



Serving what matters today, with a view for tomorrow.

**PORT OF KINGSTON
REGULAR MEETING
February 22nd, 2023; 6:30pm
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 checked="" type="checkbox"/>	audrat@portofkingston.org		
Kris Williams	<input checked="" type="checkbox"/>	krisw@portofkingston.org		
Torey Grandt	<input type="checkbox"/>	toreyg@portofkingston.org		
Ray Carpenter	<input type="checkbox"/>	rayc@portofkingston.org		
Marc Horton	<input type="checkbox"/>	mhorton@washingtonprojectconsultants.com		
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
Guest Speaker				
	<input type="checkbox"/>			

1. Call to Order - Commissioner McClure called the meeting to order at 6:34pm
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA Motion to approve agenda Moved: Commissioner Heacock Second: Commissioner McClure Vote: Pass 3-0
4. PUBLIC COMMENT N/A
5. CONSENT AGENDA A. Approve January 24 th , 2023, Work Session Meeting Minutes B. Approve January 25 th , 2023 Regular Meeting Minutes C. Approve January 31 st , 2023, Work Session Meeting Minutes



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- D.** Approve February 7th, 2023 Work Session Meeting Minutes
- E.** Approve February 14th, 2023 Work Session Meeting Minutes
- F.** Approve February 21st, 2023 Work Session Meeting Minutes
- G.** Approve January 2023 Warrants and EFT Payments

Motion: Accept the Consent Agenda
Moved: Commissioner McClure
Second: Commissioner Heacock
Vote: Pass 3-0

6. Action Items

A. Memo to Commission – Sick Leave Accrual

- ED Englin stated a discussion was had at December 14, 2022 Regular meeting regarding the number of sick hours staff is able to accrue and amount of PTO hours allowed (two hundred) for carryover per year. This will be reflected in the updated Employee Handbook. The Commission approved the changes.

Motion: Accept the Consent Agenda
Moved: Commissioner McClure
Second: Commissioner Heacock
Vote: Pass 3-0

B. Memo to Commission – Exempt Employee Timecard Reporting

- Finance Director Trainer explained the change to time card reporting for exempt employees. The new process requires exempt staff to only report sick, vacation, or floating holidays leave on bi-weekly time cards.

Motion: Accept the Consent Agenda
Moved: Commissioner Heacock
Second: Commissioner McClure
Vote: Pass 3-0

7. Discussion Items

N/A

8. FINANCIAL REPORT

A. Audit update

- Finance Director (FD) Trainer shared the results of the 3-year (2019,2020,2021) State audit. two types of Audits were conducted, Accountability and Financial Statements. The process was a very good learning experience. We had no findings.



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- Due to turnover in the Controller position and time spent reviewing and correcting previous years financials, the 2019 and 2020 Annual Reports were filed late. The 2021 Annual Report was filed on time.
- The second recommendation discussed during the Accountability Audit was Procurement. The process must be documented correctly. A plan is in place to have this completed.
- Payroll procedures need to be updated for Incentive payments. Incentive pay must be tied to goals and/or performance and must be given only after the act has been completed.
- Also, one Commissioner was paid for multiple meetings on one day.
- Financial Audit revealed some reporting errors and is part of the reason the time was taken to review and correct the prior year reports. The change from Cash to GAAP accounting also created some of the errors.
- Audra and Staci received kudos for the Cash Flow model they have created. Finance Director Trainer shared an overview of the line of business reporting.

B. 2022 Financial Report

- Finance Director Trainer reviewed the new financial reports with Commissioners
- FD Trainer suggested attending work session meetings to conduct a financial report education for the Commissioners.
- FD Trainer shared the new method for booking expenses for projects that have not been completed.
- Reviewed and explained the maintenance expenses as well as fuel expenses and revenue
- Discussed the refund from Department Of Revenue for taxes paid for fuel purchases
- We are working on getting better reporting from our marina software, Scribble

C. January 2023 Financial Report

- FD Trainer again suggested coming to Work Session meetings for 30 minutes for a brief lesson to understand the Financial reporting and how impactful it can be in decision making.

9. PUBLIC COMMENT

N/A

10. COMMISSION REPORT

Commissioner McClure –

- Connected with James Davis of Kitsap Economic Development Alliance (KEDA) and sat in their Small Business training class.



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- Discussed partnering to host Small business training for business in North Kitsap– more details to come
- Stakeholders meeting Friday March 3rd, they are expecting an update from the architects on future development design at the Port. Commissioner McClure is concerned there will not be enough time to review prior to sharing at that meeting.
 - ED Englin stated we have not seen the renderings. Greg spoke with Sean Parker; however, he would like to speak with Charlie as he is the primary architect, as well as a meeting with the County to discuss infrastructure.
 - Commissioners want to see all designs and renderings prior to sharing with the Stakeholders.
 - This information has not been shared with the Suquamish or Port Gamble S’Klallam tribes.
 - An update about the status should be shared with the Stakeholders
 - Commissioner Heacock explained the RCO Grant and bathroom design needed to be changed which has caused a delay on the Port future development work. The Port has a fiduciary responsibility to complete the Grant work.
 - Commissioner McClure suggested working on phases of the projects due to uncertainty in the economic environment
 - ED Englin will send an email to the Stakeholders regarding the architects design and the timeline

Commissioner Heacock –

- Working on Sub area plan through several meetings
 - Parks, Trails, and Open Spaces
 - Transportation subcommittee
 - Land Use and Environment subcommittee of KCAC
 - KCAC
- Commissioner Heacock mentioned how well the Ferry reservation system worked when traveling to Whidbey Island asked why is it not implemented at Kingston/Edmonds
- He mentioned at the Transportation subcommittee since the ferry project seems delayed, we should be reconsidering this or other options

Commissioner Gronnvoll –

N/A

11. STAFF REPORTS

Kris Williams –

- We are currently updating the Employee Handbook
- Working on Scribble software training
- Attending Business Continuity March 2nd
- Torey is planning upcoming tours of other Ports with the staff

ED Englin – Executive Director

- ED Englin reviewed the items we requested funding for a number of projects



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- Continuing work on the Kitsap Co. Comp Plan
- Guest moorage float grant update
- Attending After Hours events and Chamber Luncheon – Kris and Torey will attend March 2nd
- Operations team is working on Marina compliance (registration and insurance), there are only a couple of vessels without paper copies of registration submitted
- Operations are working on rate analysis
- 40 Yacht clubs booked for the year, with a potential for 10-15 additional
- RCO grants are available, Greg will work with the Marina Committee of WPPA to give awareness
- Sail Kingston Cove update
- Enduris Board meeting – rates could rise up to 30%
- Team is doing a great job
- Rose worked on towing agreement and tightening up the Parking process
- Comp Plan update

12. ADJOURN

Commission adjourned the meeting at 8:20pm

NEXT REGULAR SESSION: Wed, March 22nd , 2023, at 1:00 PM Village Green Community Center

DocuSigned by:

Mary McClure

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Mary McClure, Commissioner

DocuSigned by:

Greg Englin

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Attest:

Greg Englin, Executive Director

DocuSigned by:

Laura Gronnvoll

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Laura Gronnvoll, Commissioner

DocuSigned by:

Steve Heacock

9790F1E429B44C0...

Steve Heacock, Commissioner