



**PORT OF KINGSTON**

Serving what matters today, with a view for tomorrow.

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

**June 24, 2020 – 6:30 p.m.**

**Meeting called by:** Port of Kingston Commissioners  
**Type of meeting:** Regular Meeting  
**Location:** Zoom Remote Meeting

**Commissioners Present**

Steve Heacock  
Mary McClure  
Laura Gronnvoll

**Staff Present**

Greg Englin  
Ray Carpenter  
Wendie McDonald  
Tarrah Dofelmier

**Public Present**

Rebecca Pirtle

**1. CALL TO ORDER**

Commissioner Heacock called meeting to order at 1:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF AGENDA**

Motion: Approve June 24, 2020 agenda as written.

Moved: Commissioner Gronnvoll

Second: Commissioner McClure

Vote: Pass 3-0

**4. PUBLIC COMMENT:**

No Public Comment

**5. CONSENT AGENDA:**

These matters are routine and will be enacted by one motion of the Commission with no separate discussion. If discussion is desired, that item may be removed from the Consent Agenda by a Commissioner.

- a. Approve March 17, 2020 Special Meeting Minutes
- b. Approve March 20, 2020 Special Meeting Minutes
- c. Approve May 27, 2020 Regular Meeting Minutes



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- d. Approve June 3, 2020 Special Meeting Minutes
- e. Approve May/June 2020 Warrants

Motion: Approve the five Consent Agenda items as presented

Moved: Commissioner McClure

Second: Commissioner Gronnvoll

Vote: Pass 3-0

**6. FINANCIAL REPORT**

Controller McDonald presented a revised financial report for April 2020 noting a correction to the water bill amount located under utility fees. The corrected amount is \$1,000.00 from the previously reported \$10,000. The 2020 year to date financial summary was also presented.

Executive Director Englin commented that both revenue and expenses are lower due to the Coronavirus pandemic, but the Port's ability to open the guest dock in Phase 2 resulted in an increase in net ordinary income.

Harbormaster Carpenter commented the Port currently has a large waitlist for moorage. Port customers have given feedback to staff that they like the direction the Port is headed and are happy with the services that the Port provides. He reported that Kitsap Transit and Washington State Ferries commuter numbers were down which affected our parking revenue but is now starting to pick up.

Harbormaster Carpenter reported the Port recently hosted 26 Ranger Tugboats; they had such a great time, that they want to bring 40-50 boats back in September. He commended staff for providing great customer service while following COVID regulations and guidelines. He added that customers including various yacht clubs have been very cooperative with the restrictions.

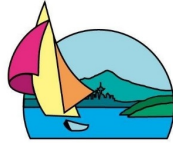
Executive Director Englin presented a year to date financial comparison through June 23, 2020 and reported the Port has increased revenue slightly over last year. He added that Ray and his staff have made up some ground by closing the Ranger Tugboat deal.

**7. PUBLIC COMMENT:**

No Public Comment

**8. COMMISSIONER REPORTS**

Commission McClure reported she is looking forward to an upcoming meeting with the key jurisdictions involved in the Lindvog and SR 104 construction

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projects. She added, the purpose of the meeting is to have serious conversation about phasing. What we had heard, in relationship to the realignment project, is that the project couldn't be funded because it couldn't be phased but Lindvog can. This meeting will allow us to dig into phasing discussions with partner jurisdictions. From there, we will present to the Kingston community including legislators and stakeholders' groups involved with transportation.

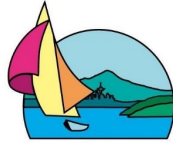
Commissioner McClure reported she has been involved in the Kingston 4<sup>th</sup> of July Committee flipped parade planning. She added there is such a positive attitude about how to make this worthwhile fun event for the community. She discussed accommodating the "free hot dogs for kids" event and will be discussion parking logistics with Greg and Ray.

Commissioners discussed the importance of complying with new regulations and added it will be a topic of further conversation.

Commissioner Gronnvoll reported she recently attended the KRCC Traspol meeting and discussed the idea that came up of staggering projects to allow bigger projects to receive funding every other year. Commissioner McClure added there has been a lot of dissatisfaction that the 104 Realignment and other Kitsap projects didn't do well in the regional competition. Therefore, Transtac is working to come up with ways to change how the competition works to allow for more predictability in the project planning. Commissioner Gronnvoll added she thought alternating funding component was a great suggestion and she is hopeful the committee will come to a decision as it would provide opportunity for those large projects that ranked high, but don't receive funding.

Commissioner Heacock reported he also attended the Transpol meeting and supported the alternating funding component. The problem, as he observed was the Port joined Transpol after many funding decisions had already been made and there were other projects that had already developed more traction.

Commissioner Heacock recently attended the KCAC meeting and stated he was pleased to see an email from Mark Libby regarding Kitsap County Public Works Road Department moving forward with the Safe Routes to School grant. He is hopeful for this grant which can be funded entirely without match. He expressed



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his appreciation for Greg Cioc being involved with the project based on his experience with the TIP project.

**9. STAFF REPORTS**

Harbormaster Carpenter reported he has been in discussions with the commodore of the yacht club in regard to the 4<sup>th</sup> of July flipped parade and stated the Port will be ready to step up and help out as needed. The Tribal opener for crabbing starts tomorrow and the Port has received a lot of interest for moorage in the Marina.

Controller McDonald reported she is working on the annual report and discussed the complexity due to the move to accrual bases financials. The due date for the annual report has been extended to July 1<sup>st</sup>

Executive Assistant Dofelmier reported she is working with Executive Director Englin on the presentation materials for the ALEA grant. She is working on the Emergency Guide flip chart for Port employees and upgrading all the second-floor workstations with webcams, headsets and added a conference phone. She is working on the Phase #3 Safe Start Business Plan for the Port as part of the state requirements for moving to phase #3.

Executive Director Englin discussed the middle bathroom replacement project which the Port is seeking funding through RCO of approximately \$260,000.00 through the BIG and ALEA Grants. He is working with Marc Horton and staff to put ALEA and BIG together for submittal. He noted research shows that restrooms are the #1 Marina amenity followed by Wi-Fi. The Port restrooms, which are 53 years old have had a couple major failures recently and they have received a tremendous amount of pressure and use.

Executive Director Englin reported that the new Controller, Julia Hustler has accepted an offer of employment and will start on July 6, 2020. He thanked Controller, McDonald for her service.

Executive Director Englin reported he will be meeting with Kitsap County Public Works staff on the Kingston Stormwater project

**10. NEXT REGULAR MEETING:** July 22, 2020 at 1:00 p.m. via Zoom



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**11. ADJOURN**


**Motion:** Adjourn Meeting at 7:26

**Moved:** Laura:

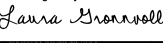
**Second:** Steve


**Vote:** Pass 3-0

**PORT OF KINGSTON  
KITSAP COUNTY, WASHINGTON**

DocuSigned by:  
  
Steve Heacock, Commissioner

DocuSigned by:  
  
Mary McClure, Commissioner

DocuSigned by:  
  
Laura Gronnvoll, Commissioner

Attest:  
DocuSigned by:  
  
Executive Director, Greg Englin