



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

1/27/2016 7:00 PM  
Kingston Cove Yacht Club: 25878 Washington Blvd., Kingston WA

Meeting called by: Port of Kingston Commissioners

Type of meeting: Regular Meeting

MEETING MINUTES

Commissioners Present

Commissioner, Walt Elliott  
Commissioner, Bruce MacIntyre  
Commissioner, Mary McClure

Commissioners Excused

Staff Present

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

Counsel Present

Dennis Treger, Hearthstone CPA

In Attendance: 12

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF AGENDA**

**Motion:** Approve agenda as written.

**Moved by:** Commissioner, Walt Elliott

**Seconded by:** Commissioner, Mary McClure

**Action:** Passed 3-0

4. **PUBLIC COMMENT**

**Mary Gleysteen** would like the commissioners to consider the use of solar power within the port and support Washington House Bill 2346.

**Mike Haley** thanked the port for continued partnership with Kingston Chamber of Commerce.

5. **ELECTION OF NEW BOARD PRESIDENT**

**Nomination:** Commissioner, Mary McClure nominated Walt Elliott

**Seconded by:** Commissioner, Bruce MacIntyre

**Action:** Passed 3-0

6. **REPORTS BY STAFF**

**Nancy Payne, Controller,** gave an update to the Capital Budget; Kingston Express was inspected by a broker and is listed for sale.

**Ray Carpenter, Supervisor,** reported that seawall work will be begin soon; roof maintenance on covered moorage; walked through Hill house to make a list of what is needed to make ready; Department of Natural Resources has taken over Chris Craft; and crew continue to up keep maintenance at the Port.

7. **FINANCIAL REPORT** – Dennis Treger, from Hearthstone CPA, discussed year end and end of month financials.

8. **OLD BUSINESS**

**A. CERB PLANNING GRANT** – Commissioner, Walt Elliott, discussed funding availability and requirements.

**B. AUTHORIZATION TO SIGN CONTRACT WITH STATE OF WASHINGTON**

**Motion:** To authorized Nancy Payne to sign contract with State of Washington for the grant on the Washington Blvd. Park Project (MOGA).

**Moved by:** Commissioner, Mary McClure

**Seconded by:** Commissioner, Bruce MacIntyre

**Action:** Passed 3-0

**C. DISCUSSION – PAT JONES CONTRACT, PHASE 2**

a. Commissioners discussed the report from Pat Jones and Larry Boone. Concerned with salary for Executive Director.

b. Commissioners discussed whether to approve Phase 2. Concerned of cost and time of completion. Directed staff to contact Pat Jones regarding coming to next meeting.

c. Commissioners discussed new Controller/Business Manager for the port.

9. **NEW BUSINESS:**

**A. Resolution 01-01-16 to put Commissioner Mary McClure on Bank of America signature page.**

**Moved by:** Commissioner, Bruce MacIntyre

**Seconded by:** Commissioner, Walt Elliott

**Action:** Passed 3-0

**B. Resolution 01-02-16 to cancel warrant**

**Moved by:** Commissioner, Bruce MacIntyre

**Seconded by:** Commissioner, Mary McClure

**Action:** Passed 3-0

**C. Discussion and approval of Revised Truck and Trailer annual pass agreement.**

Commissioners discussed options of price and whether to offer monthly pass.

**Motion:** To approve Annual Truck and Trailer pass agreement.

**Moved by:** Commissioner, Bruce MacIntyre

**Seconded by:** Commissioner, Mary McClure

**Action:** Passed 3-0

**D. Discussion on offer to sell land on North Beach of Port land.**

Jan Zufelt, John L. Scott, Real Estate, presented proposal for land purchase.

Commissioners asked questions, discussed concerns and options. Jan is to gather more information before next regular meeting.

**E. Appoint commissioner to represent Port of Kingston on KEDA Board of Directors.**

**Motion:** To appoint Commissioner Mary McClure to be Port representative on KEDA board.

**Moved by:** Commissioner, Bruce MacIntyre

**Seconded by:** Commissioner, Walt Elliott

**Action:** Passed 3-0

**10. CONSENT AGENDA:**

- A) Meeting minutes of, Regular Port Meeting December 30, 2015
- B) Meeting minutes of, Special Port meeting January 7, 2016
- C) Meeting minutes of, Special Port meeting January 18, 2016
- D) Meeting minutes of, Special Port meeting January 21, 2016
- E) Meeting minutes of, Special Port meeting January 25, 2016
- F) Warrants #30842---30865, totaling \$26,534.87, December 31, 2015
- G) Warrants #30866---30897, totaling \$52,380.11, January 15, 2016
- H) Warrants #30898---30899, totaling \$576.18, January 19, 2016
- I) Warrants #30900---30912, totaling \$62,103.95, January 27, 2016
- J) Electronic Warrants, \$4,986.75, December 31, 2015 #R23059
- K) Electronic Warrants, \$4,125.76, December 31, 2015 #R23181
- L) Electronic Warrants, \$4,397.82, January 15, 2016 #R23640
- M) Electronic Warrants, \$400.00, January 15, 2016 #R23642
- N) Electronic Warrants, \$1,711.65, January 26, 2016 #R23946

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

**Moved by:** Commissioner, Bruce MacIntyre

**Seconded by:** Commissioner, Mary McClure

**Action:** Passed 3-0

**11. COMMISSIONER REPORT**

**Commissioner, Bruce MacIntyre** – Report from All Ports Meeting; Chamber of Commerce Meeting

**Commissioner, Mary McClure** - nothing to report.

**Commissioner, Walt Elliott** - Report from All Ports Meeting; Kitsap Transit

**12. EXECUTIVE SESSION TO BE CALLED AS NECESSARY** – None was declared.

**13. MEETING ANNOUNCEMENT:** Next Special Meeting: Wednesday, February 3, 2016 at 10:00 a.m. at KCYC.

**14. ADJOURN- 8:50 p.m.**

**Motion:** To adjourn meeting.

**Moved by:** Commissioner, Mary McClure

**Seconded by:** Commissioner, Bruce MacIntyre

**Action:** Passed 3-0.

Meeting attested by:

  
Recording Secretary, Juanita Gomez

  
Commissioner, Walt Elliott

  
Commissioner, Bruce MacIntyre

  
Commissioner, Mary McClure