



Serving what matters today, with a view for tomorrow.

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

March 24, 2021 at 6:30 p.m.

**Commissioners
Present**

Mary McClure
Laura Gronnvoll
Steve Heacock

Staff Present

Greg Englin
Ray Carpenter
Wendie McDonald
Tarah Dofelmier

Public Present

Keith Gurnee
Mark Hughes
Ron Karzmar

1. CALL TO ORDER:

Meeting called to order at 6:35 p.m. by Commissioner Gronnvoll

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

Motion: Approve Agenda as written

Moved: Commissioner McClure

Second: Commissioner Heacock

Vote: Pass 3-0

- 4. PUBLIC COMMENT:** Keith Gurnee introduces himself as a Hansville resident with a background in planning and architecture specializing in urban waterfront revitalization in Washington and California. He helped develop the master plan for Port Hudson. He believes Kingston has great potential and offered to assist with strategy and review of the revitalization efforts.

Mark Hughes stated he lives in the Kitsap County area and is available to assist the Port as needed.

5. CONSENT AGENDA:

A. Approve February 24, 2021 Regular Meeting Minutes

B. Approve Warrants – February 2021

Motion: Approve Consent Agenda as presented



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Moved: Commissioner McClure
Second: Commissioner Heacock
Vote: Pass 3-0

6. ACTION ITEMS

- A. Approve 2021 Greater Kingston Chamber of Commerce Visionary Membership of \$15,000.00

Motion: Approve Consent Agenda as presented

Discussion: Executive Director Englin reported the Chamber is reaching out to attract members and businesses to the greater Kingston area. Both the Port and the chamber share the same vision of economic development. This visionary membership will help keep the chamber going. As an active board member, he expressed his thanks for the commission for their support.

Commissioner McClure asked to receive an update on the Chamber at future monthly meetings. The Commission expressed thanks to the board members and staff for their efforts with the chamber.

Moved: Commissioner McClure
Second: Commissioner Heacock
Vote: Pass 3-0

7. FINANCIAL REPORT

Executive Director Englin gave a summary of Port financials and stated the port is down on parking revenue, given the pandemic. The Port also had substantial costs on maintenance assessments to obtain the status of assets

He commended Harbormaster Carpenter and staff for their efforts for attracting business during the off-peak season. Staff worked vigorously to retain business in the guest dock year-round.

8. PUBLIC COMMENT:

Ron Karzmar reported he attended a webinar “making a town into a destination point”. He learned about critical mass and branding and came to realize that Kingston would be a great destination for tourists. Mr. Karzmar asked the Port to consider reaching to the County in a collaborative effort to make Kingston a destination point. He recommended some outreach ideas, including articles the community news.



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9. COMMISSIONER REPORTS

Commissioner McClure reported the Kingston Public Market Board has been working with Port Staff to finalize the upcoming market details. The market will take place on Sundays May 16th to October 3rd from 10 a.m. to 3 p.m. Market board members are working with other public markets to ensure Covid specific guidelines are met.

Commissioner McClure reported that the Gorst Coalition is working on traffic solutions for the SR16/SR3 Gorst interchange. KRCC and the Gorst Coalition are asking member agencies to join their initiative. The Port will be asked to consider making a contribution and signing a memorandum of understanding.

Commissioner Heacock reported he attended the Kingston Citizens Advisory Council (KCAC) meeting. The Council gave an important presentation that addressed racial justice topics in Kitsap County.

Commissioner Heacock reported he attended a Parks Trails & Open Space work party. Due to several wind events, the group worked to clear debris off the surface of the Ohio Trail in Kingston. Further efforts will include trail maintenance and gravel refreshment. The group is working on other trail projects including: A Quiet Place Park and the Ohio/Lindvog Loop Trail. Walt Elliot is finishing up a community walking Map that will be available on the Port's website and social media.

Commissioner Gronnvoll discussed the presentation by the Kingston Citizens Advisory Council titled "Kitsap Showing Up for Racial Justice and the Institute for Research and Education on Human Rights present: Threats to a Welcoming Kitsap". She emphasized the importance of this subject, especially with the younger generation. We want all people, regardless of their background or beliefs to feel comfortable and to not experience hate.

10. STAFF REPORTS

Controller McDonald reported she attended a webinar with the Washington Finance Officers Association. They addressed concerns about the acronym for the Comprehensive Annual Financial Report. The replacement name will now be the annual comprehensive financial report (ACFR). The effective date would be fiscal years ending after December 15, 2021. Replacing the term would have no impact on the effort required to prepare, audit, or use GAAP-based financial statements.



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Executive Assistant Dofelmier reporting she is working with staff on a procurement policy, forms and purchasing guidelines for the Port. She reported the Port is recruiting for two positions, a Customer Service Coordinator, and a Controller.

Harbormaster reported on the upcoming Port events including the public market, sailing and yacht club events. We are working to ensure COVID specific regulations are met. He reported he is working with staff to recruit a Customer Service Coordinator. He is also working with staff on the operating budget and Port asset management.

Executive Director Englin reported the presence of derelict vessels has increased substantially in the area, but Kingston has seen very little activity as compared to other ports. He commended staff for their vigilant efforts working with state and federal agencies to manage the threat.

The Port has partnered with Kitsap Transit, Washington State Department of Transportation, Kitsap Transit and Kitsap County to develop and Active Traffic Management System. Previous work analyzed and provided 30% plans for a remote holding lot at the southwest corner of SR 104 and Lindvog Road. The construction cost of these improvements was estimated at approximately \$10 million. Due to the large amount of funds required, other lower cost improvements are being sought in anticipation of a grant up to a maximum of \$1.4 million. The project consulting service Perteet will provide a final conceptual site design and cost estimate.

Port Staff is working with closely with commercial fishing groups to ensure regulations are met.

Port staff is working with Kitsap County on various issues including zoning and use tables and the stormwater easement.

Port staff is working closely with Chamber board members to preserve the chamber. Supportive efforts include increasing membership, outreach, securing administrative support, and revamping the website.

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

12. ADJOURN

Motion: Adjourn Meeting at 7:27 p. m.

Moved: Commissioner Heacock

Second: Commissioner McClure

Vote: Pass 3-0



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DocuSigned by:
Laura Gronnvoll
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Laura Gronnvoll, Commissioner

DocuSigned by:
Steve Heacock
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Steve Heacock, Commissioner

Attest:

DocuSigned by:
Mary McClure
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Mary McClure, Commissioner

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Greg Englin
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Greg Englin, Executive Director