

**Port of Kingston**  
Regular Public Port Meeting

Location: Port of Kingston Office  
Time: 1:00 PM

**Commissioners Present**

Commissioner, Walt Elliott  
Commissioner, Pete DeBoer

**Commissioners Excused**

Commissioner, Marc Bissonnette

**Staff Present**

Executive Director, Steve Hyman  
Business Manager, Scott Coulter  
Harbormaster, Kevin VanVliet  
Recording Secretary, Christine Connors

**Counsel Present**

**Public Present**

Ron Karzmar and Karl Stueve

**Opening:**

The regular Port meeting was called to order at 1:00 PM on November 04, 2013 at the Port of Kingston office by Chairperson Commissioner Elliott.

**Agenda**

*Commissioner, Pete DeBoer made a motion to accept the agenda as written. Commissioner, Walt Elliott seconded the motion.*

**Motion Approved 2-0**

### **Consent Agenda**

These matters are routine and will be enacted by one motion of the Commission with no separate discussion

- a) Meeting minutes of, regular Port Meeting 10/10/2013
- b) Meeting minutes of, regular Port Meeting 10/23/2013
- c) Meeting minutes of, special Port Meeting 10/29/2013

*Commissioner, Pete DeBoer made a motion to accept the consent agenda as written.  
Commissioner, Walt Elliott seconded the motion*

**Approved 2-0**

### **Resolution 11-01-2013 Procurement manual**

Steve Hyman explained the resolution to the Board. There will not be a quorum of the Board when the bid packets for the dredge are due to be opened. Resolution 11-01-2013 will allow the Executive Director to open the bid documents in the presence of the Business Manager and the recording secretary.

*Commissioner, Pete DeBoer made a motion to accept Resolution 11-02-2013. Commissioner, Walt Elliott seconded the motion.*

**Approved 2-0**

### **Covered Moorage Assessment**

Steve Hyman explained the options to the Board. 1) Repair 2) replace C&D dock as soon as possible and repair E dock.

- The Board discussed the issues that were found in the trusses of C&D dock and dry rot in some areas.
- There are new state requirements for replacing covered moorage with transparent roofing.
- Full report is due in 2 weeks

### **Public Comment**

**Ron Karzmar** wanted to know if the final report would be made public, if the estimate contractor is marine and if the final \$400,000.00 included roofing. Ron commented on the \$100,000.00 budget and wanted to know if the new numbers were in the 2014 budget.

- Commissioner, Pete DeBoer let him know that there was a competitive bid process in this specialty field.
- Commissioner, Walt Elliott let him know that the budget has not been covered yet, the final report and debrief will be necessary first.

### **Budget**

Scott Coulter went over the changes in the 2014 budget. He took items off of the capital improvement projects to show a second budget. This included; parking lot modifications, gates, reduced park development from \$25,000.00 - \$15,000.00, and the performing arts stage wind barrier.

- The Board discussed how this proposal would benefit paying for covered moorage.
- There was discussion of how the Marina Replacement Fund was originated and the use.
- Scott Coulter explained how the proposed moorage rates compared to other marinas in the area.
- After discussion about parking revenue, the Board agreed that the modifications could be offset with the income that it generates and to keep this item on the capital improvement project list.

*Commissioner, Pete DeBoer made a motion to modify the capital improvement projects as discussed with the exception of parking. Commissioner, Walt Elliott seconded the motion.*

**Motion passed 2-0**

### **Public Comment**

**Ron Karzmar** wanted clarification on why Port Orchard was used as a comparison rather the West Sound such as Edmonds. He was concerned that that rates and expenditures are increasing with properties, dredging and covered moorage. He does not think that the current accounting system was ample to determine these costs. Need to know what it really costs to run each individual dock and separate all of it out. Ron felt that the budget process was open and closed without comments. Money should be set aside to accounting reviewed.

- Commissioner, Walt Elliott directed Scott Coulter to research this topic at the next annual WPPA meeting.
- Ron Karzmar and the Board discussed various ways to split the P&L and depreciation schedules.

### **Executive Session**

The Board called an executive session to discuss an employee complaint n harassment at 2:02PM. Meeting to resume in 30 minutes

**Meeting Called to Order**

Commissioner, Walt Elliott called the meeting back to order at 2:30PM

Adjournment:

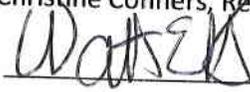
Meeting was adjourned at 2:30 PM

Meeting minutes submitted and attested by:

Approved By:



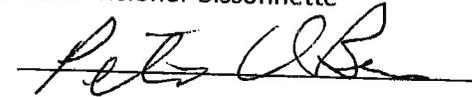
Christine Conners, Recording Secretary



Commissioner Elliott



Commissioner Bissonnette



Commissioner DeBoer