



## Commission Special Port Meeting Minutes 03-08-2013

BOARD OF COMMISSIONERS  
25864 WASHINGTON BLVD  
KINGSTON, WASHINGTON

### COMMISSIONERS PRESENT

Commissioner Chair, Walt Elliott  
Commissioner, Pete DeBoer  
Commissioner, Marc Bissonnette (via conference phone)

### STAFF PRESENT

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

### PUBLIC PRESENT

Karl Stueve and Ralph Flewelling

### 12:00 PM MEETING CALLED TO ORDER

### 12:01 PM EXECUTIVE SESSION

*Commissioner, Walt Elliott called an executive session to discuss property acquisition. The session is to last no more than 30 minutes.*

### 12:13 PM MEETING CALLED BACK TO ORDER

Commissioner, Walt Elliott informed that public that the Port of Kingston is purchasing property adjacent to Port property. The offer was accepted for two pieces of property on Appletree Cove and is expected to close on 03/20/2013.

*The Board of Commissioners wanted to make it clear that the Port of Kingston will not take action to develop the property. Even though the Port Master Plan includes development, the property will remain as green space at this time.*

### COMMISSIONERS EXCUSED

### PORT CONSULTANT PRESENT

**Commissioner, Pete DeBoer made a motion to have a resolution authorizing the Executive Director, Kori Henry, authority to sign and take action to close on both properties. Commissioner, Walt Elliott seconded the motion.**

**Motion passed 3-0**

### **VESSEL UPDATE**

- Kori updated the Board on the Spirit. The crack on the foil cost \$625.00 to fix and King County will take possession of the vessel.
- King County will take approximately \$22,000.00 in surplus parts.
- The Express is continuing to be advertised. There is an interested party that is working with the FTA to get a recipient number.

### **PORT BUSINESS**

#### Eel Grass Survey

- The requirement for the Eel grass survey is 1 to 1. It will cost \$54,000.00 to transplant and the Port will be responsible for the survival even though the EA expects the filtration to continue.
- Commissioner, Walt Elliott discussed the filtration issues from the County project and items that can be taken to the legislature.
- Kori discussed the expected survival rate of the transplant and whether it is cost effective to transplant or pay 5% of the project and fund a project elsewhere such as the Port Gamble mitigation. This would be a one-time cost of \$32-34,000.00. If the Port transplants the eel grass, there will be mitigation in 5 years.
- *Commissioner, Walt Elliott agreed that the Port should collaborate with Port Gamble and their tribal mitigation. Kori will talk with their representatives.*

#### Marina Software

- Scott Coulter updated the Board on the process with the upcoming Marina software conversion.
- Scott and Jessica Olanie went to Port Hadlock to see their program and processes as requested by the Board in the previous meeting.
- The thermal printer, cash drawer and three licenses have been ordered.

#### Port Procedures

- Kori informed that Board that she has been writing and working on the PPE plan for the Port.
- Kevin is working on the new parking procedures.

#### Kingston Economic Development Committee

- Kori attended the first meeting and made a report to the Board about what was covered.

- The Port Executive Director will be attending the meetings and will be the Port representative. It was made clear that the Port will be in an advisory role and cannot take a financial role.
- Commissioner, Walt Elliott discussed how many of the same people of the community are involved in the same committees. He wanted to ensure that the relationships do not have the same situation as with POFAC.
- Commissioner, Marc Bissonnette commented that POFAC wanted an executive board and wanted to caution that the Port cannot involve grants and grant matches with the Kingston Economic Development Committee.
- Commissioner, Pete DeBoer agreed that the committee is not an entity and only a group at this this time.
- It was agreed amongst the Board that the Port will not be members of stakeholders or the Chamber of Commerce under guidance from legal counsel.
- *Commissioner, Walt Elliott requested that Kori send a letter to the Kingston Economic Advisory Committee asking that all correspondence to the Port be addressed through the Executive Director.*

#### Signs at Trolley

- Commissioner, Walt Elliott was concerned about the number of signs at The Trolley exceeding the lease guidelines. Kevin spoke with the owners about this.

#### Port Treasury

- Scott discussed Kitsap County being the Port treasury. There was discussion amongst the Board about whether local entities should be engaged. It was agreed to continue with Kitsap County as the Port treasury.

#### SEA Grant Conference

- Kevin and Christine attended the conference in Richland, WA.
- Kevin discussed the issues with using the barge as pump out for commercial purposes and finding a grant source for that purpose.
- Scott informed the Board that there is a vessel lined up for moorage at the barge September through November 2014. There is a tug boat that has shown interest as well.
- Kori will contact the SEA Grant representative to discuss grant opportunities.

## **PUBLIC COMMENT**

- Karl Stueve was part of the POFAC and was not aware of any e-mails sent wanting to run the ferry service. He has requested a copy for clarification.
- Ralph Flewelling was concern about the status of security. The process has been going on for over a year and he is concerned about it being pushed back. He felt that this is an important issue and that he wants to feel comfortable in the Marina.

Kevin let him know that he is looking into a wireless system of-8 cameras and that he is waiting to see how much dredging will cost to find more funds.

Commissioner, Walt Elliott wanted to make sure that it is re-placing the current cameras and to have a proposal at the next meeting.

Kevin was concerned with the current system being wired, not working well and is not in color. The choke points were clarified in the security study and if the cameras are wireless then it could not exceed 8 cameras.

Scott agreed that the current placements need to be addressed and that wireless cameras would enable moving them if needed.

There were discussions on how many cameras are needed and whether face recognition was required. Commissioner, Pete DeBoer located 16 wireless cameras available for \$1,200.00-\$1,600.00.

The Board gave the direction to have no more than 16 wireless cameras up to \$2,000.00.

- Ralph Flewelling wanted to discuss having the steps by the Trolley to be converted as a ramp for ADA accessibility. The Board discussed various options to installing a ramp. This item will be discussed during the Master Plan update and placed on the CIP.

## **ACTION ITEMS**

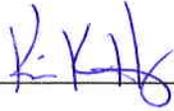
- Kori is sending a letter to Kingston Economic Development Committee.
- Kori will contact SEA Grant.
- The Port will no longer be a member of Stakeholders.
- Kevin will have a proposal with 3 options to present at the next Port meeting to include up to 16 wireless cameras with a budget up to \$2,000.00

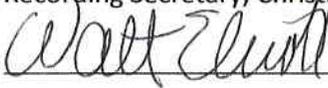
**ADJOURNMENT:**

Meeting was adjourned at 1:20 PM

Meeting minutes submitted and attested by:

Approved by:

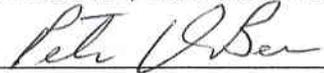
  
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Recording Secretary, <sup>Korinne Henry</sup>~~Christine Connors~~ KH

  
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Commissioner, Walt Elliott

  
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Commissioner, Marc Bissonnette

  
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Commissioner, Pete DeBoer