PORT OF KINGSTON

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Port of Kingston Board of Commissioners
Special Meeting Minutes

July 31, 2019 – 6:30 PM

Meeting called by: Port of Kingston Commissioners
Type of meeting: Special Meeting
Location: Village Green Community Center

Commissioners Present:
Commissioner Laura Gronnvoll
Commissioner Steve Heacock
Commissioner Mary McClure

Commissioners Excused:
N/A

Staff Present:
Greg Englin
Ray Carpenter
Wendie McDonald

Public Present:

1. **Call to Order:**

   Meeting called to order by Commissioner Gronnvoll at 6:30 p.m.

2. **Pledge of Allegiance**

3. **Approval of Agenda**

   Action: Approve agenda with correction. An executive session will be added to the agenda as agenda item No. 5

   Moved: Commissioner Heacock
   Second: Commissioner McClure
   Action: Pass 3-0

4. **Public Comment:**

Dr. Richard Osborne introduced himself as a Port of Kingston tenant. He recently had an emergency with his vessel breaking down and needed assistance getting back to the dock. He was told due to Port insurance changes; the employees were restricted from aiding. He requested that Port operators revise the insurance policy so they can aid the public to ensure safety. He also noted that his diver was denied

access to scraping his vessel as there is currently no bottom cleaning allowed. He requested that the Port to reinstate a haul out mechanism to accommodate sail boats. He also addressed his concerns regarding rates and policy changes.

5. **Recess to Executive Session:** Recess to executive session at 6:43 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 and 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 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.

6. **Reconvene to Special Meeting**: Reconvene to Special Meeting 7:22 p.m.

7. **Consent Agenda:**

   a. **Approval of Regular Meeting Minutes**

   Action: Commissioner Gronnvoll reported this agenda item will be moved to the next regular meeting.

8. **Financial Report: March, April and May 2019 – Prepared by Hearthstone CPA Group**

   Executive Director Englin reported that financials will be presented at the August 28th Regular Meeting. He added, as far as financial performance, we recovered $366,000.00 from RCO for the WA Blvd Park that went into cash reserves. We also received payment from Kitsap Transit for $196,000.00 with additional payments expected. We are at $200,000.00 year to date for net operating income and our financials are trending in the right direction.

   Controller McDonald addressed questions regarding Commissioner Compensation

9. **Action Items**

   a. **Declaration of Support for the Kingston Regional Stormwater Project and**

Intent to Enter into an Easement Agreement with Kitsap County

Executive Director Englin reported the Port was approached by Kitsap County to create a regional stormwater facility using Port Assets. This will help the 98-acre basin that composes a large portion of the downtown Kingston area. Kitsap County put declaration of support to enter into an easement agreement. There are additional benefits to the Port, including additional mitigation for the dredge plan.

Commissioner McClure noted the attachment describing the Port of Kingston perpetual easement was prepared by Kitsap County as their vision for a starting point for which the Port will follow.

Motion: Pass Resolution No. 07-31-2019 Declaration of Support for the Kingston Regional Stormwater Project and Intent to Enter into an Easement Agreement with Kitsap County.
Moved: Commissioner McClure
Second: Commissioner Heacock
Action: Pass 3-0

10. Public Comment

No Public Comment

11. Commissioner Reports

Commissioner McClure reported she had a very constructive meeting with Commissioner Gelder to discuss ideas to develop the relationship between he County and the Port. Commissioner Gelder added he was pleased the Port will be at the table for discussions with the Kitsap Regional Council in 2020.

Commissioner Heacock reported he did some outreach regarding the four 2-hour parking spaces near Washington Blvd. and West Kingston Road. He and Executive Director Englin walked the area and observed the parking situation. He urged the commission to have a discussion on this topic and decide how we want to proceed. By building a parking structure, the Port can potentially help with the parking deficit in Kingston.

Commissioner Heacock reported the Port Commission Conference was very well attended and gave kudos to staff on the fantastic Port Centennial Event

Commissioner Gronnvoll recommended the commissioners discuss the parking situation at their next Tuesday Work Session. She discussed the procedure for commissioners and staff when responding to the public on social media, public forums and email. She reported she attended the small ports

meeting with James Thompson and gave kudos to staff.

12. Staff Reports

Harbormaster carpenter reported they are getting ready to paint the yacht club. He also reported the asphalt company will be coming out to correct the issues in the parking lot. He gave kudos to staff for coming together for the 4th of July, staff memorial and Centennial events. He reported the marina is very full and a large amount of fuel is being sold. He added the Port of Kingston is a great destination and the grounds look beautiful. He reported he is in the process of reviewing port assistant and maintenance lead job applications

Controller McDonald reported she had a wrap up meeting for the Centennial Event with Sparkwood Events. She is also working with the State to get information on the upcoming audit.

Executive Director Englin gave kudos to staff for their work on the Centennial Event. He reported the pancake breakfast had 135 people in attendance. He gave thanks to the sponsors, vendors, nonprofit groups, community members, KC Sherriff, Port Commission and Harbormaster Carpenter.

13. Next Regular Meeting: Wednesday, August 28, at 6:30 p.m.

14. Adjourn: Commissioner Gronnvoll adjourned Meeting at 8:05 p.m.

Board Chair, Commissioner Gronnvoll

Board Vice Chair, Commissioner Heacock

Board Secretary, Commissioner McClure

Executive Director, Greg Englin