

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

12/30/2015 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, Pete DeBoer  
Commissioner, Walt Elliott  
Commissioner, Bruce MacIntyre

Commissioners Excused

Staff Present

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

Counsel Present

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF AGENDA**

**Motion:** Approve agenda as written.

**Moved by:** Commissioner, Pete DeBoer

**Seconded by:** Commissioner, Walt Elliott

**Action:** Passed 3-0

#### 4. PUBLIC COMMENT

**Rick Eveleth** thanked Pete for his service to the port.  
**Scott Anderson** thanked Pete for his service to the port.  
**Mike Haly** thanked Pete for his service to the port.  
**Todd Lachelt** thanked Pete for his service to the port.  
**Dan Smith** thanked Pete for his service to the port.  
**Ron Karzmar** thanked Pete for his service to the port.  
**Steve Young** thanked Pete for his service to the port.  
**Nancy Langwood** thanked Pete for his service to the port.  
**Jerry Kirschner** thanked Pete for his service to the port.  
**Dave** thanked Pete for his service to the port.  
**Jimmy James** thanked Pete for his service to the port.  
**Tom Bagley** thanked Pete for his service to the port.  
**Dave Lucas** thanked Pete for his service to the port.  
Unknown person called for 3 Hip Hip Hooray.

#### 5. REPORTS BY PORT STAFF

Supervisor, **Ray Carpenter**, mentioned: Christmas lights coming down; next year's Christmas volunteers to start March 2016; wood from the Toth property will be donated to Kingston food bank; and house on Hill property will need contracted out to fix it up to code; Ray also discussed damage to sea wall due to pipe breaking. He stated the window for repair would close February 15<sup>th</sup> due to Fish and Wildlife regulations. Discussion on whether there was need to declare an emergency in order to get wall repaired.

**Motion:** Move forward to repair Sea Wall as an emergency and top priority.

**Moved by:** Walt Elliott

**Seconded by:** Pete DeBoer

**Action:** Passed 3-0

Controller, **Nancy Payne**, mentioned: Juanita Gomez as new full-time permanent employee; Pam Greytek as temporary public records employee, working on older request for lawyers; state auditor wrapping up 2013 & 2014 after a month; January 2<sup>nd</sup> is the first day to make reservations for the year 2016.

#### 6. FINANCIAL REPORT – There were no financial reports available at that time.

#### 7. OLD BUSINESS

##### A. Request for Proposal (RFP) for new General Counsel

Commissioners discussed posting proposal on WPPA website and sending proposal to current counsel Chmelik, Sitkin & Davis, along with BAR Associations around Puget Sound.

**Motion:** To proceed with proposal for General Counsel.

**Moved by:** Pete DeBoer

**Seconded by:** Walt Elliott

**Action:** Passed 3-0

**B. MOGA Property Grant Project -Update**

Ray talked about the possibility of including a project manager through the grant or hire through the port as temporary employee. Commissioners discussed possible candidates that have worked on previous projects for the port. Commissioners discussed working on permits while looking for a project manager.

**C. Setting date(s) for January Workshop(s)**

Commissioners discussed possible workshop topics and will email ideas to Nancy Payne.

**8. NEW BUSINESS:**

**A. Update Current Ventek Parking Pay Station**

Nancy Payne reported that staff met with a representative from Ventek. Ventek proposed two options and upon further questioning the proposal to update the machine was reduced to a cost of around \$1300.

**B. GKEDC Letter Regarding Proposed Foot Ferry**

Commissioners discussed what is required to support GKEDC. Commissioners suggested to put on next meeting's agenda.

**9. CONSENT AGENDA:**

- A) Meeting minutes of, Regular Port Meeting November 20, 2015
- B) Meeting minutes of, Special Port meeting December 21, 2015
- C) Meeting minutes of, Special Port meeting December 23, 2015
- D) Warrants #30758---30785, totaling \$26,173.32, November 30, 2015
- E) Warrants #30786---30820, totaling \$34,847.87, December 15, 2015
- F) Warrants #30821---30841, totaling \$21,254.94, December 30, 2015
- G) Electronic Warrants, \$3,784.00, November 15, 2015 #R21068
- H) Electronic Warrants, \$200.00, November 15, 2015 #R21070
- I) Electronic Warrants, \$4,637.45, November 30, 2015 #R21676
- J) Electronic Warrants, \$4,105.19, November 30, 2015 #R21677
- K) Electronic Warrants, \$2,899.71, December 10, 2015 #R22042
- L) Electronic Warrants, \$3,817.78, December 15, 2015 #R22300
- M) Electronic Warrants, \$400.00, December 15, 2015 #R22302

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

**Moved by:** Commissioner, Pete DeBoer

**Seconded by:** Commissioner, Walt Elliott

**Action:** Passed 3-0

**10. COMMISSIONER REPORT**

**Commissioner DeBoer** gave his last notes as commissioner:

- a. Stay on the board with Kitsap Economic Development Alliance.
- b. Do not quit funding the Marina Replacement Fund.

- c. Find an ED for a long period of time. Is very impressed with Pat Jones and recommends going to phase 2.
- d. Opening position coming soon.
- e. Keep on top of grant for the MOGA property.
- f. Get covered moorage repair under way.
- g. Stay involved with the chamber.
- h. Stay involved with Kingston Stakeholders.
- i. Start a relationship with Northwest Labor Training.
- j. Get fuel sold.
- k. Thanked the community for their support.

**Commissioner MacIntyre** thanked Pete for all of his years of service.

**Commissioner Elliott** thanked Pete for all of his accomplishments.

**11. MEETING ANNOUNCEMENT:** Next Regular Meeting: Wednesday, January 27, 2016  
at 7:00 p.m. at KCYC.

**12. ADJOURN- 8:07 p.m.**

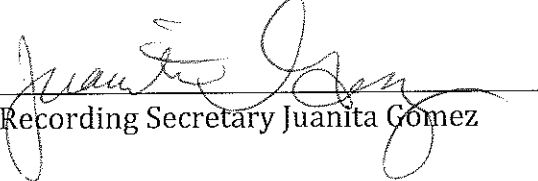
**Motion:** To adjourn meeting.


**Moved by:** Commissioner, Pete DeBoer

**Seconded by:** Commissioner, Walt Elliott

**Action:** Passed 3-0.

Meeting attested by:

  
Recording Secretary Juanita Gomez

  
Commissioner Bruce MacIntyre

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Commissioner Pete DeBoer

  
Commissioner Walt Elliott