



PORT OF KINGSTON

Serving what matters today, with a view for tomorrow.

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

December 16, 2020 at 1:00 p.m.

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

Commissioners Present

Steve Heacock
Mary McClure
Laura Gronnvoll

Staff Present

Greg Englin
Ray Carpenter
Julia Hustler
Tarrah Dofelmier

1. CALL TO ORDER

Commissioner Heacock called the meeting to order at 1:08 p.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

Motion: Approve Agenda as written

Moved: Commissioner Gronnvoll

Second: Commissioner McClure

Vote: Pass 3-0

4. PUBLIC COMMENT: None

5. CONSENT AGENDA:

A. Approve November 18, 2020 Regular Meeting Minutes

B. Approve December 8, 2020 Special Meeting Minutes

C. Approve Warrants – November 2020

Motion: Approve Consent Agenda

Moved: Commissioner McClure

Second: Commissioner Gronnvoll

Vote: Pass 3-0

6. DISCUSSION ITEMS

A. Derelict Vessels



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Executive Director Englin reported the Port is always on the watch for potential risk. Staff has compiled an informational briefing regarding derelict vessels to keep the Commission and Port District Residents informed. Currently, there is a derelict vessel anchored and poses a potential threat if it breaks free. Port staff has done a thorough job in responding to these incidents. We also want to recognize the Partner agencies that have aided the Port; including: the US Coast Guard State Attorney General, DNR, Department of Ecology (DOE), KC Sherriff and Tribal Police.

Harbormaster Carpenter reported DOE and the Port are working with the owner of the vessel to obtain receipts and ensure compliance pump out compliance. Port staff has put together a plan to work with partner agencies on this issue and the Clean Vessel Act.

7. ACTION ITEMS

A. Approve a new contract with Washington Project Consultants (WPS) 2021 Contract with a “not-to-exceed” value of \$25,000.

Discussion: Executive Director Englin reported Marc Horton (WPS) has served as port engineer for the 18 months and has been an incredible resource. Work coming up on the Capital and Comprehensive plan include stormwater, budget, scope, permitting & zoning. Mr. Horton is an invaluable resource to the Port. We have provided his qualifications, background and scope of work for the commission. Staff is requesting approval for a new contract with a not to exceed amount of \$25,000.

Commissioner Heacock commented that Mr. Horton has a broad environmental background which is invaluable to the Port right now.

Commissioner Gronnvoll commented that she appreciated Mr. Horton’s background, knowledge and depth of understanding during conversations with Perteet.

B. **Motion:** Approve a contract with Washington Project Consultants 2021 Contract with a “not-to-exceed” value of \$25,000.

Moved: Commissioner McClure

Second: Commissioner Gronnvoll

Vote: Pass 3-0

8. FINANCIAL REPORT

Executive Director Englin gave an overview of the November 2020 Financials. Staff has developed a plan to ensure maintenance is not being deferred. The Port is in a good position to weather risk, maintain assets and maintain operations in a robust



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manner. He stated he is pleased with Port's performance, even in the pandemic and he applauds staff for keeping the guest dock very busy during the non-peak season.

Commissioners voiced their support and agreement for staff efforts to concentrate on maintenance items during the off-peak season and to ensure maintenance is not deferred.

9. PUBLIC COMMENT:

None

10. COMMISSIONER COMMENTS

Commissioner Gronnvoll gave a brief overview of the recent WPPA Conference she attended. She highlighted the inspiration talks by Congressmen Danny Heck and Secretary of State Kim Wyman.

Commissioner Heacock reported the Kingston stakeholder group is looking into a 501C3 mechanism called the Angel Fund. This would provide a formal way to provide funding for people in need in the local community. He reported the Parks Trails Open Space committee has submitted a work plan for 2021 to Kingston Citizen Advisory Council. The group is looking to substantiate some of these trail needs for a component for transportation which focuses on walkability. The group has had good conversations with Joe Rattan from Kitsap County Public Works in regard to funding options from the Traffic Improvement Plan List.

11. STAFF REPORTS

Controller Hustler reported she is in the process of meeting with employees to discuss benefits and payroll. She is working to streamline invoicing to get agencies on a regular billing schedule and integrating the Port's inventory system and year end reporting.

Administrative Services Manager Dofelmier reported she has merged the Facebook accounts and posted the upcoming events. She is managing the website and added a "follow me" social media button on the home page. She announced the Port recently awarded three employees with service awards. Congratulations to Marvin Robles, Les Poole and Austin Goff on 5 years of service and to Ray Carpenter on over 10 years of service.

Harbormaster Carpenter gave kudos to the staff for their amazing work on Christmas lights and special thanks to Marvin Robles for the virtual video tour he created. We are receiving numerous inquiries about the lights. He noted this year's display will be scaled back and we are encouraging people to view the lights from their vehicles. Port tenants are also participating by putting lights on their boats. He thanked Kitsap Towing and St. Micks Tree Farm for their assistance with the Christmas Tree. He reported the marina is doing well and staying full. The Port is working with



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Suquamish Tribe for the upcoming Crab opener. He reported that the floats and nonskid material have arrived, and project will begin to be executed.

Executive Director Englin reported on reestablishing the Port Facebook page which includes a link to the virtual light display as well as information on upcoming Christmas events. He gave thanks to Port staff on the light display and special thanks to Marvin Robles for his virtual light display video. He gave recognition and thanks to the Kingston Stakeholder group. The group represents a nice hybrid between business and community.

12. RECESS TO EXECUTIVE SESSION:

[RCW 42.30.110 \(g\)](#) 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; [RCW 42.30.110\(c\)](#). To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public.

Recess to Executive Session at 2:02 p.m.

Reconvene from Executive Session at 3:18 p.m.

Motion: Increase the Executive Director, Greg Englin's salary from 2% to 7.5%

Moved: Commissioner Gronnvoll

Second: Commissioner McClure

Vote: 2-1

13. NEXT REGULAR MEETING: Wednesday January 27, 2020 at 6:30 p.m. via Zoom

NEXT SPECIAL MEETING: Tuesday December 22, 2020 at 9:30 a.m. via Zoom

14. ADJOURN

Motion: to adjourn at 3:22 p.m.

Moved: Commissioner McClure

Second: Commissioner Gronnvoll

Vote: 3-0



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DocuSigned by:
Steve Heacock
9790F1E429D410B...
Steve Heacock, Commissioner

DocuSigned by:
Mary McClure
0F7F071EE6D14EF...
Mary McClure, Commissioner

Attest:

DocuSigned by:
Greg Englin
012B205ZDBC849D...
Greg Englin, Executive Director

DocuSigned by:
Laura Gronnvoll
0A3CAEC08F0E414...
Laura Gronnvoll, Commissioner