



PORT OF KINGSTON

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PORT OF KINGSTON
REGULAR MEETING
August 23rd, 2023; 1:00pm
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 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					
	<input type="checkbox"/>				
	<input type="checkbox"/>				
Guest Speaker					
	<input type="checkbox"/>				
	<input type="checkbox"/>				

1. Call to Order - Commissioner McClure called the meeting to order at 6:37pm
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
5. CONSENT AGENDA A. Approve July 18 th , 2023 Work Session Minutes B. Approve July 19 th , 2023 Regular Meeting Minutes C. Approve August 1 st , 2023 Work Session Minutes



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- D. Approve August 8th, 2023 Work Session Minutes
- E. Approve July 2023 Warrants **\$246,757.18** (\$66,384.42, \$180,372.76) and EFT Payments **\$133,926.93**

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

6. ACTION ITEMS

- A. Approve - **RESOLUTION 2023-08-23-01 TO ADOPT 2024 ENDURIS WASHINGTON INSURANCE RENEWAL FOR 2023-2024**

ED Englin explained the increase for our Enduris Insurance renewal. Limiting the number of claims is the most effective way to keep costs from increasing annually.

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

7. DISCUSSION

N/A

8. PUBLIC COMMENT

N/A

9. FINANCIAL REPORT

Finance Director Trainer shared July Financial results

Total Operating Revenue - **\$1.9M**
Gross Profit - **\$1.5M**
Total Operating expense Before Depr. - **\$1.4M**
Net Operating Income Before Depr. - **\$71,659**
Cash and Cash Equivalents - **\$ 2.8M**
LTGO Bond Balance - **\$668,000**
Net Cash and Cash Equivalents - **\$2,170,113**

10. PUBLIC COMMENT

N/A



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11. COMMISSION REPORT

Commissioner Gronnvoll attended the WPPA Commissioner Conference. They mentioned there will be discussion at the Annual meeting regarding dues structure as the cap no longer in affect.

Port reports – Port of Port Townsend purchased a 200 acre, working farm for affordable farming for the community. Port of Vancouver has all their permits in place to remove 900 creosote pilings from the Columbia River.

A good question to ask the community is “what does a healthy, vibrant community look like?” Get their input. Keep it simple.

Recommendations for Commissioners from the WPPA-

- Staff should write a work plan at the time of their annual reviews.
- During Executive Director (ED) reviews, Commissioners should review the job description of the ED to ensure it aligns with the work being performed. And if not, the job description should be rewritten.
 - Should define two or three goals, focus areas, and define success
 - Should be getting feedback from the ED on the year’s outcomes
 - Is the Commission providing enough strategic information?
 - These discussions should be scheduled on the Commission and ED’s calendars in advance for awareness
 - One ED goal should be increasing community connections.
 - How will the commissioners know when the ED would like them to “stay in their own lane”?
 - What should the commissioners be doing to help the ED achieve their goals? Are the goals the same as the Commissioners?
 - When working on projects, all documentation is located in one file/place. Create a folder to include all information
- Build alignment throughout the organization
- Public Records - Commissioner Gronnvoll was able to complete her Open Public Meeting training.
 - If the virtual meeting tool goes down during a meeting, no vote is allowed.
 - Cameras and recordings are permitted, unless disruptive.
 - The auditors stated you must record the time you break for Executive Session and when you return from Executive Session.
 - Once a year, staff should have training on public records, harassment, and removing Port property.
 - There should always be a backup Public Records Officer.
 - Seasonal staff members need to take the Public records training also.
- Always use Port email accounts – this is very important!
- Port of Seattle decided to maintain some industrial land, although residential is more profitable.
- During elections, you should reach out to people running in your area
- You should have quarterly meetings with elected officials in your area, take them on a tour of your facilities
- The Commission should make an intentional effort to work together, disagreements are expected and are healthy



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- Create a PowerPoint, so Commissioners share the same voice when talking to the community. If you are unsure of the appropriate response use one of the following -
 - Let me get back to you
 - Let me share with the ED or Harbormaster
 - Let me take this to the Commission at our next meeting
- You should be telling your ED what you need from him
- Working with tribes should be upfront and early

Commissioner Heacock attended KCAC with new County Commissioner Christine Rolfes. It was an important meeting to share the timely information about Port business. It's important for all the Commissioners to attend in the future as well.

Commissioner Heacock enjoyed the walkthrough of Port assets. It was good to see the Toth property from that perspective and discuss ideas for the future.

Looking forward to Discover Kingston on October 2, 2023.

Commissioner McClure

Kingston Community Conversation scheduled Saturday October 21st. The Commissioners have participated in the past and Commissioner McClure is hoping all will participate again.

In reference to North Kitsap United, Rotary is full charge ahead. The next steps are to determine leadership for the various groups.

12. STAFF REPORT

Finance Director Audra Trainer thanked the Commissioners for their continued support for ED Englin as well as the staff. As Audra moves forward in her role as Finance Director as well as Port Auditor it is her responsibility to identify areas that may be out of compliance, incorrect, etc. She will respectively address these items with the individuals whether employees or Commissioners. We are currently looking at the budget, starting with a zero budget, reviewing and validating expenses.

ED Englin explained the importance of having no claims to keep the cost of our insurance with Enduris from increasing. A claim was made against the Port for a slip and fall incident. Since we take our customers and community members safety very seriously, the cause of the fall was remedied as soon as we were able and the claim was dropped. IT starts with the Board of Commissioners valuing the community and keeping everyone safe. We want to do right by everyone.

There are several other opportunities to interact with the community. Laura's presentation at the Kiwanis was great, thank you. We met with the Port Gamble S'Klallam tribe and their Director of Planning, Marla Power. ED Englin and Harbormaster Ray Carpenter discussed the need for additional buyers for the S'Klallam tribe for geoduck, fish, etc. The more buyers available, the better price you will get. ED Englin stated we need to preapprove new buyers. Planning on meeting with the Suquamish tribe in the near future. ED Englin attended the North Kitsap United for the Sport Complex as well as the Kitsap All Ports meeting. ED Englin is planning to host the WPPA Marina Committee meetings quarterly. The PNWA visited the Port as part of their outreach. Out of the meeting, we drafted a response letter regarding the Endangered Species rules and regulations. Several other Ports also submitted response letters. ED Englin continues his involvement with the Greater Kingston Chamber of Commerce and has discussed presenting. The Rotary is another organization we will reach out to. We will work on an informational "template" PowerPoint presentation. The confidence level of the community has increased.



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We are moving forward with the restroom. We have a civil and structural engineer under contract. We are waiting to see how the float project “plays out”. ED Englin also attends KCAC Transportation meetings frequently. Commissioner Heacock attends KCAC on behalf of the Port, as well as Commissioner McClure. KEDA is another organization we can reach out to. If we can obtain a letter from the County allowing us to utilize their environmental credits that will allow us to move forward with some of the other projects. We will include the fire suppression system plan in the 2024 budget. We have a pre-app meeting scheduled with the County for the commercial development. Sean Parker and Charlie Wenzlau are working on the commercial development. Dan Lazarek is working on the bathroom. We are working with Jim Darling to schedule a Strategic Planning Session. This process will assist in determining our priorities. Russ Shiplet, Executive Director, at Kitsap Public Facilities District (KPFDF) spoke at a recent Chamber of Commerce luncheon. We are looking to the Commission for direction for prioritization. We can request funding from KPFDF or we can support KPFDF assisting the Sports Complex or both. It doesn’t have to be one or the other. The Economic Development the Sports Complex will generate will be phenomenal for the area. Commissioner Gronnvoll is waiting for the studies of the proposed land to determine if it can support the recommended sports complex design.

Commissioner Gronnvoll stated she has ED evaluation notes to review with Commissioners Heacock and McClure. The ED evaluation is historically reviewed in October. It should be completed prior to the budget completion. The Preliminary Budget is on track to be complete by the end of September. Commissioner McClure suggested sharing the evaluation information at the next Work Session.

13. ADJOURN

Commission adjourned the meeting at 7:45pm

NEXT REGULAR SESSION: Wed, September 27th, 2023, at 1:00PM Village Green Community Center

DocuSigned by:
Mary McClure
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Mary McClure, Commissioner

DocuSigned by:
Greg Englin
Attest: 012B2052DBC849D...
Greg Englin, Executive Director

DocuSigned by:
Laura Gronnvoll
8A3CAECC8F8E414...
Laura Gronnvoll, Commissioner

DocuSigned by:
Steve Heacock
9790F1E429B44CD...
Steve Heacock, Commissioner



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