

PORT OF KINGSTON

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

11/11/2015 3:00 PM
Kingston Cove Yacht Club: 25878 Washington Blvd., Kingston WA

Meeting called by: Port of Kingston Commissioners

Type of meeting: Special Meeting

MEETING MINUTES

Commissioners Present

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

Commissioners Excused

Staff Present

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

Counsel Present

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

Motion: Approve agenda as written.

Moved by: Commissioner, Pete DeBoer

Seconded by: Commissioner, Walt Elliott

Action: Passed 3-0

4. PUBLIC COMMENT

Nancy Tietje asked the Commissioners to consider public comments and input when dealing with Port issues.

5. REPORTS BY PORT STAFF

Port Supervisor, Ray Carpenter, mentioned the coming in and out of fisherman in the marina; progress on the Christmas lights installation; work on C dock covered moorage; and his staff getting the outside ready for coming winter.

Controller, Nancy Payne, mentioned public records cost for October; Kathy Zsoka, from temp agency, is staying on in dealing with Public Records Requests; Bob Helbock has worked with County in resolving kayak permit; Juanita Gomez and Austin Goff have been working on keeping parking citations up to date and paid.

6. OLD BUSINESS

A) Filling the Executive Director position

1. Presentation by Pat Jones

Pat Jones made a presentation to the commissioners on his process in search of new Executive Director. Mr. Jones gave a description of his background. His associate, Larry Boone, will help with the search. He also outlined the process: Understanding commissioners, staff and key community people's needs in an ED (Assessment), making a profile for ED, advertise through media, and select a group of candidates. Process would take 75 to 90 days. At end of discussion, commissioners asked Pat to prepare proposal.

7. NEW BUSINESS

A) Filling the WPPA Trustee Representative for the Port of Kingston

Commissioner, DeBoer, has held Trustee Representative Position. The WPPA meets semiannually. Commissioner, Elliott proposed trustee rotate through each commissioner annually. Item to be placed on the agenda for next meeting.

B) Discussion -obtaining new legal firm for in-house counsel

Existing firm gave 90 notice, through end of January. Commissioners discussed using one of the Port's other law firms as general counsel or go out for RFP. Commissioners discussed searching other ports for who they use for legal matters. Item to be placed on next meeting's agenda.

8. CONSENT AGENDA:

- A) Meeting minutes of, regular Port meeting October 28, 2015
- B) Warrants #30697-30723, totaling \$35,543.52, October 31, 2015
- C) Warrants #30724-30734, totaling \$26,855.64, November 11, 2015
- D) Electronic Warrants, \$9,586.06 October 31, 2015 #R20333
- E) Electronic Warrants, \$5,034.60 October 31, 2015 #R20335

Motion: Approved the Consent Agenda as written

Moved by: Commissioner, Walt Elliott

Seconded by: Commissioner, Pete DeBoer

Action: Passed 3-0

9. COMMISSIONER REPORT

Commissioner DeBoer reported on his attendance at the WPPA conference, as well as his attendance at the Kitsap EDA Board meeting.

Commissioner MacIntyre reported on his attendance at the WPPA conference.

Commissioner Elliott reported on his attendance at the KCAC.

10. EXECUTIVE SESSION TO BE CALLED AS NECESSARY

No Executive Session was needed.

11. NEXT MEETING DATE: November 20, 2015, 3:00 PM, KCYC

12. ADJOURN:


Motion: To adjourn meeting at 4:15 PM

Moved by: Commissioner, Walt Elliott

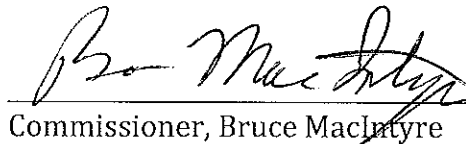
Seconded by: Commissioner, Pete DeBoer

Action: Passed 3-0.

Meeting attested by:



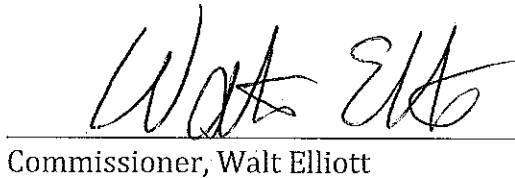
Interim Recording Secretary, Juanita Gomez



Commissioner, Bruce MacIntyre



Commissioner, Pete DeBoer



Commissioner, Walt Elliott