



Serving what matters today, with a view for tomorrow.

**Port of Kingston Board of Commissioners
Regular Meeting Minutes
December 15, 2021, at 6:30 pm**

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

Commission in Attendance

Laura Gronnvoll
Steve Heacock
Mary McClure

Staff in Attendance

Greg Englin
Ray Carpenter
Audra Trainer
Tarah Dofelmier

Public in Attendance

Marti Lawrence Grant
Nancy Langwith
Ron Karzmar

1. CALL TO ORDER

Meeting called to order by Commissioner Gronnvoll at 6:37 p.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

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

4. PUBLIC COMMENT

Marti Lawrence Grant, owner of Sourdough Willy’s Pizzeria stated she received a letter from Greg Englin in October regarding rezoning plans which include constructing a large building/restaurant. She voiced her concerns that the building will block the view of her restaurant and compete with other restaurants in Kingston. Commissioner Gronnvoll invited Ms. Lawrence to attend a Tuesday work session with the commission to discuss her concerns further.

Nancy Langwith, chair of the Kingston Cove Christmas provided an event summary. Ms. Langwith thanked Ray Carpenter, Micki Monroe, Port staff, volunteers, KCYC members, the Chamber, and the community partners. Kingston Cove Christmas is well loved by all, and the event really brought back the spirit of community. The event drew over 2000 people in person and reached 22,000 people on Facebook. The event, which positively promoted the Yacht Club, and the Port of Kingston was on the front page of Kingston Community News and the North Kitsap Herald. The event is a great example of the partnership and collaboration within the community. Ms. Langwith gave a summary of event



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earnings and donations. She provided written guidance to the Chamber to help them manage the event next year.

5. CONSENT AGENDA

- A. Approve November 9, 2021 Special Meeting Minutes
- B. Approve November 17, 2021 Regular Meeting Minutes
- C. Approve November 2021 Warrants

Motion: Approve agenda as written

Moved: Commissioner McClure

Second: Commissioner Heacock

Vote: Pass 3-0

6. FINANCIAL REPORT

The Financial Report provided covers year to date through the end of November.

The Total Operating Revenue comes in at \$2.9M and the Total Operating Expenses are \$2.5M.

This provides \$408K in Net Operating Income year to date. The results look strong year to date.

Our reserves are just below \$2.3M. Staff expects to come in at these levels at the end of the year.

7. ACTION ITEMS

A. Adopt Resolution 12-01-2021 – Industrial Development District Resolution 12-01-2021

Mr. Englin reported the proposed resolution creates an Industrial Development District using the whole port district as the boundary for the industrial development district.

Industrial Development Districts are often referred to by their acronym - IDD. This resolution only establishes the legal construct for an IDD per RCW 53.25.040. It does not levy a tax of any sort. The establishment of an IDD would allow a Port commission to pass a levy sometime in the future if the Port commission determines the need for doing so. To levy a tax in the future would require additional due diligence and commission action. As a matter of interest, tax levy funds are usually used for capital facilities improvements such as docks, buildings, and transportation infrastructure and repayment of general obligation bond debt. These improvements are designed to produce more economic activity in the Port District community, directly and indirectly benefiting taxpayers in the form of jobs, commerce, and tourism. Currently the Port tax levy for 2022 is 14 cents per \$1,000 of assessed value of taxable property. The average Port District taxpayer pays \$59.92 or \$5.00 per month in taxes to the Port based on an average home value of \$428,000. The levy can only be increased 1% annually per law.

Motion: Adopt Resolution 12-01-2021 – Industrial Development District with corrections as discussed

Moved: Commissioner McClure

Second: Commissioner Heacock

Vote: Pass 3-0



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B. Approve Washington Projects Consultants 2022-2023 Contract

Item 7 B is a request for commission approval for a new contract for Washington Project Consultants. Marc Horton is the principal for WPC, and he serves as our contracted Port Engineer. Marc has been an integral and invaluable part of our success here in Kingston. He was former Deputy Director of the Department of Ecology and is a certified professional engineer. He has helped us assess our assets, navigate stormwater issues, apply for grants, and develop a procurement policy to name a few of the projects.

Motion: Approve Washington Projects Consultants 2022-2023 Contract

Moved: Commissioner McClure

Second: Commissioner Heacock

Vote: Pass 3-0

8. PUBLIC COMMENT

Nancy Langwith thanked Commissioner McClure for the presentation to the Stakeholders. The presentation was excellent and the discussion to follow was a very good.

9. COMMISSIONER REPORTS

Commissioner McClure reported she has presented on the Port's Master Plan at several community meetings including the Kingston Citizens Advisory Council, the Greater Kingston Chamber of Commerce, the Kingston Stakeholders, and the Rotary.

She reported there is an ongoing conversation throughout the County and within Kingston regarding Affordable Housing. Several members of the Kingston Affordable Housing Work Group gave testimony to the County Commission at a recent Public Hearing regarding the 1/10th of 1% sales tax for affordable housing. The County Commissioners extended the public comment period to December 31st for written testimony.

She represented the Port at the League of Women Voters panel discussion on the definitions and impacts of affordable housing and growth overall. These conversations will become more detailed as the County Commissioners decide on the sales tax levy, along with the basic requirements for eligibility. She added that she appreciates the opportunity to connect with the community on what the Port is doing and looks forward to doing it more.

She reported the Port is sponsoring the Kingston Community Conversation events which will be held virtually via Zoom on the third Saturday of each month for three months beginning January 22. The Port will advertise these events via the web and community sign.

She attended the Kitsap Regional Coordinating Council (KRCC) meeting and emphasized the importance of identifying population, residential, and job growth within the boundaries between now and 2050. Kitsap County is responsible for setting the projections for Kingston as an Urban Growth Area (UGA). She anticipates there will be future conversations with Puget Sound Regional Council (PSRC) and KRCC on these topics.



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Commissioner Heacock gave thanks to Commission McClure's and acknowledge her excellent presentation on the Master Plan. He attended the Kingston Cove Christmas tree lighting event and thanked all involved for a phenomenal event.

Commissioner Gronnvoll gave thanks to Commission McClure for her presentations on the Master Plan. She attended a WPPA conference in early December where Mr. Englin gave a fabulous presentation. She also attended a Tax Increment Financing (TIF) presentation where Pasco has taken the lead as the first to implement this.

She attended a presentation by Chief Economist Matthew Gardner on population growth, housing prices, legislature budget, and Workforce housing vs. affordable housing. She also attended a presentation from retired Port Director's on "Things they wish they would have done", Which focused on feedback for Executive Director's and the evaluation process.

10. STAFF REPORTS

Audra Trainer gave thanks to Greg and the Commission for allowing Staci Hebert and her to attend the WPPA Finance and Administration Seminar. They participated in some important networking with other Ports. The State Auditors Seminar was beneficial, it included useful checklists and insurance risk assessments to improve business continuity. Future SAO audits will be conducted remotely so it will be important to scan and index documents to easily provide information digitally. Other seminars included employee engagement tools, leadership, development, and training for staff. She gave special thanks to the Port Financial Analyst, Staci Hebert.

Tarrah Dofelmier gave thanks to Ray and Staff, the Yacht Club, and the Chamber for all their work on the Kingston Cove Christmas. Internally she reported staff are working on end of year checklists, employee performance evaluations and the January Quarterly newsletter.

Ray Carpenter thanked Nancy and Port Staff on the Kingston Cove Christmas. He reported the upcoming Salish 100 event will bring 110 boats to Kingston. He reported the staff is busy filling the guest dock and back filling slips.

Greg Englin provided the following Maintenance Report on behalf of Maintenance Manager Torey Grandt:

- Snow and Ice removal plan has been reviewed. The "after hours" labor rotation needs to be discussed. Equipment is ready, ice melt has been staged at various locations including both ends of the Fish Pier.
- Landscaping equipment will be on the work bench through the holidays and into the beginning of January. Equipment will undergo basic "tweek and tune" so it will be ready in the spring.
- The Men's restroom / shower room door will be repaired by Chessy Door, (Lynnwood, WA) The door and frame are not square. The door is extremely difficult to open and occasionally is not secure when closed. Frame and door will be removed, bonding material installed, new frame and door installed. The deposit has been paid, waiting for scheduling.



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- AMO Construction, Last Friday, we discussed guest dock and finger piers that will be next areas to be adjusted and leveled. Ray & I have designated 17 finger piers & 4 dock areas as PRIORITY 1 (need work ASAP for safety reasons). Those have been mapped and given to AMO. Work on the guest dock might begin next week but AMO has deadlines to meet at Edmonds. I will update when actual work and schedule is determined.
- Holiday decorations are holding up very well through the wind and rain.
- SMARTSHEET is growing, and we are adapting well.

Greg Englin gave thanks to all the Port staff, our amazing group of volunteers, the Kingston Cove Yacht Club, the Chamber of Commerce, d’Vine Wines and all the participants of the Kingston Cove Christmas. He enjoyed seeing the families get out and have a special experience.

He attended the WPPA Annual meeting where he participated in some great networking with other Ports.

Mr. Englin gave an update on the RCO GRANTS:

- Staff received and signed the grant contracts with RCO for the two RCO grants.
- Due to the historical designation on the restrooms, the Port will be issuing a Request for Proposal (RFP) for a Cultural Resources Assessment.

Commissioners and staff responded to Mr. Karzmar’s questions via Zoom chat:

1. Define TIF: A Tax increment financing (TIF) is a public financing method that is used as a subsidy for redevelopment, infrastructure, and other community-improvement.
2. Will the Commissioners consider PPP as a funding source? Yes
3. How will affordable housing impact our Urban Growth Area (UGA)? Commissioner McClure stated there is a possibility that jurisdictions may agree to identify the types of housing that belong in each community. There will be complicated in depth discussions occurring over the next year where different approaches and ideas will be discussed. Commissioner Heacock explained how the Urban population growth is calculated through the UGA.

11. NEXT SPECIAL MEETING: Tuesday December 28, 2021 @ 8:30 a.m. Hybrid
NEXT REGULAR MEETING: Wednesday January 26, 2021, at 1:00 p.m. Hybrid

12. ADJOURN

Motion: Adjourn meeting at 7:49 p.m.

Moved: Commissioner McClure

Second: Commissioner Heacock

Vote: Pass 3-0



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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

Attest:

DocuSigned by:
Greg Englin
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Greg Englin, Executive Director

DocuSigned by:
Mary McClure
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Mary McClure, Commissioner