



Serving what matters today, with a view for tomorrow.

**Port of Kingston Board of Commissioners**  
**Regular Meeting Minutes**  
**March 30, 2022 at 1:00 p.m.**

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

**Commission in Attendance**

Steve Heacock  
Laura Gronnvoll

**Commission Excused**

Mary McClure

**Staff in Attendance**

Greg Englin  
Ray Carpenter  
Audra Trainer  
Torey Grandt  
Rose Orcutt  
Marc Horton

**Public in Attendance**

Ron Karzmar

**Agenda Topics**

**1. CALL TO ORDER**

Commissioner Steve Heacock called the meeting to order at 1:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF AGENDA**

Motion to approve agenda.  
Moved : Commissioner Gronnvoll  
Second : Commissioner Heacock  
Vote: Pass 2-0

**4. RECESS TO EXECUTIVE SESSION**

Commissioner Heacock recessed to Executive Session at 1:05 p.m.

RCW 42.30.110 (c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public.

**5. ADJOURN EXECUTIVE SESSION (RETURN TO OPEN MEETING)**



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Commissioner Heacock reconvened from Executive Session to Regular Meeting at 1:47 p.m.

## 6. PUBLIC COMMENT

None

## 7. CONSENT AGENDA

- A. Approve February 23, 2022 Regular Meeting Minutes
- B. Approve February 2022 Warrants

Motion: Accept consent agenda as written

Moved: Commissioner Gronnvoll

Second: Commissioner Heacock

Vote: Pass 2-0

## 8. FINANCIAL REPORT

Controller Audra Trainer presented the financial report and gave a staff update:

Ms. Trainer outlined the he Port's year-to-date financials for the first 2-months of the 2022. She stated the financials provided reflect a Total Income of \$394K with Total Expenses of \$350K and \$22K of Net Ordinary Income, year-to-date. She added the total cash reserves stand at \$2.17M. \$1.26M of that is in the Capital Projects Fund (committed funds). She stated the Port currently owes \$760K on our LTGO Bond and the ending cash position, including debt is \$1.41M. She pointed out on March 27, 2022, a quarterly transfer of \$52,500 was made from the Marina Revenue Account to the Capital Projects Fund, per resolution.

Commissioner Gronnvoll commented on the new structure of reporting, Audra Trainer commented on the proposed continuing improvement of report structure. Executive Director, Greg Englin clarified the proposed changes.

Commissioner Gronnvoll clarified the use of \$14,000.00 for dock leveling by AMO Construction. Maintenance Manager, Torey Grandt further explained the process of the work that was completed.

## 9. DISCUSSION ITEMS

- A. Port of Kingston Redistricting Plan

Greg Englin presented the Port of Kingston Redistricting Plan and explained the process. He stated the Port is required to redistrict every ten years in alignment with the national census. Results from the latest census show the population of the port district increased from just under



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5,000 residents to about 7,000 residents. He noted due to elections being held in 2021 the Port postponed the redistricting process until 2022 to avoid the risk of gerrymandering. He confirmed that an experienced consultant conducted this redistricting and was able to allocate the number of residents very evenly between the three districts. He added the resolution to adopt the new districts, a legal description with metes and bounds, and maps of the districts both before and after redistricting has occurred were presented for commission and public review. The Port will hold a special session to adopt the new districts on April 12, 2022. If passed, the new districts will then be submitted to the Kitsap County Auditor's Office and the Department of Justice.

## 10. ACTION ITEMS

- A. Approve Delegation of Authority to Executive Director to negotiate IT Contract for the Port of Kingston not to exceed \$30k.

The Port is asking for Commission approval to negotiate the proposed contract with Olympic Educational Service District. OESD has provided services to the Port for several years. The contract has been increased by about 7% to \$27,896.00. The Port has concerns about the quality of support the OESD provides.

Commissioner Gronnvoll questioned if the Port was planning to stay with OESD or if other contractors were being considered, Greg Englin confirmed that the Port is considering seeking alternative choices for an IT Contractor.

Motion to approve Action Item A.  
Moved: Commissioner Gronnvoll  
Second: Commissioner Heacock  
Vote: Pass 2-0

## 11. PUBLIC COMMENT

None.

## 12. COMMISSIONER REPORTS

**Commissioner Gronnvoll** encouraged people to participate in upcoming Kiwanis events.

**Commissioner Heacock** commented on his recent absence and stated that he anticipates to share the Minutes from the latest KCAC meeting during the next Public Meeting.

## 13. STAFF REPORTS



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**Customer Service Coordinator Rose Orcutt** reported that she and Ashley Ferguson, fellow Customer Service Coordinator completed the annual marina rate survey. She stated her and Ashley continue to work on system audits and Ashley is nearly finished with a complete audit of the Master Deposit List. She stated both work alongside Controller Audra Trainer to audit Item and Tax Lists. She commented on the upcoming increase of business during the peak season, staff is anticipating over 30 Yacht Clubs to visit the Port of Kingston Marina this summer.

**Administrative Services Manager Tarrah Dofelmier** reported that she is preparing for her upcoming transition to a part time, fully remote position. She is compiling task lists and progress reports for Greg Englin and will get all the Port's Public Records in order before her departure. Ms. Dofelmier noted she intends to stay on with the Port for as long as needed to make a smooth transition and her last day on site as a full-time employee will be Tuesday April 5<sup>th</sup>, 2022. Commissioner Heacock commented on the Port's enjoyment of Tarrah's excellence as a staff member.

**Maintenance Manager Torey Grandt** welcomed Commissioner Heacock back from his absence. Mr. Grandt concurred with Rose Orcutt regarding the increase of business and projects in the coming summer months. He updated the Commission on the bird deterrent project and its success through the trial on E Dock. He stated the maintenance team plans to move forward with implementing the same strategy on the other covered docks. In response to a question from Commissioner Gronnvoll regarding comments from moorage tenants regarding this project, he responded that there had been no comment yet.

Mr. Grandt reported on the project for the Fish Pier fall protection. He is working with L&I on this issue and is pleased with their involvement. L&I will be onsite on Tuesday April 5<sup>th</sup> to evaluate other solutions. He added the Maintenance team has already ordered rubber mats to cover the length of the Fish Pier to inhibit the risks of potential injuries due to slippery conditions. He thanked Mark Horton for the idea to invite L&I to consult and comments on the success of including them.

Mr. Grandt stated the Guest Dock Wi-Fi is also on the list for upcoming projects for the maintenance team. He noted the supplies will be ordered early April and staff hopes to install by June 2022 before peak boating season.

Mr. Grandt is working to complete necessary safety training with Port staff. He is working in house with them in small groups for short increments until all staff complies.

Commissioner Heacock commented how pleasing it is to have improvements moving forward and scheduled for the coming months.

**Controller Audra Trainer** reported that her and Staci Hebert are completing the 2021 Annual Report – due May 30, 2022. She added she been building a network of associates to consult with regarding various business processes. She is pleased to share that she has connected with the Port's



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assigned Audit Manager. She noted this connection has helped her to feel equipped for the upcoming audit.

Ms. Trainer expanded on Rose Orcutt's comment regarding working through audits of item lists and added the audit of customer profiles. She commented on her appreciation of Rose and Ashley's teamwork.

Ms. Trainer stated she has conducted a thorough audit of the financials, with the help of Staci Hebert and is working through a cash flow analysis to provide the commission and management with a guiding document to govern decisions for the future of the Port.

Mr. Englin complimented Staci's sophisticated work on this analysis.

**Executive Director Greg Englin** reported on the status of the Rezone Application with Kitsap County. He spoke with DCD Staff and the application will go before Kitsap County Commission for final approval April 11<sup>th</sup>, 2022.

Mr. Englin reported that the Port received 6 Statement of Qualifications for Architectural Services in response to the Request for Qualifications that was published in the Daily Journal of Commerce and through the Municipal Research and Service Center (MRSC). He added staff has assessed the SOQs and will be scheduling interviews in April. He stated staff will provide the Commission with a summary of these interviews and will provide written recommendation of any finalists in April.

Mr. Englin reported the Kingston Chamber of Commerce is continuing to grow membership and compliments the Board and Kaili Campbell, the Administrator for the Chamber on her excellent work. He thanked Ray Carpenter and Tarrah Dofelmier on their support of Kaili through her takeover of community events. He added Ray has aided Kaili in securing multiple sponsorships for the Wine and Brew Fest the Chamber will be hosting this summer. He pointed out the Chamber is seeking space to lease for a Visitor's Center and has a potential site in mind.

Mr. Englin thanked Tarrah Dofelmier for her extraordinary work here at the Port over the course of her employment. He expressed the Port's appreciation for her and their pleasure to keep her on part time, remotely going forward. He noted has accepted a position in Mesa and will be making the move to Arizona.

**Harbormaster Ray Carpenter** thanked Tarrah for her "unsurpassed professionalism" and comments that the staff and the community will miss her greatly.

Mr. Carpenter reported that staff is preparing for the arrival of various yacht clubs and that he is looking forward to the business that will be coming in the following months.



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Mr. Carpenter reported that the Port of Kingston Commuter Parking Lot is seeing an increase in revenue, especially on the weekends. He thanked Torey Grandt on his work with the Maintenance Team.

Mr. Carpenter reported that the Event Tent will be delivered and set up in the coming week and will subsequently be inspected for any necessary adjustments or alterations. He thanked Port staff for their hard work.

Mr. Englin added that Ray will be attending a Harbormaster meeting in Portland the second weekend of April.

Mr. Carpenter reiterated the compliments to the Chamber of Commerce and Kaili Campbell sharing that he is excited to work with them for the events throughout summer 2022.

**14. NEXT REGULAR MEETING:** Wednesday April 27, 2022 at 1:00 p.m. Hybrid

**15. ADJOURN**

Motion: Adjourn at 2:33 p.m.  
Moved: Commissioner Gronnvoll  
Second: Commissioner Heacock  
Vote: Pass 2-0

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Steve Heacock, Commissioner

DocuSigned by:  
  
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Mary McClure, Commissioner

DocuSigned by:  
  
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Laura Gronnvoll, Commissioner

Attest:

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Greg Englin, Executive Director