



Serving what matters today, with a view for tomorrow.

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

**April 28, 2021 at 1:00 p.m.**

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

**1. CALL TO ORDER:** Commissioner Gronnvoll called the meeting to order at 1:07 p.m.

**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:**

No Public Comment

**5. CONSENT AGENDA:**

- A. Approve March 24, 2021 Regular Meeting Minutes
- B. Approve Warrants – March 2021

Motion: Approve consent agenda as written  
Moved: Commissioner McClure  
Second: Commissioner Heacock  
Vote: Pass 3-0

**6. ACTION ITEMS**

**A. Resolution 04-01-21 Approve Relief of Fees for the Kingston Public Market Due to State Mandated Covid-19 Restrictions.**

Discussion: Commission discussed market staffing and noted that this resolution will not affect the lease agreement. At no cost to the market, a COVID 19 supervisor will be assigned by the market and by the Port and a safety plan will be in place.



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Executive Director Englin stated Staff is requesting that the commission approve relief of fees for the Kingston Public Market to comply with State requirements for public gatherings due to COVID pandemic. The Port is required to provide staffing to ensure compliance and for public safety. Rather than pass these port staffing costs we recommend that we absorb these costs to promote economic development and tourism. The Market is an important tourist attraction for our boaters and helps attract businesses to Kingston as well.

Motion: Resolution 04-01-21 Approve Relief of Fees for the Kingston Public Market Due to State Mandated Covid-19 Restrictions.

Moved: Commissioner McClure.

Second: Commissioner Heacock

Vote: Pass 3-0

**B. Resolution 04-02-21 Approve Resolution to Request Rezone of Port Owned Property from Neighborhood Commercial to Urban Village Center for The Purpose of Economic Development.**

Discussion: Port staff is requesting commission approval to submit a request for zoning variances. The request is consistent with the purpose and intent of Kitsap County's Comprehensive Plan including the vision, goals, and policies for the Kingston Unincorporated Urban Growth Area. We are requesting that Kitsap County apply Urban Village Center standards to a portion of Port property that is currently zoned Neighborhood Commercial. We believe this request aligns with Kitsap County's policies developed under the Growth Management Act, their Comp Plan, the Sub-Area Plan, and the mission of the Port to promote economic development. We do not believe this request adversely affects the surrounding area, in fact just the opposite. It simply aligns this zoning with the adjacent area and is in reality a very small area that is impacted. Lastly, because economic development is a key element of the County's Comprehensive Plan, the Port can assist in economic development in ways other entities cannot and aligns with one of the primary purposes of Port authorities – economic development. This request removes a barrier to accomplishing this core purpose for the Port and our partner, Kitsap County.

Motion: Resolution 04-01-21 Approve Resolution to Request Rezone of Port Owned Property from Neighborhood Commercial to Urban Village Center for The Purpose of Economic Development.

Moved: Commissioner McClure.

Second: Commissioner Heacock

Vote: Pass 3-0

**C. Rescind Resolution 11-01-20 and Approve Resolution 04-03-21 Boating Facilities Program Authorizing Resolution to Correct Project Name to Transient Moorage Float and Restroom Project.**



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Discussion: Staff are requesting commission approval for an updated project scope and budget to develop Transient Moorage Float; replace the old Middle Public Restroom facility and segregate the utilities that serve the Port. The Project was approved previously by Commission. The revised and updated cost and scope look like they will be funded in part through the Washington State Recreational and Conservation Office's Boating Facilities Program. The breakdown for this project is a total estimated cost of \$641,000. The Port share will likely amount to \$192,750 and the RCO BFP grant amount is expected to be \$421,250. To ensure transparency, staff would like to point out that these amounts vary from the original estimates provided in the approved 2021 Capital Plan. The scope was more thoroughly developed, and two projects were merged into one comprehensive program for the sake of the grant application. Also, I would like to especially recognize Tarrah Dofelmier and Marc Horton who were instrumental in developing the required work product and our State Grant Manager, Kim Sellers, who has been extremely responsive and helped us navigate this rigorous process.

Motion: Rescind Resolution 11-01-20 and Approve Resolution 04-03-21 Boating Facilities Program Authorizing Resolution to Correct Project Name to Transient Moorage Float and Restroom Project.

Moved: Commissioner McClure.

Second: Commissioner Heacock

Vote: Pass 3-0

**D. Resolution 04-04-21 Approve Boating Facilities Program Grant Funding Match**

Motion: Approve Resolution 04-04-21 BFP Grant Funding Match

Moved: Commissioner McClure.

Second: Commissioner Heacock

Vote: Pass 3-0

**7. FINANCIAL REPORT**

Executive Director Englin reported that Overall, our financial position is strengthening. The year-to-date report shows we are down on total income by about \$166K. However, in 2020 - we had the SR104 Lindvog Holding Lot Project - which ballooned our Income by \$267K. If you deduct that one-off, line item then our Total Income has increased around \$100K Year to Date. Also, the SR104 line item was largely just a pass through to cover costs. Seasonal Moorage numbers have increased along with associated utilizes.

(Total) Parking is way down by over \$58K and we are just seeing a little demand returning as some folks are returning to working in their offices. Net Income comes in at \$146K year to date. Not shown here but the Port's Total Cash reserves hovers around \$2.1M and we still owe \$820K on our Limited Tax General Obligation Bond used for the covered moorage project.



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Controller McDonald reported she received an email from County treasurer regarding property taxes in April. We will not see our normal uptick in April.

## 8. PUBLIC COMMENT:

No Public Comment

## 9. COMMISSIONER REPORTS

Commissioner McClure:

- Commissioner McClure attended the Kitsap All-Ports Meeting where they discussed derelict vessel problems across Kitsap. She emphasized the cost associated with sunken vessels and thanked staff for their work keeping derelict vessels to a minimum.
- Welcome to Ashley Ferguson, the newest Port employee, she has a great smile and is fitting right in.
- She is involved in ongoing parking study discussions to analyze future parking demand. The study will analyze changes to commuter trends from COVID-19 and how it effects our demand and revenue.
- She is involved in developing a panel of community members to get involved in the health of the Cove. She added, we are eager to get this group started and appreciate the support.
- A popular community topic is "incorporation" and she is in the process of gathering fact-based information to share with the public.
- She is involved with forming a focus group of realtors to discuss development moving forward and home buying trends in Kingston.

Commissioner Heacock:

- Commission Heacock gave kudos to staff on handling derelict vessels.
- He discussed the critical importance of zoning and added he is pleased to help advance these efforts which will determine next phases and future of Kingston. He reported rezone concepts at the Kingston Citizens Advisory Council Meeting.
- The Kitsap All Ports group had a discussion on Permits relating to Army Core and Port facilities. Port Commissioners will be tasked with developing a letter for approval at a future public meeting.

## 10. STAFF REPORTS

Administrative Services Manager gave an update on Port recruitments. She is working on developing a COVID-19 Safety & Exposure Control Mitigation Plan which is required for outdoor events. She is working with staff and developers to migrate the Greater Kingston Chamber website.



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Controller McDonald is working on Payroll, Accounting and Procurement Policies/Guidelines. She is also training staff on QuickBooks and the Cash Transmittal process. Harbormaster Carpenter reported a lot of excitement at the marina. There is a lot of activity with boaters and yacht clubs. He is coordinating with the Kingston Public Market to ensure everything is ready to go for opening day May 16<sup>th</sup>. He gave a report on derelict vessels and gave kudos to Maintenance Manager Torey Grandt for helping to organize these efforts. He reported the Fowl Weather Bluff race will be held in Kingston this year, and the race will take place in October.

Commissioner Gronnvoll stated she appreciates the derelict vessel timeline; it is well put together and easy to read.

Executive Director Englin reported on the following:

- The Ferry Holding Lanes & ATMS (Active Traffic Management System) tally System is nearing completion. Final scoping will be ready for submittal to the five partner agencies by the end of May. Kitsap County will be able to submit for funding for the estimated \$1.4M project. The project scope will include developing shoulder lanes on SR104 and holding lane or two on the WDOT property near the SR104 and Lindvog intersection and automating the tally system.
- Commissioner McClure commented the \$1.4M scope vs. \$1.8M Scope is looking to use the available funding we've applied to the state legislation most effectively. Commission gave thanks and appreciation to Partners.
- Executive Director Englin reported he is working with Tarrah and developers to get the chamber up and running migrating to a new website.
- The Enduris renewal will come before the commission soon.
- Special thanks for Marvin Robles for taking pictures of all the Port's Assets.
- Thanks to Port staff for their management of the derelict vessels and for their work on the new entry landscaping.

Commissioner Heacock stated Public Market staff did a great job creating an event flyer and there were numerous vendors from the Poulsbo market who were encouraged to join the Sunday Public Market.

**11. NEXT REGULAR MEETING:** Wednesday May 26, 2021 at 6:30 p.m. via Zoom

## **12. ADJOURN**

Motion: Adjourn at 1:54 p.m.

Moved: Commissioner Heacock

Second: Commissioner McClure

Vote: Pass 3-0

**PORT OF KINGSTON  
KITSAP COUNTY, WASHINGTON**

DocuSigned by:  
*Laura Gronnvoll*  
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Laura Gronnvoll, Commissioner

DocuSigned by:  
*Steve Heacock*  
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Steve Heacock, Commissioner

DocuSigned by:  
*Mary McClure*  
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Mary McClure, Commissioner

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