



**Port of Kingston Board of Commissioners  
Special Meeting**

**September 18, 2018 – 8:30 a.m.  
Administrative Office, Conference Room**

**Meeting called by:** Port of Kingston Commissioners

**Type of meeting:** Special Meeting

**Meeting Minutes**

**Commissioners Present**

Commissioner Mary McClure  
Commissioner Laura Gronnvoll  
Commissioner Steve Heacock

**Commissioners Excused**

N/A

**Staff/Counsel Present**

Recording Secretary, Lacey Gray  
Controller, Juanita Gomez  
Harbormaster, Ray Carpenter  
Communications Coordinator, Terry Asla

**Public Present**

Jerry Kirshner

**1. CALL TO ORDER:** 9:30 a.m.

**2. PLEDGE OF ALLEGIANCE:**

**3. APPROVAL OF AGENDA:**

**Motion:** Approve Agenda as presented.

**Moved by:** Commissioner Gronnvoll

**Seconded by:** Commissioner Heacock

**Action:** Passed 3-0

**4. PUBLIC COMMENT:**

Jerry Kirshner: Presented to the Commissioners his concern about the float Sail of Kingston Cove (SKC) uses each summer to teach their sailing classes. He believes it will not last another summer and needs to be refurbished as soon as possible. He suggested several ideas about how to refurbish the float, including starting a capital campaign for funding, pulling it off the land to refurbish, and/or licensing it as a boat. He will look more into several of those ideas, while staff will look into permitting options. Jerry will meet with Commissioner Heacock, Recording Secretary Gray and Harbormaster Carpenter to discuss permitting issues next week.

## **5. ACTION ITEMS:**

### **A. Bainbridge Electric Contract for Electrical Line Extension to Kitsap Transit POF**

This project is in support of the Kitsap Transit Passenger Only Ferry. The Contract has been approved and will be paid for by Kitsap Transit.

**Motion:** Approve Contract with Bainbridge Electrical for Electrical Line Extension.

**Moved by:** Commissioner Heacock

**Seconded by:** Commissioner Gronnvoll

**Action:** Passed 3-0

### **B. Resolution No. 09-01-2018 Authorize Temporary Signature Authority of the Executive Director Position**

While the Commissioners search for someone to fill the Executive Director Position, someone at the Port needs to be able to sign documents and contracts for the upcoming projects the Port is involved with. The Commissioners have authorized the Port Controller and Auditor, Juanita Gomez temporary signature authority of the executive director position, until such a time that the position is filled or another person is appointed.

**Motion:** Approve Resolution No. 09-01-2018 Authorize Temporary Signature Authority of the Executive Director Position

**Moved by:** Commissioner Gronnvoll

**Seconded by:** Commissioner Heacock

**Action:** Passed 3-0

## **6. RECESS TO EXECUTIVE SESSION:** Recessed to Executive Session at 9:51 a.m.

*Executive Session per RCW 42.30.110(1)(g) "To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the*

public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

**7. RECONVENE TO REGULAR MEETING:** Reconvened to Regular Meeting at 11:10 a.m.

**C. Next Steps in Executive Director Search**

The Commissioners have asked for Controller Gomez to forward letters of interest as she receives them, and to also create a packet for each Commissioner to be provided to them at the Oct. 2 Work Session.

**D. Organizational Chart Structure**

Controller Gomez presented the Commissioners with a new organizational chart, with a request for two new positions. The Commissioners would like more time to consider and have asked Controller Gomez and Harbormaster Carpenter to provide a written proposal of the two positions, with detailed duties included.

**8. PUBLIC COMMENT:**

No public comment.

**NEXT REGULAR MEETING DATE:** Wednesday, September 26, 2018

**9. ADJOURN:**

**Motion:** Adjourn Meeting at 11:51 a.m.

**Moved by:** Commissioner Gronnvoll

**Seconded by:** Commissioner Heacock

**Action:** Passed 3-0

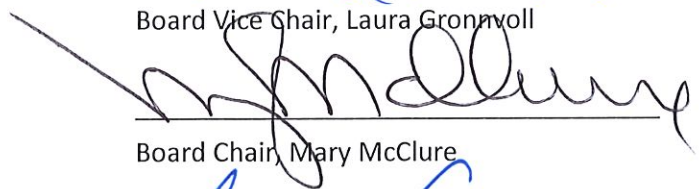
**Meeting attested by:**



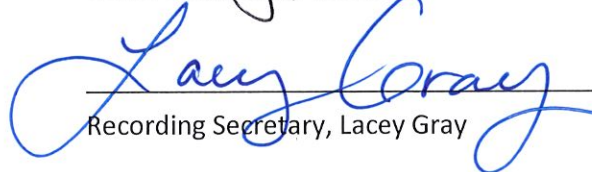
Board Secretary, Steve Heacock



Board Vice Chair, Laura Gronnvoll



Board Chair, Mary McClure



Recording Secretary, Lacey Gray