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

May 25, 2022, at 6:30 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
 Mary McClure

Staff in Attendance
 Greg Englin
 Ray Carpenter
 Rose Orcutt

Public in Attendance
 None

Agenda Topics

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

Motion to approve agenda as written.
 Moved: Commissioner McClure
 Second: Commissioner Gronnvoll
 Vote: Pass 3-0

4. PUBLIC COMMENT

No public present to comment.

5. CONSENT AGENDA



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- A. Approve April 27, 2022, Regular Meeting Minutes
- B. Approve May 17, 2022, Special Meeting Minutes

Motion: Approve Consent Agenda as presented.

Moved: Commissioner McClure

Second: Commissioner Gronnvoll

Vote: Pass 3-0

6. ACTION ITEMS

A. Approve Resolution NO. 2022-05-25-1 Negotiation for Architectural Services.

Mr. Englin stated that the Port issued a Request for Qualifications in January for architectural services for the commercial development of the property along Washington Boulevard. He reported that Statements of Qualifications (SOQ's) were received from six respondents. He shared that the SOQ's were reviewed, four firms were interviewed at the end of March, and a consensus was reached regarding those four firms. Englin conveyed that Port staff is now seeking direction from the Port commission to negotiate an agreement with an architectural firm; the negotiated contract will then be brought before the Port commission for approval no later than the regular session in June. Englin added that a rough scope of work has been included as part as part of the resolution.

Motion: Adopt Resolution NO. 2022-05-25-1.

Moved: Commissioner Gronnvoll

Second: Commissioner McClure

Vote: Pass 3-0

B. Approve Resolution NO. 2022-05-25-2 Retention Bonus for Full Time Employees

Mr. Englin explained that the cost of living has been incredibly high and is expected to stay high through the end of this year and possibly into 2023 adding that inflation has hit 8.5% in March and 8.3% in April. He shared that due to this fact the Port thinks it is important to recognize the staff and that this bonus would help alleviate the effects of the rise in inflation. Englin expressed that the Port has a valuable team, he closed



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by extending thanks to the Port staff. Commissioner McClure commented that in addition to retention, the bonus is to show appreciation and a desire to support staff. Commissioner Heacock noted the importance of recognizing the staff's hard work and commitment.

Motion: Adopt Resolution No. 2022-05-25-2

Moved: Commissioner McClure

Second: Commissioner Gronnvoll

Passed without Objection

7. FINANCIAL REPORT

Executive Director, Greg Englin presented the Financial Report on behalf of Controller, Audra Trainer. Englin reported that the Total Operating Revenue is nearly \$920K through the end of April, stating that the Port has exceeded last year's overall results by nearly \$65K and are slightly over budget. He added that fuel sales have been down from last year, noting that it is likely due to the increase in price. Englin stated that parking has continued to strengthen and has more than made up for the shortage in fuel sales adding that the port is up over \$50K for year-to-date parking revenue. He shared that Transient Moorage was also stronger than expected though Seasonal Moorage is below last year's levels whereas Lease revenue is exactly on track as expected. He explained that Total Operating Expense came in at \$758K sharing that this is very close to the same expense levels as last year and below budget estimate. He stated that this meant the Port was doing a good job of controlling expenses while increasing revenue, which is what they strive to accomplish. Englin shared that the resulting Net Operating Income (NOI) was \$161K stating that this is almost twice the NOI the Port generated in 2021. Outlining the Balance Sheet, Englin reported that the Port's cash reserves have grown to \$2.42M. He explained that this total includes the reconciliation for Excise Taxes and income from utilities that have now been collected. He expressed the need for continual growth of the Port's reserves adding that a focus on commercial development and strengthening the performance of the Port's existing lines of business will help to accomplish the long-term goals for financial sustainability. Englin stated that Annual Financials for 2021 are completed and ready for submission noting that they are due by the end of May. He commented on his appreciation for Audra Trainer and Staci Hebert's assembly of this work, adding that he has complete confidence in the accuracy of it.



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Commissioner McClure requested that Mr. Englin address the purpose of the Port's Cash Reserves for the record. Mr. Englin stated that these reserves were for the purpose of being prepared for operational and/or environmental emergencies, possible legal action and for quarterly contributions to the Capital Projects Fund. McClure further inquired if the Capital Projects Fund is for long-term maintenance and potential future facility replacements and Mr. Englin confirmed that it is. He touched on the Cash Flow Model Ms. Trainer and Ms. Hebert have compiled and its relation to the Capital Projects Fund, stating that it shows continuity of profits. Commissioner McClure shared that some tenants are concerned that moorage will be the source for funding these Capital Projects and stressed the importance of explaining how the funds relate to the development of Marina property. Discussion ensued regarding the commercial development and the priority to keep boating accessible to the community.

Commissioner Gronnvoll referenced vacating tenant refund checks shown on the Financial Reports and questioned current moorage turnover; Harbormaster Ray Carpenter responded that he believes there has been a decrease in moorage turnover recently. He also commented on the length of the Moorage Waitlists. Discussion ensued regarding how boating will be affected this season due to rising fuel prices and how boating in general has changed over the past few years and the possible effect on business at the Port. Commissioner Heacock highlighted the importance of Port staff's outreach to potential visiting yacht clubs during these times when we're seeing a potential decrease in boating. Mr. Carpenter added the Kingston Cove Yacht Club's involvement in this process as well.

8. PUBLIC COMMENT

None.

9. COMMISSIONER REPORTS

Commissioner Laura Gronnvoll shared her experience at the Washington Public Ports Association Conference she attended with Controller Audra Trainer the weekend of May 3-6. Commissioner Gronnvoll stated that she enjoyed her experience and outlined key points from presentations that stood out to her. After touching on the importance of branding, Commission and staff discussed ideas that Kingston could be known for and possible events for the community. Commissioner McClure acknowledged that Mr. Carpenter was an asset to the Port in terms of community



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engagement. Kingston Public Market, Fourth of July and the Christmas Lighting Festival were all mentioned as events that the Port and Kingston are known for.

Commissioner Steve Heacock reported that the Kingston Curiosity Walk was a success. He outlined the route that was traveled and noted organizations that participated. Commissioner Heacock and Commissioner McClure hosted a booth at the event. Heacock stated that during the walk the community expressed interest in electric vehicle charging stations and dry stack storage for small watercrafts. Commission and staff then discussed these suggestions expressing interest in it being a future possibility.

Commissioner Mary McClure had no report.

10. STAFF REPORTS

Harbormaster, Ray Carpenter reported that staff has been busy preparing the facilities for the summer. He acknowledged upcoming events that will affect business such as Memorial Day weekend and opening of fishing season which will bring an increase in recreational boating as well as commercial activity. Carpenter remarked on his enjoyment of working with the Kingston Cove Yacht Club, the Chamber of Commerce, and the Kingston Fourth of July committee on events for the coming season. He announced the newest addition to Port staff, Seasonal Marina Attendant, Nick Fasano shared that he is pleased with his performance so far. Carpenter expressed his anticipation for Kingston's Fourth of July, noting that it will be the only display around. Commission and staff discussed the Fourth of July and the events for the day. Carpenter expanded on Commissioner Heacock's mention of electric vehicle charging stations and stated that him and Maintenance Manager, Torey Grandt had discussed this option previously and they believed there were grant options. He also added that cash machines had been previously mentioned as a possible asset to Port facilities.

Customer Service Coordinator Rose Orcutt expressed excitement for being involved in the commission meetings recently. She reported that staff is preparing for the upcoming Kiwanis Brewfest which will be held on June 4th. She shared that her and Ashley Ferguson are in the process of completing an audit of all Monthly Parking customers and have revised the agreement to better comply with current business practices. Orcutt noted that the Community Newsletter is due the following Tuesday



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and requested input for content. Commissioner Heacock responded by suggesting a promotion for the Kingston Historical Society's book.

Executive Director Greg Englin began by recognizing the staff's hard work and expressing appreciation to them, specifically Ray Carpenter who recently celebrated 13 years of working for the Port. He also noted that Rose Orcutt's one year anniversary of employment was coming up on June 9th. Englin continued by reporting on the Chamber of Commerce, stating that they are working with Washington State Ferries to install an informational kiosk at the ferry terminal for visitors to stop and learn about the local businesses. He shared that the Chamber has reestablished an office front at their previous location in the Cholmley Building across from the Kiwanis Park. Englin then announced the following upcoming events: the Chamber Luncheon on June 2, sponsored by the Washington Department of Labor and Industries, the annual Kingston Kiwanis Brewfest on June 4, the annual Swing for Rotary Golf Tournament at Whitehorse, June 10, Concerts on the Cove kicking off July 23 with the Tropics. the Chamber's Wine and Brew Fest July 29 and 30, and the Kingston Public Market every Sunday until October at Mike Wallace Park. Commissioner Gronnvoll asked for information about the Salmon Derby event; Ray Carpenter responded that he has been in contact with the organizers and outlined the current details, including that it will be held Saturday September 24th. He noted that this will be the only fishing derby in the area. Commissioner McClure commented on the importance of notifying the public of these upcoming events, specifically the Fourth of July and the Salmon Derby. Discussion ensued regarding use of the Electronic Reader Board and other options for advertising.

11. NEXT REGULAR MEETING: Wednesday June 22, 2022, at 6:30 p.m. Hybrid

12. Motion to Adjourn

Commissioner Heacock adjourned the meeting at 7:44 p.m.



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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:
Laura Gronnvoll
8A3CAECC8F8E414...
Laura Gronnvoll, Commissioner

DocuSigned by:
Greg Englin
012B2052DBC849D...
Greg Englin, Executive Director