



Serving what matters today, with a view for tomorrow.

PORT OF KINGSTON
REGULAR MEETING
 August 24, 2022; 1:00pm
Meeting Minutes

NAME		INI.	EMAIL	TELEPHONE	CELLULAR
Regular Attendees					
Greg Englin	<input checked="" type="checkbox"/>		grege@portofkingston.org		
Steve Heacock	<input checked="" type="checkbox"/>		steveh@portofkingston.org		
Laura Gronnvoll	<input checked="" type="checkbox"/>		laurag@portofkingston.org		
Mary McClure	<input checked="" type="checkbox"/>		marymc@portofkingston.org		
Audra Trainer	<input type="checkbox"/>		audrat@portofkingston.org		
Kris Williams	<input checked="" type="checkbox"/>		krisw@portofkingston.org		
Public Attendees					
Ron Karzmar	<input checked="" type="checkbox"/>				
Tony Hitchman	<input checked="" type="checkbox"/>				
Rita Nicholson	<input checked="" type="checkbox"/>				
Guest Speaker					
Paul Sorensen	<input checked="" type="checkbox"/>		bstassoc@seanet.com		

<p>1. Call to Order - Commissioner Heacock called the meeting to order at 6:30pm</p> <p>A. ED Englin asked to change the order of discussion of Number 8 – Moorage Rate and IDD and verbiage on Resolution Approve Resolution 2022-08-24-03 from “Negotiate” to Execute”</p>
<p>2. PLEDGE OF ALLEGIANCE</p>
<p>3. APPROVAL OF AGENDA</p> <p>Motion to approve agenda Moved: Commissioner McClure Second: Commissioner Gronnvoll Vote: Pass 3-0</p>
<p>4. PUBLIC COMMENT</p> <p>None</p>
<p>5. CONSENT AGENDA</p> <p>A. Approve July 20, 2022, Regular Meeting Minutes</p> <p>B. Approve July 25, 2022, Kitsap All Ports Meeting Minutes</p> <p>C. Approve July 2022 Warrants and EFT Payments</p> <p>Motion: Accept the Consent Agenda Moved: Commissioner Gronnvoll</p>



Serving what matters today, with a view for tomorrow.

Second: Commissioner McClure

Vote: Pass 3-0

6. ACTION ITEMS

- B.** Approve Resolution 2022-08-24-01 to Adopt 2023 Enduris Washington Insurance Renewal for 2022-2023.
- ED Englin reviewed the increase in annual expense for the Enduris Washington Insurance Renewal
 - The increase for the next period is \$10,762 or about 8.8%.
 - Our cash reserves can handle this charge of \$133,312.
 - At this time, Staff is requesting commission approval to renew our insurance coverage with Enduris.
 - Commissioner McClure made motion to approve; Commissioner Gronnvoll seconded the motion. All approved. Motion passed
- C.** Approve Resolution 2022-08-24-02 to Approve Purchase and Installation of an HVAC System in the Port Administration Building.
- The HVAC system in the Port office building is failing and is largely inoperable at this point.
 - Torey Grandt, Port Maintenance Manager, has researched options and the result is this request to install a new HVAC system for the whole building for an amount not to exceed \$24,500.
 - Commissioner Gronnvoll made motion to approve; Commissioner McClure seconded the motion. All approved. Motion passed
- D.** Approve Resolution 2022-08-24-03 to direct the Executive Director to Negotiate an Interlocal Agreement with the Port of Friday Harbor Related to Dock Design and Construction.
- ED Englin asked for an update to the resolution to state “Execute” rather than “Negotiate”
 - Staff would like to partner with the Port of Friday Harbor to develop a possible dock configuration for the RCO grant that funded the creation of additional guest moorage. This Inter-local Agreement (ILA) would pave the way to this partnership. Staff is requesting commission approval to enter into this agreement.
 - Commissioner McClure made motion to approve; Commissioner Gronnvoll seconded the motion. All approved. Motion passed

7. DISCUSSION ITEMS

- **Moorage Rates**
 - Paul Sorensen, principal at BST Associates, shared presentation to demonstrate the current and future state of public marinas and mitigations necessary to remain sustainable.
 - Kris Williams, Administrative Services Manager, will send the PowerPoint presentation to the commissioners for further review and the presentation will be posted to the Port website.
- **Industrial Development District (IDD)**
 - ED Englin asked the Commissioners to table the IDD until all due diligence has been completed



Serving what matters today, with a view for tomorrow.

- We will continue to work on potential development opportunities including commercial development of the “tent pad’ site.

8. FINANCIAL REPORT

Controller Audra Trainer shared July Financial report (P&L) Financial Statements have been updated to new format to follow the Budgeting, Accounting, and Reporting System (BARS) Manual, in accordance with the RCW 43.09.200.

July 2022

- Total Income - \$404,927
- Total Expenses - \$245,865
- Resulting in Net Ordinary (Operating) Income of \$3,143 and Net Income of \$3,062

YTD

- Total Income - \$1,784M
- Total Expenses - \$1.542M
- Resulting in Net Ordinary (Operating) Income of \$(112,878) and Net Income of \$4,300.

Operating Income

- Parking - \$265K, which is approximately \$80K ahead of budget year-to-date.
- Fuel sales - \$426,015, which is approximately \$40K lower than budget, due to market price volatility and lower volume than projected

Operating Expenses

- Total Operating Expenses are below budget by \$112K year-to-date.
- Depreciation, which is part of operating expense, is \$290,206 year-to-date

Balance Sheet

- Total Cash and Equivalents are at \$2.572M and increase of \$421,745 year-to-date
- LTGO Bond with a balance of \$729,500
- Ending cash, after paying off all debt, is \$1.843M

9. PUBLIC COMMENT

Tony Hitchman suggested the Port purchase and rebuild the existing motel. Bring it up to code which is why it’s sitting empty. Commissioner Heacock stated they would entertain that thought.

10. COMMISSION REPORTS

- Commissioner Gronnvoll does not have a report
- Commissioner McClure stated that she will be contacting owners of significant parcels to get their take on incentives that would spur mixed use properties. Create conversation about the future of Kingston.
- Commissioner Heacock thanked Ray Carpenter, Harbor Master, and his staff for helping with the Public Market. The market has done very well this year. The Port staff is really appreciated. Commissioner McClure mentioned the people at the market appreciate the sense they have that they can turn to Port staff for help.
- Dog Days scheduled Sunday August 28th, 10:30am-12:30pm
- Coho Derby scheduled September 24th, 2022

11. STAFF REPORTS

Ray Carpenter, Harbor Master



Serving what matters today, with a view for tomorrow.

- Public Market has been a lot of fun to help out, it's something for people to enjoy while waiting for the ferry
- Looking forward to Dog Says on Saturday
- Argosy anchored out at our dock last weekend, hoping to see more events in the future.
- Looking forward to PCC conference in October
- Sept / Oct busy weekends coming up, more yacht clubs.

Torey Grandt, Maintenance Manager

- Thank the commissioners for approving the AC purchase
- Dept of Ecology has extended the deadline to repair the spill buckets to January 30, 2023. The repair quote is still being reviewed.
- L&I came for inspection with new inspector as well as the Fire Marshall. Reports are positive, waiting for final reports.
- L&I thinks we need a second permanent exit on the second floor of the office building. Fire Marshall does not agree. Based on headcount, hours in the building. Torey is waiting to see what the reports state.

Kris Williams, Administrative Services Manager

- Assisting Audra and Staci with the upcoming Audit, scheduled for October/November. Working on employee personnel files.
- Commissioner McClure asked if we can send list of who does what to Commissioners

Executive Director, Greg Englin

- Working on Outreach with partner agencies
- ED Englin met with the Assistant Chief Operations of North Kitsap Fire and Rescue, Rick LaGrandeur
 - Discussed their program and what the Port is working on as well.
- Chamber is doing better and better. Wine walk was very successful this year.
- Met with WA State Ferries and discussed the kiosk placement at the Port and overall operations.
 - Recommends a more formal discussion regarding emergency preparedness and coordination between the two agencies.
- Kitsap Transit audit of utilities went well. Kitsap Transit's contractor agreed with the utility assessment.
- Working on Comprehensive Plan, any comments or concerns please share. This is an important time to get "our bite of the apple" We, at least, need to have placeholders to begin the conversations.
- ED Englin thanked everyone for stepping up when several staff members were out sick.

12. ADJOURN

Commissioner Heacock adjourned the meeting at 7:58pm

NEXT REGULAR SESSION: Wed, Sept 28, 2022, at 1:00PM



PORT OF KINGSTON

Serving what matters today, with a view for tomorrow.

Steve Heacock, Commissioner

Attest: _____
Greg Englin, Executive Director

Mary McClure Commissioner

Laura Gronnvoll, , Commissioner