



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

**10/28/2015 1:00 PM**

**Kingston Cove Yacht Club: 25878 Washington Blvd**

**Meeting called by:** Port of Kingston Commissioners

**Type of meeting;** Regular Meeting

## **MEETING MINUTES**

### **Commissioners Present**

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

### **Commissioners Excused**

### **Staff Present**

Supervisor, Ray Carpenter  
Controller, Nancy Payne

### **Counsel Present**

Accountant, Dennis Treger

### **Public Present**

Count was not taken.

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF AGENDA**

**Motion:** *Approve the agenda with the change of moving Item 12, "Meeting Announcement", to before Executive Session.*

**Moved by:** *Commissioner, Walt Elliott*

**Seconded by:** *Commissioner, Pete DeBoer*

**Action:** *Passed 3-0*

**4. PUBLIC COMMENT:**

**Nancy Tietje** commented on the Public Record lawsuits and was in support of the Port of Kingston.

**Karl Stueve** commented on the Hill Property and when it might be available for metal detecting.

**Tom Bagley** commented on the need for Port security in the evenings due to recent vandalism and an attack on his wife.

Commissioner, Pete DeBoer agreed that perhaps the Commissioners should look at providing port security, and that a discussion on the subject was in order.

Commissioner, Bruce MacIntyre commented that the purchase of the security cameras planned for early 2016 may also help in this regard.

**5. REPORTS BY PORT STAFF**

Supervisor Ray Carpenter mentioned: the start of Christmas light installation for the big holiday lighting at the Port; the parking lot reconfiguration project; the Fire Boat needing a new location for their larger boat; and his staff helping out with Public Records Requests.

Controller, Nancy Payne mentioned the number of Public Records Requests that had come in during the year, how many remained open, and how many had been handled since the addition of a temporary employee; she also discussed tenants complying with the need to list the Port as Additional Insured; and holiday schedule.

**6. FINANCIAL REPORT**

Accountant, Dennis Treger reported on the September financials for the Port.

**7. ACTION ITEMS**

**A. Resolution 10-02-2015 2016 Levy**

**Motion:** *Approve the resolution as written.*

**Moved by:** *Commissioner, Pete DeBoer*

**Seconded by:** *Commissioner, Walt Elliott*

**Action:** *Passed 3-0*

**B. Resolution 10-03-2015 Removal of David Malone from Kitsap Bank Visa**

**Motion:** *Approve the resolution as written.*

**Moved by:** *Commissioner, Walt Elliott*

**Seconded by:** *Commissioner, Pete DeBoer*

**Action:** *Passed 3-0*

**C. Resolution 10-04-2015 Removal of David Malone from Bank of America signature card**

**Motion:** *Approve the resolution as written.*

**Moved by:** *Commissioner, Pete DeBoer*

**Seconded by:** *Commissioner, Walt Elliott*

**Action:** *Passed 3-0*

**D. Resolution 10-05-2015 Removal of David Malone from Columbia Bank signature card and addition of Walt Elliott**

**Motion:** *Approve the resolution as written.*

**Moved by:** *Commissioner, Pete DeBoer*

**Seconded by:** *Commissioner, Walt Elliott*

**Action:** *Passed 3-0*

**E. Authorize Nancy Payne, Controller, and Ray Carpenter, Supervisor, to continue acting as temporary co-managers of the port.**

Commissioners discussed how the port was set up to run under Executive Director's direction and how many different jobs the Executive Director has to do. Commissioners discussed whether additional help and support was needed for permitting, RFP's, coordination of legal support, as well as the search for a new Executive Director. Discussion on process for search and selection of the Executive Director, followed by discussion on hiring Kori Henry, Past Port Manager, to assist with permitting, grant administration, and RFP's for MOGA property, as she was instrumental in the Port getting the grant.

**Motion:** *Authorize Nancy Payne, Controller, and Ray Carpenter, Supervisor, to remain as co-managers of the port, with full authorization to advertise and hire for necessary positions, and contract and hire for assistance with RFP's, grant administration, and permitting.*

**Moved by:** *Commissioner, Walt Elliott*

**Seconded by:** *Commissioner, Pete DeBoer*

**Action:** *Passed 3-0*

Commissioners asked staff to check with legal counsel as to hiring past employee, Kori Henry, and what Commissioners could do in the selection process of a search company for assistance finding an Executive Director.

Commissioner, Bruce MacIntyre suggested a \$500 per pay period increase for the two staff members for taking on the additional workload and responsibilities.

**Motion:** *To compensate Nancy Payne and Ray Carpenter for stepping up and taking over the responsibilities as co-managers an additional \$500 per pay check.*

**Moved by:** *Commissioner Pete DeBoer*

**Seconded by:** *Commissioner, Walt Elliott*

**Action:** *Passed 3-0*

**F. Filling the Executive Director function on an interim and long term basis**

This item was discussed under "E" above.

**8. NEW BUSINESS**

**A. Presentation – Brian Moran, Banyon Telecommunications – Expanding Kingston Public Wi-fi**

Brian Moran made a presentation to the Commissioners for extending free wi-fi coverage into Kingston using PUD's fiber optic and his 5 gigahertz antennae. Banyon Telecommunications would pay for construction costs and would receive compensation through local advertising. The Port's responsibility would be to pay for electricity to power the antennae on their buildings. Commissioners

discussed various elements of the proposal, and asked if Brian could meet with the Commissioners in November, along with a representative of PUD.

**B. Discussion – Hill Property Inspection**

Commissioner Bruce MacIntyre indicated that the purchase of the Hill Property House did close in early October, and he has concerns as to the condition of the house. Discussion on hiring a contractor to prepare a list of immediate and necessary repairs, followed by a list of recommended repairs, with costs associated with each repair. There was discussion on the best use of the house for the next 2-3 years and discussion on the underground oil tank on the property. Staff was asked to obtain referrals for contractors.

**9. CONSENT AGENDA:**

- A) Meeting minutes of, regular Port Meeting September 22, 2015
- B) Meeting minutes of, special Port Meeting October 2, 2015
- C) Warrant #30613, totaling \$716,331.69 September 29, 2015
- D) Warrants #30614-30644, totaling \$56,397.86 September 30, 2015
- E) Warrants #30645-30677, totaling \$23,322.01 October 15, 2015
- F) Warrants #30678-30696, totaling \$67,531.72 October 28, 2015
- G) Electronic Warrant, \$7,109.05 September 18, 2015 #R18404
- H) Electronic Warrant, \$4,335.18 September 30, 2015 #R19080
- I) Electronic Warrant, \$5,390.33 September 30, 2015 #R19079
- J) Electronic Warrant, \$133.30 September 10, 2015 #R19122
- K) Electronic Warrant, \$3,754.32 October 15, 2015 #R19612
- L) Electronic Warrant, \$200.00 October 15, 2015 #R19611
- M) Electronic Warrant, \$5778.93 October 27, 2015 #R19936

**Motion:** Approve the Consent Agenda as written.

**Moved by:** *Commissioner, Pete DeBoer*

**Seconded by:** *Commissioner, Walt Elliott*

**Action:** *Passed 3-0*

**10. MEETING ANNOUNCEMENT – Set new meeting dates for November & December meetings**

Commissioners discussed various options for meeting dates in November and December. After discussion it was suggested to meet the second week of November, date to be determined; meet on November 23<sup>rd</sup> in the morning, and December 30<sup>th</sup> in the evening. Staff is to check dates with all parties and notice meeting dates on the Port's web site.

**11. COMMISSIONER REPORT**

Commissioner, Pete DeBoer indicated he attended a KEDA meeting dealing with real estate development expanding outside of the Seattle area and the Kingston area could benefit in future real estate developments.

Commissioner, Walt Elliott indicated he went to the WPPA conference and attended sessions on project financing, Executive Director recruitment, and insurance. He shared CERB’s planning grants that are available and in that CERB is meeting next year, encouraged the Port to apply for a grant to help with planning.

Commissioner, Bruce MacIntyre also attended the WPPA conference and discussion had been held on the marinas asking tenants to name ports as additional insured. He announced GKEDC has scheduled a special meeting regarding a proposed foot ferry program. He also attended All Ports Meeting in Brownsville, where Kitsap Maritime Group is refurbishing a boat which will be official tall ship of Kitsap County.

**12. EXECUTIVE SESSION TO BE CALLED AS NECESSARY**

Meeting adjourned for Executive Session at 2:49 p.m.

Meeting reconvened at 3:47 p.m.

**13. ADJOURNMENT – 3:47 p.m.**

**Motion:** *Move to adjourn.*

**Moved by:** *Commissioner Walt Elliott*

**Seconded by:** *Commissioner, Pete DeBoer*

**Action:** *Passed 3-0.*

Adopted in open session this 11<sup>th</sup> day of November, 2015

Attest:

\_\_\_\_\_  
Acting Recording Secretary,  
Nancy Payne

\_\_\_\_\_  
Commissioner, Bruce MacIntyre

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Commissioner, Pete DeBoer

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Commissioner, Walt Elliott