

PORT OF BREMERTON
BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING

MINUTES

October 15, 2025
(adjourned from October 8, 2024)
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

Gary Anderson
Cary Bozeman
Axel Strakeljahn - Remote

Staff Members

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

Call to Order

President Anderson 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 STRAKELJAHN to:

Approve the Agenda as presented.

MOTION CARRIES, 3-0

Consent Items

- A. Minutes of the regular business meeting of September 24, 2024.
- B. Payment of checks #902471 through #902472 and #E02276 and #902473 and #902474 and #86165 through #86207 and #E02277 through #E02284 and #902475 and #902476 through #902479 and #902480 through #902483 and #902484 and #902485 through #902486 and #902487 and #86208 through #86221 and #E02285 through #E02295 and #902491 from the General Fund for \$426,745.39. Void Checks #84529 and #85004 and #85019.

It was moved by BOZEMAN, seconded by STRAKELJAHN to:

Approve the Consent Items as presented.

MOTION CARRIES, 3-0

Information Items

1. Stormwater Environmental Update – Phil Struck, Struck Environmental

Mr. Struck offered a brief bio stating he has been practicing stormwater and environmental consulting for 30+ years and, to give context on his background, listed some of his recent projects.

He provided a PowerPoint presentation detailing the following:

- Status of the Port's National Pollutant Discharge Elimination System (NPDES) Permit Compliance detailing how the Port is currently meeting the permit requirements; however, additional investments were discussed that are recommended to maintain compliance especially with new upcoming permit requirements.
- Overview of the Port's expansive stormwater system.
- Stormwater Pollution Prevention Plan (SWPPP), which needs to be updated at least every 5 years or as needed.
- Draft 2025-2029 Permit has been released and is out for comment; it will be finalized by the end of the year and goes into effect January 1, 2025. Major changes to the permit were discussed along with the potential impacts to the Port.
- Next steps and schedule

Mr. Struck responded to questions and comments throughout the presentation.

Work Study Session

1. 2025 Budget Workshop

CEO Jim Rothlin described the overall budget process stating tonight's workshop would cover details of the capital budget, overview of the operating budget, and community activities.

CFO Aaron Schielke led a PowerPoint presentation providing detail on:

- Mission & Vision
- Port job generation
- Port indirect economic impact
- 2025 budget goals

COO Arne Bakker reviewed the top Port priorities that came out of the retreat held in June 2024 and provided the 2025 capital projects including roll-overs from prior years and new projects. Director of Marine Facilities, James Weaver, discussed in detail the necessary marina dock repair/replacements that are needed along with the Port Orchard Marina breakwater replacement. COO Bakker closed with a capital budget summary which listed a total 2025 internal funding need for capital projects of \$2,039,790.

CFO Schielke continued his presentation detailing:

- Operating and tax revenue comparisons from 2021-2025
- Operating expenses comparisons from 2021-2025
- 2025 budget operating and non-operating revenues and expenses
- Levy analysis on property tax comparison between 0% and 1%

Questions and comments were addressed throughout the presentation.

CEO Rothlin introduced the 2025 community activities budget stating it is 100% Commission-driven. CFO Schielke presented a spreadsheet listing the previous four years' allocations to community agencies and groups stating that a total of \$55,000 has been allocated to the 2025 budget. The Commissioners were also provided with the 2025 request letters. Following review of the spreadsheet and the 2025 requests, the Commissioners made the following revisions to the allocation list:

- Visit Kitsap decreased to \$2,000
- Western Washington Center of the Arts (WWCA) – one-time at \$5,000
- Bremerton Pilots Association increased to \$10,000
- Recreational Boater Association of Washington (RBAW) added at \$1,000
- Legislative Luncheon – removed

Citizen Comments

Doug Haughton, President, Bremerton Pilots Association (BPA)

- Appreciates the consideration to increase the sponsorship for BPA's scholarship fund to \$10,000; however, he discussed the reasoning for BPA's 2025 request for the equivalent of three scholarships at \$16,500 and requested the board reconsider its allocation.

Action Items

1. Second Amendment to Lease Agreement with American Towers, LLC
Presented by Arne Bakker, Chief Operations Officer

Following the presentation and after questions and comments were addressed:

It was moved by BOZEMAN, seconded by STRAKELJAHN to:

Approve the Second Amendment to Lease Agreement with American Towers, LLC, as presented and authorize the CEO to execute the Amendment.

MOTION CARRIES, 3-0

2. Final Acceptance of OVIP 7 (Quinault Building) Roof Overlay Project 04-24-40014-C with Signature Roof Service, LLC
Presented by James Goodman, Director of Facilities & Property Development

Following the presentation and after questions were addressed:

It was moved by BOZEMAN, seconded by STRAKELJAHN to:

Accept as final the roofing overlay system and heater replacement project 04-24-40014-C at 5626 Imperial Way (OVIP 7) with Signature Roof Service, LLC, in the amount of \$233,743.

MOTION CARRIES, 3-0

Staff Reports

Jim Rothlin, Chief Executive Officer reported on:

- Recognized the following employees on their work anniversaries with the Port:
 - Brian Robinson, Port Maintenance III, 35 years. CEO Rothlin noted that Mr. Robinson was originally hired as temporary summer maintenance at \$4.50/hr.
 - Ellen Ataie, Contract Administrator, 2 years
 - Tami Brackenbury, Marina Administrative Specialist, 2 years
 - Marco Baladad, Port Maintenance I – Airport, 2 years
- Airport Feasibility Study update
- Working with Puget Sound Energy, Willdan Energy Solutions, and the Washington Department of Enterprise Services on a strategic energy efficiency plan.
- US Navy performing underwater exercises in the vicinity of Bremerton Marina in October.
- WA Department of Fish & Wildlife conducting European green crab testing around Bremerton Marina.
- Port's fall food drive which is currently underway until the end of November.

Commission Reports / New Business

Commissioner Anderson

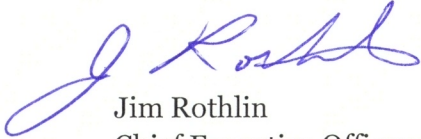
- Attended the Northwest Marina & Boatyard Conference hosted by Northwest Marine Trade Association (NMTA) and Washington Public Ports Association (WPPA). Director of Marine Facilities, James Weaver, provided details on the conference.

Executive Session - None

Adjournment

There being no further business before the Board, the meeting was adjourned at 12:06 p.m.

Submitted,



Jim Rothlin
Chief Executive Officer
November 7, 2024

Approved,



Cary Bozeman
Commission Vice-President
November 12, 2024