provide an effective way for managers to track their projects. He discussed the overall transitioning from the pandemic season to the present and stated that new hires over the last year have benefitted the Port in how we carry out our mission and how the culture of the organization has shown positive improvement. He also noted that Marina Square recently dedicated its public plaza to Commissioner Bozeman.

CEO Rothlin introduced Marketing and Communications Coordinator, Erica Filler, who is new to the organization and has fresh and effective ideas. Ms. Filler provided an overview of the 2022 marketing efforts and discussed the social media and email marketing growth. The Board stated they were pleased with the work being done and that it was great to have Ms. Filler on board. She responded to questions and comments from the Board.

CFO Wiley presented the financial review stating the theme for 2022 was dealing with steady high inflation and supply chain disruptions. Detail was provided on the following:

- Operating Revenues – overall 108.11% over budgeted amount
- Operating Expenses – overall 107.74% over budgeted amount
- Non-Operating Revenues (expenses)
- Balance Sheet review
- Schedule of Reserves
- Each facility manager provided a review of their facility’s capital projects.

The meeting was recessed at 11:35 a.m. for a short break and reconvened at 11:42 a.m.

CFO Wiley provided total budget vs actual for 2022 completed capital projects.

COO Arne Bakker provided a recap of the Multi-Purpose Facility project including timeline, headwinds, and change orders. Mr. Bakker responded to questions and comments from the Board.

**Citizen Comments - None**

**Action Items**

1. Final Acceptance of Gateway Signage Project #02-17-0263 with Henderson Partners, LLC  
*Presented by Arne Bakker, Chief Operations Officer*

Following presentation and discussion;

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

Move to accept as final the Gateway Signage Project #02-17-0263 construction contract with Henderson Partners, LLC, in the amount of \$309,897.76 and to release retainage once all applicable documentation is received.

**MOTION CARRIES, 3-0**

**Staff Reports**

*Jim Rothlin, Chief Executive Officer*

- Announced that Amelia's Hangar Restaurant, which is occupying the south end of the multipurpose facility, is now officially opened.
- Will be traveling to Washington DC next week with Pacific Northwest Waterways Association (PNWA) and Desimone Group to meet with legislators and the Maritime Administration in an effort to secure federal funding for the Port Orchard Marina breakwater replacement.

**Commission Reports / New Business**

*Commissioner Strakeljahn*

- Congratulated Commissioner Bozeman on having the public plaza at Marina Square dedicated to him.

**Executive Session - None**

**Adjournment**

There being no further business before the Board, the meeting was adjourned at 12:15 p.m.

Submitted,



**Jim Rothlin**  
Chief Executive Officer  
March 28, 2023

Approved,



**Cary Bozeman**  
Commission Secretary  
March 28, 2023