



Serving what matters today, with a view for tomorrow.

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

**October 27, 2021, at 6:30 pm**

**Meeting called by:** Port of Kingston Commissioners  
**Type of meeting:** Regular Meeting  
**Location:** Hybrid

A. In Person:  
 Village Green Community Center  
 Windermere Room  
 26159 Dulay Rd NE  
 Kingston, WA 98346

B. Virtual via  
 Zoom: <https://us02web.zoom.us/j/88445855092>

**Commission in Attendance**  
 Laura Gronnvoll  
 Steve Heacock

Greg Englin  
 Ray Carpenter  
 Audra Trainer  
 Tarrah Dofelmier  
 Torey Grandt

**Public in Attendance**  
 Ron Karzmar

**Staff in Attendance**

**1. CALL TO ORDER**

Meeting called to order at 6:36 pm by Commissioner Gronnvoll

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF AGENDA**

Motion: Approve Agenda with corrections:

- 1. Special Meeting date corrected to November 9, 2021

Moved: Commissioner Heacock

Second: Commissioner Gronnvoll

Vote: Pass 2-0

**4. PUBLIC COMMENT**

None

**5. CONSENT AGENDA**



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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 September 22, 2021, Regular Meeting Minutes
- B. Approve September 2021 Warrants

Motion: Approve Consent Agenda

Moved: Commissioner Heacock

Second: Commissioner Gronnvoll

Vote: Pass 2-0

## 6. FINANCIAL REPORT

Controller Audra Trainer reported that year-to-date our financials reflect Total Income of \$2.43M, Total Expenses of \$1.59M, resulting in Net Ordinary Income of \$323K. The Port still owes \$790K on our Limited Tax General Obligation Bond with the next payment due in December. The total cash reserves as of September 30 reached \$2.18M.

## 7. ACTION ITEMS

### A. Approved Updated Employee Handbook

Executive Director Englin gave a summary of the changes in the updated Employee Handbook including changes to the following sections:

- a. Definitions
- b. Vacation Leave Carryover
- c. Bereavement Leave
- d. Vacation Cash Out
- e. Holidays Observed
- f. Non-Worked Holidays
- g. Appearance and Dress Code, Operations and Maintenance Staff

Motion: Approved Updated Employee Handbook

Moved: Commissioner Heacock

Second: Commissioner Gronnvoll

Vote: Pass 2-0

### A. Approve Resolution 10-01-2021 Commissioner Compensation:

Resolution to address the apparent drafting mistake in the 2020 amendment to RCW 53.12.260 by maintaining the status quo for commissioner compensation for current and future commissioners.



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Motion: Approve Resolution 10-01-2021 Commissioner Compensation

Moved: Commissioner Heacock

Second: Commissioner Gronnvoll

Vote: Pass 2-0

## 8. PUBLIC COMMENT

Mr. Karzmar gave his thanks to the commission and staff for moving forward with the development in Kingston. The community needs to know more and it's time to raise public awareness.

## 9. COMMISSIONER REPORTS

**Commissioner Heacock** reported he recently attended presentations on Environment Rules, Carbon Footprint and Transportation in Washington from WPPA. He also attended the small ports seminar and highlighted the presentations on Port financing. He added that all the WPPA presentations will be provided and requested they be added to the Port of Kingston website.

## 10. STAFF REPORTS

**Tarrah Dofelmier** reported she has been finalizing the updated Employee Handbook and the revised Port Rules and Regulations. The October quarterly newsletter is completed, it is published on the Ports website, Facebook page, and it will be published in the Kingston Community News this Friday October 29th. The Port received a grant for approximately \$8000 to purchase a new high-powered printer/scanner. With the addition of this equipment, time spent scanning records will now be cut in half as scanning capacity will double. This not only supports the Port's records management plan, but also enables a quick and easy way to digitize and identify records. The Port currently has a contract through Pacific Office Automation, where we will be purchasing the equipment. Staff has been working on the budget including drafting notice to tenants, posting legal notices, scheduling a public hearing, and updating the website.

**Torey Grandt** reported that with the implementation of Smartsheet, he has put together a preventative maintenance program together across equipment and facilities. Smartsheet is a very useful tool. He is meeting with AMO which is the contractor that came in to secure the floats to discuss scheduling them to come back out. Guest dock Wi-Fi project is coming together and should be moving forward end of November. He will be meeting with a representative from the clean marina program to continue that compliance.

Mr. Karzmar commented on the status of the Hill House Dock and recommended that the Port give the community an update on the intent of the property.

Mr. Grant explained the permitting guidelines to ensure we do not lose the overwater footprint.



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Mr. Karzmar commented on the Property known as lot A and recommended the Port be more transparent about the reason it is closed.

Mr. Carpenter explained the reasons the park is currently closed including safety and homelessness.

**Ray Carpenter** reported that the Christmas Light staging is underway, and he will soon be purchasing a Christmas Tree. He thanked Tarrah for her assistance with employee development plans and performance check ins. The Fowl Weather Bluff Run was very successful. There is a lot of commercial fishing activity. The Poulsbo Yacht Club is coming in November and three more yacht clubs in December for the lights. Ray gave thanks to Port staff for all their hard work.

**Audra Trainer** reported that she continues to focus on business processes and developing best practices. She is working to complete reconciliations on all balance sheet accounts and help to identify control issues and/or training opportunities. She is reviewing expenses to see what changes will make the biggest impact such as Credit Card Fees & Leases to ensure proper reporting and invoicing. Once the initial clean up and processes are documented, we will be able to develop improved reporting including, peer comparisons, trend analysis, dashboards, establishing Key Performance indicators (KPI's) and much more.

**Greg Englin** gave kudos to Ray and staff for bringing the Fowl Weather Bluff event to Kingston and reported on the following topics:

Port Of Kingston Development & Rezone: On August 23, the Port submitted a request to Kitsap County to rezone some of our properties that are currently zoned as Neighborhood Commercial. We asked that they be rezoned 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. 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 at the appropriate scale for these assets. Tentative hearing date is February 10th. This effort is not a project. We are current just a planning effort and no decisions have been made. We are just exploring potential uses. We expect conceptual site plans and renderings to be developed by Keith Gurnee of GPlanz by November 9th.

Budget: We have a draft budget that is posted on our website along with a DRAFT Capital Plan. We will have a public budget hearing on November 9th. We will be requesting approval of the Budget and Capital Plan by the Commission at the regularly scheduled commission meeting November 17th.

Christmas In the Cove: This year Christmas in the Cove will be sponsored by the Kingston Cove Yacht Club and the Port will serve as the venue as usual. The event will be held on Saturday, Dec 4th. Danny Vernon will be performing as well according to the Yacht Club. Austin Goff, Marvin Robles, Joe Krogh, Greg Anderson are all working putting up the Christmas lights



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Redistricting: Because the Port has a position up for election we will not be redistricting until 2022. We have everything in place when the time comes to implement the redistricting.

RCO Grants: Staff received and signed the grant contracts with RCO for the two RCO grants  
We received an RCO grants totaling \$229,000

WPPA: He attended the Washington Public Ports Association conference and one of the best presentations was by Mike Folkers of the Port of Grays Harbor regarding Debt Financing. Learned about current trends and methods of handling, structuring, and issuing debt.

Mr. Karzmar recommended the Port educate and inform the community in the next newsletter on the Industrial District Development (IDD) concept

**11. NEXT SPECIAL MEETING:** Wednesday November 9, 2021, at 6:30 P.M. Hybrid (Zoom & Village Greens Community Center)

**12. NEXT REGULAR MEETING:** Wednesday November 17, 2021, at 1:00 p.m. Hybrid (Zoom & Village Greens Community Center)

**13. ADJOURN**

Motion: Adjourn meeting at 7:32 p.m.

Moved: Commissioner Heacock

Second: Commissioner Gronnvoll

Vote: Pass 2-0

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:  
*Greg Englin*  
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Greg Englin, Executive Director