



Serving what matters today, with a view for tomorrow.

PORT OF KINGSTON
REGULAR MEETING
June 28th, 2023; 6:30pm
Meeting Minutes

NAME		IN I.	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 checked="" 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					
Tami Bowen	<input checked="" type="checkbox"/>				
Greg White	<input checked="" type="checkbox"/>				
Beverly Parsons	<input checked="" type="checkbox"/>				
Marla Powers	<input checked="" type="checkbox"/>				
Guest Speaker					
	<input type="checkbox"/>				
	<input type="checkbox"/>				

1. Call to Order - Commissioner McClure called the meeting to order at 6:35pm
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA Motion to approve agenda Moved: Commissioner Heacock Second: Commissioner Laura Vote: Pass 3-0
4. PUBLIC COMMENT
5. CONSENT AGENDA A. Approve May 23rd , 2023 Work Session Minutes



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- B. Approve May 24th, 2023 Regular Meeting Minutes
- C. Approve June 13th , 2023 Work Session Minutes
- D. Approve June 15th, 2023 Special Session Meeting Minutes
- E. Approve June 20th, 2023 Work Session Meeting Minutes
- F. Approve May 2023 Warrants **\$143,731.93** (\$815.81, \$81,460.79, \$99.74, \$61,355.59) and EFT Payments **\$164,338.46**

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

6. ACTION ITEMS

A. Approve - RESOLUTION NO. 2023-06-28-01 A RESOLUTION DIRECTING THE EXECUTIVE DIRECTOR TO AMEND 2023 AGREEMENT WITH WENZLAU ARCHITECTS

Staff is requesting an additional funding to complete the necessary due diligence for the Commercial Development and Restroom Project. Wenzlau has submitted for a Pre-Application meeting with the County and we need to complete the 20% package for marketing the development. Contract would be increased by \$15,000. Staff recommends amending this contract.

Motion to Approve – Commissioner Heacock
Seconded – Commissioner Gronnvoll
Vote – Pass 3-0

B. Approve - RESOLUTION 2023-06-28-02 A RESOLUTION TO APPROVE 2023 AGREEMENT WITH OESD

Staff is requesting renewal of the OESD. The contract will be increased by just under \$1400 for a total of \$29,291. OESD has been performing their responsibilities well. Staff recommends renewing this contract.

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

C. Approve - RESOLUTION NO. 2023-06-28-03 RESOLUTION TO APPROVE MARINA SOFTWARE CONVERSION TO MARINAGO

Staff is requesting approval to purchase and implement an upgraded marina software from our current software provider, Scribble. The new software is called Marina-Go. The contract calls for a one-time purchase and implementation cost not to exceed \$10,000 plus an annual cost subscription of \$15,000.00. This software will create efficiencies that will allow staff time to focus on the customer experience.

D. Approve - RESOLUTION 2023-06-28-04 RESOLUTION TO APPROVE ACCOUNTING SOFTWARE CONVERSION TO SAGE INTAACT



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Staff is requesting approval to purchase and implement an upgraded accounting software. The new software is called SAGE INTAACT. The contract calls for a one-time purchase and implementation cost not to exceed \$20,000 plus an annual cost subscription of \$10,000.00. This software works in conjunction with the marina software so we are purchasing both at the same time.

Motion to Approve – Commissioner Heacock

Seconded – Commissioner Gronnvoll

Vote – Pass 3-0

7. DISCUSSION ITEMS

A. Sports Complex sponsored by Rotary

Commissioner Heacock –

- Not a lot of detail, this is the very beginning of this potential project
- Proposed location of the property is the West side of the intersection of Stottlemeyer and Gamble Rd.
- Access off the state highways, State Hwy 305, a round-about would be required, tying into existing roads and infrastructure would be required
- Major transmission of the “string of pearls” trail system
- Outside of our Port boundaries, but will create economic benefit for the Port District
- Partnership with the YMCA

ED Englin –

- Jon Rose of Raydient, a subsidiary of Rayonier, gave a presentation last night in Poulsbo. He was accompanied in this effort by Clint Boxman and the Kingston Rotary, and YMCA representatives including their CEO. The project is being branded as North Kitsap United.
- The basic concept is to develop a 440-acre tract of property owned by Rayonier and they would set aside 20-40 acres of that property for a multigenerational sports complex that would serve the many surrounding communities including Poulsbo, Hansville, Kingston, Indianola, Bainbridge Island and Port Gamble.
- It would also serve to attract and host sports events such as soccer tournaments, regional tournaments for all the high schools in North Kitsap, and special events such as Hoopfest. This facility would promote economic development and bring substantial tourism to Kingston and the surrounding communities across the state and from the whole region.
- The response from the audience, which numbered in the 100’s was almost unanimously supportive and very positive.

Commissioner McClure –

- Rayonier wanted to “take the temperature” of the community to determine if they should pursue this project and invest dollars necessary to complete the site work and evaluations. The audience was approximately 85% in favor.



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- Another meeting will be hosted in July with more detail provided

8. PUBLIC COMMENT

Tami Bowen, owner of CB Nuts –

- Interested in the Port's future plans
- Port Orchard received funding for their waterfront development, has the Port of Kingston ever had the idea for something similar
- Is there opportunity to grow on the North side of the ferry terminal, Salt Air Beach for public access to the water?
- Interested in economic development in Kingston
- Concerned about the Comprehensive Plan and how it will affect business owners

Beverly Parsons –

- Whose voice was represented last night at the North Kitsap United meeting?
- How do we build the urban growth areas to ensure that people have affordable living, not just housing?
- Who would conduct a needs assessment that would represent the full scope of people that are in our county?
- How is the Port working with other government agencies, such as the sovereign nations, to ensure the government as a whole is considering the whole county and the diversity of the county?
- Much more attention to distributed living and distributed transportation, interested in those conversations that are moving the economic strategies forward

Commissioner McClure -

- There is a group for you to be aware of, The Affordable Housing Work Group, that is working on possibilities for Kingston

Commissioner Heacock –

- The Comp Plan update is focused on understanding the affordable housing needs in Kitsap

Beverly Parsons –

- Hoping that there will be opportunity to really look at the rural area collectively and what the implications may be

9. FINANCIAL REPORT

- Gross Operating Revenue is \$993K with Total Operating Expenses (before depreciation) of \$1.1M resulting in a Net Operating Loss of **(\$28K)** before depreciation. Overall Net Income YTD is **\$(81,147)**.
- Total cash reserves stand at \$2.6M. \$1.5M of that is in the Capital Projects Fund (committed funds).
- We currently owe \$699K on our LTGO Bond, for an ending cash position, including debt of \$1.86M, an increase of \$171K YTD.

ED Englin –

- We are currently profitable; we have built the cash reserves. The big thing we have to hurdle is the marina replacement. We are trying to maintain what we have. We will have to implement more strategies for future funding, federal money for appropriations. We do have a strong legislative body with Cantwell, Murray, and Kilmer. The regulatory, permitting, and environmental mitigation aspects are getting more expensive and more difficult to navigate. We have reinvested in existing assets with necessary maintenance.



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Commissioner McClure –

- Do you have a sense of what the horizon is on the marina replacement?

ED Englin –

- We are trying to extend the life of the marina out 15 years. We will have to grow our way out of this, which is why we are strategically going after the development. National Marine Fisheries Services have a new calculator that has increased the mitigation expenses. The \$100,000 worth of floats would cost an additional \$280,000 in mitigation costs.
- ED Englin explained the various items creating challenges to complete projects

Greg White –

- Stated his concerns regarding Port owned assets, moorage rates, fuel costs.

Commissioner Heacock explained the zoning limitations for the Hill and Toth properties. The county would not rezone those parcels until the 2024 Comp Plan.

Greg White –

Should the Port improve something it already has?

ED Englin – Those properties were purchased because they were a better, quicker return on funds than the cash reserves were earning at the county. Since the rezoning won't take place until 2024 Comp Plan, the commission decided to focus on development of the tent pad area. The Port submitted a permit request almost 12 months ago to have the diseased trees removed from the Toth property, we have not received the permit yet.

10. COMMISSION REPORT

Commissioner Gronnvoll – Attended several KCAC meetings and Chamber meetings. Thank you to my fellow commissioners and staff for all you do.

Commissioner Heacock – We created a good product with the recommendations to Kitsap County for the 2024 Comprehensive Plan for the Kingston Sub area plan. We felt strongly about having the downtown corridor be zoned as retail required on the first floor. That is the basic difference between what the Port submitted and what KCAC submitted. We suggested not requiring parking for business owners that have the storefront in the downtown area. The idea is for walkability, so let's not incumber business owners with providing additional parking.

11. STAFF REPORT

Torey Grandt – Maintenance Manager –

4th of July prep happening now

Boat launch work is coming up next, concrete work

12. ADJOURN

Commission adjourned the meeting at 8:20pm

NEXT REGULAR SESSION: Wed, July 19th, 2023, at 1:00 PM Village Green Community Center



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DocuSigned by:
Mary McClure
Mary McClure, Commissioner

Attest: DocuSigned by:
Greg Englin
Greg Englin, Executive Director

DocuSigned by:
Laura Gronnvoll
Laura Gronnvoll, Commissioner

DocuSigned by:
Steve Heacock
Steve Heacock, Commissioner