



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

3/23/2016 7:00 p.m.  
Kingston Cove Yacht Club: 25878 Washington Blvd., Kingston WA

Meeting called by: Port of Kingston Commissioners

Type of meeting: Regular Meeting

MEETING MINUTES

Commissioners Present

Commissioner, Walt Elliott  
Commissioner, Bruce MacIntyre  
Commissioner, Mary McClure

Commissioners Excused

Staff Present

Controller, Nancy Payne  
Supervisor, Ray Carpenter  
Recording Secretary, Juanita Gomez

Counsel Present

Dennis Treger, Hearthstone CPA  
Carolyn Lake, Goodstein Law Firm

In Attendance: 4

1. **CALL TO ORDER - 7:00 p.m.**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA**  
**Motion:** Approve agenda as written.  
**Moved by:** Commissioner, Bruce MacIntyre  
**Seconded by:** Commissioner, Mary McClure  
**Action:** Passed 3-0

4. **PUBLIC COMMENT**

None

5. **OLD BUSINESS**

A. **UPDATE ON EXECUTIVE DIRECTOR SEARCH**

- i. Commissioner, Walt Elliott, announced that finding the top candidates is in sight and hopes to interview by the end of the month of March.

B. **AGREEMENT WITH BANYAN TELECOM RE: EXPANDING PUBLIC WI-FI CAPACITY & COVERAGE.**

- i. Brian Moran from Banyan Telecom made his presentation. Commissioners discussed.

**Motion:** To approve Banyan Telecom to expand public Wi-Fi capacity and coverage and to have, Controller, Nancy Payne and, legal counsel, Carolyn Lake work on agreement and sign.

**Moved by:** Commissioner, Bruce MacIntyre

**Seconded by:** Commissioner, Mary McClure

**Passed:** 3-0

6. **REPORTS BY STAFF**

- A. **NANCY PAYNE, CONTROLLER**, presented Carolyn Lake as the Port's new general counsel; audit for 2013 and 2014 not complete, they will return for a few days at the beginning of April, and estimate an exit conference for last week of April; a tenant of the Port has past their 90 day past due date, moorage has been terminated, vessel has been impounded, and Port moving along with removal/auction.

- B. **RAY CARPENTER, SUPERVISOR**, reported that the Rotary Club has signed the new tent agreement; bid for the fence at Hill House to be reworked; Farmer's Market moving forward; Ventek machine will be delivered and installed soon by far bathrooms; Hill house update: clearing brush for fence, Christmas light volunteers using house, talking to contractors to update/fix; New employee for outside marina attendant is Austin Overton; staff completed CPR and/or Hazmat training and are now certified; Kites Over Kingston is this Saturday, March 26; park has taken a hit from all the wind and rain, crew working to clean up; crew working on pressure washing, landscape and continued maintenance of the Port.

7. **FINANCIAL REPORTS-** Dennis Treger, Hearthstone CPA, discussed February's financials.

8. **NEW BUSINESS**

- A. **APPROVAL OF BANNER RE: "PUGET SOUND STARTS HERE"** - Nancy Payne presented to the commissioners the request by Kitsap County Public Works, Stormwater Drainage Division to hang a banner during month of May to promote a clean Puget Sound. Commissioners discussed the idea of updating policy for signage.

- B. WASHINGTON BLVD. PARK PROJECT (MOGA) -- PRESENTATION OF STATEMENT OF QUALIFICATIONS (SOQ) AND APROVAL OF FIRM FOR ARCHITECTUAL AND ENGINEERING SERVICES FOR GRANT PROJECT** – Janiece Christian presented how SOQ's were selected and evaluated. Commissioners discussed.

**Motion:** To negotiate contract with McCloud Record for Washington Blvd. Park Project.

**Moved by:** Commissioner, Walt Elliott

**Seconded by:** Commissioner, Bruce MacIntyre

**Passed:** 3-0

Janiece also gave a quick update of Covered Moorage Project.

- C. CERB PLANNING GRANT – APPROVAL OF APPLICATION FOR GRANT** – Commissioner, Walt Elliott, presented, commissioners discussed.

**Motion:** To have Walt Elliott and Nancy Payne complete and submit grant, after schedule change and approval with Jenna.

**Moved by:** Commissioner, Bruce MacIntyre

**Seconded by:** Commissioner, Mary McClure

**Passed:** 3-0

- D. DISCUSSION – PROPOSED DRAFT OF PUBLIC RECORDS POLICY PREPARED BY PUBLIC RECORDS LEGAL COUNSEL** - Commissioners discuss to reschedule item for a workshop in April before next Regular Meeting.

## **9. CONSENT AGENDA**

- A. Meeting minutes of, Regular Meeting February 24, 2016
- B. Warrants #30979-30991, totaling \$20,098.97 on February 29, 2016
- C. Warrant #30992, totaling \$165.00 on March 1, 2016
- D. Warrants #30993-30995, totaling \$4,700.00 on March 10, 2016
- E. Warrants #31100-31125, totaling \$21,070.84 on March 15, 2016
- F. Warrants #31126-31149, totaling \$29,153.21 on March 23, 2016
- G. Electronic Warrant, \$3,722.02 on February 29, 2016 #R25726
- H. Electronic Warrant, \$5,236.18 on February 29, 2016 #R25725
- I. Electronic Warrant, \$1,782.24 on March 10, 2016 #R26192
- J. Electronic Warrant, \$3,743.56 on March 15, 2016 #26383

## **10. COMMISSIONER'S REPORTS**

**Commissioner, Mary McClure** - reported her involvement with Jones Strategic and legal counsel search, Kingston Farmer's Market has a new board and the possible extended days for July 4<sup>th</sup> weekend.

**Commissioner, Bruce MacIntyre** – attended Stakeholders Meeting and would like to maintain communication with group, also attended Chamber Luncheon with presentation by North Kitsap Trails Association.

**Commissioner, Walt Elliott** – reported on Sea Grant First Aid course and Enduris webinar for Hold harmless and Additional Insured.

## **11. EXECUTIVE SESSION TO BE CALLED AS NECESSARY** – None needed

12. **NEXT SPECIAL MEETING-TUESDAY, MARCH 29, 2016**, time depending on interviews

**NEXT REGULAR MEETING- WEDNESDAY, APRIL 27, 2016 @ 7:00 P.M.**

13. **ADJORNED- 9:20 P.M.**

**Motion:** To adjourn meeting.

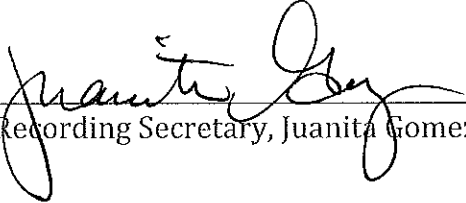
**Moved by:** Commissioner, Bruce MacIntyre

**Seconded by:** Commissioner, Mary McClure

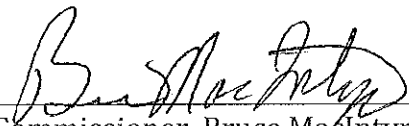
**Action:** Passed 3-0.

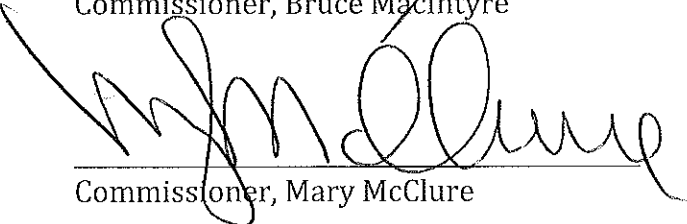
Adopted in open session this 27<sup>th</sup> day of April, 2016

Meeting attested by:

  
Recording Secretary, Juanita Gomez

  
Commissioner, Walt Elliott

  
Commissioner, Bruce MacIntyre

  
Commissioner, Mary McClure