



Serving what matters today, with a view for tomorrow.

Port of Kingston Board of Commissioners Special Meeting Minutes

November 18, 2020 at 6:30 p.m.

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

Commission Present
 Steve Heacock
 Mary McClure
 Laura Gronnvoll

Staff Present
 Greg Englin
 Ray Carpenter
 Julia Hustler
 Tarrah Dofelmier

Public Present
 Carolyn Lake

1. CALL TO ORDER: Commissioner Heacock called meeting to order at 6:37 p.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA:

Motion: Approve November 18, 2020 agenda as written

Moved: Commission McClure

Second: Commission Gronnvoll

Vote: Pass 3-0

4. PUBLIC COMMENT: No public Comment

5. CONSENT AGENDA:

A. Approve October 21, 2020 Regular Meeting Minutes

B. Approve October 28, 2020 Regular Meeting Minutes

C. Approve Warrants for October 2020

Motion: Approve Consent Agenda

Moved: Commission McClure

Second: Commission Gronnvoll

Vote: Pass 3-0

6. DISCUSSION ITEMS



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A. Kitsap County / Perteet contract update

Executive Director Englin reported he is in contract negotiations for the SR104 Ferry holding lot with the five partner agencies that will contribute to funding. Partner agencies include the Port, Kitsap County, Kitsap Transit and WSDOT. The Port has committed to fund \$10,000.00, Kitsap County \$14,000.00 and WSDOT \$4,000.00. The Port is responsible for administering the contract and Kitsap County will act as project manager. The contract is currently “not-to-exceed” \$28,000.00.

B. Ramp Resurface

Harbormaster Carpenter reported he is awaiting product delivery to complete the ramp resurfacing project. The installation will take two days to complete and will not interfere with Kitsap Transit riders. Executive Director Englin stated this new surface will ensure the safety to Kitsap transit passengers.

C. Hill House Dock preservation

Harbormaster Carpenter reported staff is moving forward with rehabilitation and preservation of the Hill House dock. The pilings are fading, and the dock is compromised. Executive director Englin stated that the dock replacement will be rolled into future strategic planning.

D. Finger Pier Repair

Harbormaster Carpenter reported the Port has a responsibility to ensure that the finger piers continue to be a valuable asset for the future. The Port is working with Washington Project Consultants to review a bid from AMO to come up with a scope of work. Executive director Englin stated over time the finger piers and floatation’s become compromised and will need to be upgraded. He commended staff on a thorough walk through and for documenting a repair plan.

7. ACTION ITEMS

A. Adopt Resolution 11-02-2020 Revised Port of Kingston Rules and Regulations

Discussion: Executive Director Englin gave a summary of revisions, including reinstating the sign rule in order to follow first amendment rights. The Rules and Regulations have been reviewed by Port and plaintiff counsel. The sign rule was previously removed as part of a lawsuit and it will now be reinstated as it is Constitutionally and operationally solid.

Motion: Adopt Resolution 11-02-2020 Revised Port of Kingston Rules and Regulations



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Moved: Commissioner Gronnvoll

Second: Commissioner McClure

Vote: Pass 3-0

B. Adopt Resolution 11-03-2020 Adopt Revised Port of Kingston Personnel Manual

Discussion: Executive Director Englin reported the Port has completed its annual review of the Personnel Manual. He gave a summary of updates including the addition of the following appendices:

- a. Organizational Chart
- b. Promotional Positions
- c. Telecommuting Policy
- d. Service/Pet Policy
- e. Diversity Equity and Inclusion Policy
- f. Absence Reporting Policy
- g. Pandemic Flu Policy

Motion: Adopt Resolution 11-03-2020 Adopt Revised Port of Kingston Personnel

Moved: Commissioner McClure

Second: Commissioner Gronnvoll

Vote: Pass 3-0

C. Adopt Resolution 11-04-2020 Approve contract to Perteet for Transportation Grant submittal

Discussion: Executive Director Englin stated the Port will have to have an Interlocal Agreement in place prior to contract execution with Perteet. He added the Port Commission has established great partnerships with the partner agencies.

Motion: Adopt Resolution 11-04-2020 to Approve Contract to Perteet for transportation grant submittal.

Moved: Commissioner Gronnvoll

Second: Commissioner McClure

Vote: Pass 3-0

8. FINANCIAL REPORT:

Executive Director Englin gave a summary of Port Financials and stated the news is better than expected. Ray and his team continue to bring in and preserve both



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transient and seasonal moorage. Ray continues to nurture relationships with yacht clubs and make the Port a great experience for customers.

9. PUBLIC COMMENT:

Carolyn Lake commented how great it is to see the Port moving forward on important tasks and cleanups.

10. COMMISSIONER COMMENTS;

Commissioner McClure expressed her support for the Port's participation in the Kitsap Regional Coordinating Council committees; including the Transportation Policy Committee (TransPOL) & Land Use Planning Policy Committee (PlanPOL). She discussed the Port's future plans for redistricting and expressed appreciation to Executive Director Englin for reaching out to other local ports to come up with an economical way to proceed.

Commissioner Gronnvoll reported attended the Kingston Stakeholders meeting and the Legislative Session and added that she appreciates hearing the various input, frustrations and ideas.

Commissioner Heacock reported on the town hall session presented by County Commissioner Robert Gelder where they discussed the Lindvog project. The meeting was informative and well attended. He also attended the Legislative Session with KRCC and stated he was encouraged by some of the federal programs that specifically are under Congressmen Derek Kilmer.

11. STAFF REPORTS

Controller Hustler reported she has been working to prepare monthly financial statements. She is updating and improving the inventory and fuel tracking system and is working to implement a time tracking system. She continues to work diligently on the 2019 Annual Report with the Port CPA. She has undertaken continuing education related to government accounting, management and process improvement.

Executive Assistant Dofelmier reported that the Port filed the 2021 budget and Tax Levy Certification with Kitsap County. She is working with Ray to complete employees Performance Evaluations and Development Plans. She has worked with staff to update the Personnel Manual and Rules and Regulations. She is working on consolidating records and preparing them for annual retention and destruction.



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Harbormaster Carpenter thanked staff for their support in ensuring port assets are maintained. He reported the Christmas lights may be smaller this year, but they will still be a remarkable show. He reported the tenants have been very understanding on rate increases and can see that the Port is making improvements. The Port has amazing staff, great reviews and a strong waitlist.

Executive Director Englin report the Tulalip tribe lost an officer and offered condolences to his friends and family.

He reported the Director of the Kingston Chamber of Commerce, MiaCate Kennedy has resigned. The Port will be terminating the chambers lease and refunding their rent for December.

The Recreation and Conservation Office gave a technical review of the Port's grant presentation and application for the Boating Facilities Program Grant. Funding would go toward acquiring a yacht float to attract motorized vessels. It would expand our marina footprint and generate more cash. We've combined the yacht float and the restroom remodel as part of our grant application. Final review will take place in February 2021.

He reported there is a broadband working committee to look at funding improvements to critical broadband services.

He reported he is working with Kitsap County on the following items:

- a. Perteet Contract and federal grant applications ready for submittal in 2021.
- a. Zoning and Use table review
- b. Stormwater update and 30 % design review.
- c. Port redistricting

12. RECESS TO EXECUTIVE SESSION:

Recessed to Executive Session 8:01 p.m.

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;



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Commissioner Heacock stated the commission approves an increase to Executive Director Englin leave accruals to 16.67 hours per month, equal to 5 weeks of vacation a year and a salary merit increase of 2%.

13. NEXT REGULAR MEETING: Wednesday December 16, 2020 at 1:00 p.m. via Zoom.

14. ADJOURN

Motion: Adjourn Regular Meeting at 8:51 p.m.

Moved: Commissioner Gronnvoll

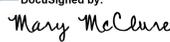
Second: Commissioner McClure

Vote: Pass 3-0

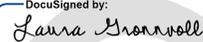
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Steve Heacock,
Commissioner

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Mary McClure,
Commissioner

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Laura Gronnvoll,
Commissioner

Attest:

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Greg Englin,
Executive Director