PORT OF KINGSTON

Port of Kingston Board of Commissioners
Regular Meeting

September 26, 2018 - 1 P.M.
Village Green Community Center
26159 Dulay Rd NE, Kingston WA 98346

Meeting called by: Port of Kingston Commissioners

Type of meeting: Regular Meeting

Meeting Minutes

Commissioners Present
Commissioner Mary McClure
Commissioner Laura Gronnvoll
Commissioner Steve Heacock

Commissioners Excused
N/A

Staff/Counsel Present
Harbormaster, Ray Carpenter
Recording Secretary, Lacey Gray
Controller, Juanita Gomez
Communication Coordinator, Terry Asla

Public Present
Ron Karzmar
Steven Hill
Nancy Langworth

1. **CALL TO ORDER:** 1:02 p.m.

2. **PLEDGE OF ALLEGIANCE:**

3. **APPROVAL OF AGENDA:**

Motion: Approve Agenda as written.

Moved by: Commissioner Gronnvoll

Seconded by: Commissioner Heacock

Action: Passed 3-0

4. **PUBLIC COMMENT:**

Ron Karzmar: Would like the Port to search diligently for an Executive Director.

5. CONSENT AGENDA:

A. Approval of Special Meeting Minutes – June 12, 2018

B. Approval of Warrants:

1. Warrants #33504 – 33538, totaling $103,206.42 – July 31, 2018
2. Warrants #33539 – 33566, totaling $28,777.69 – August 15, 2018
3. Warrants #33567 - 33595, totaling $446,236.73 - August 22, 2018
4. Electronic Warrant, $6,718.60 – July 20, 2018 - #R64171
5. Electronic Warrant, $6,449.92 – August 3, 2018 - #R64820
6. Electronic Warrant, $9,502.33– August 3, 2018 - #R64798
7. Electronic Warrant, $14,563.22 – August 15, 2018 - #R65311
8. Electronic Warrant, $5,841.78 - August 22, 2018 - #R65587

Motion: Approve Consent Agenda.

Moved by: Commissioner Heacock

Seconded by: Commissioner Gronnvoll

Action: Passed 3-0

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

7. ACTION ITEMS:

A. Kitsap County Public Works Presentation on Complete Streets Project

Phil Struck of Struck Environmental presented information on the Kitsap County Complete Streets Project, and the possibility of the Port to contribute financially to some aspects of the project.

B. Resolution No. 09-02-2018, No. 09-03-2018, and No. 09-04-2018 – Removal of Previous Executive Director Jim Pivarnik from Bank Accounts and Bank Cards

Motion: Approve Resolution No. 09-02-2018, No. 09-03-2018 and No. 09-04-2018, Removal of Previous Executive Jim Pivarnik from Bank Accounts and Bank Cards

Moved by: Commissioner Gronnvoll

Seconded by: Commissioner Heacock

Action: Passed 3-0

C. Update on Wireless Replacement Project

Recording Secretary Gray and Harbormaster Carpenter updated the Commission on the status of the wireless replacement project. The Port hopes to have at least one, if not all of the docks complete by mid-October.

D. Sail Kingston Cove Float Discussion

Discussed the information provided earlier in the afternoon from Jerry Kirshner regarding the possibility of converting the current floats used by Sail Kingston Cove into a barge. The possibility of SKC doing a capital campaign was also discussed. The Commissioner's will seek more information to be discussed at a later date.

E. Organizational Chart Update and Action on Wage Increases and New Staff Position

The Commissioners and staff discussed the need for a second office person and another marina attendant. A proposal for wage increases was also presented to the Commission by Controller Gomez. This action item will be tabled for further review.

8. DISCUSSION ITEMS:

A. 2019 Draft Budget

Discussion on the 2019 Draft Budget focused mostly around staff wages and expenses. The Commission tabled this discussion for further review.

9. PUBLIC COMMENT:

Recording Secretary Gray read a comment written by Nancy Langworth who was unable to stay through the public comment portion of the meeting. The comment was in regards to the Complete Streets Project, and her belief the Port should take a leadership role in its process.

10. COMMISSIONER REPORT:

Commissioner Heacock: Discussed he would be attending the WPPA Environmental Conference that evening. Each Port attending would discuss what is going on at their ports. Commissioner Heacock would be discussing the results of the pump out grant, and the stormwater project with Kitsap County Public Works. He mentioned that Harbormaster Carpenter, Recording Secretary Gray and himself are working on the Shoreline Exemption and HPA permitting processes, which is almost complete.

Commissioner Gronnvoll: Commented that Discover Kingston was a wonderful success, and she enjoyed it very much.

Commissioner McClure: Updated the Commission on the Lindvog Holding Lane Project. Discussed the MOU being circulated for review by the partners, and the Project Management Agreement with DOT, which the Port attorney is reviewing. Sanjay Bhatt from Kitsap Transit will act as an advisor to the group. Commissioner McClure also brought up the parking concern

by the community of Kingston, and her belief that the Port should take a leadership role in this issue. She also reached out to Kitsap Transit to start fuel negotiations.

11. STAFF COMMENTS:

Communication Coordinator Asla: Discussed the process of approving the Kingston News and other media releases. Talked about the completion of the Old Kingston Clock that has been installed in Port of Kingston Kiwanis Park.

Recording Secretary Gray: Updated the Commission on her conversation with the Port attorney regarding the upcoming revision of the Port's Event and Recreation Policy.

Harbormaster Carpenter: Updated the Commission on the early start of putting up the Christmas Lights and project details related to it.

Controller Gomez: Updated the Commission on the first payment by Kitsap Transit in relation to the POF Project.

12. RECESS TO EXECUTIVE SESSION: 3:40 p.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."

13. RECONVENE TO REGULAR MEETING: 4:01 p.m.

The Commission requested information from Controller Gomez on wage increases from the last two years, as well as other information or spreadsheets relating to staff compensation. The discussion will be tabled for a future meeting.

NEXT REGULAR MEETING DATE: Wednesday, October 24, 2018

14. ADJOURN:

Motion: Adjourn Meeting at 4:13 p.m.

Moved by: Commissioner Gronvoll

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