



Serving what matters today, with a view for tomorrow.

**Port of Kingston Board of Commissioners
Regular Meeting Minutes
August 25, 2021, at 6:30 pm**

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

Commissioners In Attendance

Laura Gronnvoll
Steve Heacock
Mary McClure

Staff In Attendance

Greg Englin
Ray Carpenter
Audra Trainer
Tarah Dofelmier

Public In Attendance

Brenda Franklin
Kaili Campbell
Annie Perry

1. CALL TO ORDER

Commissioner Gronnvoll called the meeting to order at 6:32 p.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

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

4. PUBLIC COMMENT

Annie Perry introduced herself as an attorney who has served on Kingston Citizens Advisory Council and a Kingston resident since 2015. Her experience includes working with tribes to solve their trash problems and helping communities deal with solid waste issues. She is familiar with the history of the trash issues in Kingston and recommended changes to the Port's role. She requested that the Port of Kingston step up and advocate for Kingston and work with the County to maintain a trash service for the community.

Brenda Franklin introduced herself as a Better Homes & Gardens Real Estate Agent and the president of the Greater Kingston Community Chamber of Commerce. She also introduced Kaili Campbell, the new Administrative Coordinator for the Chamber. They thanked Port staff and Commissioners for their support and allowing staff time to work on the website and events. She is looking forward to working with the Port to achieve common goals including economic development.

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 June 23, 2021, Regular Meeting Minutes
- B. Approve July 28, 2021, Regular Meeting Minutes
- C. Approve July 2021 Warrants

Motion: Approve Consent Agenda
Moved: Commissioner Heacock
Second: Commissioner McClure
Vote: Pass 3-0

6. ACTION ITEMS

A. Approve Resolution 08-01-2021 to Adopt the Updated 2021-2026 Comprehensive Plan of Harbor Improvements.

Staff is requesting commission approval of a revised Comprehensive Plan. The Port's Comprehensive Plan has been updated only for Appendix B: Options and Opportunities. The appendix is being updated to ensure other potential options for development are explicitly called out under the plan. These added options include Resorts, Camping, Event or Conference Center, and Post-Secondary Educational Facilities.

Motion: Approve Resolution 08-01-2021 to Adopt the Updated 2021-2026 Comprehensive Plan of Harbor Improvements.
Moved: Commissioner Heacock
Second: Commissioner McClure
Vote: Pass 3-0

B. Approve Resolution 08-02-2021 to Approve the 2021-2022 Enduris Insurance Renewal Premium

Staff is requesting commission approval to renew our insurance with ENDURIS. ENDURIS is the risk pool manager for many ports and fire districts throughout the State of Washington. Our policy year is from September to August of the next year. Our annual premium increased from \$107, 824 for the 20-21 policy year to \$122,550 annually for 21-22. This amounts to an increase of \$14,726 or a 13.66% increase in premiums. Staff recommends that the commission approve this resolution and renews with ENDURIS. In a nutshell, rates have climbed globally due to losses all over the world. Both liability and property claims have continued to increase significantly so member rates for both property (10-15%) and liability (5-10%) have risen significantly. Property reinsurance costs have increased (42%) for example. Secondly, our loss claim ratio is very poor over the past 5-6 years because we had some expensive claims. As a result, our individual contributions have also increased



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Motion: Approve Resolution 08-02-2021 to Approve the 2021-2022 Enduris Insurance Renewal Premium

Moved: Commissioner Heacock

Second: Commissioner McClure

Vote: Pass 3-0

7. FINANCIAL REPORT

Controller, Audra Trainer provided the Commission with the Year-to-date Profit and Loss report. She reported that the Port is doing well; moorage numbers for example are equal to 2019, pre covid. The financials provided reflect a Total Income of \$1.785M with Total Expenses of \$1.179M and \$302K of Net Ordinary Income. Also, as of the end of July, our total cash reserves stand at \$2.1M. The Port still owes \$790K on our Limited Tax General Obligation Bond and our ending cash position, if all debt was paid off, would be \$1.31M

8. PUBLIC COMMENT: None

9. COMMISSIONER REPORTS

Commissioner Heacock attended recent Chamber events and commended the Chamber on their organization and thoughtfulness. He reported that he is encouraged by the Marina Outreach Plan and is pleased with the community outreach efforts.

Commissioner McClure reported on her involvement with Marina Outreach and Master Plan. She stated she is pleased with the early concepts Keith Gurnee our consultant has come up with. She added there is a good array of information to put something amazing together that will serve the whole community.

Commissioner Gronnvoll stated she has enjoyed working on the Master Plan with Keith Gurnee and Marc Horton and she appreciate Greg's wisdom on the topic. She added that the process has been a great learning experience.

10. STAFF REPORTS

Controller, Audra Trainer reported she is cleaning up processes and procedures and working with the CPA to get financials closed out. She is working to map out transactions to ensure things are accounted for.

Administrative Services Manager, Tarrah Dofelmier reported she is working with Audra to transition payroll over to her. This last month, she has been working on event administration including marketing, publications, and outreach. She has been working with Greg to transition the website over to the chamber. Internally she is working with staff to develop a Parking process to ensure tickets and tracked and collected.



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Harbormaster, Ray Carpenter gave kudos to chamber, and its volunteers and gave special recognition to Rita Nicolson for her work with the Wine and Brew Fest. Rita brought together a good array of food vendors and created a fun experience for everyone. He also gave recognition to the Galbreath's for their volunteer work in the community including the flowers and the Rotary events. Her reported boating and fishing are going well, and the tenants are happy. There are some great events coming up, so we are working on promoting those. He gave kudos to Torey Grandt and Joe Krogh for their help with the Wine and Brew fest.

Executive Director, Greg Englin reported The Port submitted a request to Kitsap County to rezone some of our properties that are currently zoned as Neighborhood Commercial. We want to rezone them to Urban Village Center. The Port commission had previously passed a resolution to request the rezone of this property earlier this year. The rezone would be consistent with the adjacent property which is already zoned Urban Village Center. The rezone would allow for potential development on some of the Port property around the tent pad and part of the parking area for example. 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 Urban Growth Area designation, Kitsap County's Comprehensive Plan and the Port's own Comprehensive Plan approved here today. The timeline for review of this application by the County currently looks to be around 3-4 months from now. He gave recognition to Ray and the whole Port staff for all they do to serve our customers.

11. NEXT REGULAR MEETING: Wednesday September 22, 2021, at 1:00 p.m. Hybrid (Zoom & Village Greens Community Center)

12. ADJOURN

Motion to adjourn at 7:04 p.m.
Commissioner McClure
Commissioner Heacock
Vote: Pass 3-0



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DocuSigned by:
Laura Gronnvoll
8A3CAECB8F8E4T4...
Laura Gronnvoll, Commissioner

DocuSigned by:
Steve Heacock
9790F1E429B44CD...
Steve Heacock, Commissioner

DocuSigned by:
Mary McClure
6F7F071EE8D14EF...
Mary McClure, Commissioner

Attest:

DocuSigned by:
Greg Englin
012B20520BCB49D...
Greg Englin, Executive Director