



Serving what matters today, with a view for tomorrow.

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

September 22, 2021, at 1:00 pm

Meeting called by: Port of Kingston Commissioners
Type of meeting: Regular Meeting
Location: Hybrid (Village Green Community Center/Zoom)

Commissioners in Attendance

Steve Heacock
Mary McClure

Staff in Attendance

Greg Englin
Ray Carpenter
Audra Trainer
Tarrah Dofelmier
Marc Horton

1. CALL TO ORDER

Commissioner Heacock called the meeting to order at 1:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

Motion: Approve agenda as written
Moved: Commissioner McClure
Second: Commissioner Heacock
Vote: Pass 2-0

4. PUBLIC COMMENT: None

5. CONSENT AGENDA

- A. Approve August 25, 2021, Regular Meeting Minutes
- B. Approve August 2021 Warrants

Motion: Approve Consent Agenda
Moved: Commissioner McClure
Second: Commissioner Heacock
Vote: Pass 2-0

6. FINANCIAL REPORT



Serving what matters today, with a view for tomorrow.

Controller, Audra Trainer provided high-level observations that reflect how the Port is performing. As we move forward, we will provide increasing detail and analysis as needed. The financials provided reflect a Total Income of \$2.145M with Total Expenses of \$1.372M and \$320K of Net Ordinary Income. Also, as we approach the end of August, our total cash reserves stand at just under \$2.1M. One important line item is that we just paid over \$122K to cover our insurance for the coming 12 months. We still owe \$790K on our Limited Tax General Obligation Bond with the next payment due in December. Our ending cash position, if all debt was paid off, would be about \$1.3M.

7. **PUBLIC COMMENT:** None

8. **COMMISSIONER REPORTS**

Commissioner Mary McClure met with Kitsap County's Transportation Planning Supervisor, David Forte to review the status of funding for SR-104 ferry related projects. Commissioner McClure addressed a recent question from a community member regarding the RTCC (Rural Town Centers and Corridors Program). This regional program uses federal money and is administered through PSRC (Puget Sound Regional Council). 2019 Data showed that the SR-104 realignment Right-of-way funds were part of that program. Commissioner McClure confirmed the Olympic region, DOT (Dept. of Transportation), DOT headquarters, or WSF will oversee the right of way purchases before the end of 2021. Once the Right-of-way is purchased, the clock is ticking on the rest of the project.

The RTCC Program funding cycle is coming up in early 2022. The county's primary focus on the ATMS (Automated Traffic Management System) project. This means sometime in the next two years, the project will be funded and underway, which is great news. THE PSRC Policy Level Committee, which includes Rob Gelder, Becky Erickson and Bek Ashby, meets at the end of every funding cycle. The committee oversees changes to rules and procedures for distributing federal funds. The committee reported that the Project Selection Taskforce is examining how to create a 10% set-aside within the total regional funds available, for projects that promote equity in the region. In addition, they are looking at increasing the 10% set-aside for non-motorized projects to 15%, recognizing the importance of non-motorized facilities throughout the region. This could result in 15% less in federal funding county-wide, which could impact Kitsap projects, but not the RTCC Program. The county has a strong commitment to move the ATMS project forward along with the realignment.

Commissioner McClure also reported on her continued work with Port staff and the consultant on Kingston development scenarios

Commissioner Steve Heacock reported he continues to review data and materials from Port staff and the consultant regarding the Port's Master Plan. He attended the Parks Trails and Open Space Committee meeting where members put forward some conceptual Ideas about a parking area at end of Norman Road. He noted Kitsap County Parks are becoming more involved with the local



Serving what matters today, with a view for tomorrow.

Kingston community. Commissioner McClure suggested reaching out to Kingston Metro Parks District to inquire about partnering with Kitsap Parks Trails & Open Space Committee.

Commissioner Heacock has also been participating in the Kingston Public Market meetings and events and gave positive feedback.

1. STAFF REPORTS

Administrative Services Manager, Tarrah Dofelmier reported that she is working with the Controller to review/update payroll data and she is developing a compensation benchmark plan for staff. She is working with the Harbormaster to complete Quarterly Check ins and development planning for staff. The leadership team continues to work together on the 2022 budget and Capital Plan. She is developing the next quarterly newsletter which will be published in late October.

Controller, Audra Trainer reported she continues to work with hearthstone CPA on the balance sheet to complete reconciliations from 2021 to present. This process ensures we have proper documentation, that items are cleared appropriately, that items move forward in a timely manner, and it allows for better understanding of the accounts. This information will all be documented in the procedures provided.

As business slows for the winter, Audra will work with office staff to review workflows and improve processes. The end goal is to make it a good experience for tenants and staff. In doing so, create efficiencies and use best practices to make transaction as seamless as possible. Once complete, it will allow us to do more analysis, which will then produce dependable data. We are in the process of organizing and scanning all documentation to prepare for any future audits.

Harbormaster, Ray Carpenter reported he has participated in the leadership team meetings, and they have been very informative, he thanked staff for their participation.

The concerts finished with a fantastic band to end the season. The Port provided a very nice venue for the event. Even with the bad weather, there were people watching from their cars and from the yacht club deck. The North Kitsap Rotary did well with their beer garden sales.

Seasonal moorage booking begins in October. We will host the Fowl Weather Bluff Race and the Everett Derby. These events along with the upcoming tribal crab opener should make for a full marina. In December, the Port will host the Kingston Cove Christmas. Set up for this event will begin mid-October. As always, staff are doing a great job here at the Port. Ray, Marc Horton and



Serving what matters today, with a view for tomorrow.

Greg Englin are working together on the Port's Capital Plan. Ray noted he is pleased with the addition of Smartsheet software to improve processes.

Executive Director, Greg Englin thanked Ray and staff for their efforts with the Fowl Weather Bluff event and added their customer service second to none.

The Port submitted a request to Kitsap County to rezone some of our properties that are currently zoned as Neighborhood Commercial to Urban Village Center. The Port commission had previously passed a resolution to request the rezone of this property earlier this year. The rezone application has now been accepted by the county as complete. This zoning request would result simply in a different classification of commercial use. We want the property to be consistent with the adjacent property zoning which is already zoned Urban Village Center. The rezone would allow for potential development on some of the Port property. For example, around the tent pad and part of the parking area. It would allow for redevelopment for commercial uses and at the appropriate scale for these assets. This change would align with State of Washington's Growth Management Act and the county's designation as an Urban Growth Area, and the Port's own Comprehensive Plan. The timeline for review of this application by the county currently looks to be around 3-4 months from now. This effort is not a project. We are current just a planning effort and no decisions have been made. We are exploring potential uses and expect conceptual site plans to be developed by GPLanz during the coming weeks.

Staff are working on the draft budget. As part of that process, we are building out the financial model for the moorage. We are also working on developing line of business reporting for fuel, parking, events, and leases going forward. I want to thank Audra, Tarrah, Ray and Torey and all the staff for their efforts. I especially want to thank Ashley Ferguson and Rose Orcutt for all the work they have done on the market rate study. Super job!

Discussions with our contractor determined that because 2021 is an election year, we will not need to redistrict until 2022.

The Kingston Chamber is holding regular online luncheons. The next luncheon on Oct 7th features website developer, Valor Marketing. People in attendance will have an opportunity to win a free website. Also, the Kinston Chamber hosted a ribbon tying event yesterday for Dock Star Wireless Technologies.

Stillwaters Environmental Center is currently hosting their annual auction and fundraiser. He encouraged everyone to bid online or donate to this organization if they can.

The Kingston Kiwanis Annual Salmon Slam Dinner is September 25th at Kingston Village Green.



Serving what matters today, with a view for tomorrow.

Mr. Englin encouraged everyone to visit the Kingston Chamber website and sign up for “Port Madison Dialogues”. This is a series with the Suquamish Tribe offering insights into the long history of the Suquamish Tribe in this region, the meaning of sovereignty and treaty rights, cultural treasures of the Tribe, and some of the current issues facing the Suquamish people. It will also delve into the sometimes-difficult relationships between Tribal and non-Tribal communities. The first in this online series will be hosted on Sept. 23, followed by events on Oct. 7, 21, & Nov 4th.

Mr. Englin gave thanks to Commissioner McClure and Kitsap County DCD staff for speaking at the Kitsap County Planning Commission meeting.

Commissioner McClure made note of the professionalism of Kitsap County staff and Kitsap County Planning Commission members.

2. NEXT REGULAR MEETING: Wednesday October 27, 2021, at 6:30 p.m. Hybrid

3. ADJOURN

Motion to Adjourn at 1: 40 p.m.

Moved: Commissioner McClure

Second: Commissioner Heacock

Vote: Pass 2-0

DocuSigned by:

Laura Gronnvoll

8A3CAECB8F8E414...

Laura Gronnvoll, Commissioner

DocuSigned by:

Steve Heacock

9790F1E429B44CD...

Steve Heacock, Commissioner

DocuSigned by:

Mary McClure

0F7F071EE8D14EF...

Mary McClure, Commissioner

Attest:

DocuSigned by:

Greg Englin

012B2052DBCB49D...

Greg Englin, Executive Director