



Serving what matters today, with a view for tomorrow.

Port of Kingston Board of Commissioners Regular Meeting Minutes

January 27, 2021 at 6:30 p.m.

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

Commissioners Present

Steve Heacock
Laura Gronnvoll
Mary McClure

Staff Present

Greg Englin
Ray Carpenter

Public Present

None

1. CALL TO ORDER:

Commissioner Heacock called the meeting to order at 6:40 p.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

Motion: Approve Agenda as written

Moved: Commissioner Gronnvoll

Second: Commissioner Heacock

Vote: Pass 2-0

4. PUBLIC COMMENT: None

5. CONSENT AGENDA:

A. Approve November 16, 2020 Regular Meeting Minutes

B. Approve December 22, 2020 Special Meeting Minutes

C. Approve Warrants – December 2020

Motion: Approve Consent Agenda Items

Moved: Commissioner Gronnvoll

Second: Commissioner Heacock

Vote: Pass 2-0



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6. DISCUSSION ITEMS: None

7. ACTION ITEMS

A. Election of 2021 Commission Officers

Motion: Motion to follow rotation of election of officers as follows: Mary McClure, President; Laura Gronnvoll, Vice President; and Steve Heacock, Secretary.

Moved: Gronnvoll

Second: McClure

Vote: Pass 3-0

B. Approve revised Port of Kingston Employee Handbook

Executive Director Englin reported the primary changes to the Employee Handbook were made to provide a clear process and procedure on how paid time off is administered.

Motion: Approve revised Port of Kingston Employee Handbook

Moved: Commissioner Gronnvoll

Second: Commissioner Heacock

Vote: Pass 2-0

C. Approve Kingston Cove Yacht Club (KCYC) lease.

Executive Director Englin reported the KCYC lease has a two-year extension. The extension deadline was missed due to the pandemic which triggered a need for review and approval of the commission to renew the lease. The KCYC gave the Port an additional four dates per year to utilize the Yacht Club for public meetings at no charge. There are no additional changes to the lease. Staff is recommending approval of the lease.

Motion: Approve Kingston Cove Yacht Club (KCYC) lease

Moved: Commissioner Gronnvoll

Second: Commissioner Heacock

Vote: Pass 2-0

8. PUBLIC COMMENT: None



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9. COMMISSIONER REPORTS:

Commissioner Heacock gave an update on the Parks, Trails and Open Space Committee. The committee is working with Kitsap County Engineering on a potential project in Kingston on Barbara Cutoff Road. The Road is unsafe for both school children and pedestrians. The project is not currently identified on the County Transportation Improvement Program (TIP). The committee was successful in getting the County involved and committed to getting the project on the TIP plan. Commissioner Heacock emphasized the importance of the project being on the TIP plan so that it may qualify for federal funding safe under the “safe routes for schools” program. He gave kudos to Mark Libby and members of the committee working in partnership with the Kingston Citizens Advisory Council (KCAC) Transportation Group. The project will improve walkability and connect living areas to downtown Kingston. The project also has positive health, safety, and environmental impacts. Commissioner Heacock reported he attended the KCAC meeting and heard report outs from sub-committees.

Commissioner McClure reported she is currently working on the “Scope of Work” for Port’s strategic planning process.

Commissioner Gronnvoll reported she attended the KCAC meeting.

10. STAFF REPORTS

Harbormaster Carpenter reported the Edmonds Yacht Club will be visiting over Presidents Day weekend. The guest dock reservations are ramping up and staff is working with the Suquamish Tribe Fishermen. The Port is receiving great feedback from customers regarding port staff and customer service.

He reported the following projects are currently underway:

- Engineer Divers
- Inspecting Mooring Buoys on North Beach
- Pressure Washing all the Docks.

Administrative Manager Dofelmier reported she is working closely with Port staff to revamp and organize front office procedures and working on HR duties.

Executive Director Englin thanked Wendie McDonald for stepping in and helping out during the staffing vacancy. He gave kudos to the Kitsap County stormwater staff who put together a grant application with the Department of Ecology (DOE) to apply for funding for the stormwater program. The grant application was ranked #2 out of #44 applications and will help Kingston sub basin tie into the stormwater program.



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He reported he is working with Kitsap County Community Development to discuss zoning for Port properties. The County is working with Kitsap All Ports to hear their ideas and incorporate their requests and recommendations into the zoning use tables.

11. NEXT REGULAR MEETING: Wednesday February 24, 2021 at 1:00 p.m. via Zoom

12. ADJOURN:

Motion: Adjourn Meeting at 7:21 p.m.

Moved: Heacock

Second: Gronnvoll

Vote: Pass 3-0

DocuSigned by:

Mary McClure

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Mary McClure, Commissioner

DocuSigned by:

Laura Gronnvoll

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Laura Gronnvoll, Commissioner

Attest:

DocuSigned by:

Greg Englin

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Greg Englin, Executive Director

DocuSigned by:

Steve Heacock

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Steve Heacock, Commissioner