



## 2016 Motion Index

### Index of Motions Passed at all 2016 Port of Kingston Commission Meetings

<b>Special Meeting/Workshop Date: January 7, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
	No Motions Passed - Workshop Only
<b>Special Meeting Date: January 18, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Approval of Agenda	Approve Agenda as written.
Adjourn	Move to Adjourn.
<b>Special Meeting Date: January 21, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Approval of Agenda	Motion to approve Agenda with following changes: Washington Blvd Park contract authorization moved to next Regular Meeting and Public Comments moved to after presentation from Pat Jones.
Approval of Professional Services Agreement	To approve continued legal counsel with Sanchez, Mitchell, Eastman & Cure, PSC regarding in the matter of Kitsap County Case #14-2-01280-1, Port of Kingston v. Rob & Beth Brewster, dba Kingston Adventures.
Adjourn	Move to Adjourn.
<b>Special Meeting Date: January 25, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
	No Motions Passed - Executive Session Only.
<b>Regular Meeting Date: January 27, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Approval of Agenda	Approve Agenda as written.
Election of New Board President	Nomination: Commissioner, Mary McClure nominated Walt Elliott.
Authorization to Sign Contract with State of Washington	To authorize Nancy Payne to sign contract with State of Washington for the grant on the Washington Blvd. Park Project (MOGA).
Resolution 01-01-16 to put Commissioner Mary McClure on Bank of America Signature Page	Approve Resolution 01-01-16.
Resolution 01-02-16 to Cancel Warrant	Approve Resolution 01-02-16.
Discussion and Approval of Revised Truck and Trailer Annual Pass Agreement	To Approve Annual Truck and Trailer Pass Agreement.

<b>Regular Meeting Date: January 27, 2016 Continued</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Appoint Commissioner to Represent Port of Kingston on KEDA Board of Directors	To appoint Commissioner Mary McClure to be Port Representative on KEDA Board.
Consent Agenda	Approve Consent Agenda as written.
Adjourn	Move to Adjourn.
<b>Special Meeting Date: February 3, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Approval of Agenda	Approve Agenda as written.
Decision on Contracting with Patrick Jones for Phase II of Executive Director Search	To engage Pat Jones for Phase II, subject to resolving confidentiality conflict, for negotiation of final contract.
Review and Discuss RFQ's Received for General Counsel	To interview the candidates: Chmelik, Sitkin, & Davis and Goodstein Law Group PLLC.
Adjourn	Move to Adjourn.
<b>Special Meeting Date: February 15, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Approval of Agenda	Approve Agenda as written.
Discussion and Adoption of Job Description, Salary Range, and Job Announcements for Recruitment of Executive Director	Motion to have Ray Carpenter continue in his current capacity as Outside Supervisor with bonus until new Executive Director has had time to evaluate the organizational structure and make recommendations to the Commission.  Motion to authorize Pat Jones to advertise the position of Executive Director at the salary range of \$85,000 - \$105,000, depending on experience.
Adjourn	Move to Adjourn.
<b>Special Meeting Date: February 19, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Approval of Agenda	Approve Agenda as written.
Adjourn	Move to Adjourn.
<b>Regular Meeting Date: February 24, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Approval of Agenda	Approve Agenda as written.
Capital Budget Update	To allow Staff to move forward with Capital Improvements: new server, fence outside Hill House, fuel dock floats, Truck & Trailer Ventek machine, and computer replacement.
Discussion on and Selection of New General Counsel	To retain Goodstein Law Group PLLC for general counsel.
Approval of Engagement Letter - Hearthstone CPA Group for FY 2016	to approve proposal from Hearthstone CPA for their services.

<b>Regular Meeting Date: February 24, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Discussion and Approval of Two-Year Lease Extension - Kingston Cove Yacht Club Lease	To authorize Controller, Nancy Payne, to draw up a two-year lease extension and sign on behalf of the Port.
Approval of Washington Public Port District's Omnibus Mutual Aid Interlocal Agreement	To enter into agreement and ask Staff to review.
Consent Agenda	Approve Consent Agenda as written.
Adjourn	Move to Adjourn.
<b>Special Meeting Date: March 23, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
	No Motions Passed - Executive Session Only
<b>Regular Meeting Date: March 23, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Approval of Agenda	Approve Agenda as written.
Agreement with Banyan Telecom re: Expanding Public Wi-Fi Capacity and Coverage	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.
Approval of Banner re: "Puget Sound Starts Here"	<b>MOTION NOT SPECIFIED AS WRITTEN.</b>
Washington Blvd. Park Project (MOGA) - Presentation of Statement of Qualifications (SOQ) and Approval of Firm for Architectural and Engineering Services for Grant Project	To negotiate contract with McCloud Record for Washington Blvd. Park Project.
CERB Planning Grant - Approval of Application for Grant	To have Walt Elliott and Nancy Payne complete and submit grant, after schedule change and approval with Jenna.
Consent Agenda	<b>MOTION NOT SPECIFIED AS WRITTEN.</b>
Adjourn	Move to Adjourn.
<b>Special Meeting Date: March 29, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Approval of Agenda	Motion to approve Agenda with change of moving Item 4C. (Commission Code of Conduct) under 4A. (Code of Ethics)
Adjourn	Move to Adjourn.
<b>Special Meeting Date: March 31, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Approval of Agenda	Approve Agenda as written.
Adjourn	Move to Adjourn.

<b>Special Meeting Date: April 1, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Adjourn	Move to Adjourn.
<b>Special Meeting Date: April 2, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Approve Agenda	Move to amend Agenda to go into Executive Session to discuss qualifications of applicants.
Discussion of Candidates for Executive Director and Approval of Appointment of New Executive Director	To offer position of Executive Director to Jim Pivarnik, and start negotiating with him within the stated salary range.
Approval of Resolution Authorizing CERB Grant Application	To approve Resolution 04-01-16 authorizing submission of application for a Community Economic Revitalization Board (CERB) Grant in the amount not to exceed \$35,000.
Adjourn	Move to Adjourn.
<b>Special Meeting Date: April 11, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Approval of Agenda	Approve Agenda as written.
Approval of Employment Contract with Jim Pivarnik for Position of Executive Director	To approve Employment Contract as amended.
Approval of Statement of Qualifications (SOQ) for A&E Drawings for Covered Moorage Project	To go forth and negotiate a contract with PND for A&E drawings for the covered moorage project.
Approval of Contractual Employee for Interim Public Records Clerk.	To authorize Interim Port Director to offer job to Beth Bryant for Interim Public Records Officer at \$35.00 per hour, with increase of hours if necessary.
Adjourn	Move to Adjourn.
<b>Special Meeting Date: April 27, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Approval of Agenda	Approve Agenda as written.
Adjourn	Move to adjourn.
<b>Regular Meeting Date: April 27, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Approval of Agenda	Approve Agenda as written.
Resolution 04-02-2016 Authorizing Executive Director Jim Pivarnik to be added to Kitsap Bank Visa Card	To approve as amended.
Resolution 04-03-2016 Designating Executive Director Jim Pivarnik as the Port's Damage Claim Agent	To approve as amended.

<b>Regular Meeting Date: April 27, 2016 Continued</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Resolution 04-04-2016 Authorizing the Addition of Executive Director Jim Pivarnik to the Deposit Account Signature Card filed with the Kitsap County Treasurer's Office	To approve as amended
Resolution 04-05-2016 Authorizing the Addition of Executive Director Jim Pivarnik and Commissioner Mary McClure to the Deposit Account Signature Card filed with Columbia Bank	To approve as amended.
Consent Agenda	Approve Consent Agenda as written.
Adjourn	To adjourn meeting.
<b>Regular Meeting Date: May 25, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Approval of Agenda	Approve Agenda as written.
Consent Agenda	To approve Consent Agenda as amended, showing Commissioner Elliott as having attended the Kingston Citizen's Advisory Council Meeting.
Resolution No. 05-01-16 - Resolution Governing Promotional Hosting and Expenditures	To approve as amended, reflecting revisions to verbiage under item 4.a, 4.b and 5.c and 5.e.
Review and Approval of Revisions to Cash Handling Policy	Move to next meeting, continue to monitor progress of Cash Handling Policy revisions.
Review and Approval of Organizational Chart	To approve as amended, revising the title of Controller to Business Manager and adding the title of Board Secretary to the Administrative Assistant/Public Records Officer Position.
Resolution No. 05-02-16 - Resolution to Add Additional User to Port of Kingston Visa Card Account	To approve as written.
Approve PND Contract for Engineering Services	To approve as amended.
Adjourn	To adjourn meeting upon conclusion of Executive Session. Meeting adjourned at 9:35 p.m.
<b>Special Meeting Date: June 2, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Approval of Agenda	Approve Agenda as written.
Adjourn	To adjourn meeting at 10:29 a.m.

<b>Special Meeting Date: June 16, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Intermission	To recess for 10 minute intermission at 3:03 p.m.
Approval of Agreement with Sail Kingston Cove for 2016 Summer Sailing Season	To approve Agreement with Sail Kingston Cove for 2016 Summer Sailing Season.
Capital Project List Approvals	To approve Capital Project List as presented
Adjourn	To adjourn Meeting at 4:34 p.m.
<b>Regular Meeting Date: June 22, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Approval of Agenda	Approve Agenda as written.
Consent Agenda	To approve Consent Agenda as written.
Resolution No. 05-03-16 - Resolution Canceling Warrant #31325	To Cancel Warrant #31325.
Resolution No. 06-01-2016 - Resolution Naming Port Controller as Port Auditor	Approve Resolution No. 06-01-2016 as amended.
Presentation of Request for Proposal (RFP) Packet for CERB Grant	To Approve RFP CERB Grant Packet as amended
Resolution No. 06-02-16 - Resolution Governing Recording of Commission Meetings, Retention Requirements and Posting to Port Website	To Approve Resolution No. 06-02-16 as written
Adjourn	Adjourn meeting at 8:45 p.m.
<b>Special Meeting Date: July 27, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Adjourn	To adjourn Meeting at 6:58 p.m.
<b>Regular Meeting Date: July 27, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Approval of Agenda	Approve Agenda as written.
Consent Agenda	To approve Consent Agenda as amended.
Resolution No. 07-01-16 - Resolution Adopting Port Policies, Procedures and Implementing Rules in Compliance with the Provisions and Requirements of the State Environmental Policy Act, RCW 43.21c	To Approve Resolution 07-01-16 as written.
Resolution No. 07-02-2016 - Resolution Authorizing the Sale of Vessel to Satisfy Port Charges	Approve Resolution No. 07-02-2016 as written.
Washington Public Port District Omnibus Mutual Aid Interlocal Agreement	To Grant Executive Director Jim Pivarnik the Authority to Sign the Washington Public Port District Omnibus Mutual Aid Interlocal Agreement.

<b>Regular Meeting Date: July 27, 2016 Continued</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
CERB Grant RFP Selection Procedures	To authorize Executive Director Jim Pivarnik to utilize Commission input and evaluations to narrow the field of applicants for the CERB Grant RFP Selection to a total of 2 finalists to be scheduled for Public Interviews.
Adjourn	Adjourn meeting at 8:35 p.m.
<b>Special Meeting Date: August 10, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Adjourn	To adjourn Meeting at 3:21 p.m.
<b>Regular Meeting Date: August 24, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Approval of Agenda	Approve Agenda as written.
Consent Agenda	To approve Consent Agenda as amended.
Approve Contract and Scope of Work for Heartland LLC - CERB Grant Consultant	To approve Contract and Scope of Work as amended.
2016 Schedule of Commission Work Sessions, Special and Regular Meetings	Adopt 2016 Schedule of Commission Work Sessions, Special and Regular Meetings with changes to Regular Meeting dates in November and December.
Adjourn	Adjourn meeting at 9:21 p.m.
<b>Special Meeting Date: September 19, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Approve Contract & Scope of Work for Pacific Designs - Washington Blvd Park	Approve Contract for Services and Scope of Work for Pacific Designs as written.
Approve Contract & Scope of Work for Team 4 Engineers - Washington Blvd Park	Approve Contract for Services and Scope of Work for Team 4 Engineering as written.
Adjourn	To adjourn Meeting at 10:40 a.m.
<b>Regular Meeting Date: September 28, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Approval of Agenda	Approve Agenda as written.
Consent Agenda	To approve Consent Agenda as written.
Adjourn	Adjourn meeting at 9:14 p.m.
<b>Special Meeting Date: October 10, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Commission Deliberation on Endorsement of Ballot Initiative: Kitsap Transit Proposition No. 1 - Passenger-Only Ferry Investment Plan and Sales & Use Tax	Endorse Kitsap Transit Proposition No. 1 - Passenger-Only Ferry Investment Plan and Sales & Use Tax

<b>Special Meeting Date: October 10, 2016 Continued</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Vessel "Kingston Express" - Maintenance & Haul Out Scheduling	Authorize Executive Director to have vessel "Kingston Express" taken to Port Townsend for routine maintenance and bottom paint.
Mike Wallace Park Performing Arts Pavilion - Weather Protection for Stage	Authorize Executive Director to proceed with procurement of fabrication and installation of weather protection awning system for the Stage at Mike Wallace Park.
Adjourn	To adjourn Meeting at 8:37 p.m.
<b>Regular Meeting Date: October 26, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Approval of Agenda	Approve Agenda as written.
Consent Agenda	To approve Consent Agenda as written.
Resolution No. 10-01-2016 - Resolution Adopting 2017 Budget	To Approve Resolution No. 10-01-2016 Adopting the 2017 Budget as amended.
Resolution No. 10-02-2016 - Resolution Adopting 2017 Capital Budget	To Approve Resolution No. 10-02-2016 Adopting the 2017 Budget as amended.
Resolution No. 10-03-2016 - Resolution Adopting 2017 Commissioners Rate Schedule	To Approve Resolution No. 10-03-2016 Adopting the 2017 Commissioners Rate Schedule as amended.
Resolution No. 10-04-2016 - Resolution Approving Tax Levy Increase	To Approve Resolution No. 10-04-2016 Adopting the 2017 Tax Levy and 2017 Levy Certification as written.
Resolution No. 10-05-2016 - Resolution Adopting Amended Public Records Policy	To Approve Resolution No. 10-05-2016 Adopting the Amended Public Records Policy as written.
Adjourn	Adjourn meeting at 9:01 p.m.
<b>Special Meeting Date: November 4, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
A Resolution No. 11-01-2016 - Resolution Appointing Port Damage Claim Agent	Approve and Adopt Resolution No. 11-01-2016, a Resolution Appointing Executive Director Jim Pivarnik as the Port's Damage Claim Agent.
Contract for Services: Pinnacle Marine Corporation - Brokerage Service for Vessel "Kingston Express"	Approve Contract Agreement, with amendments and additional language as discussed, engaging Pinnacle Marine Corporation as Broker exclusively listing vessel "Kingston Express" for sale.
Adjourn	To adjourn Meeting at 1:48 p.m.
<b>Special Meeting Date: November 22, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Approval of Agenda	Approve Agenda as written.
Consent Agenda	To approve Consent Agenda as written.



<b>Special Meeting Date: November 22, 2016 Continued</b>	
Washington Blvd. Park Gazebo - Approve Lumber/Kit Package Proposal for Gazebo from Western Timber Frame, Inc.	Approve purchase and Grant Authority to Executive Director to spend up to \$30,192.00 on the Gazebo Lumber/Kit Package from Western Timber Frame, Inc. for Washington Blvd. Park.
Discussion on Dock Ladder Replacement	Authorize Executive Director to purchase 36 new AirBerth standoff dock ladders from Dueck Marine Division for \$10,125.00 for installation by Port Staff.
Adjourn	To adjourn Meeting at 6:20 p.m.
<b>Special Meeting Date: November 28, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Recess to Executive Session	To recess to Executive Session at 9:00 a.m.
Reconvene to Special Meeting	To Reconvene to Special Meeting at 10:29 a.m.. For Discussion Only. No Action was taken.
Adjourn	To adjourn Meeting at 10:31 a.m.
<b>Special Meeting Date: November 29, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Adjourn	To adjourn Meeting at 1:13 p.m.
<b>Regular Meeting Date: December 21, 2016</b>	
<b>Agenda Item:</b>	<b>Motion:</b>
Approval of Agenda	Approve Agenda as written.
Recess to Executive Session	To recess to Executive Session at 7:02 p.m.
Extend Executive Session by 15 minutes	Extended Executive Session to 7:28 p.m.
Extend Executive Session by 15 minutes	Extended Executive Session to 7:45 p.m.
Reconvene to Regular Meeting	Reconvened at 7:48 p.m.
Consent Agenda	To approve Consent Agenda as amended.
Election of Board Officers - Board Chair, Board Vice Chair and Board Secretary	To name the 2017 Board Chair, Vice Chair and Board Secretary per rotation; naming Commissioner Mary McClure as Board Chair, Commissioner Bruce MacIntyre as Vice Chair, and Commissioner Walt Elliott as Board Secretary.
Election of WPPA Trustee Representative	To name Commissioner Walt Elliott as the Port's designated WPPA Trustee Representative for the 2017 Calendar Year.
Resolution No. 12-01-2016 - Resolution Approving Addition of Aflac Supplemental Insurance to Elective Employee Benefits	To Approve and Adopt Resolution No. 12-01-2016, a Resolution Approving Addition of Aflac Supplemental Insurance to Elective Employee Benefits.

**Regular Meeting Date: December 21, 2016 Continued**

Covered Moorage Roof Repair Project - Announce Results of Bid Opening and Present Bid Tab to Board	To Approve Executive Director Jim Pivarnik to proceed with engaging SeaLevel Bulkhead Builders Inc. to carry out the construction phase of the Covered Moorage Roof Repair Project, with Additive 3, upon the Port's due diligence and execution of the finalized Contract Agreement.
Recess to Executive Session	To recess to Executive Session at 8:43 p.m.
Reconvene to Regular Meeting	Reconvened at 8:59 p.m.
Adjourn	To adjourn Meeting at 9:00 p.m.