



Serving what matters today, with a view for tomorrow.

**Port of Kingston Board of Commissioners
Regular Meeting
October 28, 2020 – 6:30 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

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

1. CALL TO ORDER

Regular Meeting of the Port of Kingston Commission called to order at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

Motion: Approve agenda as written
Moved: Commissioner McClure
Second: Commissioner Gronnvoll
Vote: Pass 3-0

4. PUBLIC COMMENT:

No Public Comment

5. CONSENT AGENDA:

- A. Approve September 23, 2020 Regular Meeting Minutes
- B. Approve Warrants – September 2020

Motion: Approve consent agenda
Moved: Commissioner Gronnvoll
Second: Commissioner McClure



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Vote: Pass 3-0

6. FINANCIAL REPORT

Executive Director Englin gave a summary of the Port Financials.

7. DISCUSSION ITEMS

- a. Development and Funding of Ferry Holding Lot and Active Traffic Management strategies for Kingston

Executive Director Englin reported subsequent to the SR104 Feasibility Study the Port partnered with WSDOT, Kitsap County, Kitsap Transit and Washington State Ferries. In order to keep the project moving, Kitsap County Commissioner, Rob Gelder has directed staff to pursue opportunities for funding. The County reached out to get an estimate for Active Traffic Management strategies for Kingston to follow on from SR104 study. There is a \$28,000.00 estimated cost for scoping and study to submit for an Active Traffic Management System grant. The County is asking for support, they will contribute \$14,000.00 and WSDOT is contributing \$4,000.00. He asked for the Commissioners to consider funding support not to exceed \$14,000.00

Commissioner McClure stated the importance of participating in funding it indicates our continuing commitment to solving this problem.

Commissioner Gronnvoll gave her support and added that this is a good start to try and provide relief and get it going in the right direction.

Commissioner Heacock gave his support and added this project makes a big impact on the economic development of Kingston.

8. ACTION ITEMS

Executive Director Englin gave a summary of the 2021 Marina and Capital Budget, the 2021 Marina rate schedule including a proposed moorage rate increase. He gave a summary of the proposed capital projects that will be incorporated into the comprehensive and recreational plan. He reported the 2021 tax levy is \$217,000.00.

- a. **Approve Resolution 10-01-2020 Adopt 2021 Budget**

Motion: Approve 10-01-2020 Adopt 2021 Budget
Moved: Commissioner Gronnvoll
Second: Commissioner McClure
Vote: Pass 3-0



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b. Approve Resolution 10-02-2020 Adopt the 2021 Capital Budget

Motion: Approve 10-02-2020 Adopt the 2021 Capital Budget
Moved: Commissioner McClure
Second: Commissioner Gronnvoll
Vote: Pass 3-0

c. Approve Resolution 10-03-2020 Adopt the 2021 Marina Rate Schedule

Motion: 10-03-2020 Adopt the 2021 Marina Rate Schedule
Moved: Commissioner Gronnvoll
Second: Commissioner McClure
Vote: Pass 3-0

d. Approve Resolution 10-04-2020 Adopt 2021 Comprehensive and Recreational Plan

Motion: 10-04-2020 Adopt 2021 Comprehensive and Recreational Plan with review and updates to the Commissioner Bio page.
Moved: Commissioner McClure
Second: Commissioner Gronnvoll
Vote: Pass 3-0

e. Approve Resolution 10-05-2020 Adopt 2021 Levy Certification

Motion: 10-05-2020 Adopt 2021 Levy Certification
Moved: Commissioner Gronnvoll
Second: Commissioner McClure
Vote: Pass 3-0

9. COMMISSIONER REPORTS

Commissioner McClure attended the WPPA Small Ports Conference via Zoom and received good information regarding the Port redistricting requirements. She discussed options including partnering with Kitsap small ports association to develop a process.

Commissioner McClure stated she very clearly and strongly appreciated the patience and compassion shown to her by her fellow Commissioners, Port staff and citizens of Kingston. She added her commitment and care for the community is reemerging. She recently developed draft public outreach plan for the Port's strategic planning process.



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She added the Port Commissioners will be available and will be listening and we plan to set up a structure that enables that.

Commissioner Gronnvoll reported she attended the WPPA conference redistricting sessions and discussed the noticing and scheduling process. She attended seminars on grant writing and the open public meetings act.

Commissioner Gronnvoll attended the Kingston Citizens Advisory Council where Chris Galbraith gave a presentation on North Kitsap Fire events and information. For more information on the upcoming fire escape planning contest and CPR certification contact Michele Loboda at www.nkfr.org. She also noted the importance of testing and replacing your smoke alarms regularly.

Commissioner Heacock reported on the Parks, Trails and Open Space group meeting. They are working to address parking concerns by moving the parking area for the access trail at the Gordon Elementary. During the planning process, he will meet with Mark Libby, School District Maintenance Staff and Kitsap County Parks to discuss the land trade and other specifications.

Commissioner Heacock attended the Kingston Citizens Advisory Council where the schoolboard superintendent gave an overview of next year's budget. One of the challenges they would like to solve is providing better WIFI connectivity for students. Commissioner Heacock requested the Port work closely with Kitsap Public Utility District to come up with solutions including providing fiber optic improvements in the region.

10. STAFF REPORTS

Controller Hustler reported she is undertaking process improvements for greater efficiency in the Accounts Payable tasks, streamline invoicing and inventory systems, transition HR tasks and systems to Administrative Services Manager. Prepare and Submit Financial Statements to regulatory bodies.

Admirative Manager Dofelmier reported she has been working to schedule, notice and compile budget documents. She attended the WAPRO records management fall seminar which including case law and drafting policies to minimize retention. She attended the WPPA seminar which included grant writing and Open Public Meeting Act training. She is working with management to revamp HR forms including adopting a new performance evaluation and development planning form. She is developing a process for quarterly check in's with staff and is attending regular HR training.

Harbormaster Carpenter commended Torey Grandt and Marc Horton for all their efforts on port projects and improvements. He received positive feedback from customers



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regarding the beauty of the Port and gave kudos to staff for their hard work. He reported on the current and upcoming guest dock reservations. He also reported the Port will be putting together a nice Christmas display that people can enjoy from their vehicles or by social distancing.

Executive Director Englin thanked Port Staff, the Port Commissioners and the Kingston community for their support especially with the budget. A lot of time and effort went into the budget process.

11. PUBLIC COMMENT:

Ron Karzmar commended the Port Commissioners and Staff. He commented that he would like the public to have more access to moorage and recommended giving thought to a floating moorage fee. He stated there is a disconnect between the Port and the Public regarding Kingston Communities willingness to weigh in and help.

12. NEXT REGULAR MEETING: November 18, 2020 at 6:30 p.m. via Zoom.

13. ADJOURN

Motion: Adjourn meeting at 8:22 p.m.
Moved: Commissioner McClure
Second: Commissioner Gronnvoll
Vote: Pass 3-0

DocuSigned by:


Steve Heacock, Commissioner

DocuSigned by:

Mary McClure, Commissioner

DocuSigned by:

Laura Gronnvoll, Commissioner

Attest:
DocuSigned by:

Executive Director, Greg Englin