



**Port of Kingston  
Board of Commissioners  
Regular Port Commission Meeting  
January 22, 2014**

Location: Port Office 25864 Washington BLVD Kingston WA  
Time: 7:00 PM

**Commissioners present**

Commissioner, Pete DeBoer  
Commissioner, Walt Elliott  
Commissioner, Bruce MacIntyre

**Commissioners excused**

**Staff present**

Port Manager, David Malone  
Recording Secretary, Christine Connors

**Counsel present**

Legal, John Mitchell  
Accountant, Dennis Treger

**Public present**

Karl Stueve, Nancy Langwith, Jerry Kirschner, Steve Young and Ron Karzmar.

**Chairman, Pete DeBoer, calls the meeting to order**

Meeting is called to order at 7:00PM

**Public Comment**

None

**Approval of agenda**

The Board made a motion to add John Powers rom KEDA, to the agenda and to approve the agenda.

***Motion passed 2-0***

**Office of Oath – Bruce MacIntyre**

Legal counsel swore Bruce MacIntyre into office.

**Ball & Treger Financial Report – November 2013**

Port Accountant presented the end of month financials of November 2013 to the Board.

A copy of the report is available in the Port office

**KEDA presentation**

John Powers presented the quarterly report to the Board.

**Consent Agenda**

- A) Meeting minutes of, regular Port Meeting 12/18/2013
- B) Meeting minutes of, special Port Meeting 01/17/2014
- C) Warrants #29065-29108, in the amount of \$53,867.61
- D) Warrant #29109, in the amount of \$200.00
- E) Warrants #29110-29147, in the amount of \$35,132.25
- F) Warrants #29148-29164, in the amount of \$41,874.14
- G) Electronic warrants totaling \$14,398.29

Commissioner, Walt Elliott made a motion to approve the consent agenda. Commissioner, Bruce MacIntyre seconded the motion.

**Motion passed 3-0**

**Public Comment**

None

**Action Items**

- A) Resolution 01-01-2014 Void Warrant 28307 in the amount of \$178.00 to Bissonnette
- B) Resolution 01-02-2014 Void Warrant 28694 in the amount of \$350.00 to Kitsap County
- C) Resolution 01-03-2014 Void Warrant 28836 in the amount of \$116.88 to Farrar

Commissioner, Bruce MacIntyre made a motion to accept the Action Items. Commissioner, Walt Elliott seconded the motion.

**Motion passed 3-0**

**Public Comment**

No Comment

## Port Manager Report

### Ferry:

**Kingston Express:** The CEO of NORTA (New Orleans Regional Transit Authority) has informed staff that the State of Louisiana is waiting for the FTA (Federal Transit Administration) to approve the transfer of the Express from the Port to the State of Louisiana. NORTA does not have an estimate of when this will occur but a Washington DOT representative has informed staff that they are working with their counter part overseeing the Louisiana area to expedite the process. NORTA is very interested and excited to proceed, at this point staff believes the transfer will occur. There are a few housekeeping items that the Port will need to accomplish prior to transfer such as inspection and recertification of the life rafts.

### Port:

**CVA Pump out extension:** The shoreline appeal potential ends on January 27<sup>th</sup>, pending the outcome we should receive the final go-ahead from Kitsap County. The project grant deadline has been extended by the Department of Health till March 15, 2014 due to Christine Connors efforts. The installation contractor is planning on starting the installation in the beginning of February contingent on the Port receiving the final permit. Staff has been reviewing the valve system with interested Port users.

**Dredge Project:** Discussion continues with Anchor QEA and the Army Corp of Engineers about dredge material being placed in Port Gamble Bay. Port would need to modify various applications in order to proceed with this option but those costs should be minimal. Staff will also need to resolve questions regarding liability and costs to place material in this alternative area. Eelgrass mitigation issues have not been resolved.

**Covered Moorage:** Staff will be meeting with Kitsap County this week to discuss options and permitting process for the covered moorage repair.

**Fuel Spill Update:** Department of Health visited and inspected the vessel responsible for the diesel spill, stated that Port staff had done everything by the book and that they were very satisfied with Port response. Fuel in leaking tank has been evacuated and vessel will be dry-docked for repair. Vessel owner commended staff for "having our back". Vessel owner has been invoiced for Port expenses incurred in responding to this fuel spill.

**Water Line Break:** Kitsap utility district repaired broken connection in water supply line running through Mike Wallace Park. Connection broke due to age; local area water was shut off by KUD off for several hours. Staff refilled hole created by break, flushed lines and cleaned faucet screens.

**Labor & Industries Inspection:** L&I performed a safety inspection and requested several changes; those changes have been either completed or are waiting for supplies to arrive in order to be completed. A staff member has been appointed safety person to replace prior safety person and is training staff accordingly. L&I recommended changes to staff Accident Prevention Plan have also been implemented.

**Seattle Boat Show:** Port will distribute a "\$10.00 off next visit" coupon for POK marina along with a Port logo'd key chain carabineer to visitors of the POK booth. Commissioner Elliott has produced a number of large maps showing the downtown Kingston area as well as the various businesses and services available in the downtown Kingston area. These will be given away in an effort to drive Port visitors up to the surrounding area. Local businesses have also donated items to be given away to winner of drawing. Staff and Commissioners have self-scheduled for the event. Due to competition from the Super Bowl, the Seattle Boat Show's last day will be Saturday, February 1<sup>st</sup> instead of Sunday the 2<sup>nd</sup>.

**Coupon Book:** Chamber has forwarded coupon book to printer, Chamber anticipates that the book will be ready at the start of Seattle Boat Show. These coupon books will be distributed to booth visitors expressing interest in visiting the Port.

**Community Outreach:** Port Manager has attended a number of community meetings as well as self-introduced to a number of open downtown businesses and homeowners in the surrounding area. PM will continue this effort to reach out and participate when possible. GKEDC has requested that the PM participate on the Steering Committee.

### **Public Comment**

**Nancy Langwith** commented that the Port Manager has been to all of the community meetings. She asked if an artist supplied the map of Kingston.

*Commissioner, Walt Elliott let her know that there was only enough time to do the front but the Chamber has one of the town.*

**Ron Karzmar** wanted to know what the volume of the dredge is going to be.

*Christine let him know that the Port is permitted for 17,000 CY.*

### **Moorage Waitlist**

The Port Manager presented the annual fee of \$25.00 to be on the waitlist to the Board.

Commissioner, Walt Elliott made a motion to approve the annual fee. Commissioner, Bruce MacIntyre seconded the motion.

**Motion passed 3-0**

### **Holiday Lights Budget**

Staff made a request to the Board to increase the Holiday Light budget. This is due to lights going out and vandalism.

*Commissioner, Walt Elliott made a motion to increase the Holiday Light budget by \$3,000.00. Commissioner, Bruce MacIntyre seconded the motion.*

**Motion passed 3-0**

### **Old Business**

No old business discussed

### **Commissioners Report**

Commissioner, Walt Elliott updated the Board on the Kingston Downtown street study.

Commissioner, Pete DeBoer announced the KEDA decision makers breakfast.

**Next Meeting**

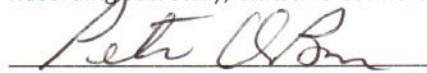
February 25<sup>th</sup> at 7:00 PM

**Adjournment:** 8:30PM


Meeting attested by:



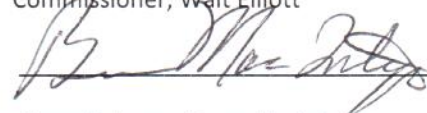
Recording secretary, Christine Conners



Commissioner, Pete DeBoer



Commissioner, Walt Elliott



Commissioner, Bruce MacIntyre