



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

04/25/2018 1:00 PM
Village Green Community Center - Windermere Room: 26159 Dulay Rd NE
Kingston, WA 98346

Meeting called by: Port of Kingston Commissioners

Type of meeting: Regular Meeting

Meeting Minutes

Commissioners Present

Commissioner Laura Gronnvoll
Commissioner Steve Heacock

Commissioners Excused

Commissioner Mary McClure

Staff/Counsel Present

Executive Director, Jim Pivarnik
Recording Secretary, Lacey Gray
Controller, Juanita Gomez
Hearthstone Accountant, Dennis Traeger

Public Present

Ron Karzmar

1. CALL TO ORDER: 1:04 p.m.

2. PLEDGE OF ALLEGIANCE:

3. APPROVAL OF AGENDA:

Executive Director Pivarnik requested adding an Executive Session Executive Session per RCW 42.30.110(1)(i) to discuss with legal counsel regarding potential legal action.

Motion: Approve agenda with amended changes, adding an Executive Session to the agenda.

Moved by: Commissioner Heacock

Seconded by: Commissioner Gronnvoll

Action: Passed 2-0

4. PUBLIC COMMENT:

No public comment.

5. CONSENT AGENDA:

A. Approval of Regular Meeting Minutes – March 28, 2018

B. Approval of Special Meeting Minutes – April 17, 2018

D. Approval of Warrants:

1. Warrants # 33177—33198, totaling \$21,687.19 March 31, 2018
2. Warrants # 33199—33225, totaling \$46,787.58 April 15, 2018
3. Warrants # 33226-33255, totaling \$195,217.43 April 25, 2018
4. Electronic Warrant, \$5,709.94 April 6, 2018 #R59605
5. Electronic Warrant, \$8,719.09 April 6, 2018 #R59606
6. Electronic Warrant, \$4,654.58 April 10, 2018 #R59707
7. Electronic Warrant, \$5,194.06 April 20, 2018 #R60199

Motion: Approve Consent Agenda.

Moved by: Commissioner Heacock

Seconded by: Commissioner Gronnvoll

Action: Passed 2-0

6. FINANCIAL REPORT: *Prepared by Hearthstone CPA Group*

Hearthstone Accountant Dennis Traeger reviewed the Financial Report ending March 31, 2018 with the Commission. Reminded the Commission when looking at the figures, cash basis accounting can sometimes cause for dramatic fluctuation, especially when considering the fuel figures, because inventory is not taken into account when using this method.

7. PUBLIC COMMENT:

Ron Karzmar: Asked the Commission why the Port uses the cash basis accounting method.

Hearthstone Accountant Treager requested to answer: The switch from accrual basis to cash basis was completed at the recommendation of the state auditor's office; any port under 10 million in resources should be on a cash basis because it would simplify their procedures.

8. COMMISSIONER REPORT:

Commissioner Heacock: Discussed the Village Green fundraiser he attended earlier that morning, it was very well attended. The goal was to raise 40 thousand dollars, and they received a match from a citizen in the amount of 20 thousand dollars.

Commissioner Gronnvoll: Commented on the success of the Village Green Community Center and how wonderful it was that a small group of Kingston citizens came together with an idea, and accomplished such an amazing thing working together for the good of the community.

EXECUTIVE DIRECTOR REPORT:

Executive Director Pivarnik updated the Commissioners on several projects in the works for the Port: The Port of Kingston News Inserts will be published this coming Friday; each Commissioner now had a copy of the May 2018 calendar and the most recent Port Newsletter; and work on the Ferry Passenger Terminal is on track and going great.

9. STAFF COMMENTS:

Controller Gomez: Reviewed the Profit & Loss vs Actual spreadsheet with the Commissioners.

Recording Secretary Gray: Updated the Commissioners on the status of the Comprehensive Plan draft, and their intent to provide the Commissioners with the draft for discussion at an upcoming Work Session.

NEXT REGULAR MEETING DATE: Wednesday May 23, 2018 at 1:00 p.m.

10. EXECUTIVE SESSION: Recessed to Executive Session at 1:39 p.m.

Executive Session per RCW 42.30.110(1)(i) *“To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in 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.”*

11. ADJOURN:

Motion: Adjourn Meeting at 1:55 p.m.

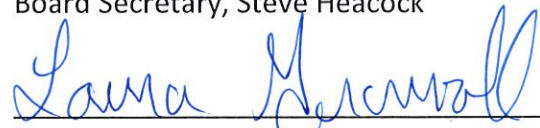
Moved by: Commissioner Heacock

Seconded by: Commissioner Gronnvoll

Action: Passed 2-0

Meeting attested by:


Board Secretary, Steve Heacock


Board Vice Chair, Laura Gronnvoll


Recording Secretary, Lacey Gray