



**PORT OF KINGSTON**

Serving what matters today, with a view for tomorrow.

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

**September 23, 2020 – 1:00 p.m.  
Zoom Remote Meeting**

**Commissioners  
Present**

Steve Heacock  
Mary McClure  
Laura Gronnvoll

**Staff Present**

Greg Englin  
Ray Carpenter  
Julia Hustler  
Tarrah Dofelmier

**Public Present**  
Ron Karzmar

**1. CALL TO ORDER**

September 23, 2020 Regular Meeting called to order at 1:02 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF AGENDA**

Motion: Approve agenda with correction of meeting time to 6:30 p.m.

Moved: Commissioner McClure

Second: Commissioner Gronnvoll

Vote: Pass 3-0

**4. PUBLIC COMMENT:**

No public comment

**5. CONSENT AGENDA:**

A. Approve August 26, 2020 Regular Meeting Minutes

B. Approve Warrants – August 2020

Motion: Approve Consent Agenda

Moved: Commissioner Gronnvoll

Second: Commissioner McClure

Vote: Pass 3-0



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## **6. PUBLIC COMMENT:**

No Public Comment

## **7. COMMISSIONER REPORTS**

Commissioner McClure reported the Kitsap Regional Coordinating Council (KRCC) will be hosting a virtual reception on November 12 and is asking the Port to submit topics and issues in writing prior to the meeting. The KRCC executive committee will choose which items to be included for the legislators. Executive Director Englin will draft up a list of items for the next commission work session.

Commissioner Gronnvoll attended the Kitsap Coordinating Council Meeting (KCAC). She stated she appreciates Commissioner Heacock updates regarding building permits in Kingston are at an increase of 70%.

Commissioner Heacock reported on a potential forest stewardship grant opportunity. He is researching potential properties that the Port may acquire through this grant. A majority of the property purchased could be paid for with a 15% match through potential harvest income.

He attended the KCAC meeting where there was a report out on the Lindvog project, and the County project located at the corner and Bond and Gunderson road. Kitsap County Public Works is in the process of purchasing the approximate 8-acre property to house the new Road Shed and expand from their existing 2-acre property. Commissioner Heacock and Beth Berglund also gave a presentation to Kiwanis on the Lindvog project.

He reported Kitsap County Department of Community Development has had quite an increase in workload this year as permits have increased 70% from this time last year. He reported Seaside has several model homes permits that are under review by the County. Construction prices are higher which may delay construction projects.

Representing the Parks, Trails and Open Space Committee, Commissioner Heacock conducted a site visit with Mark Libby to see if the new school district parking lot for the Carpenter Lake Stewardship Trail may be moved to the northern extent of property. We are looking at trail concepts including connectivity with the existing trail and ADA. The school district is concerned with outside traffic due to COVID-19.

## **8. STAFF REPORTS**

Harbormaster Carpenter reported he is working on seasonal moorage agreements, and capital planning. He added that everyone is doing well and staying healthy and are working on ways to see the Marina thrive.



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Executive Assistant Dofelmier reported she is working to update Port policies and procedures. She developed an internal SharePoint dashboard for staff to track supplies and leave requests. She is assisting with the administrative tasks for the budget and capital plan. She recently coordinated the Marina software program update and organized a two-day training for staff.

Controller Hustler reported we made great progress on the annual financial report for the State Auditor's Office. She is working to improve payroll processes including payroll upgrades, working with QuickBooks to reduce time and provide safeguards. In general, looking at improvement on the inventory tracking process.

Executive Director Englin discussed the financial report and gave a preliminary budget overview. He noted the importance of building other sources of revenue by diversifying revenue streams going forward. He stated the Port has had shortfalls due to the pandemic but is heading in the right direction.

Executive Director Englin gave an update on the Kitsap County Stormwater Project. The Port is working with Kitsap County to create a stormwater program for North Kitsap specifically for this 98-acre basin. Due to budget shortfalls, the County has delayed the project until 2022 which will impact any opportunity for development. We met last week to determine site selection and design elements. He added the Stormwater team has been great to work with.

He reported the Port has hired a survey team to survey port properties and will have a civil engineer draft up a plan for those parcels. We are working with Kitsap County on rezoning existing Port properties and conditional use permits.

The Port submitted grant applications for two RCO grants including the ALEA and BIG grants and will give a final presentation next week.

Due to the COVID 19 pandemic, the staff is working with the public and commission to come up with ideas and alternatives to the cancelled in-person Christmas light display.

Mr. Karzmar requested that staff go through the budget & capital plan to tie it all together in order to look ahead at development and get people involved in the process and give the public something to get excited about. The group discussed sending out an informational flyer or State of the Port via email, mail and newspaper.

- 9. NEXT SPECIAL MEETING PUBLIC HEARING:** October 21, 2020 at 6:30 p.m.  
**NEXT REGULAR MEETING:** October 28, 2020 at 6:30 p.m.



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**10. ADJOURN**

Motion: Adjourn meeting at 2:05 p.m.  
Moved: Commissioner Gronnvoll  
Second: Commissioner McClure  
Vote: Pass 3-0

DRAFT