



Serving what matters today, with a view for tomorrow.

**Port of Kingston Board of Commissioners
Regular Meeting Minutes
June 23, 2021, at 6:30 pm**

Meeting called by: Port of Kingston
Commissioners

Type of meeting: Special Meeting
Location: Virtual via Zoom

Commissioners Present:

Laura Gronnvoll
Steve Heacock
Mary McClure

Staff Present:

Greg Englin
Ray Carpenter
Tarrah Dofelmier

1. CALL TO ORDER

Commissioner Gronnvoll called the meeting called to order at 6:31 p.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

Motion: Approve the agenda as written.

Moved: Commissioner McClure

Second: Commissioner Heacock

Discussion: Commissioner McClure requested that Executive Director Englin provide a report on the 4th of July Celebration in his regular staff report.

✓ Vote: Pass 3-0

4. CONSENT AGENDA

- A. Approve May 26, 2021, Regular Meeting Minutes
- B. Approve June 4, 2021, Special Meeting Minutes
- C. Approve May 2021 Warrants

Motion: Approve the agenda as written.

Moved: Commissioner McClure

Second: Commissioner Heacock

✓ Vote: Pass 3-0

5. PUBLIC COMMENT

No Public Comment

6. COMMISSIONER REPORTS



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Commissioner McClure:

1. Commissioner McClure has been working closely with KCAC (Kingston Citizen Advisory Council) Transportation Committee chairs to develop a full report to present at the next full Council meeting.
2. She has been conducting a series of in-depth interviews with Keith Gurnee. They have completed 13 of 18 interviews, with the remaining 5 scheduled for tomorrow. She added that this is an incredibly valuable process. We've identified others that we feel would be of value to go through the interview process with Keith and the other commissioners.
3. She has developed a community outreach plan to include a survey to Port residents. She is working with Verometrics on a design focused on the Port District which includes demographics, use of facilities, anticipated changes, and desired improvements.
4. She is working on a rack card for the Kingston Public Market which will include a list of restaurants, stores, trails, facilities, marina, and personal services. Given the number of people that come to the market are new residents or marina users, a partnership with the Port on the cards would good news for Kingston.

Commissioner Heacock:

1. Commissioner Heacock has been participating in the Public Market Committee meetings and has been actively involved with the market setup on Sundays. He added, it is refreshing to see how the Port is used by so many including locals and first-time visitors.
2. He is a regular participant of the Parks Trails and Open Space Committee meetings where topics include walkability, parking, and transportation. He actively assists with trail maintenance and activities.
3. The School District gave a presentation at the recent KCAC meeting he attended to discuss COVID and future plans.

7. STAFF REPORTS

Administrative Services Manager, Tarrah Dofelmier:

1. The Port recently hired a new Customer Service Coordinator. Tarrah is working with her on training and onboarding and added we are excited to have her.
2. She is participating with the Controller on cross-training and DRS (Department of Retirement Services) courses.
3. Port leadership has decided to move forward with Purchasing Smart Sheet Software. We will begin by using the software for project management, event coordination and maintenance requests.



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4. Ray, Tarrah & Greg have been working with the 4th of July Committee to coordinate that event as well as booking bands for the upcoming concert series which is planned for late August – September.
5. Greg and Tarrah are working with web developers to finalize the Greater Kingston Chamber of Commerce website.

Harbormaster, Ray Carpenter:

1. The Public Market is going well, lots of vendors with so much energy, there are many new faces including people traveling over by ferry. Ray gave thanks to Port staff who have stepped up and done a tremendous job.
2. Ray and Tarrah met with Tony Clark to coordinate and plan the 4th of July Celebration, including coordinating garbage services and reaching out to KC Health District and KC Sheriff.
3. The new Port Controller is doing a great job and the new Customer Service Coordinators are fitting in very well. The Port is lucky to have them all.
4. Roche Harbor Yacht Club visited last weekend and the reviews were off the charts. It was a pleasant experience and received great feedback from all.
5. Crab opener going on now with 8 tribes from all over. Low tides are making things more difficult.
6. Ray, Tarrah and Greg are planning the Kingston Cove Concerts, including finding bands, coordinating sound, sponsorships, communications, and beer garden.

Executive Director, Greg Englin:

1. Financial Report: we will move it to next month as we are reviewing everything back to the beginning of the year.
2. Greater Kingston Chamber of Commerce Update
 - The Chamber is open for businesses.
 - The Chamber board members are continuing our membership drive.
 - Micki Monroe has relinquished her role as President but has stayed on the board and Brenda Franklin has stepped into that role as President.
 - Port staff have been working on developing a new website for the Chamber and we expect it will go live by the end of next week. We have been working with Anna Cherkasov of Alice in Wonderland to develop the website. Tarrah has been instrumental in every aspect of its development.
 - The Chamber is looking to hire an administrative staff person and any candidates should reach out to Brenda Franklin or Shana Ramirez who serve as the Executive committee.
3. Grant Updates: We are waiting to hear the status from the State of Washington's Recreation and Conservation Office regarding the 3 grants we applied for. We should know status for two of the grants by the end of June.



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4. SR104 Holding Lanes & ATMS: A partner workshop during the first week of August is being scheduled and the FINAL DRAFT REPORT is being written as we speak.

We now have:

- 30% (at least) design and cost estimates for 1-11 holding lanes
 - ROM for stormwater issues and costs
 - 60%-90% design and cost estimate for an Active Traffic Management System (ATMS)
 - SR104 shoulder widening costs were not included though WSDOT or Kitsap County could generate this estimate
 - We are ready to apply for funding regardless of source
 - The project is shovel ready and can be implemented in a phased manner if needed
5. Fourth Of July Update:
 - We will be participating in the parade and have applied and been approved to participate.
 - The Port has traditionally contributed to the Fourth of July and this year will be no different. Currently a contribution of \$1000 has already been approved for this year.
 - The Port will contribute staff time, utilities, and end up with garbage as well.
 - Fireworks are being loaded out at another facility which was preferred by the commission, staff, and the Fire Marshall's office. I think that will be the best practice going forward. Most importantly there will be no shortage of candy for all the kids!
 6. Kingston Public Market: The Public Market will really begin to gain momentum and increased energy as the state opens and the weather gets warmer.

8. PUBLIC COMMENT

No Public Comment

9. NEXT REGULAR MEETING: Wednesday July 28, 2021, at 1:00 p.m. Hybrid

10. ADJOURN

Motion: Adjourn meeting at 7:05 p.m.

Moved: Commissioner McClure

Second: Commission Heacock



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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

DocuSigned by:
Mary McClure
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Mary McClure, Commissioner

Attest:

DocuSigned by:
Greg Englin
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Greg Englin, Executive Director