



PORT OF KINGSTON

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Port of Kingston Board of Commissioners Regular Meeting Minutes

November 26, 2019 – 9:00 a.m.

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

Commissioners Present:

Commissioner Laura Gronnvoll
Commissioner Steve Heacock
Commissioner Mary McClure

Staff Present:

Greg Englin, Ray Carpenter, Wendie
McDonald, Tarrah Dofelmier

Public Present:

Mark Romero	Brian Anderson
Mike Chesmore	Lynn Anderson
Ed Strickland	Dave Benson
Dr. Richard Osborne	

- 1. Call to Order:** Meeting called to order 9:04 a.m. by Commissioner Gronnvoll
- 2. Pledge of Allegiance**
- 3. Approval of Agenda**

Motion: Approve agenda

Move: Commissioner Heacock moved to approve agenda with corrections. Corrections include removing agenda item #9 Financial Report, correcting meeting type to Special and adding RCW 42.30.110 g to executive session agenda item.

Second: Commissioner McClure

Action: Pass 3-0

4. Approve Consent Agenda:

- Approve November Warrants
- Approve August 6, 2019 Special Meeting Minutes
- Approve August 13, 2019 Special Meeting Minutes
- Approve August 28, 2019 Regular Meeting Minutes
- Approve October 23, 2019 Regular Meeting Minutes
- Adopt October 28, 2019 All Ports Meeting Minutes



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Motion: Approve consent agenda with correction to August 28th Meeting notes to include Commissioner McClure as present.

Moved: Commissioner McClure

Second: Commissioner Heacock

Action: Pass 3-0

5. Public Comment:

Mark Romero inquired about a letter he sent to the Port during the last budget cycle.

Mike Chesmore asked the Commission to consider installing a dive park and removing the tie up fees. Commissioner Heacock noted there is a free pump out station for boaters.

Ed Strickland gave his support for the tie up fee due to transient vessels that tend to pollute the bay. He also discussed the importance of taking care of the gray water problems.

6. Recess to Public Hearing 9:21 a.m.

The Port of Kingston is holding this public hearing to receive public input on the approval and adoption of the 2020 Preliminary Budget which includes the proposed moorage rates, and the proposed Capital Projects, which will be incorporated into the Comprehensive Plan and Recreational Plan.

Executive Director Englin gave an overview of the 2020 Budget and Capital Improvement Plan which includes an increase to moorage and daily commuter parking. He discussed the need to rebuild the marina in the next 10 years and added most of the funds required will need to come from marina rates and fees. He discussed the Marina Market Rate Comparison Study the Port conducted to develop the proposed Marina rates for 2020. He noted the Port has a multi-year waitlist which supports the need for a rate increase. Executive Director Englin emphasized the importance of preserving waterfront community assets for future generations.

Commissioner McClure stated the commissioners have discussed these proposed changes at great length and recognize the responsibility to the future as well as the present. The commission is looking at all the roles of the marina and port but have a responsibility to the entire port district. She discussed the process of comparing moorage rates and tax rates while trying to keep the marina as affordable and accessible as possible.

Commissioner Heacock discussed the concerns with deferred maintenance and addressed the seriousness of the matter because things could start to fail. He discussed the high costs related to the dredge and permit fees. He also discussed his role as a shoreline planner for Kitsap county and his experiences working with other marinas. He stated the Port is looking at this as a long-term comprehensive plan and appreciate the public's feedback.

Michael Romero discussed on the importance of a long-term budget and financial planning for the future.

Dr. Richard Osborn clarified that the data provided does not include transfer costs. He suggested the Port take out a loan with low interest financing instead of increasing rates for current tenants without a



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detailed plan. He recommended increasing fees for parking and looking at other potential untapped sources of revenue. He also asked the Port to take another look at their insurance policy to prevent hidden liability situations.

James expressed concerns for the geographic areas used on the market rate study. He suggested looking at the derelict boats to solve the long wait list problem. Executive Director Englin and Harbormaster Carpenter discussed the policy and procedure the Port uses for derelict boats.

Ed Strickland stated he was involved in the rebuild of the marina and discussed the tremendous costs that are related. He emphasized the need for the marina to go to market rate. He noted because only 1/3 of marina tenants are port district tax payers, we cannot allow them to have preference. He added he has tremendous confidence in port staff.

Brian Anderson asked if there were any major assets, such as the Hill house, that the port could consider selling. Commissioner Heacock stated the Hill house has an existing small dock and the Port is considering improvement options for recreational use.

Lynn Anderson commented there was a study done two years ago which took into consideration fair market value as well as cost approach. The result was cost approach was much higher. She asked that if anyone witnesses waste being discharged from boats please remember to report it to Washington Parks and Recreation, who monitors this.

Dave Benson stated he has reviewed the Capital Plan and Budget. He recommended sharing more information on the ten-year plan to replace the marina. He also recommended looking at additional opportunities for parking as another source of revenue. He recommended the port look at state landing fees and tribal partnerships due to the high amount of commercial use.

7. **Adjourn Public Hearing:** 10:50 a.m.

8. Action Items

- a. **Adopt the 2020 Budget**
- b. **Adopt the 2020 Capital Budget**
- c. **Adopt the 2020 Marina rates**

In order to give the public additional time to review, the Commission will table the above agenda items and hold a special meeting on December 3rd, 2019 to adopt these items

d. **Approve Resolution 11-04-2019 Adopt 2020 Comprehensive and Recreational Plan**

Motion: Approve Resolution 11-04-2019 Adopt 2020 Comprehensive and Recreational Plan

Move: Commissioner McClure

Second: Commissioner Heacock

Action: Pass 3-0



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e. Approve Amendment to Resolution 10-05-2019 to change amount to \$211,378.00

Motion: Approve Amendment to Resolution 10-05-2019 to change amount to \$211,378.00

Move: Commissioner McClure

Second: Commissioner Heacock

Action: Pass 3-0

f. Approve Amendment to Resolution 10-06-2019 to change amount to \$211,378.00

Move: Commissioner McClure

Second: Commissioner Heacock

Action: Pass 3-0

9. COMMISSIONER REPORTS

Commissioner McClure reported the SR104 Lindvog Holding Lot Project's had its first official meeting. She reported the Port is a newly voted member of Kitsap Regional Coordinating Council and discussed the recent legislative session. She asked the commissioners to determine who will be serving on the various KRCC boards.

Commissioner Heacock commented he observed a cultural resources team starting testing and discovery on the County related property, as that had not been completed in the previous Lindvog study. He stated he appreciated the recent Culture Assessment Workshop and discussed how successful it was.

Commissioner Gronnvoll reported on highlights and legislative updates from the recent WPPA conference. She emphasized the importance of being transparent and to position ourselves strategically for the future when making decisions.

10. Staff Reports:

Controller McDonald reported she is working on the budget as well as working with the State regarding the audit and exit interview.

Executive Assistant Dofelmier reported she is working to transcribe past meeting minutes as well as assisting with administrative tasks associated with the budget and comprehensive plan.

Harbormaster Carpenter stated he is reaching out to the public to address their concerns regarding the budget. He addressed some the comments and suggestions presented by the public. He thanked the staff for the hard work on the budget and gave his support for the increased marina rates.



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Executive Director Englin gave thanks to the commission and the staff. He discussed the importance of communication and transparency during this process. He added he is open to suggestions and thanked the public for their input. He discussed the importance of increasing understanding of what we do and what we stand for and hopes to add value to everyone in the community.

11. Recess to Executive Session: 11:31 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 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, 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.

12. Reconvene to Regular Meeting: 11:57 a.m.

Commissioner Gronnvoll reported the commissioners have met recently in Work Session to evaluate the performance of Executive Director Englin. Commissioner Heacock presented a proposal to approve a 7.5 % salary increase and one additional week (40 hours) of paid time off. The Commission commended Executive Director Englin for all the work he has done to lead the Port in the right direction.

13. Next Special Meeting: December 3rd, 2019 at 9:00 a.m. at Village Green Community Center.

14. Adjourn:

Motion: Motion to adjourn at 12:07

Moved: Commissioner McClure

Second: Commissioner Heacock



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Board Chair, Commissioner Grønnvoll

Board Vice Chair, Commissioner Heacock

Board Secretary, Commissioner McClure

Executive Director, Greg Englin