



Serving what matters today, with a view for tomorrow.

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

April 27, 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
Mary McClure

Staff in Attendance
Greg Englin
Ray Carpenter
Audra Trainer
Torey Grandt
Ashley Ferguson
Rose Orcutt
Marc Horton

Public in Attendance
Anthony Hickman

Agenda Topics

1. CALL TO ORDER

Commissioner Heacock called the meeting to order at 1:02p.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

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

4. PUBLIC COMMENT

None.

5. CONSENT AGENDA



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- A. Approve March 30, 2022, Regular Meeting Minutes
- B. Approve April 12, 2022, Special Meeting Minutes
- C. Approve March 2022 Warrants

Motion: Accept Consent Agenda as presented.

Moved: Commissioner McClure

Second: Commissioner Gronnvoll

Vote: Pass 3-0

6. DISCUSSION ITEMS

- A. Port of Kingston Redistricting Resolution

Executive Director, Greg Englin reported that the legal description for the Port of Kingston Redistricting Resolution was reviewed and updated. Mr. Englin stated that the revised version will be submitted to the Kitsap County Auditor's Office and the Department of Justice.

7. FINANCIAL REPORT

Controller Audra Trainer presented the financial report for the first quarter of 2022:

Mrs. Trainer stated that the first quarter(Q1) financials reflect a Total Income of \$619K, Total Expenses of \$517K, and \$60K of Net Ordinary Income, year-to-date. She added that the total cash reserves increased \$37K in Q1, with a balance of \$2.19M, with \$1.26M of that being in the Capital Projects Fund (committed funds). She shared that the Port currently owes \$760K on the LTGO Bond and that the ending cash position, including debt is \$1.14M. She also pointed out that Daily Parking is up \$37K budget. She reported that the Port received \$40K back from Washington State due to previous overpayment of Leasehold and Excise Taxes; she clarified that this check was just received today and is not reflected in the financial statements she presented today.

In response to a question posed by Commissioner Gronnvoll on the Kitsap Transit payment, Ms. Trainer stated that the amount is reflected in the financial statements and the 2021 balances.

8. PUBLIC COMMENT



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Anthony Hickman inquired when the Toth Property would be open to the public, specifically if it would be open for the Fourth of July. Harbormaster Ray Carpenter stated that Port staff is currently working to get the property safe and ready for public enjoyment but could not guarantee it would be by July 4th, 2022.

9. COMMISSIONER REPORTS

Commissioner Laura Gronnvoll started by complimenting Customer Service Coordinator, Ashley Ferguson's work on the community reader board, specifically her "themes of the month." She also announced that staff and the Commission would be attending a WPPA conference in Stevenson, WA; due to this, the regularly scheduled Commission Work Session for Tuesday, May 3, 2022, will be canceled.

Commissioner McClure noted that the Kingston Public Market's opening day would be the following Sunday, May 1, 2022. She expressed the Market's anticipation for a larger group of vendors and their eagerness to welcome a new Market Manager that comes with reputable experience and references. The Commission continued to discuss upcoming Market festivities and reflected on the previously mentioned growth in vendor attendance.

Commissioner Heacock shared that he attended the Kingston Community Advisory Council (KCAC) presentation from Kitsap County Public Works regarding the annual Transportation Improvement Project (TIP). Heacock expressed his belief that the Port should join the discussion regarding traffic-related concerns that would directly affect the Port.

Commissioner McClure added her concerns regarding upcoming possible traffic issues in Kingston, specifically those related to Washington State Ferries (WSF) automated transportation management system and the Arborwood development project. McClure stated that she also believes the Port should "work closely and constructively with the county" on the proposed solutions.

Discussion ensued on all possible traffic changes, including proposed roundabouts, new traffic signals, and increased traffic through school zones.

10. STAFF REPORTS

Harbormaster Ray Carpenter started by thanking Port staff for outstanding customer service. He reported that Meydenbauer Yacht Club expressed appreciation for the hospitality received during their cruise to Kingston. He shared that the incoming yacht



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clubs are starting to use other Port facilities such as the event tent and stage and are also working with Kingston Cove Yacht Club to use the clubhouse. Mr. Carpenter expressed appreciation to the landscaping and maintenance staff for their upkeep of Port grounds and excitement for the upcoming Kingston Public Market season. He shared that the Port's work with the Chamber of Commerce has been very successful. He reported that the Port has reached out to the Department of Natural Resources to bring attention to the derelict vessel on Taree Road Bluff. Mr. Carpenter commented on the rising fuel prices and the possible effect it could have on the upcoming boating season. He finished his report by thanking Port management for their guidance.

Executive Director Greg Englin expanded on Mr. Carpenter's compliments to Port staff and Port's growth in recent years regarding business management and profits.

Maintenance Manager Torey Grandt reported that all facilities remained undisturbed after the first low tide event of the year. He added that Port staff would continue to monitor during these events. Mr. Grandt reported that maintenance staff will be starting the resurfacing of the Kitsap Transit Fish Pier now that materials are in stock. He shared that there are multiple pieces of landscaping equipment due for replacement, and the Port intends to replace these items with electric, low emissions options to be more environmentally conscious. Mr. Grandt reported that the Guest Dock Wi-Fi project is ready to begin; dependent on availability of supplies, he estimates it should be complete by June. In response to a question from Commissioner McClure, Grandt stated that there will be no disruptions in the Wi-Fi service during this project. Discussion ensued regarding the possibility of extending the reaches of Port Wi-Fi in the future, specifically up to the WSF terminal.

In response to a question posed by Commissioner Heacock regarding the success of the bird deterrent project, Mr. Grandt reported that the sprinklers have been installed and are functional and the maintenance team is adjusting as necessary.

Commissioner McClure commented that she appreciates Mr. Grandt's concern for water consumption and environmentally conscious practices/equipment.

Controller Audra Trainer started by complimenting Mr. Grandt's management of expense control. Mrs. Trainer reported that the Port hired Vanessa Ressler as a part-time Public Records Coordinator. She stated that Ressler would be handling Public Records Requests and organizing records retention in preparation for an upcoming three-year audit in the last quarter of 2022. She shared the Port will no longer be using Hearthstone CPA services but proposed the idea of bringing in a firm to complete financial statement audits periodically. She touched on Financial Analyst Staci Hebert's Cash Flow Model. She



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commented that it has been a valuable tool to show projections up to 30 years out for base scenario assumptions; these assumptions will be used for funding recommendations, business development, and asset management, according to Mrs. Trainer. She recognized Customer Service Coordinators Rose Orcutt and Ashley Ferguson for their work with auditing agreements and daily business processes and procedures.

Customer Service Coordinator Ashley Ferguson reported that she and fellow Customer Service Coordinator Rose Orcutt have been working to ensure all tenants comply with the Port's Rules and Regulations and Moorage Agreements. She shared that she has converted hard copies of records retention over to digital files for more efficient storage.

Customer Service Coordinator Rose Orcutt reported that day-to-day marina business is beginning to pick up with the start of Peak season.

Executive Director Greg Englin highlighted Ms. Ferguson and Ms. Orcutt's work on revising the Monthly Leased Parking Agreement to align with current business practices.

Mr. Carpenter and Mr. Englin discussed the increase in revenue from the Port's parking lot.

Mr. Englin pointed out the increase in Transient Moorage revenue and attributed it to the Port's office staff. He reported that the Port has interviewed architectural firms to redevelop the tent pad area and that those findings would be presented to the commission for consideration in the next Work Session. He stated that the Port has reached out to Kitsap County regarding the RCO Grant for the public restroom renovation; the County will have to approve the proposed design before purchases are made. He also stated that the position of the new restroom may have to be reconsidered due to possible shoreline issues. He closed by thanking all Port staff for their hard work.

11. NEXT REGULAR MEETING: Wednesday May 25, 2022, at 6:30 p.m. Hybrid

12. ADJOURN

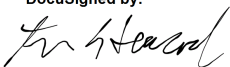
Motion: Adjourn at 1:51p.m.

Moved: Commissioner Gronnvoll

Second: Commissioner McClure

Vote: 3-0

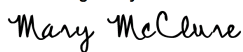
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Steve Heacock, Commissioner

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Mary McClure, Commissioner

ATTEST:

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Laura Gronnvoll, Commissioner

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Greg Englin, Executive Director



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

May 17, 2022 at 8:30 a.m.

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

Commissioners Present

Steve Heacock
Laura Gronnvoll
Mary McClure

Staff Present

Greg Englin

- A. In Person:
Port of Kingston Admin Conf. Rm.
25864 Washington Blvd
Kingston, WA
- B. Virtual via Zoom:

Join Zoom Meeting
<https://us02web.zoom.us/j/85044989231>

1. CALL TO ORDER

Commissioner Heacock called the meeting to order at

2. APPROVAL OF AGENDA

3. RECESS TO EXECUTIVE SESSION

Commissioner Heacock recessed the meeting into Executive Session at 8:46 am per 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.



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The Commission will be in executive session until 9:30 AM and is not expected to take further action following the executive session.

4. RECONVENE TO SPECIAL MEETING

A. Commissioner Heacock reconvened to the Special Meeting at 9:39 a.m.

Commissioner McClure stated Kitsap Transit has requested a comment letter on behalf of Port as they are working with Washington State Ferries (WSF) to evaluate and find alternative docking in Seattle.

Discussion ensued on the Kitsap Transit comment letter.

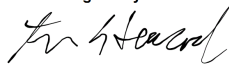
5. PUBLIC COMMENT

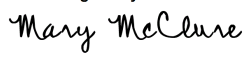
None

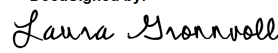
6. NEXT REGULAR MEETING: Wednesday May 25, 2022, at 6:30 p.m. Hybrid

7. ADJOURN

Without objection the meeting adjourned at 9:46 a.m.

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Steve Heacock, Commissioner

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Mary McClure, Commissioner

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Laura Gronnvoll, Commissioner

ATTEST:

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Greg Englin, Executive Director

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 2022-05-25-1

A Resolution of the Commission of the Port of Kingston

**RESOLUTION TO DIRECT THE EXECUTIVE DIRECTOR TO NEGOTIATE
AN AGREEMENT FOR ARCHITECTURAL SERVICES**

WHEREAS, the Port of Kingston has undertaken an initial planning process resulting in the prioritization of commercial development beginning with the property along Washington Boulevard and; the Port of Kingston has undertaken a request for qualifications for architectural services.

THEREFORE BE IT RESOLVED, by the Commissioners for the Port of Kingston hereby grants authority to the Executive Director to negotiate an agreement for architectural services for the first phase of design which would be at the Planning Level and Confirmation of the Basis of Design including but not limited to:


- Routine meetings and status reports
- Report on community and Commission interactions and conclusions
- Documentation of construction constraints and basis of design including but not limited to:
 - Zoning
 - Bulk and Dimension – County standards
 - Kingston Design Standards
 - Energy (LEED standards)
- Pre-Design Drawings including:
 - Site plan options
 - Floor plans and concepts
 - Renderings of building concepts (visualizations of finished building and site complex)
- Estimate of Constructions Costs and Project Duration
- 10% Design

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a regular meeting held this 25th day of May 2022.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

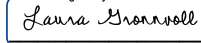
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Steve Heacock, Commissioner

Attest: DocuSigned by:

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Greg Englin, Executive Director

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Mary McClure, Commissioner

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Laura Gronnvoll, , Commissioner

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 2022-05-25-2

A Resolution of the Commission of the Port of Kingston

RESOLUTION TO GRANT EMPLOYEES A ONE-TIME RETENTION BONUS

WHEREAS, The Port of Kingston has a direct interest in the retention of employees.

WHEREAS, The Port of Kingston, along with the community at large, is experiencing a temporary but drastic increase in the cost of living due to excessive inflationary pressures for goods and services.

THEREFORE BE IT RESOLVED, by the Commissioners for the Port of Kingston hereby grants authority to the Executive Director to execute a one-time retention bonus of \$2,500 for each employee that was employed full time effective January 1, 2022. The Executive Director will be exempt from this retention bonus program. The retention bonus will be included in the final pay period for the month of June, 2022 and will be in addition to an employee's regular pay.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a regular meeting held this 25th day of May 2022.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

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Steve Heacock, Commissioner

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Mary McClure, Commissioner

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Laura Gronnvoll, , Commissioner

Attest: 
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Greg Englin, Executive Director



PORT OF KINGSTON
Warrant List

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington, do hereby certify the merchandise for services hereinafter specified have been received and the warrants listed below are approved for payment in the amount of **\$18,026.61** from the Port of Kingston, Marina Revenue Fund, the 8th day of April 2022.

DocuSigned by:

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Laura Gronnvoll, Commissioner

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Steve Heacock, Commissioner

DocuSigned by:

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Mary McClure, Commissioner

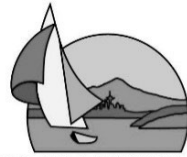
We, the undersigned, do hereby certify under penalty or perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims is a just, due and unpaid obligation against the Port of Kingston and that I am authorized to authenticate and certify to said claim.

DocuSigned by:

CE184E1E1B847
Audra Trainer, Controller

Date	Warrant	Amount	Vendor
4/8/2022	35833	\$1,103.69	Amazon Capital Services
4/8/2022	35834	\$741.16	BREMERTON BACKFLOW SERVICES
4/8/2022	35835	\$1,530.00	CHMELIK SITKIN & DAVIS
4/8/2022	35836	\$307.58	COMCAST
4/8/2022	35837	\$841.10	HENERY HARDWARE
4/8/2022	35838	\$4,826.41	KITSAP BANK VISA
4/8/2022	35839	\$98.18	KITSAP COUNTY PUBLIC WORKS
4/8/2022	35840	\$101.37	LAURA GRONNVOLL
4/8/2022	35841	\$66.66	OLYMPIC SPRINGS, INC.
4/8/2022	35842	\$1,670.37	PENINSULA FIRE INC.
4/8/2022	35843	\$41.50	PREMIER RENTALS LLC
4/8/2022	35844	\$368.00	RANDY-KAN PORTABLE RESTROOMS
4/8/2022	35845	\$502.00	Reliable Storage
4/8/2022	35846	\$1,178.89	ULINE
4/8/2022	35847	\$775.00	VERNON PUBLICATIONS, LLC
4/8/2022	35848	\$3,847.50	WASHINGTON PROJECT CONSULTANTS, PLLC
4/8/2022	35849	\$27.20	WESTBAY AUTO PARTS

\$18,026.61



PORT OF KINGSTON

Voucher Certification and Approval

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Port of Kingston and that I am authorized to authenticate and certify to said claim.

DocuSigned by:

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 Audra Trainer, Controller/Port Auditor

6/26/2022

Date

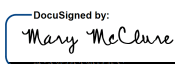
Date	Claimant	Amount	Purpose	Cash Transmittal
04/05/2022	Department of Retirement Systems	2,466.00	Deferred Comp	R00206665
04/05/2022	Merchant Settlement Fee	891.77	CC Fees - Parking	R00206675
04/05/2022	Merchant Settlement Fee	256.84	CC Fees - Fuel	R00206670
04/05/2022	Merchant Settlement Fee	5,789.53	CC Fees - Office	R00206673
04/08/2022	Department of Retirement Systems	7,032.18	PERS 2/3	R00206928
04/13/2022	Transfer to Columbia Bank	36,434.37	Payroll April 1-15	R00206874
04/22/2022	Department of Retirement Systems	2,466.00	Deferred Comp	R00207116
04/22/2022	Washington State DOR	5,198.91	Excise and Use Taxes	R00207178
04/22/2022	Department of Labor and Industries	4,012.29	Q1 L&I	R00207347
04/22/2022	State of Washington DOR	42,247.03	Q1 Leasehold Taxes	R00207372
04/28/2022	Transfer to Columbia Bank	39,179.27	Payroll April 16-30	R00207269
		<u>\$ 145,974.19</u>		

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 Laura Gronnvoll, Commissioner

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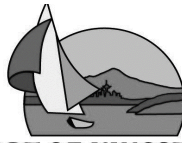
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 Steve Heacock, Commissioner

DocuSigned by:

 6F7F071EE6D74EF
 Mary McClure, Commissioner

I, the undersigned, do hereby certify under penalty or perjury that the expenses incurred as described herein and all claims are just, due, and paid obligations against the Port of Kingston and that I am authorized to authenticate and certify to said claims.

DocuSigned by:

 CE034EFE92B64B7
 Audra Trainer, Controller/Port Auditor



**PORT OF KINGSTON
Warrant List**

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington, do hereby certify the merchandise for services hereinafter specified have been received and the warrants listed below are approved for payment in the amount of **\$54,551.62** from the Port of Kingston, Marina Revenue Fund, the 26th day of April 2022.

DocuSigned by:
Laura Gronnvoll
Laura Gronnvoll, Commissioner

DocuSigned by:
Steve Heacock
Steve Heacock, Commissioner

DocuSigned by:
Mary McClure
Mary McClure, Commissioner

We, the undersigned, do hereby certify under penalty or perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims is a just, due and unpaid obligation against the Port of Kingston and that I am authorized to authenticate and certify to said claim.

DocuSigned by:
Audra Trainer
Audra Trainer, Controller

Date	Warrant	Amount	Vendor
4/26/2022	35850	\$1,666.52	WA Construction Service Health Trust
4/26/2022	35851	\$187.56	COMCAST
4/26/2022	35852	\$163.56	CRAIN PEST CONTROLL, LLC
4/26/2022	35853	\$150.00	Government Finance Officers Association
4/26/2022	35854	\$211.52	GRAINGER
4/26/2022	35855	\$2,956.96	KITSAP COUNTY PUBLIC WORKS
4/26/2022	35856	\$1,728.15	LAURA GRONNVOLL
4/26/2022	35857	\$347.65	NEXTLEVEL INTERNET, INC.
4/26/2022	35858	\$2,607.00	OLYMPIC ESD 114
4/26/2022	35859	\$10,518.14	OLYMPIC TENT
4/26/2022	35860	\$38.08	PREMIER RENTALS LLC
4/26/2022	35861	\$4,693.28	PUGET SOUND ENERGY
4/26/2022	35862	\$21,955.52	REGENCE BLUESHIELD
4/26/2022	35863	\$2,129.87	RIGHT! SYSTEMS, INC
4/26/2022	35864	\$33.71	SEATTLE MARINE & FISHING SUPPLY
4/26/2022	35865	\$2,919.50	SOUND PUBLISHING, INC.
4/26/2022	35866	\$522.51	ULINE
4/26/2022	35867	\$627.53	VERIZON WIRELESS
4/26/2022	35868	\$1,094.56	WASTE MANAGEMENT
		<u>\$54,551.62</u>	