



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

1/21/2016 7:00 PM
Kingston Cove Yacht Club: 25878 Washington Blvd., Kingston WA

Meeting called by: Port of Kingston Commissioners

Type of meeting: Special 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

Pat Jones, Consultant
Larry Boone, Consultant

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF AGENDA**

Motion: 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.

Moved by: Commissioner, Mary McClure

Seconded by: Commissioner, Walt Elliott

Action: Passed 3-0

4. BUSINESS OF THE COMMISSION

a. APPROVAL OF PROFESSIONAL SERVICES AGREEMENT

Motion: 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.

Moved by: Commissioner, Walt Elliott

Seconded by: Commissioner, Mary McClure

Action: Passed 3-0

b. REPORT FROM PATRICK JONES ON EXECUTIVE DIRECTOR RECRUITMENT

i. Assessment Project Process

1. Document review of Budgets, Agendas, and Meeting Minutes for the last three years. Document review of current Master Plan and Port Policies.
2. Interviews with 34 individuals; current and former Commissioners, current and former staff, local government officials, tenants, civic and community leaders and interested citizens.
3. Present Assessment: Evaluation of current environment, recommendations in organization, management, policy and personnel, and summary of ideal candidate.

ii. Evaluation of Current Environment

1. Successful and valuable Port role in developing Kingston. Seen as one of the leading, if not the leading, development entities in the area.
2. Current Port condition: three well qualified commissioners, excellent facilities, stable revenue/expense, good connection to community, staff known to community and dedicated.
3. Commission focused on responsibilities: current facilities, marina, park, parking and North Beach, priority of Washington Avenue Park, covered moorage, meeting current Master Plan.
4. Interviews reveal acute community concern about current situation.
5. Interviews suggest community wants Port to overcome problems, paly more influential role.

iii. Recommendations: Organization and Management

1. Improve commission meetings and communications.
2. Consider finding professional space for Port Director and Controller, away from marina office.
3. Invest in staff training for strict compliance with state statutes.
4. Review management staff organization.
5. Set revenue and financial goals to increase revenue and metrics.

iv. Recommendations: Policy

1. Adopt commission policies for operating port district and the "transaction of its business".
2. Adopt updated Delegation of Authority resolution after Executive Director hired.
3. Update Master Plan within a year or two.
4. Address "economic development".

v. Recommendations: Personnel

1. Hire experienced and highly qualified Director.

vi. Summary Profile of Ideal Candidate

1. Characteristics: Integrity, Knowledge, Leadership, Statesmanship, Financial Stewardship, Priority Management, Strategic Agility, and Community Involvement.

c. Commissioners asked questions to Pat Jones and Larry Boone.

5. PUBLIC COMMENTS:

a. **Nancy Langwith** – Thanked the commissioners for opening the process in search of new Executive Director.

b. **Tanya Issa** – Asked the commissioners to reconsider approval of contract with Sanchez, Mitchell, Eastman & Cure, P.S.C.

c. **Open to Public** - Public comments and questions addressed to Pat Jones and Larry Boone.

6. EXECUTIVE SESSION TO BE CALLED - None necessary

7. MEETING ANNOUNCEMENT: Next Special Meeting: Monday, January 25, 2016 at 1:00 p.m. at KCYC

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

8. ADJOURN- 12:01 p.m.

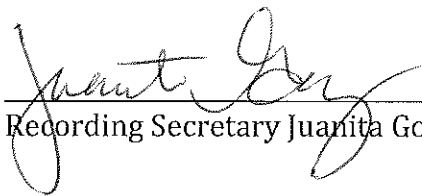
Motion: To adjourn meeting.

Moved by: Commissioner, Walt Elliott

Seconded by: Commissioner, Mary McClure

Action: Passed 3-0.

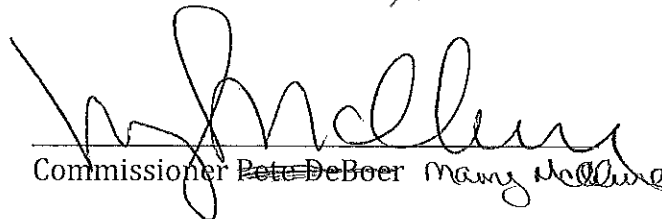
Meeting attested by:



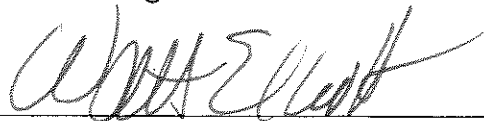
Recording Secretary Juanita Gomez



Commissioner Bruce MacIntyre



Commissioner Pete DeBoer
Commissioner Mary McClure



Commissioner Walt Elliott