



*Port of Kingston Commissioners  
Special Meeting Minutes*

02/15/2016 10:00 AM  
Kingston Cove Yacht Club, 25878 Washington Blvd. NE,  
Kingston, WA

Meeting called by: Port of Kingston Commissioners

Type of meeting; Special Meeting

## MEETING MINUTES

### Commissioners Present

Commissioner, Walt Elliott  
Commissioner, Mary McClure  
Commissioner, Bruce MacIntyre (telephonically)

### Commissioners Excused

### Staff Present

Controller, Nancy Payne

### Counsel Present

Kathleen Haggard, Esq.  
Carrie Eastman, Esq.

1. **CALL TO ORDER - 10:00 a.m.**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA**  
*Motion: Motion to Approve Agenda as written.*  
*Moved by: Commissioner Mary McClure*  
*Seconded by: Commissioner Bruce MacIntyre*  
*Action: Passed 3-0*
4. **EXECUTIVE SESSION: 10:01 a.m. – 11:18 a.m.**  
*To discuss with legal counsel representing the agency matters relating to litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. RCW 42.30.110(1)(i).*
5. **PUBLIC COMMENT:** No comments made.
6. **BUSINESS OF THE COMMISSION**

**A. DISCUSSION AND ADOPTION OF JOB DESCRIPTION, SALARY RANGE, AND JOB ANNOUNCEMENTS FOR RECRUITMENT OF EXECUTIVE DIRECTOR**

Commissioners discussed the organizational structure of the Port and whether to have a Harbormaster in addition to an Executive Director.

**Motion:** *Motion to have Ray Carpenter continue in his current capacity as Outside Supervisor with bonus until new Executive Director has had time to evaluate the organizational structure and make recommendations to the Commission.*

**Moved by:** *Commissioner Bruce MacIntyre*

**Seconded by:** *Commissioner Mary McClure*

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

Discussion then continue on the proposed job description and salary recommendations for the Executive Director position. Commissioner Elliott compared salaries of top executives in North Kitsap County and felt this position did not warrant a salary of over \$100,000.

**Motion:** *To authorize Pat Jones to advertise the position of Executive Director at the salary range of \$85,000 - \$105,000, depending on experience.*

**Moved by:** *Commissioner Bruce MacIntyre*

**Seconded by:** *Commissioner Mary McClure*

**Action:** *Passed 2-1, with Commissioner Walt Elliott dissenting.*

7. **NEXT SPECIAL MEETING DATE** – Friday, February 19, 2016, 11:00 AM  
**NEXT REGULAR MEETING DATE** – Wednesday, February 24, 2016, 7:00 PM

8. **ADJOURN - 12:49 p.m.**

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


**Moved by:** *Commissioner, Mary McClure*


**Seconded by:** *Commissioner Bruce MacIntyre*

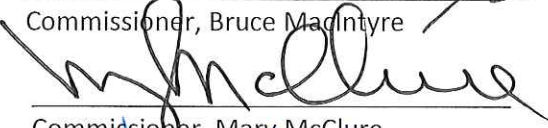
**Action:** *Passed 3-0.*

Adopted in open session this 24<sup>th</sup> day of February, 2016.

Attest:

  
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Acting Recording Secretary,  
Nancy Payne

  
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Commissioner, Bruce MacIntyre

  
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Commissioner, Mary McClure

  
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Commissioner, Walt Elliott