



Serving what matters today, with a view for tomorrow.

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

January 26, 2022 at 1:00pm

Meeting called by: Port of Kingston Commissioners
Type of meeting: Regular Meeting
Location: Hybrid (Zoom/Kingston Cove Yacht Club)

**Commissioners
in Attendance**
 Steve Heacock
 Mary McClure
 Laura Gronnvoll

Staff in Attendance
 Greg Englin
 Ray Carpenter
 Torey Grandt
 Tarrah Dofelmier

Public in Attendance
 Rob Gelder

1. CALL TO ORDER

Commissioner Gronnvoll called the meeting to order at 1:03 p.m.

2. OATH OF OFFICE

County Commissioner Rob Gelder administered the Oath of Office for Commissioner Mary McClure as Port of Kingston Commissioner for District #2 with a term beginning January 1, 2022.

3. OFFICER ADOPTION

Presiding Chair Commissioner Gronnvoll announced that as part of the regular rotation schedule, the Commission will adopt new positions for 2022.

Motion: For the year 2022, the following platforms will be used. Commissioner Heacock will serve as Chair; Commissioner McClure will serve as Vice Chair and Commissioner Gronnvoll will serve as Secretary.

Moved: Commissioner Gronnvoll

Second: Commissioner McClure

Vote: Pass 3-0

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF AGENDA

Motion: Accept agenda as written.



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Moved: Commissioner Heacock
Second: Commissioner McClure

6. PUBLIC COMMENT

None

7. CONSENT AGENDA

- A. Approve December 15, 2021 Regular Meeting Minutes
- B. Approve December 28, 2021 Regular Meeting Minutes
- C. Approve December 2021 Warrants

Motion: Accept consent agenda as written

Moved: Commissioner Heacock

Second: Commissioner Gronnvoll

Vote: Pass 3-0

8. FINANCIAL REPORT

Executive Director Englin said staff is working on updating the financials and will report to the Commission at the February 23, 2022 meeting.

9. PUBLIC COMMENT

None

10. COMMISSIONER REPORTS

Commissioner McClure reported the Community Conversation event was a success. She thanked Commissioner Heacock for facilitating the conversation and added there is a high interest in the growth and its effects. There are two more conversations scheduled in February and March.

The Kingston Citizen Advisory Council (KCAC) Transportation Committee will be meeting to plan out key topics for 2022. Topics include the Passenger Only Ferry Docking Procedure which Mr. Englin will participate and identify and report any issues.

Commissioner Heacock reported on the Parks, Trails, & Open Space Committee meeting and the annual work plan. He will provide the desired work plan outline to the other Commissioners and staff for review and future discussion.

Commissioner Heacock reported that the event, Kingston Community Conversation, was well attended. Conversations within the group brought forward concerns that development could occur too quickly, disregarding traffic and infrastructure. He gave reassurance to the group that the Port has a good partnership with State and County agencies.



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11. STAFF REPORTS

Administrative Services Manager, Tarrah Dofelmier reported she is working with staff on cleaning up payroll compliance and procedures. She reported the newsletter for January is completed and deadline for new articles is February 25. She is working to review the Port's IT needs as well as working on improvements to staff communications and conducting annual reviews of job descriptions and compensation.

Financial Analyst Staci Hebert reported she's working with the Controller on year-end cleanup, including reconciliation of accounts and balance sheet. Pension liabilities are complete, and revenue is solid for 2021 at 3.1 million, which is 260K above budget.

Harbormaster Ray Carpenter reported he's working with the Kingston Cove Yacht Club to negotiate their moorage agreement. Ray gave kudos to Port Staff for soliciting Yacht Clubs. He has received positive feedback and a lot of interest in moorage at the Port of Kingston. Ray gave an update on the Kokua vessel. The Department of Natural Resources (DNR) has served the vessel owner twice and given them deadlines, but it may take a few more months to resolve. All involved in this process have been very proactive. Ray happily reported that the Sailing regatta is returning this year and the Port is also purchasing a new 30 x 40 tent which is scheduled for delivery in the next 4 to 8 weeks.

Maintenance Manager Torey Grandt reported the training matrix and schedule are complete and will include HAZWPR and annual Fire Training. Port staff continues to work on plumbing repairs from the big freeze, along with some normal electrical repairs. The Dock leveling project and finger pier racking adjustments are underway. The bird deterrent plans have been sketched-out, and parts are on order. The bird deterrent project should be installed quickly once parts are received. We are looking into rubber matting for the Fishing Pier to improve walkway safety.

Executive Director Englin reported that he testified in favor of the derelict vessel bill, which he added has broad support. He thanked Ray, Torey, and Austin for closely monitoring the marina and their continued follow up on vessels. The Port of Kingston has not experienced problems like some other ports have with derelict vessels.

He reported the Guest Restroom Cultural Resources Assessment report will be published soon. Mr. Englin is working with Marc Horton to file the semiannual grant reports to RCO. Also, the Port received notification that the third grant was approved. Because of this, staff will need to meet to reevaluate the Capital Budget.

Port Engineer Marc Horton reported we are coming up on a new grant cycle. He asked the Commissioners to consider a maintenance dredge expansion and potential haul out place.



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Commissioner McClure requested the Commission coordinate with the yacht club, as well as look at the overall site development to see how it all fits in.

12. RECESS TO EXECUTIVE SESSION:

Commissioner Heacock recessed to Executive Session at 1:45 p.m.

Per RCW 42.30.110(1)(g) "To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

13. RECONVENE TO REGULAR MEETING

Commissioner Heacock reconvened from Executive Session to Regular Meeting at 2:27 p.m.

Commissioner Gronnvoll requested a report on staff compensation adjustments for 2022. Commissioners agreed to approve an increase in compensation for Executive Director Greg Englin for \$10,000.00.

14. NEXT REGULAR MEETING: Wednesday February 23, 2021, at 6:30 p.m. Hybrid

15. ADJOURN

Motion: Adjourn at 2:37 p.m.

Moved: Commissioner McClure

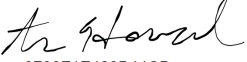
Second: Commissioner Gronnvoll

Vote: Pass 3-0



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Steve Heacock, Commissioner

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Mary McClure, Commissioner

Attest:

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Greg Englin, Executive Director

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Laura Gronnvoll, Commissioner