



PORT OF KINGSTON

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

April 24, 2019 – 6:30 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 Laura Gronnvoll
Commissioner Steve Heacock
Commissioner Mary McClure

Commissioners Excused:
N/A

Staff/Counsel Present:
Executive Director Greg Englin
Executive Assistant Lacey Gray
Harbormaster Ray Carpenter

Public Present:
Brian Anderson

1. **Call to order:** 6:32 p.m.
2. **Pledge of Allegiance:**
3. **Approval of Agenda:**

Motion: Approve Agenda

Moved by: Commissioner McClure

Seconded by: Commissioner Heacock

Action: Passed 3-0

4. **Public Comment:**



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No public comment.

5. Consent Agenda:

- A. Approval of Special Meeting Minutes – February 14, 2019**
- B. Approval of Regular Meeting Minutes – March 27, 2019**
- C. Approval of Special Meeting Minutes – April 9, 2019**
- D. Approval of Special Meeting Minutes – April 12, 2019**
- E. Approval of April Warrants**

Motion: Approve Consent Agenda

Moved by: Commissioner Heacock

Seconded by: Commissioner McClure

Action: Passed 3-0

6. Financial Report:

Due to a change in staff, the Port does not yet have the financial report available to review.

7. Action Items:

A. Approve OESD PSA

Annually, a new professional service agreement is signed with the IT vendor. This vendor specifically works with public sector agencies. They have been working with Executive Assistant Gray on migrating files and other IT projects. Executive Director Englin recommends we move forward with the agreement as is.

Motion: Approve OESD PSA

Moved by: Commissioner McClure

Seconded by: Commissioner Heacock

Action: Passed 3-0

B. Approve Retroactively the 3.2 CPI Increase to Staff Wages

Last October the Commission approved a 3.0% cost of living increase; however, it was interpreted as a CPI increase of 3.2%, and staff want to acknowledge that the action taken



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was technically incorrect and anything in the future will be exactly as the Commission directs. Staff asked the Commission to retroactively approve the 3.2% CPI increase.

Motion: Approve Retroactive Correction of the 3.2% CPI Increase to Staff Wages

Moved by: Commissioner McClure

Seconded by: Commissioner Heacock

Action: Passed 3-0

C. Approve Enduris Renewal Agreement

Annually, the Enduris insurance agreement is approved. The agreement runs from September to the end of August each year. The cost is going up this year. It will be \$79,000 this year and \$95,000 next year. Executive Director Englin recommends the Commission approve the agreement for this year, but that next year he will be taking a look at other insurance options. Port Staff are currently reviewing the Port's level of risk. Enduris did have a number of claims this year, which is a part of the reason why the cost is going up. About 4% of the increase is due to the Port's past public records claims.

Motion: Approve Renewal of Enduris Insurance Agreement September 1, 2019 through August 31, 2020

Moved by: Commissioner McClure

Seconded by: Commissioner Heacock

Action: Passed 3-0

8. Public Comment:

No public comment.

9. Commissioner Reports:

Commissioner Heacock: Attended the Kitsap All Ports meeting. Something he learned at the meeting that was concerning to him is that Enduris denied a claim to the Port of Allyn during the last storm event.

Kitsap County has a transportation improvement program that is currently accepting applications. KCAC met with Mark Libby from the county to discuss potential projects that could fit the program.



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Commissioner McClure: Attended the Kitsap All Ports meeting and also found the insurance discussion very valuable. The conversation also moved to various port's liveboard policies and she appreciated the varying perspectives. She would like to discuss this idea and the idea of a marina host program at a future date.

The MOU for the SR 104 Lindvog Holding Lot project has been signed by all agencies. The MOU focuses on the feasibility study. There are several complexities involved with the project, such as the slope of the ground and stormwater. These complexities have to be carefully coordinated as the project moves forward. Another issue is the projects relationship with the 104-realignment project. These two projects must be operationally simpatico. Something that is interesting is the strength of WSF's interest in a viable ferry holding lot. They are very supportive of our vision. Kitsap Transit wants to make sure there will be open access to the ferry terminals and are no longer interested in creating a full transit turnaround. The next step is a MOA between the Port and WSDOT.

May 4th is the opening day for the Kingston Public Market.

Commissioner Gronnvoll: Talked about the many events that are coming up in Kingston. The Kingston Wine Walk is coming up and tickets go on sale May 1. She attended the Village Green Park District meeting for the first time and found it very interesting. She learned that roughly 8881 people came through the Village Green in March. The cold weather shelter was open for 49 nights in a row last winter.

10. Staff Reports:

Harbormaster Carpenter: Port is running on all cylinders right now. Reminded the Commission that May 11 is Kingston Almost Summer Fest and the opening day of shrimping. It will be a big day. The season is starting, lots of boaters and yacht clubs coming in. Staff are busy and are doing well. The Event Tent did get its permit for the season. It was more of a struggle this year with the new fire marshal, but the Port was able to make it work. Things are going really well with the tenants, though there have been some issues to work out with the new insurance requirements. He has been talking to someone in the community about donating a large amount of money for the improvement of the Port. The Port has until the end of August to come up with a plan. He also thanked Executive Assistant Gray for her work on coordinating the training program for staff later in the discussion.

Executive Assistant Gray: Mentioned the Port is putting on a Memorial Weekend Concert on May 25, 2019. The Storage unit looks really good, the new shelving has been put up, working on a last push on the records project. Training with the staff is moving forward.

Executive Director Englin: Commented more on the retroactive correction to the staff wages, talking about the magnitude of the 0.2% increase to staff wages. It is an increase of



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about \$9,500 for the year, though staff are doing a heavier load covering two positions the Port is not backfilling.

Also attended the Kitsap All Ports meeting and finds them very valuable and interesting. Is trying to attend as many community meetings as possible and appreciates the Commissioners also attend many of those meetings. Staff are doing great, the park looks fantastic, we are moving forward with training. Ray put together a hazmat training held at the Port. This is an investment in the staff and the Port. We are working on the financial reports and the transition to accrual-based accounting. Talked with RCO regarding the Washington Blvd. Park project and is getting that finished up.

Next Regular Meeting Date: Wednesday, May 22, 2019 at 1 p.m.

11. Adjourn:

Motion: Adjourn meeting at 7:35 p.m.

Moved by: Commissioner Heacock

Seconded by: Commissioner McClure

Action: Passed 3-0

Meeting Attested By:

Board Chair, Commissioner Gronnvoll

Board Vice Chair, Commissioner Heacock

Board Secretary, Commissioner McClure

Executive Assistant, Lacey Gray