



**Port of Kingston
Board of Commissioners
Regular Port Commission Meeting**

October 23, 2013

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

Commissioners present

Commissioner, Walt Elliott
Commissioner, Pete DeBoer

Commissioners excused

Commissioner, Marc Bissonnette

Staff present

Executive Director, Steve Hyman
Harbormaster, Kevin Van Vliet
Recording secretary, Christine Connors

Counsel present

Legal, John Mitchell
Accountant, Dennis Treger

Public present

Karl Stueve, Bobbie Moore, Sean Osborn, Nels Sultan, Nancy Langwith, Jerry Kirschner, Bruce McIntyre, George Morgan, and Ron Karzmar.

Chairman, Walt Elliott, calls the meeting to order

Meeting is called to order at 7:00PM

Public Comment

Nels Sultan was concerned about the Port of Kingston budget. He let the board know that he could not be present at the October 29th meeting. He felt that 20% of the property taxes goes into the Commissioners budget when that budget should be zero.

Commissioner, Walt Elliott asked Nels that if he has questions on cash cost centers to submit it writing to the Accountant.

Bruce McIntyre requested that the executive session be placed last so that the public does not have to wait for the rest of the meeting to resume. He felt that having the executive session in the middle of the agenda that it has unintended impact to decrease people not coming back after the break.

Commissioner, Walt Elliott explained the process of having to come out of executive sessions to make decisions.

Approval of agenda

Commissioner, Pete DeBoer made a motion to move item #12 to go before item #13 and item #10 to go after item #6.

Commissioner, Pete DeBoer amended his previous motion to state: Move item #9 after item #12 and item #10 after item #6. Commissioner, Walt Elliott seconded the motion.

Motion passed 2-0

Ball & Treger financial update: September 2013

A copy of the budget is available in the Port office.

Dennis Treger presented the September 2013 financials to the Board.

Executive Director Report: Steve Hyman

1. The brokerage agreement remains on hold due to another FTA grantee interested in a transfer of asset to their agency. They have received the report on the condition of the vessel. They are still working toward their transition although things were slow due to the government shutdown. They are still very interested and will keep us updated as they move forward.
 - Steve Hyman let the Board know that he is renewing his Captain license.
 - There was discussion of having a second Captain on the vessel.

- Commissioner, Pete DeBoer wanted to know if the insurance would cover the potential buyer riding. Christine will check with Enduris.

Commissioner, Walt Elliott made a motion to authorize Commissioner, Pete DeBoer as back-up Captain at the current Captain's pay. Commissioner, Pete DeBoer seconded the motion.

Motion passed 2-0

2. CVA pump out extension: Installation specifications changed since we received the first quotes via the small works roster. The Health Department required us to keep the stand pipes away from potable water facets. Specifications have changed, so still need updated quote from one of our small works roster contractors. It could result in a cost overrun. The county's notice of Application was delayed until today. Public hearing is tentatively scheduled for November 14, 2013. The equipment has been ordered from EMP Industries \$15k (50%) has been sent. The project deadline is January 31, 2014.
 - There was discussion to the layout of the extension and if there would be any potential trip hazards with hose.
3. Dredge Project: Received the Hydraulic Project Approval (HPA) from DFW. We still need a 401 Water Quality Permit from the WA Department of Ecology (ECY) which the army Corp of Engineers needs for the Section 404 permit. The USACE is back to work, but not returning my phone calls or emails as of yet. Our project engineer from Coast & harbor Engineering had suggested that we go out to bid now with a contingency to not sign the contract until all permits are received. I am considering doing that so we can get estimates and begin work before the end of the year.
 - The Board agreed to continue with the process of going out to bid.
4. RFQ 07-02-2013: CG Engineering has begun their assessment of the covered moorage with C Dock. They are doing the inspections on Tuesdays and Fridays this month, 50% complete. We are coordinating with the boat owners to move their boats for them to inspect the structures. Minor damage was done to a tenants' dinghy last Friday afternoon.
 - There was discussion with the Board and the Accountant on when the preliminary assessment would be needed for the 2014 budget.

Steve Hyman let the Board know the he has met with Colleen from the Kingston Chamber of Commerce in regards to the coupon book discussed at previous meetings. There is someone in town that can design it and a proposal will be given to the Port.

Public Comment

None

Harbormaster Report: Kevin VanVliet

- 1) Staff has been busy working with the covered moorage assessors. Every vessel under covered moorage is being towed by Port staff or moved temporarily by the owners.
- 2) The two property acquisitions are being maintained by Port staff and awaiting future plans.
 - A new foundation has been poured for an electrical box.
- 3) Security cameras are being installed. Cable has been run through all conduits and awaiting final hook-up. We are waiting on some additional brackets to be constructed for a few locations. Final computer integration to the system will be done by Pro-Action once the last hardware components are in place.
 - Kevin let the Board know that it will be done by the end of next week.
- 4) On Monday, there was a water main break creating water to shoot through the seawall rocks and onto the beach. The fire department and PUD was called. This affects water output to the one hydrant stanchion pipe at the head of the fuel dock which is not used by the fire department or staff. Determinations are in process for the future of this hydrant access. There was no movement to the seawall rocks. This was collaborated by a visual inspection that was done on Tuesday by Craig Powell from Sea-Level Builders.
 - There was discussion amongst the Board and staff about where the line was.
 - Steve Hyman informed them that a letter for deactivation needs to be sent to the fire department.
 - Kevin Van Vliet let the Board know that an exemption will need to be filed.
- 5) We have had a few reports lately of vessels that are running "hot" and may not be grounded properly. We've located the proper instrument(s) and will continue to research to help isolate some of the vessels that are discharging electricity into the marina. Those tenants will be notified shortly to remedy the situation.
 - Commissioner, Walt Elliott wanted to know how he knew a vessel was discharging electricity. Kevin explained that vessels are going through zincs and the process of using gauges to test the vessels.
 - Commissioner, Pete DeBoer wanted to know if Kevin was testing all of the vessels. Kevin let him know that a current gauge is being used.
- 6) Department of Ecology
 - An additional line leak test was done this year on out fuel lines. This and all other tests passed.
- 7) WPPA
 - The conference on Leavenworth, WA was informative. Among the various topic presented, public works and port management compliances fueled much of the discussions.

8) NMTA

- We will be attending the upcoming marina & boatyard conference in Port Townsend on November 7-8 to discuss current and future options at the Port.

9) The event tent has been taken down for the year. New zippers on the tent and new holes will need to be drilled in the foundation for next year.

10) Events

- Coordination for the upcoming light display has begun. A tree will be obtained from Henry's Tree Farm. Volunteers may be needed for the move.
- Kevin let the board know that he would be getting together with legal this week to work on the user agreement.

Public Comment

George Morgan wanted to know how the Port envisioned the security cameras being operated and if it was stored on hard disk, and reviewed daily. He is away for months at a time and that is a concern.

- Kevin van Vliet let him know that it is only reviewed when there is a theft and that the retention is one month. George Morgan did not feel that this would be long enough.
- Kevin is going to look to see if the retention can be extended.
- *The Board has asked to be briefed on the retention options.*

Coffee Box: Sean Osborn

- Sean discussed the original proposal to contribute a portion of his profit for the beatification effort. He felt that the Port staff was using it very well.
- Certificate of Occupancy will be ready on November 1.
- Sean removed and replaced the broken sidewalk that is Port property now.
- Sean remedied the creosote logs and disposed of them.
- He thanked the Board for allowing him to be a leaseholder.

Public Comment

None

Old Business

- 1) Christine went over the previous request to have the North Kitsap Tourism Consortium linked to the Port website.

Nancy Langwith commented that she was surprised that they would need to be incorporated or be a registered 501.c6 not for profit for the Port to consider this. She commented that Washington State Ferries had a link to the NKTC on their website.

Ron Karzmar wanted to know if the Board would entertain questions for the budget review during the preliminary budget meeting.

- Commissioner, Walt Elliott explained that it would be a public hearing in which, there would be no dialogue between the public and Board/staff. The preliminary budget would be presented, and then the public will allowed to comment.

Ron Karzmar wanted to know if the price for the sale of the Express has been established yet and if it is a depreciated asset.

- Dennis Treger let him know that the Port owes \$664,000.00 for the Express. If the asset is removed via the FTA then it will be removed from equity as well.

Executive Session: Personnel appeal, and Port Manager discussion

Commissioner, Walt Elliott called for an executive session at 7:48pm to last 30 minutes.

Executive Session extension

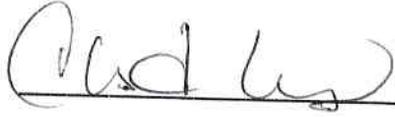
Commissioner, Walt Elliott informed the public that the executive session will be extended by 10 minutes and the meeting will resume at 8:30pm.

Meeting resumed

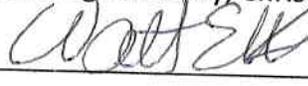
Commissioner, Walt Elliott called the meeting back to order at 8:30pm.

Adjournment: 8:30PM

Meeting attested by:



Recording secretary, Christine Conners



Commissioner, Walt Elliott



Commissioner, Pete DeBoer

Commissioner, Marc Bissonnette