



Commission Regular Port Meeting Minutes 04-25-2013

**BOARD OF COMMISSIONERS
25864 WASHINGTON BLVD
KINGSTON, WASHINGTON**

COMMISSIONERS PRESENT

**Commissioner Chair, Walt Elliott
Commissioner, Pete DeBoer**

STAFF PRESENT

**Executive Director, Kori Henry
Harbormaster, Kevin Van Vliet
Recording Secretary, Christine Connors**

PUBLIC PRESENT

Karl Stueve

7:00 PM MEETING CALLED TO ORDER

Public Comment

Karl Stueve had a few questions:

- 1) When will the tenants receive the rules and regulations?
 - Kori Henry let him know that they are available on the website and at the Port office.
- 2) Karl wanted to know stats of the Kingston Express.
 - Kori explained that Samish Tribe is still interested but the Port is still marketing the vessel.
- 3) He was concerned that people that were not tenants were parking in the tenant handicap spots.
 - Kori let him know that the Port is in compliance of having 2 out 4 with handicap access with the 8 spots available.
- 4) Karl was concerned that when DOE was doing their survey that the Port employees did not know where the brass markers were located. Karl had to explain it to them.
 - Kori had previously brought out the blueprints to show DOE where the markers were and that they wanted water based markers.
 - Kevin explained that he had placed a call to the Coast Guard with concerns that the survey markers were a tripping hazard.

Ball & Treger Financial Update: March 2013

A copy of the financial update is available in the Port office.

Dennis presented the financials to the Board.

- There was discussion about the property purchase coming from the Marina Replacement Fund according to the resolution.
- Commissioner, Walt Elliott inquired if the fishing pier work was reflected on repair and maintenance. Kori confirmed that it was not.

Harbormaster Update – Kevin Van Vliet

- 1) Fishing pier rehabilitation project is close to completion. We are waiting on more wood to finish.
- 2) Pressure washing of permanent docks/guest moorage has begun and will increase in the coming weeks. We are currently ½ done.
- 3) The parking lot has been painted.
- 4) The E-dock walkway project will be looked into shortly after the fishing pier project is completed.
- 5) Security: An IP PTZ camera has been ordered. Install should occur next week.
- 6) We currently have one moored boat in the Cove that has exceeded their justified stay. Local marine enforcement from DNR has issued a notice. The boat should be gone this week.
- 7) Our first PCC conference in many years proved to be fruitful. We are exploring many granting avenues on multiple levels.
- 8) For our efforts in becoming Clean Marina Certified and our overall commitment to a clean facility, we were recently awarded the “Best Hazardous Waste Program” in Kitsap County. We aim to approve even more on this for future years.
 - Commissioner, Pete DeBoer wanted to know what type of recycling enhancements have been made, and if the Port recycles oil. Kevin confirmed that the Port currently recycles oil for tenants.
 - Commissioner, Pete DeBoer commented that marinas have a secure place for tenants to dump oil. He wanted to know if there are vendors that do this and what the costs are for the Port. Kevin let the Board know that Safety Kleen pays the Port \$0.10 per gallon so the Port makes a profit.
 - Commissioner, Walt Elliott wanted to clarify if the Port accepts the oil from individuals. Kevin let him know that the Port does. He also placed a sign with disposal sites on the dumpsters.
 - Commissioner, Pete DeBoer commented on the fact that it is revenue for the Port and a convenience for the tenants.
 - Kevin let the Board know that Ports that publicize this have a yard and can take the oil for free.

- Commissioner, Walt Elliott wanted to know if the vendor will take large quantities of contaminated oil. Kevin informed him that it needs to be 80% oil according to the vendor and that he will check into it.
- 9) I recently repaired the tent rips with Randy from Rotary. We may have to address the problem yearly from here on out as the tent material is getting brittle from being sun-soaked. The tent pad has been pressure washed and will be painted soon. The tent should be going up the 2nd weekend of May.
- Commissioner, Walt Elliott suggested using the panels from the back side. Kevin agreed that the panels will rotate yearly.
 - Commissioner, Walt Elliott inquired about the type of paint being used on the pad. Kevin confirmed Henderson non-skid.
- 10) We have two summer staff employees that will be starting shortly. One is from the POF and has done various work on Port property already. That person will be working two days a week. We are currently accepting applications for the second position which will be a 40 hour a week position throughout the summer. Interviews will be held after the closing date of April 30th.
- Commissioner, Pete DeBoer wanted to know who the employee was. Kori let the Board know that Lee Demmert will be working two days a week. Kevin confirmed that there are 20-25 applications that have been received already.
- 11) The benefit concert on 6/29 will be rolled into a concert series via the Chamber.

Slothaug Lease – Sean Osborn

Sean let the Board know that he will be flexible and is willing to pay for a new facility if needed. The current owners want to turn over the building rather than dispose of it. He would rather upgrade the building and keep a food/beverage service there. He realizes that there is public contention about having doughnuts there. The building needs to be cleaned up and made presentable. He is asking the Board for flexibility on the lease.

- Commissioner, Walt Elliott wanted to know about his business plan and about the right to first refusal. Sean explained that it is typical on a commercial lease if it is not developed in the first year. You can re-negotiate if it is done exactly as it is supposed to do.

Sean would like to work with the Port. He let the board know that Starbucks had looked at the site and classed it as a 4, meaning that it was a multi-million dollar potential to them. He felt that he has the right business model to fulfill public need. His target would be the passengers waiting in the ferry holding area.

- Commissioner, Walt Elliott wanted to know if Sean intended to take possession of the building on 4/26. Sean confirmed that he would.
- Commissioner, Walt Elliott let him know that he would have to comply with the Executive Directors' requirements, and wanted to know if the current tenant is signing the business over to him. Sean confirmed that he will have his own business license and insurance.

- Commissioner, Pete DeBoer commented that people waiting for the ferry will have four places to go. The vision is to develop the site to bring people into Kingston. Having a well-known restaurant venue will do that. He let him know that even if he spends the money to develop the site, the Port has the right to change their mind in 2014.
- Commissioner, Walt Elliott agreed that the area is under- utilized and that the Port can change their mind in 04/2014. He was comfortable with a one-year lease.

Sean assures the Board that he is only asking for a one-year lease. He would like to remodel the exterior and is willing to take the risk.

- Commissioner, Walt Elliott wanted to make sure that the Kingston Chamber of Commerce has been notified and that there has been public notice of this possibility. Kori let the Board that the Chamber is aware and that this topic is on the meeting agenda.
- Jerry Kirchner let the Board know that he speaks in favor of turning over the lease. He suggested that the Board keep options open for long term needs. Jerry felt that it is a good business opportunity and good for the community.

Commissioner, Pete DeBoer made a motion to allow the Executive Director to proceed with negotiating the lease. Lease written with the Port having control to go into public/private development. Create a renewable lease subject to future development plans. Commissioner, Walt Elliott seconded the motion.

Motion approved: 2-0

Executive Director Report – Kori Henry

- 1) The King County Ferry District purchased all of the spare parts for the Spirit of Kingston. The Express was listed on Craig’s list and there has been a lot of interest but no buyers at this time.
 - Commissioner, Pete DeBoer wanted to know who was inquiring about the Express. Christine let him know that most of the inquiries are coming from Alaska.
- 2) The County permits are in process as well as the HPA. The Corp permit is working on our individual permit. Shane has submitted a scope of work to compile the bid documents.
 - Commissioner, Walt Elliott wanted to clarify that the ecology survey has been done. Kori informed the Board that the surveys are complete. The DNR permit for open water disposal needs to be applied for.
- 3) The survey on the property is being worked on this week and we are currently bidding the clearing of brush and trees. The fence will be bid once the clearing is completed.
 - There are three proposals: Eglon \$7,059, TRS \$5,500 and McClain \$4,485.
 - Commissioner, Walt Elliott wanted to know about hydro seeding, any erosion problems and the number of trees to be dropped. Kori informed the Board that it was recommended not to hydro seed. There will be approximately 10-12 trees dropped.
 - Commissioner, Pete DeBoer commented on the sign placed on the property.
 - Fencing will be done after clearing.

- A forestry grant was looked into. The terms are to have a crew come out to clear and there would be a required three year maintenance program. Kori suggested going with McClain a do the clearing.
- 4) The fishing pier is in the process of being refurbished and will be finished in a week.
 - Commissioner, Pete DeBoer commented that the public is always asking about the pier.
- 5) I met with Walt Jackson from EMP Industries regarding a new pump out station and we decided the best location for a new pump out would be on the guest dock with a station located G46/G47 and a XP400 pump located at the head of the dock. There would be a hydrant every other slip along the guest dock for guest to pump out. To avoid two guests pumping out at the same time we would only have one portable hose pump out reel. If there is interest in proceeding I would like to apply for the grants.
 - Commissioner, Walt Elliott commented that the Port of Everett has the same pump out set up. He likes the fact the large vessels will be able to pump out and that there would not be any lost revenue by tying up a slip since there would be one on every other slip.
 - Karl Stueve wanted to know if the hours would still be the same. Kori explained that since the hose reel is expensive to replace that the hours will be that same as Port operating hours.
 - Kori let the Board know that she will move forward with the grant process.
- 6) The Port has several surplus items that are available. The Port of Indianola and the Port of Poulsbo received a few of the surplus items.

Consent Agenda

- a. Approval of minutes, regular meeting of March 25, 2013
- b. Electronic Funds Transfer paid in March 2013 in the amount of \$10,049.63
- c. Resolution 04-01-2013 Petty Cash and Change Bag Replacement
- d. Resolution 04-02-2013 Adoption of Port Rules and Regulations

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

Motion Accepted: 2-0

Executive Session 8:06 PM

Commissioner, Walt Elliott called for an executive session to discuss property acquisition with legal counsel. The session will last 20-30 minutes.

Meeting in Session 8:35 PM

There was discussion about the Downtown Main Street Association not charging for membership.

Resolution 04-01-2013 Petty Cash and Change Bag replacement

Commissioner, Pete DeBoer made a motion to adopt Resolution 04-01-2013. Commissioner, Walt Elliott seconded the motion.

Motion Approved: 2-0

Resolution 04-02-2013 Adoption of Port Rules and Regulations

Commissioner, Pete DeBoer made a motion to adopt Resolution 04-02-2013. Commissioner, Walt Elliott seconded the motion.

Motion Approved: 2-0

ADJOURNMENT:

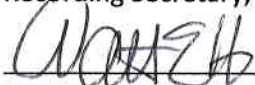
Meeting was adjourned at 8:50 PM

Meeting minutes submitted and attested by:

Approved by:

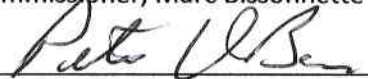


Recording Secretary, Christine Conners



Commissioner, Walt Elliott

Commissioner, Marc Bissonnette



Commissioner, Pete DeBoer