



Commission Regular Port Meeting Minutes 12-18-2013

BOARD OF COMMISSIONERS
25864 WASHINGTON BLVD
KINGSTON, WASHINGTON

COMMISSIONERS PRESENT

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

COMMISSIONERS EXCUSED

STAFF PRESENT

Interim Executive Director, Steve Hyman
Port Manager, David Malone

PORT CONSULTANT PRESENT

Legal, John Mitchell

PUBLIC PRESENT

Karl Steuve, Bruce MacIntyre, Hollace Vaughan and Christmas light volunteers

7:00 PM MEETING CALLED TO ORDER

Ball & Treger Financial Update

Dennis Treger was unable to attend, November financials were not ready, and review of financials was tabled to the next meeting.

Approval of Consent Agenda

- A) Meeting minutes of, special Port Meeting 11/15/2013
- B) Meeting minutes of, special Port Meeting 11/18/2013
- C) Meeting minutes of, special Port Meeting 11/19/2013
- D) Meeting minutes of, special Port Meeting 11/26/2013
- E) Warrants # 28922-28963, in the amount of \$31,541.04
- F) Warrants # 28964, in the amount of \$150.00
- G) Warrants # 28965-29015, in the amount of \$63,950.12
- H) Warrant # 29016, in the amount of \$2,444.82
- I) Warrants # 29017-29019, in the amount of \$195.86
- J) Warrants #29020-29064, in the amount of \$50,593.85
- K) Electronic Warrants (October & November) totaling \$23,474.72

4) Christmas Lights

Steve updated Commission on the Port's Christmas Light display, the positive comments received from the public regarding the display and the need to replace a number of light strings that had reached the end of their useful life span

Commissioner, Walt Elliott wanted to know if the Port Staff intended on replacing full strings. Steve stated that was correct.

Public Comment

Hollace Long representing the volunteer Port Christmas Light group presented a short report regarding the lights.

- This is the fifth year for this display, Hollace stated the \$5,000 budgeted in the Port's 2014 budget was close to adequate and that her group were planning displays for next year in the new area that would be themed towards kids, such as a "Santa Land"

Commissioner, Walt Elliott expressed that he was looking forward to working with the Port Christmas Light group in the New Year, Hollace stated that they would be starting again in March.

Commissioner, Walt Elliott stated that projects such as this that occur during the winter are a great asset to the downtown area

Commissioner, Walt Elliott asked if there was power in the new area for the lights. Commissioner, Pete DeBoer stated there was.

Commissioner, Walt Elliott asked that the Port staff work on a proposal for the lights

5) Security Camera

Steve updated Commission on the Port's security cameras, Steve discussed the return of the bad hard drive for a replacement. Steve discussed the recent vandalism issues and that he has noticed and increase in the number of Police patrols in the parking area.

6) Fire Hose Standpipe

Steve updated Commission on the fire hose standpipe water supply leak. Steve shared that staff is working with the Fire Department to resolve. Steve discussed the recent acquisition of a couple AFFF foam fire extinguishers that were recommended and Steve shared that the Fire Department thought that a foam fire suppression system would work as a replacement for the fire hose standpipe/ fuel dock fire suppression.

Commissioner, Walt Elliott asked if this foam system was a cart mounted system. Steve stated that was correct.

10) Seattle Boat Show

Steve updated Commission on the Port Staff's plans to attend the Seattle Boat Show in January with the goal of marketing the Port to all the attendees. Steve discussed offering a discount coupon to those visiting the Port's booth, the concern if doing so was legal or acceptable and the MSRC's opinion that offering a discount coupon was acceptable.

Legal Counsel John Mitchell stated his opinion that the MSRC was correct.

Commissioner, Walt Elliott discussed if the coupon would need to be signed. Steve replied that it would not need to be signed.

Commissioner, Pete DeBoer moved to include the promotional coupon as part of the Port's marketing material. Commissioner, Marc Bissonnette seconded the motion.

Motion passed 3-0

Public Comment

Bruce MacIntyre asked for clarification on the Music Licenses, specifically regarding the Farmers Market and how "Family" was defined. Steve responded that the Farmer's Market was handled differently than those seeking a onetime Special Use Permit.

Commissioner, Pete DeBoer suggested that the Port share that the Port was covering the music license fees as a public service to the community and Port users.

Action Items

A) **Resolution 12-01-2013 Adopt Port of Kingston Updated Personnel Policy Manual**

Commissioner, Pete DeBoer made a motion to adopt resolution 12-01-2013. Commissioner, Marc Bissonnette seconded the motion.

Motion passed 3-0

B) **Resolution 12-02-2013 Adopt Delegation of Duties**

Commissioner, Walt Elliott directed that exhibit A be changed to the correct date

Commissioner, Pete DeBoer made a motion to adopt resolution 12-02-2013 with correction. Commissioner, Marc Bissonnette seconded the motion.

Motion passed 3-0

Sewer Pump Out

Steve Hyman brought up that the Commission needed to approve or decline the new Port Manager's ability to enter into contract with AMO for the CVA Pump Out project

Commissioner, Pete DeBoer made a motion to allow the Port Manager to contract with AMO if all of the proper permits had been received. Commissioner, Marc Bissonnette seconded the motion.

Motion passed 3-0

Executive Session: RCW 42.30.110 Litigation Risks of a proposed action or current practice. Long term property acquisition planning.

Commissioner, Walt Elliott called for an Executive Session at 8:14PM to last 30 minutes

Meeting Resumed

Commissioner, Walt Elliott called the meeting back to order at 8:45 PM

Commissioner, Walt Elliott moved that Commissioner Pete DeBoer become Chair of the Port of Kingston Commission Commissioner, Pete DeBoer seconded the motion

Motion passed 3-0

Adjournment


Meeting was adjourned at 8:50PM by Commissioner Elliott

Meeting minutes submitted and attested by:

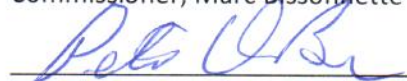


Recording Secretary, Christine Connors

Approved by:



Commissioner, Walt Elliott

Commissioner, Marc Bissonnette


Commissioner, Pete DeBoer