



Serving what matters today, with a view for tomorrow.

**PORT OF KINGSTON
REGULAR MEETING
April 26th, 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"/>			
Guest				
	<input type="checkbox"/>			
Guest Speaker				
Anthony Taylor	<input checked="" type="checkbox"/>			
Liam Near	<input checked="" type="checkbox"/>			
Nancy Langwith	<input checked="" type="checkbox"/>			
Jerry Kirschner	<input checked="" type="checkbox"/>			

1. Call to Order - Commissioner McClure called the meeting to order at 6:33pm
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA Motion to approve agenda Moved: Commissioner Gronnvoll Second: Commissioner Heacock Vote: Pass 3-0
4. PUBLIC COMMENT Tony Hitchman – If you attended the Commercial Development meeting last week, do you recommend attending the next one tomorrow night?



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PORT OF KINGSTON
COMMISSION WORK SESSION
 April 25th, 2023; 8:30 a.m. – 10:30 p.m.

NAME		EMAIL
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
Kris Williams	<input checked="" type="checkbox"/>	krisw@portofkingston.org
	<input type="checkbox"/>	
Guest		
Ron Karzmar	<input checked="" type="checkbox"/>	
Aaron Powell	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

Discussion Items:

1. Employee Handbook
2. Ashley Ferguson resignation and separation agreement
3. Commercial Development meetings
4. Items to include in the Regular Session agenda

NEXT WORK SESSION: Tue, May 2nd, 2023, at 8:30 AM – Port of Kingston 2nd Floor Conference Room

NEXT REGULAR SESSION: Wed, April 26, 2023 at 1:30pm at the Village Green Community Center



 Mary McClure, Commissioner

DocuSigned by:


 012620520BCB49D
 Attest

DocuSigned by:


 8A3CAEC89F2E118
 Laura Gronnvoll, Commissioner

DocuSigned by:


 979071E42834CCD
 Steve Heacock, Commissioner



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Commissioner Gronnvoll – yes, there is going to be a different group of people, with different questions so you may hear more. It is important to have as many community members as possible. I would encourage it. I am strongly in favor of the development. I have a lot of history in old Kingston. It pains me to see Kingston proper deteriorating. You have to do something dramatic, like you are proposing. I encourage you to stand tall and strong. Ninety percent of attendees from last week’s meeting are drawing social security. I would like to hear from the younger generation with kids. This could have a lasting impact for them. More input from younger people would be very positive.

Some attendees at last week’s meeting nice conveyed a “not in my back yard” sentiment. Please don’t let the nay sayers control the conversation. You are on the right path, stick with it please.

Commissioner Gronnvoll – We are hoping that as this progresses we can reach out to home owner associations and other similar organizations. We are tentatively planning another meeting in the Fall. This time of year is so busy with kids activities. Their evenings are filled right now.

Kris Williams asked for suggestions for where to reach out to younger families.

Commissioner Gronnvoll – Home owners association, school newsletters, PTA

Commissioner Heacock – We could speak at KCAC, before school ends this year. There is a lot of public interest in that group.

Commissioner Gronnvoll – Organizations such as Rotary, Kiwanis have student representations. We can reach out to those groups to have the kids share with their parents.

Anthony Taylor – The school is a good path to reach parents, the PTA. My experiences allowed me to live in Europe and the small villages / communities are much more actively involved in events and youth development. I agree it should not just be special holidays, like 4th of July and Christmas. Sail Kingston Cove is trying to build up the program to be an asset to Kingston.

5. CONSENT AGENDA

- A. Approve March 22nd, 2023 Regular Meeting Minutes
- B. Approve March 28th, Work Session Meeting Minutes
- C. Approve March 28th, 2023 Special Session Minutes
- D. Approve April 4th, 2023 Work Session Meeting Minutes
- E. Approve April 11th, 2023 Work Session Meeting Minutes
- F. Approve April 18th, 2023 Work Session Meeting Minutes
- G. Approve March 2023 Warrants **\$81,270.12** (\$10,740.14, \$2,380.02, \$38,432.66, \$29,717.30) and EFT Payments **\$109,722.15**

Motion: Accept the Consent Agenda



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

Commissioner McClure -

RECESS TO EXECUTIVE SESSION: *The Commission will now recess to Executive Session per RCW 42.30.110(1) (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.*

The Commission will be in Executive Session for 30 minutes.

Commissioner McClure: I call the Regular Meeting back to order at 6:53pm

6. Action Items

A. Approve Severance Agreement

Motion: to approve

Moved: Commissioner Gronnvoll

Second: Commissioner Heacock

Vote: Pass 3-0

B. Approve **RESOLUTION NO. 2023-04-25-01** Revised Employee Handbook

Motion: to approve

Moved: Commissioner Heacock

Second: Commissioner Gronnvoll

Vote: Pass 3-0

7. Discussion Items

A. Sail Kingston Cove Presentation – Jerry Kirschner

Jerry Kirschner shared a PowerPoint presentation. Sail of Kingston Cove (SKC) is a community non-profit (501C3) dedicated to providing educational opportunities to youth, with accessibility to all, through sailing programs which promote safety, self-confidence, fun, and an appreciation of the marine environment. The decision was made to pay their Executive Director and instructors, rather than



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volunteers. Jerry described the multiple camps available. Scholarships (10-12 annually) are available for families who are unable to pay the full fee.

There is a High School Sailing program as well with 8-10 sailors each year. There are two schedules, Fall and Spring. There have been two regattas hosted in the Cove.

Financials – The operating budget is \$40-45K/yr. The goal is to be sustainable for operating costs. Grants and donations are required for capital needs.

History – Sally Fenton started to program around 2000. Sally built the float; it was anchored in front of her property and the program was run there. Poulsbo Parks and Rec took over approximately 2010 through 2014. The float was transferred to Port of Kingston in 2015 and the Sail Kingston Cove was formed.

Partners – The Port of Kingston, the Kingston Cove Yacht Club and the community are partners in this program. The yacht club provides their facilities for board meetings and events, when not otherwise in use. The community has been involved since the beginning. Fifteen thousand dollars was donated by community for the start-up of operations. Since 2015, the community has donated over \$67K for sailboats and safety boats. There are 10-11 sailors with scholarships each year. The primary donors for the scholarships are the Kiwanis and individuals from the community. The Harbor Master and crew at the Port of Kingston pay special attention to Sail Kingston Cove however this is the “norm.” They do an exceptionally good job and should be recognized. The float lease was decided in 2015 by commission policy decision, without it Sail Kingston Cove would not exist today. There was a quick turnaround to get Sail Kingston Cove started. The Port was trying to figure out what to do with a new float. The Port decided the float could be divided into 11 positions at \$25/month. That would have cost \$3,300.00 for the year. That proved to be problematic in the first year since additional money was needed to pay that. The Commissioners decided the Port did not want to see the program dissolved. A policy decision was made that said the lease payment would be in fees (cash dollars) payment in kind. That means Sail Kingston Cove would pay the Port in goodwill towards the Port. Every chance we get, we recognize the Port as a partner, multiple grant applications, presentations to granting organizations, high school regattas, annual BBQ. The Port does not have Sail Kingston Cove listed as a partner on the website with other partners. ED Englin has been working on the new float and there will need to be a policy decision made. A monthly fee would be detrimental to the program.

Future – Sail Kingston Cove is working on the Strategic Plan to potentially include Expand number of learn to sail sailors, expand programs, define marina and float needs, and focus on growth of SKC Board.

Commissioner Gronnvoll – thanked Jerry for the presentation.

Camps cost - \$275

Liam Near shared the times for the camps.

Anthony Taylor shared the involvement of his own sons. Sail Kingston Cove is trying to be inclusive and include as many kids as possible. That is why partnerships are important.

Jerry Kirschner – we are trying to be sensitive to the community because they have given to SKC a lot.



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Liam Near – The fees can add up if there are multiple members of a family participating. SKC works closely with families. The coolest thing about sailing in Kingston is it does feel accessible. The kids who do multiple camps prefer the Kingston camps. Registration and details are available on the website.

Nancy – These kids are learning life skills, confidence, self-reliance, courage. Please consider this when creating the new policy. From a community standpoint, this is the type of thing we need to stand behind. How does the Port support this organization? How do we get more water-based entrepreneurs to come into the community?

B. Commercial Development meeting

ED Englin shared a brief overview of the previous week's meeting as well as the April 27th meeting. Comments and questions will be compiled and shared on the website as soon as possible.

Commissioner Gronnvoll thanked Nancy for making comments in response to questions and concerns on Facebook in support of the development.

Commissioner Gronnvoll stated is a really constructive meeting, well presented. Charlie has a way of talking; he covers the basis and answered the questions. Community members gave wonderful input and said things that mirrored the things the commissioners have said.

ED Englin reiterated this concept is a draft. We need the design to be about 20% before we can try to market it. We have to review all the financial alternatives. We completed a three-year State Audit last Fall with no findings and recovered funds. That allows us to go out for funding. Thanks Audra Trainer and Staci Hebert.

Commissioner McClure – The comments we heard from the community will assist in guiding the final design finishes.

Ed Englin – All of this work is building towards a pre application meeting with the county. Also more due diligence is being conducted on the utilities. A complete survey has been completed. We are working with KPUD, Geotech to fill in gaps of knowledge.

Commissioner McClure – All the information we obtain will be shared with developers and business owners.

Commissioner Heacock – Blown away by the audiences response and a round of applause at the end. Behind the scenes work, talking about the things that the commission needed to do that had not been done by previous commissions. Zoning and other critical components had to be completed.

Commissioner McClure – The sports venue Rotary is promoting is moving forward and that is going to bring people to this area. More hotel accommodations will be necessary.

C. Economic Development – Comprehensive Plan

The Port's roles are primarily economic development, public access, transportation, tourism, and job creation. We are mostly focused on economic development and transportation in the county Comp plan recommendations. The Commission recommend expansion of the UGA boundaries so residents living in



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those areas are able to obtain the same level of services. There is little support from KCAC or the county. The primary concern we hear of our Economic development proposal is that property owners should be required to have a store front zone downtown. Originally our proposal included all parcels along SR104 and main street, we have revised our proposal to only include 1000 linear feet up from the ferry terminal up to Coffee oasis and 25 ft deep on the first floor in the downtown area. The county came up with, and the Port supports, the increase in height limits to 55ft if retail is on the first floor. They have rezoned the Mike Wallace properties to UVC. Our other recommendation is to relax parking requirements for developers, 2/1000 ft. The Port also discussed having \$2.5 million of Port District tax dollars annually reinvested into Kingston with Eric Baker. Eric stated that is a non-starter. Additionally, we have recommended paying ½ FTE at the county to prioritize permitting in Kingston.

Commissioner Gronnvoll asked what other incentives we could seek for developers

Jerry Kirschner suggested the Port make a statement by not taking the tax dollars for a specified amount of time from a new business or a developer's new project.

8. FINANCIAL REPORT

A. Audra Trainer, Finance Director

- Operating Revenue - \$617,847
- Operating Expenses - \$618,827
- Net Cash /Equivalents - \$1,761,318
- Fuel sales are lower than budget and previous year due to lower margin on unleaded (lower market since price fluctuations since purchases because FIFO inventory cost method & lower inventory turn) and 2k gallons sold.
 - Unleaded : \$.53 avg. gross margin vs. \$.90 budget and \$1.27 previous year
 - Diesel: \$.89 avg. gross margin vs. \$.80 budget and \$1.12 previous year
- Permanent moorage increased from previous year due to price adjustment to market average
- Parking higher than budget and previous year due to continued recovery from COVID
- Variance due to accounting change to GASB 87 \$19k in non-operating income as lease interest income. No actual variance to bottom line
- Higher than previous year due to salary increases and higher taxes, pension cost totaling \$65k, \$15k Kingston Chamber, \$9.5k SAO Audit, \$9.6k cc fees to change in price structure from Global

9. PUBLIC COMMENT

Nancy Langwith – tomorrow night's meeting will have more attendees with strong opinions and more challenging questions and perhaps not as economic development focused. This is a good time to keep moving forward since you're not hearing "no, never" instead it's more "ok, what about this or that?"



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Economic Development - Key people are communicating, not all in agreement but talking. Encouraging the Port to stick with it and try to come to an agreement with one voice when presenting recommendations to the County. When planning "marketing", share the unique attributes Kingston has versus other marina's. You can easily stop at the Port of Kingston and move on. If the Port is planning to host their own events, collaborate with the Chamber, you will need volunteers to assist. You can reach out to the Rotary or the Kiwanis.

10. COMMISSION REPORT

Commissioner Gronnvoll –

Commissioner Heacock –

Commissioner McClure -


11. STAFF REPORTS

12. ADJOURN

Commission adjourned the meeting at pm

NEXT REGULAR SESSION: Wed, May 24th, 2023, at 1:00 PM Village Green Community Center


Mary McClure, Commissioner

Attest: 
Greg Englin, Executive Director


Laura Gronnvoll, Commissioner


Steve Heacock, Commissioner