



Serving what matters today, with a view for tomorrow.

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

February 24, 2021 at 1:00 p.m.

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

Commissioners Present
Mary McClure
Laura Gronnvoll
Steve Heacock

Staff Present
Greg Englin
Ray Carpenter
Wendie McDonald
Tarah Dofelmier

Public Present
Ron Karzmar

1. CALL TO ORDER

Commissioner McClure called the meeting to order at 1:17 p.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

Motion: Approve Agenda with the addition of two items:

1. Agenda item 6 – Executive Session
2. Agenda item 7D - Master Plan Discussion

Moved: Commissioner Gronnvoll

Second: Commissioner McClure

Vote: Pass 3-0

4. PUBLIC COMMENT: None

5. CONSENT AGENDA:

These matters are routine and will be enacted by one motion of the Commission with no separate discussion. If discussion is desired, that item may be removed from the Consent Agenda by a Commissioner.

- A. Approve January 27, 2021 Regular Meeting Minutes
- B. Approve January 25, 2021 Kitsap All Ports Meeting Minutes
- C. Approve Warrants – January 2021



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Motion: Approve Consent Agenda
Moved: Commissioner Heacock
Second: Commissioner Gronnvoll
Vote: Pass 3-0

6. EXECUTIVE SESSION

Recess to Executive Session at 1:25 p.m. To review negotiations on the performance of publicly bid contracts - RCW 42.30.110{1}(D)

The Commission will now adjourn into an executive session to review negotiations on the performance of publicly bid contracts pursuant to RCW 42.30.110(I)(d). The executive session is expected to last 20 minutes. Executive sessions are not open to the public. After the executive session, the Commission will reconvene to the public portion of the commission meeting. It is anticipated that the Commission may take final action in the public portion of the meeting.

Reconvene from Executive Session at 1:55 p.m.

7. DISCUSSION

A. Public Records Act Compliance – Discussion Item

Executive Director Englin distributed a letter to staff and Commission from Port legal counsel regarding public records acts principles and practices. The commission discussed the importance of Public Records Act compliance including the use of Port issued phones and laptops for Port business. They discussed the importance of checking email accounts regularly for public records requests.

ACTION ITEMS

B. Approve Revision to 2021 Commissioner Officer Election

- I. President – Laura Gronnvoll
- II. Vice President – Steve Heacock
- III. Secretary – Mary McClure

Motion: Approve Revision to 2021 Commissioner Officer Election
Moved: Commissioner Heacock
Second: Commissioner Gronnvoll
Vote: Pass 3-0



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C. Approve Contract for 2021-2022 Olympic Educational Service District 114

Motion: Approve Contract for 2021-2022 Olympic Educational Service District 114

Moved: Commissioner McClure

Second: Commissioner Heacock

Vote: Pass 3-0

D. Approve Resolution 02-01-21 to Rescind Resolution 07-01-2020 and Appoint New Port Auditor

Executive Director Englin reported The Port has contracted Wendie McDonald as interim controller and Port Auditor.

Motion: Approve Resolution 02-01-21 to Rescind Resolution 07-01-2020 and Appoint New Port Auditor

Moved: Commissioner McClure

Second: Commissioner Heacock

Vote: Pass 3-0

E. Hire a service consultant in reference to federal transportation funding process with at contract not to exceed \$15,000.00

Motion: Hire a service consultant in reference to federal transportation funding process with at contract not to exceed \$15,000.00

Moved: Commissioner McClure

Second: Commissioner Heacock

Vote: Pass 3-0

Commissioner McClure discussed the established transportation groups within Kitsap Regional Coordinated Council (KRCC). She stated this will be a complicated year and decisions will need to be made on boundaries and various funding processes. Because of these reasons, it is important to have a technically skilled and geographical experienced person to participate on the KRCC TransTAC board on behalf of the Port of Kingston.

F. Motion to proceed with Port of Kingston Master Planning Process not to exceed \$25,000.00

Motion: Motion to proceed with Port of Kingston Master Planning Process not to exceed \$25,000.00

Move: Commissioner Heacock

Second: Commissioner McClure



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Vote: Pass 3-0

Commissioner McClure reiterated the importance that the facilitator selected for the board retreat also be involved with the overall Master and strategic planning process. This task will require a lot of knowledge and information of Commission priorities and thoughts. Commissioner Gronnvoll recommended any facilitator suggestions be forwarded to Greg

8. PUBLIC COMMENT: Mr. Karzmar stated there is a lot of excitement regarding the Port Strategic Plan and he is looking forward to getting more detail and a timeline for the plan.

9. COMMISSIONER REPORTS

Commissioner McClure reported she attended the Kitsap Economic Development Alliance Decision Maker Breakfast which provided great information on COVID transmission. She discussed the importance of continued focus on restrictions and enforcement. The Kitsap Public Market is rebooting this season with a later start date planned. The group is enthusiastic about the Port's support. The group is reviewing other public markets to come up with a workable and enforceable set of rules.

Commissioner Heacock reported he attended the Parks Trails and Open Space Meeting to discuss trail connectivity to Barbara Cutoff Road and the Safe Routes to Schools program. The Kitsap County Public Works Superintendent attended to discuss the importance of getting the project on the Transportation Improvement Program (TIP).

Commissioner Heacock also attended the Kitsap Citizens Advisory Council (KCAC) to discuss the Council's work plan for coming year. He stated there are some vacancies for Member At Large positions that will need to be filled. Commissioner McClure added that KCAC approved the letter to State Legislators regarding traffic control spending.

Commissioner Gronnvoll reported she attended KCAC and Kiwanis meetings. She stated she is pleased at the direction the Port is heading and gave kudos to the fellow commissioners and staff.

10. STAFF REPORTS

Tarah Dofelmier reported she is working on organizing the Port's electronic and paper filing systems and digitizing paper records. She is working with Ray on employee development and training plans. She added the Port will begin recruiting for a Customer Service Coordinator in the next few weeks.



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Harbormaster Carpenter reported that staff is working on maintenance projects including pressure washing and dock repair. He attended a planning meeting with the Kingston Public Market. He is working with staff on development and training.

Executive Director Englin discussed the recent maintenance concerns from the recent snow event. He gave a status report on the WSP dive team breakwater and added results on that report will be coming soon. He gave a grant presentation for the Boating Facilities Program (BFP) the WA State Recreation and Conversation Office (RCO) Board.

Mr. Englin gave recognition to local Community members for their involvement in the Community Meals Program.

Mr. Englin reported the Greater Kingston Chamber Director has moved on to a new opportunity. As a board member of the Chamber, he is working closely with the organization to discuss future options for Kingston.

11. NEXT REGULAR MEETING: Wednesday April 28, 2021 at 1:00 p.m. via Zoom

12. ADJOURN

Motion: Adjourn at 2:45 p.m.
Moved: Commissioner Heacock
Second: Commissioner McClure

DocuSigned by:
Laura Gronnvoll
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Gronnvoll, Laura
Commissioner

DocuSigned by:
Steve Heacock
9790F1E429B44CD...
Heacock, Steve
Commissioner

DocuSigned by:
Mary McClure
8F7F071EE8D14EF...
McClure, Mary
Commissioner

Attest:

DocuSigned by:
Greg Englin
012B2052DBC849D...
Englin, Greg
Executive Director