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## REGULAR MEETING MINUTES

July 20, 2022

The Board of Commissioners of the Port of Kingston met in a Regular Commission Meeting at the Village Green Community Center 26159 Dulay Rd NE, Kingston, WA 98346 at 1:07 p.m.

### **Commission in Attendance**

Steve Heacock  
Mary McClure  
Laura Gronnvoll

### **Staff in Attendance**

Greg Englin  
Ray Carpenter  
Rose Orcutt  
Audra Trainer  
Kris Williams

### **Public in Attendance**

Tony Hitchman  
Joseph Zapotosky  
Mark Ryan

### 1. Call to Order.

Commissioner Heacock called the meeting to order at 1:00pm

### 2. Pledge of Allegiance.

### 3. Approval of Agenda.

Motion: Approve July 20, 2022, Regular meeting agenda  
Moved: Commissioner Gronnvoll  
Second: Commissioner McClure  
Vote: Pass 3-0

### 4. Public Comment.

There were no items from citizens present.

### 5. Consent Agenda.

All items listed with an asterisk (\*) will be considered as a group by the Commission and will be enacted with one motion.

- \*5-a. Approve June 22, 2022, Regular Meeting Minutes
- \*5-b. Approve June 2022 Warrants and EFT Payments



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It was moved by Commissioner Gronnvoll, seconded by Commissioner McClure, that the consent agenda items be approved.

Vote: Pass 3-0

6. Financial Report.

Controller Audra Trainer reported that the total monthly revenue is \$310,000.00 with \$198,000.00 in expenses and \$21,000.00 Net Ordinary Income (NOI). She noted there is \$250,000.00 in NOI year to date (YTD), and the Cash Balance is \$2.4M with \$1.7M set aside for Capital projects. She stated a bond payment was made, leaving a balance of \$739,500.00, adding the Cash balance after the debt is \$2.3M. Ms. Trainer reported financials would be published on the Port's website and will be in line with the State Auditor's office. She pointed out that parking is above budget with moorage, and other income sources also doing well and align with the budget.

In response to a question from Commissioner Heacock, Ms. Trainer confirmed the \$4000 landscaping line item was for the purchase of the hanging flower baskets.

7. Public Comment.

There were no items from citizens present.

In response to public comment, Commissioner Heacock explained that if the overgrown area creates visibility issues, contact Kitsap County Public Works Road Division. He added the County has a tool on the website to report problems or concerns <https://seeclickfix.com/kitsap-county>. He noted the County's system is responsive, and issues are quickly addressed if requests are specific.

8. Commissioner Reports.

Commissioner McClure and Commissioner Gronnvoll reported they are attending the Washington Public Ports (WPPA) Conference next week.

Commissioner Gronnvoll stated she attended a recent meeting with Poulsbo Mayor Becky Erickson, which gave her a unique perspective on economic development. She stressed the importance of her input and experience. She reiterated a statement by Mayor Erickson that times have changed, and it is up to us to recognize the needs for the future. She added that Jim Darling gave updates on the Industrial Development District (IDD).



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Commissioner Heacock expressed his appreciation for Mr. Darling's IDD presentation, adding he is looking forward to exploring this subject more.

#### 9. Staff Reports.

Maintenance Manager Torey Grandt reported the 4th Of July Celebration was a great success. He noted he received approximately eighty positive comments regarding the Port staff for their work on the Salish 100 event. He stated the bird deterrents keep the seagulls away, adding that the Caspian Tern birds are harder to deter. He noted the guest dock Wi-Fi conduit is in the installation phase, and the next step will be the installation of the Category 6 cable (Cat 6) once the conduit is installed. He explained the installation challenges at low tide, noting staff will have to wait for high tide to maneuver the boat. He reported on the results of the Department of Ecology (DOE) Underground Storage Tank Inspection and identified the next steps for repair and improvement. He noted a licensed contractor would be scheduled to do the repair work within 45 days. He stated the floats and alarms are working well. He commented the Air Conditioning unit is not working correctly, and he has received quotes to install two units for each floor of the Port office.

Ms. Trainer reported staff had begun work on the Fiscal Year 2023 budget. She added the lines of business (LOB) reporting will be developed internally and presented to the Commission.

Harbormaster Ray Carpenter Kitsap Transit has been running on Saturdays, and the Public Market has resulted in many parking customers. He recalled Argosy Cruise discussions several years ago, adding the company recently reached out to schedule a four-hour drop-off at the Port. He noted the company would potentially need 100 parking spots for the event. He reported on the success of the 4th of July and Salish 100. He explained that for the Toth Property Park to open, the Madronas would have to come down, and the Maple tree would have to be addressed. He added he would be meeting with a tree contractor and hopes to have this resolved by August 1. He noted the goal is to use the park for events in the next calendar year.

In response to a question from Commissioner McClure, Mr. Carpenter stated there are multiple trees causing concern, and they would be addressed over the next year based on the risk and expense.

Commissioner Heacock stated an arborist would assess the risk and identify and rate the trees by highest to lowest concern.

Mr. Carpenter continued by announcing the Wine and Brew Fest is scheduled to take place at the end of July, adding the Greater Kingston Chamber of Commerce has done an excellent job. He commented that the Port would be working to promote the Fishing Derby and fill the 150 spots. He provided information on the upcoming yacht clubs, noting the Port continues to have a full guest dock.



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Responding to a question from Commissioner McClure, Executive Director Greg Englin reported a Special Commission meeting was held regarding the IDD to obtain guidance and approval to enter into a contract with Architect. He added that the first meeting with the Architect firm Wenzlau was held today, and the firm began the design phase. He noted staff would provide existing CAD drawings to eliminate additional work for Wenzlau, and concepts would be developed quickly. He stated according to the contract, the meetings will occur bi-weekly, and items will be discussed during scheduling public meetings with the Commissioners. He noted a more detailed schedule would be available as the work continues.

Commissioner McClure noted a previous discussion of the importance of ensuring essential concepts is paired with the IDD to identify costs. She requested staff provide a schedule that lays these items out together.

Mr. Englin reported he attended the WPPA Executive Directors meeting hosted by the Port of Bellingham, which included tours of Port of Friday Harbor and Port of Anacortes. He noted the Port of Friday Harbor is working with a WestPoint Engineer out of the Army Corp of Engineers to redevelop their marina, including the dock's design, fabrication, and assembly. He commented that the Port of Anacortes is thriving, adding this large marina. He noted the uplands development is highly successful in leases and real estate development and currently has a waitlist for leases. He discussed the success of the Port's restaurants and guest nights. He announced that the new Administrative Manager, Kris Williams, will begin on Monday, July 25, 2022.

In response to comments from Commissioner Gronnvoll regarding the Port of Anacortes vision, Mr. Englin discussed the diverse lines of business and growth at the Port of Anacortes and Bellingham.

Commissioner Gronnvoll noted the value of the networking opportunities provided at the WPPA conferences. In addition, she discussed the importance of identifying the community's needs as they relate to Kingston's growth.

10. Schedule of Meetings.

Commissioner Heacock stated the schedule of meetings as follows:

Wed, August 24, 2022, at 6:30 p.m.

11. Adjourn.

Without objection, the Regular Commission Meeting adjourned at 2:02 p.m.



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DocuSigned by:  
*Steve Heacock*  
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Steve Heacock, Commissioner

DocuSigned by:  
*Mary McClure*  
6F7F071EE8D14EF...  
Mary McClure, Commissioner

Attest:

DocuSigned by:  
*Laura Gronnvoll*  
8A3CAECBBF8E414...  
Laura Gronnvoll, Commissioner

DocuSigned by:  
*Greg Englin*  
042B2952DD6D49B...  
Greg Englin, Executive Director