



Serving what matters today, with a view for tomorrow.

## Port of Kingston Board of Commissioners Regular Meeting Agenda

**January 25th, 2023, at 1:00 p.m.**

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

A. In Person:  
Village Green Community Center  
26159 Dulay Rd NE  
Kingston, WA 98346

B. Virtual via Zoom:  
Join Zoom Meeting  
[https://us02web.zoom.us/Regular Meeting](https://us02web.zoom.us/RegularMeeting)  
Meeting ID: 822 2125 3855  
Dial by your location  
1 253 215 8782 US (Tacoma)

Welcome to the January 25<sup>th</sup>, 2023, Regular Meeting of the Port of Kingston Commission. Comments from those in attendance will be allowed upon recognition of the Chair. Please identify yourself by stating your name.

If you would like to be added to the agenda for a future meeting, please contact the Port Office at least one week prior to the regularly scheduled meeting. Please submit your documents and/or presentations at the time of your request.

*This is a preliminary agenda and is subject to change.*

### Agenda Topics

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT



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Citizens may address the Commission regarding any item related to Port business, including items on the agenda.

## **5. CONSENT AGENDA**

These matters are routine and will be enacted by one motion of the Commission with no separate discussion. If discussion is desired, that item may be removed from the Consent Agenda by a Commissioner.

- A. Approve December 14th , 2022, Regular Meeting Minutes
- B. Approve January 3<sup>rd</sup>, 2023, Work Session Meeting Minutes
- C. Approve January 10<sup>th</sup>, 2023 Work Session Meeting Minutes
- D. Approve December 2022 Warrants and EFT Payments

- 6. OFFICER ADOPTION** – Presiding Chair Commissioner Heacock announced that part of the regular rotation schedule, the Commission will adopt new positions for 2023. For the year 2023, the following platforms will be used.

Commissioner McClure will serve as Chair, Commissioner Gronnvoll will serve as Vice Chair, and Commissioner Heacock will serve as Secretary.

## **7. ACTION ITEMS**

## **8. DISCUSSION ITEMS**

- A. Legislative Session letter
- B. County Comprehensive Plan

## **9. FINANCIAL REPORT – Coming next month**

## **10. PUBLIC COMMENT**

Citizens may address the Commission regarding any item related to Port business, including items on the agenda.

## **11. COMMISSIONER REPORTS**

## **12. STAFF REPORTS**



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**13. NEXT REGULAR MEETING:** Wednesday February 22<sup>nd</sup> 2023, at 6:30 p.m. Hybrid Village Green Community Center 26159 Dulay Rd NE Kingston, WA 98346

**14. ADJOURN**



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**PORT OF KINGSTON  
REGULAR MEETING  
December 14<sup>th</sup>, 2022; 6:30pm  
Meeting Minutes**

NAME		IN I.	EMAIL	TELEPHONE	CELLULAR
<b>Regular Attendees</b>					
Greg Englin	<input checked="" type="checkbox"/>		<a href="mailto:grege@portofkingston.org">grege@portofkingston.org</a>		
Steve Heacock	<input checked="" type="checkbox"/>		<a href="mailto:steveh@portofkingston.org">steveh@portofkingston.org</a>		
Laura Gronnvoll	<input checked="" type="checkbox"/>		<a href="mailto:laurag@portofkingston.org">laurag@portofkingston.org</a>		
Mary McClure	<input checked="" type="checkbox"/>		<a href="mailto:marymc@portofkingston.org">marymc@portofkingston.org</a>		
Audra Trainer	<input checked="" type="checkbox"/>		<a href="mailto:audrat@portofkingston.org">audrat@portofkingston.org</a>		
Kris Williams	<input checked="" type="checkbox"/>		<a href="mailto:krisw@portofkingston.org">krisw@portofkingston.org</a>		
Torey Grandt	<input type="checkbox"/>		<a href="mailto:toreyg@portofkingston.org">toreyg@portofkingston.org</a>		
Ray Carpenter	<input type="checkbox"/>		<a href="mailto:rayc@portofkingston.org">rayc@portofkingston.org</a>		
<b>Public Attendees</b>					
David Odendahl	<input checked="" type="checkbox"/>		<a href="#">Corinthian Yacht Club</a>		
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
<b>Guest Speaker</b>					
	<input type="checkbox"/>				

<b>1. Call to Order</b> - Commissioner Heacock called the meeting to order at 6:01pm
<b>2. PLEDGE OF ALLEGIANCE</b>
<b>3. APPROVAL OF AGENDA</b> Motion to approve agenda Moved: Commissioner Gronnvoll Second: Commissioner McClure Vote: Pass 3-0
<b>4. PUBLIC COMMENT</b> David Odendahl from the Corinthian Yacht Club in Edmonds shared how appreciative the club is for the Port hosting the Foul Weather Bluff Race this Fall. It has been challenging in recent years, participation has declined. There was no room for the social component to occur, they had to discourage people to not participate because there was no room. They decided to move the race to Kingston this year. The Port was great, KCYC was great. The Port was efficient and accommodating, Ray is friendly as always. Racers were beyond happy. Looking forward to more events at the Port of Kingston. Returning for the race this year, first weekend in October. David takes business colleagues on a dinner cruise to Kingston.



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## 5. CONSENT AGENDA

- A. Approve November 15<sup>th</sup>, 2022, Work Session Meeting Minutes
- B. Approve November 16<sup>th</sup>, 2022, Regular Meeting Minutes
- C. Approve December 6<sup>th</sup>, 2022, Work Session Meeting Minutes
- D. Approve November 2022 Warrants and EFT Payments

Motion: Accept the Consent Agenda

Moved: Commissioner Gronnvoll

Second: Commissioner McClure

Vote: Pass 3-0

## 6. Recess for Executive Session 6:45-7:32pm

The Commission will now recess to Executive Session per RCW 42.30.110(1) (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public

## 7. ACTION ITEMS

### A. Approve – RESOLUTION NO. 2022-12-14-01 AMEND PORT OF KINGSTON DELEGATION OF AUTHORITY

- ED Englin stated this resolution will be reviewed on an annual basis. Kris Williams added a table in the resolution to ensure an easier to read document and understand the information.

Moved: Commissioner McClure

Second: Commissioner Gronnvoll

Vote: Pass 3-0

### B. Approve – RESOLUTION NO. 2022-12-14-02 UPDATED RULES AND REGULATIONS

- Resolution updated to remove the fee for gate keys for tenants. The fee for lost keys will remain.

Moved: Commissioner Gronnvoll

Second: Commissioner McClure

Vote: Pass 3-0

### C. Approve – RESOLUTION NO. 2022-12-14-03 WENZLAU ARCHITECTURAL 2023 CONTRACT

- We have moved into the second phase of design for the park/Port areas.



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- The scope of work and timeline will be available soon

Moved: Commissioner McClure  
Second: Commissioner Gronnvoll  
Vote: Pass 3-0

**D. Approve – RESOLUTION NO. 2022-12-14-04 WASHINGTON PROJECT CONSULTANTS 2023 CONTRACT**

- A new contract for 2023. Mark Horton serves as our Port contracted engineer. The success in the last few years are in large part due to the involvement of Washington Project Consultants.

Moved: Commissioner Gronnvoll  
Second: Commissioner McClure  
Vote: Pass 3-0

**E. Approve - RESOLUTION NO. 2022-12-14-05 AMEND RESOLUTION GOVERNING PROMOTIONAL HOSTING EXPENDITURES**

- We will likely have more opportunities for in person events. In order to avoid having to go to the Commissioners, this will allow for a more efficient method to move forward.

Moved: Commissioner McClure  
Second: Commissioner Gronnvoll  
Vote: Pass 3-0

**F. Approve - RESOLUTION NO. 2022-12-14-06 APPROVE 2023 RATE SCHEDULE**

- Staff is requesting to keep the per linear foot at \$11.00, rather than the original recommended \$12.00.

Moved: Commissioner Gronnvoll  
Second: Commissioner McClure  
Vote: Pass 3-0

**G. Approve – RESOLUTION NO. 2022-12-14-07 APPROVE AMENDED 2022 WENZLAU ARCHITECTS CONTRACT**

- Staff requested an additional \$7,500.00 for landscape architects.

Moved: Commissioner McClure  
Second: Commissioner Gronnvoll  
Vote: Pass 3-0



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**H. Approve – RESOLUTION NO. 2022-12-14-08 APPROVE AMENDED 2022 WASHINGTON PROJECT CONSULTANTS, PLLC. CONTRACT**

- Staff requested an additional \$5,000.00 for the remainder of the year

Moved: Commissioner Gronnvoll

Second: Commissioner McClure

Vote: Pass 3-0

**I. Approve - EXECUTIVE DIRECTOR COMPENSATION**

- 10.1% Salary increase = CPI
- Increase PTO – 10 hrs./pay period
- Increase Sick – allow 3 weeks accrual
- ED Englin asked to memorialize his ability to rollover his time

Moved: Commissioner McClure

Second: Commissioner Gronnvoll

Vote: Pass 3-0

**8. Employee Handbook Update**

- We are updating the amount of sick time we are able to accrue
- Accrual rate will be increased to three weeks/year
- Increasing PTO 200/hr. carry over to next year

**9. FINANCIAL REPORT**

Controller Audra Trainer shared November Financial report (P&L) Financial Statements.

November 2022

- Financials
  - End of Month Balance – \$2.5M
  - Long-term Debt (Bond) - \$729,500
  - Cash Balance including debt– \$1.8M
- P&L
  - YTD Income - \$2.32M
  - YTD Expenses - \$2.52M
  - Net Operating Loss - **-\$196,000**
  - Excluding Depreciation - \$243,604
  - Net Income - \$391,635



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#### 10. PUBLIC COMMENT

- N/A

#### 11. COMMISSION REPORT

- Commissioner Gronnvoll – Shared her experience at the WPPA Annual Meeting
- Commissioner Heacock – echoed Commissioner Gronnvoll’s positive report of the WPPA Annual Meeting.
  - Environmental Conference – discussed the important topic of rising sea level

#### 12. STAFF REPORTS

Ray Carpenter – Harbormaster

- Christmas Tree lighting went really well, great turnout
- Evening Magazine had planned to come out but had to cancel. They may get out another time.
- Roche Harbor Yacht club coming in the weekend of December 16-18
- Proud of staff for all their hard work contacting Yacht clubs
- Interested in working with other Marinas to create a getaway for boaters to stay at a few different locations
- Thank the volunteers for their help with the Christmas lights
- Seasonal moorage is going really well

Audra Trainer – Controller

- Thank everyone for their support and patience during this challenging time with her mom
- Working through the state audit, hoping to be complete by year end. Bringing a lot of things to light, uncovering ways to improve procedures going forward.

Kris Williams – Administrative Services Manager

- Working on cleaning up files, processes, and procedures with the Operations team
- Cleaning up HR files, creating best practices
- Holiday event
- Thank you to everyone for their support and assistance

ED Englin –

- Excited for the future
- Audra and Stacy have accomplished a lot to get the Port where we are, the Audit is going well
- Thank Ray and staff for all the work that has been accomplished
- Very optimistic
- Thank you to the Commission for their vote of confidence

#### 13. ADJOURN

Commissioner Heacock adjourned the meeting at 8:30pm

**NEXT REGULAR SESSION:** Wed, January 25<sup>th</sup>, 2022, at 1:00PM Village Green Community Center





**PORT OF KINGSTON**

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\_\_\_\_\_  
Steve Heacock, Commissioner

Attest: \_\_\_\_\_  
Greg Englin, Executive Director

\_\_\_\_\_  
Mary McClure Commissioner

\_\_\_\_\_  
Laura Gronnvoll, , Commissioner

DRAFT



Serving what matters today, with a view for tomorrow.

**PORT OF KINGSTON**  
**COMMISSION WORK SESSION**  
 January 3<sup>rd</sup>, 2023; 8:30 a.m. – 10:30 p.m.

NAME		INI.	EMAIL	TELEPHONE	CELLULAR
<b>Regular Attendees</b>					
Greg Englin	<input checked="" type="checkbox"/>		<a href="mailto:grege@portofkingston.org">grege@portofkingston.org</a>		
Steve Heacock	<input checked="" type="checkbox"/>		<a href="mailto:stevch@portofkingston.org">stevch@portofkingston.org</a>		
Laura Gronnvoll	<input checked="" type="checkbox"/>		<a href="mailto:laurag@portofkingston.org">laurag@portofkingston.org</a>		
Mary McClure	<input checked="" type="checkbox"/>		<a href="mailto:marymc@portofkingston.org">marymc@portofkingston.org</a>		
Audra Trainer	<input type="checkbox"/>		<a href="mailto:audrat@portofkingston.org">audrat@portofkingston.org</a>		
Kris Williams	<input checked="" type="checkbox"/>		<a href="mailto:krisw@portofkingston.org">krisw@portofkingston.org</a>		
	<input type="checkbox"/>				
<b>Guests</b>					
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				

**CALL TO ORDER**

Commissioner Heacock called the meeting to order at 8:30AM

1. Executive Director, Englin, discussed dredging, Driftwood Keys HOA, Port Gamble update
2. Herring re-establishment discussion
3. King Tide discussion
4. Executive Director, Englin, discussed the need to establish goals and a strategic plan for the Port
5. Commissioners shared ideas to be included in the newsletter
6. Audit update

**NEXT WORK SESSION:** Tue, January 10<sup>th</sup>, 2023, at 8:30 AM – Port of Kingston 2<sup>nd</sup> Floor Conference room

**NEXT REGULAR SESSION:** Wed, January 25<sup>th</sup>, 2023, at 1:00pm at the Village Green Community Center

**ADJOURN –**

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Steve Heacock, Commissioner



**PORT OF KINGSTON**

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Mary McClure, Commissioner

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Laura Gronnvoll, Commissioner

Attest:

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DRAFT



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**PORT OF KINGSTON**  
**COMMISSION WORK SESSION**  
 January 10<sup>th</sup>, 2023; 8:30 a.m. – 10:30 p.m.

NAME		INI.	EMAIL	TELEPHONE	CELLULAR
<b>Regular Attendees</b>					
Greg Englin	<input checked="" type="checkbox"/>		<a href="mailto:grege@portofkingston.org">grege@portofkingston.org</a>		
Steve Heacock	<input checked="" type="checkbox"/>		<a href="mailto:steveh@portofkingston.org">steveh@portofkingston.org</a>		
Laura Gronnvoll	<input checked="" type="checkbox"/>		<a href="mailto:laurag@portofkingston.org">laurag@portofkingston.org</a>		
Mary McClure	<input checked="" type="checkbox"/>		<a href="mailto:marymc@portofkingston.org">marymc@portofkingston.org</a>		
Audra Trainer	<input type="checkbox"/>		<a href="mailto:audrat@portofkingston.org">audrat@portofkingston.org</a>		
Kris Williams	<input checked="" type="checkbox"/>		<a href="mailto:krisw@portofkingston.org">krisw@portofkingston.org</a>		
	<input type="checkbox"/>				
<b>Guests</b>					
	<input type="checkbox"/>				

**CALL TO ORDER**

Commissioner Heacock called the meeting to order at 8:30AM

1. Executive Director (ED), Englin, shared the information from the KCAC meeting
  - a) Deadline for defining UGA boundaries
  - b) UVC height restrictions raised to 55'
  - c) ED Englin will draft Port perspective for Commissioners to review to be submitted to KCAC
2. Agenda item for Regular meeting – Commissioner McClure is the President
3. Sail Kingston Cove agreement discussion
  - a) Gather data for from other ports on how they manage their sail/boating programs
  - b) Present options to the Commissioners

**NEXT WORK SESSION:** Tue, January 17<sup>th</sup>, 2023, at 8:30 AM – Port of Kingston 2<sup>nd</sup> Floor Conference room

**NEXT REGULAR SESSION:** Wed, January 25<sup>th</sup>, 2023, at 1:00pm at the Village Green Community Center

**ADJOURN –**

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Steve Heacock, Commissioner



**PORT OF KINGSTON**

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Mary McClure, Commissioner

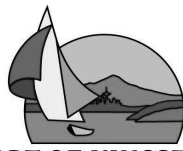
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Laura Gronnvoll, Commissioner

Attest:

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DRAFT



**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 **\$70,849.18** from the Port of Kingston, Marina Revenue Fund, the 8th day of December 2022.

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Mary McClure, Commissioner

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Laura Gronnvoll, Commissioner

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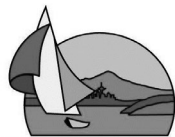
Steve Heacock, Commissioner

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.

---

Audra Trainer, Controller

<b>Date</b>	<b>Warrant</b>	<b>Amount</b>	<b>Vendor</b>
12/8/2022	36234	\$1,500.00	BOATERS GUIDE LLC
12/8/2022	36235	\$35,713.46	BUD CLARY FORD HYUNDAI
12/8/2022	36236	\$131.25	ROSE ORCUTT
12/8/2022	36237	\$33,504.47	WENZLAU ARCHITECTS, PS
		<hr/> <b>\$70,849.18</b> <hr/>	



**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 **\$35,643.79** from the Port of Kingston, Marina Revenue Fund, the 15th day of December 2022.

---

Mary McC lure, Commissioner

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Laura Gronnvoll, Commissioner

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Steve Heacock, 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.

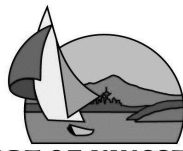
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Audra Trainer, Controller

<b>Date</b>	<b>Warrant</b>	<b>Amount</b>	<b>Vendor</b>
12/15/2022	36238	\$545.23	COMCAST
12/15/2022	36239	\$234.78	CRAIN PEST CONTROLL, LLC
12/15/2022	36240	\$607.00	ENDURIS
12/15/2022	36241	\$599.00	FOCS
12/15/2022	36242	\$121.98	GRAINGER
12/15/2022	36243	\$1,547.99	HENERY HARDWARE
12/15/2022	36244	\$8,838.28	KITSAP BANK VISA
12/15/2022	36245	\$2,956.96	KITSAP COUNTY PUBLIC WORKS
12/15/2022	36246	\$1,728.15	LAURA GRONNVOLL
12/15/2022	36247	\$516.21	MCMASTER-CARR
12/15/2022	36248	\$1,391.55	NEW PIG CORPORATION
12/15/2022	36249	\$352.45	NEXTLEVEL INTERNET, INC.
12/15/2022	36250	\$2,789.60	OLYMPIC ESD 114
12/15/2022	36251	\$219.22	PACIFIC OFFICE AUTOMATION
12/15/2022	36252	\$502.00	RELIABLE STORAGE
12/15/2022	36253	\$739.20	RIVER CITY LIGHTS, LLC
12/15/2022	36254	\$2,042.56	STAR RENTALS INC.
12/15/2022	36255	\$596.16	SWIFT PLUMBING AND HEATING INC.
12/15/2022	36256	\$1,470.44	ULINE
12/15/2022	36257	\$212.91	VALLEY NURSERY, INC.
12/15/2022	36258	\$700.14	VERIZON WIRELESS
12/15/2022	36259	\$2,755.00	WASHINGTON PROJECT CONSULTANTS, PLLC
12/15/2022	36260	\$250.00	WASHINGTON PUBLIC PORTS ASSOCIATION
12/15/2022	36261	\$1,581.98	WASTE MANAGEMENT
12/15/2022	36262	\$2,345.00	WENZLAU ARCHITECTS, PS

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**\$35,643.79**



**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 **\$25,986.27** from the Port of Kingston, Marina Revenue Fund, the 30th day of December 2022.

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Mary McClure, Commissioner

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Laura Gronnvoll, Commissioner

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Steve Heacock, Commissioner

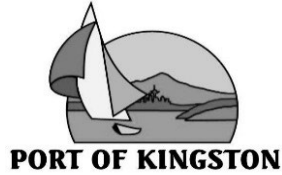
We, the undersigned, do hereby certify under penalty or perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims is a just, due and unpaid obligation against the Port of Kingston and that I am authorized to authenticate and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

---

Audra Trainer, Controller

<b>Date</b>	<b>Warrant</b>	<b>Amount</b>	<b>Vendor</b>
12/30/2022	36263	\$1,947.97	WA Construction Service Health Trust
12/30/2022	36264	\$24,038.30	REGENCE BLUESHIELD
		<hr/> <b>\$25,986.27</b> <hr/>	





**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.

\_\_\_\_\_  
Audra Trainer, Finance Director/Port Auditor

\_\_\_\_\_  
Date

Date	Claimant	Amount	Purpose	Cash Transmittal
12/05/2022	Washington State DRS	\$450.00	DCP	R00213024
12/05/2022	Gravity Payment Systems	\$540.15	CC Fees - Parking	R00213039
12/05/2022	PCS Merchant Services	\$922.43	CC Fees - Fuel	R00213040
12/05/2022	Global Payment Systems	\$6,503.91	CC Fees - Office	R00213041
12/15/2022	Washington State DRS	\$7,797.71	PERS Company	R00213306
12/15/2022	Columbia Bank	\$39,887.60	Payroll 12/15	R00213331
12/21/2022	Washington State DRS	\$450.00	DCP	R00213477
12/27/2022	Washington State DOR	\$4,929.62	Excise Tax	R00213547
12/30/2022	Columbia Bank	\$40,066.54	Payroll 12/31	R00213673
		<u>\$ 101,547.96</u>		

\_\_\_\_\_  
Steve Heacock, Commissioner

\_\_\_\_\_  
Laura Gronnvoll, Commissioner

\_\_\_\_\_  
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.

\_\_\_\_\_  
Audra Trainer, Finance Director/Port Auditor