



Serving what matters today, with a view for tomorrow.

PORT OF KINGSTON  
Regular Session  
September 27<sup>th</sup>, 2023; 2:00pm  
Meeting Minutes

NAME		EMAIL	CELLULAR
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 checked="" 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>	
Marc Horton	<input type="checkbox"/>	<a href="mailto:mhorton@washingtonprojectconsultants.com">mhorton@washingtonprojectconsultants.com</a>	
	<input type="checkbox"/>		
<b>Guest Speaker</b>			
Brian Anderson	<input checked="" type="checkbox"/>		
Lynn Anderson	<input checked="" type="checkbox"/>		
Beth Berglund	<input checked="" type="checkbox"/>		

<p><b>1. Call to Order</b> - Commissioner McClure called the meeting to order at 1:05pm</p>
<p><b>2. PLEDGE OF ALLEGIANCE</b></p>
<p><b>3. APPROVAL OF AGENDA</b> Motion to approve agenda Moved: Commissioner Gronnvoll Second: Commissioner Heacock</p> <p>Commissioner Gronnvoll requested we update Action Item C <b>RESOLUTION 2023-09-27-03 TO APPROVE ENGAGEMENT LETTER WITH CHMELIK, SITKIN, AND DAVIS P.S. to read RESOLUTION 2023-09-27-03 TO APPROVE ENGAGEMENT LETTER WITH CSD ATTORNEYS AT LAW</b></p> <p>Vote: Pass 3-0</p>
<p><b>4. PUBLIC COMMENT</b> Beth Berglund wanted to discuss a couple items that affect both KCAC and the Port of Kingston. She is concerned about community members in Kingston not knowing what projects are queued up for the next few years. Beth appreciates the Port Newsletter in the Kingston Community News. She would like to see more project information included for community awareness, a linked page to Kitsap County. Beth also noted a typo in the newsletter. Kris Williams will make correction today.</p>



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**5. CONSENT AGENDA**

- A. Approve August 23<sup>rd</sup>, 2023 Regular Meeting Minutes
- B. Approve September 5<sup>th</sup>, 2023 Work Session Minutes
- C. Approve September 12<sup>th</sup>, 2023 Work Session Minutes
- D. Approve September 15<sup>th</sup>, 2023 Special Session Minutes
- E. Approve September 19<sup>th</sup>, 2023 Work Session Minutes
- F. Approve August 2023 Warrants **\$259,102.12** (\$68,991.75, \$190,110.37) and EFT Payments **\$191,855.01**

Motion to Accept the Consent agenda

Moved: Commissioner Heacock

Second: Commissioner Gronnvoll

Vote: Pass 3-0

**6. ACTION ITEMS**

**A. Approve - RESOLUTION 2023-09-27-01 DIRECTING THE EXECUTIVE DIRECTOR TO AMEND 2023 AGREEMENT WITH WASHINGTON PROJECT CONSULTANTS, PLLC.**

ED Englin stated staff is requesting the Commission's approval to execute an amendment with Washington Project Consultants, PLLC. to increase the contract from \$30,000.00 to \$45,000.00. This resolution approves the ED to sign the agreement.

Motion to Approve

Moved: Commissioner Gronnvoll

Second: Commissioner Heacock

Vote: Pass 3-0

**B. Approve - Resolution 2023-09-27-02 TO APPROVE RESOLUTION TO SURPLUS FIREWOOD\_TOH PROPERTY**

ED Englin explained Port staff received the required permit to remove trees deemed dangerous by an arborist on the Toth property. The trees were taken down and Port staff chipped the branches leaving a considerable amount of timber that can be surplus. Staff is requesting Commission approval to surplus this timber so we can open that property back up for public access. The amount of timber is significant so we do not want the Port to be perceived as gifting of public funds since it could have marketable value.

Commissioner McClure asked what the value potential is. Maintenance Manager, Torey Grandt, stated the market value is \$450-500 a cord.



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Torey shared the amount of branches that needed to come down was greater than originally anticipated. All loose, dead, and dangerous branches have been removed.

Commissioner McClure stated the comment has been made frequently, “when the dog park will be open for public access.” ED Englin stated it will be open for public access once the timber has been surplus.

Commissioner Heacock commented that somehow that property has been labeled a dog park, there was never an intention from the Commission for it to be a dog park.

Motion to Approve

Moved: Commissioner Heacock

Second: Commissioner Gronnvoll

Vote: Pass 3-0

**C. Approve – RESOLUTION 2023-09-27-03 TO APPROVE ENGAGEMENT LETTER WITH ~~CHMELIK, SITKIN, AND DAVIS P.S.~~ CSD ATTORNEYS AT LAW**

ED Englin stated 6 years ago the Port Commission voted to engage Chmelik, Sitkin, & Davis. Chmelik, Sitkin, & Davis have renamed their firm to CSD Attorneys at Law. This change was partly in response to promoting a number of attorneys to partner and as the founding partners begin transitioning toward retirement while also growing the firm. Staff recommends Port Commission formally renew our commitment with CSD Attorneys at Law by endorsing the Letter of Engagement.

Motion to Approve

Moved: Commissioner Gronnvoll

Second: Commissioner Heacock

Vote: Pass 3-0

**7. DISCUSSION**

**Chamber update -**

ED Englin stated the Greater Kingston Chamber of Commerce has had a strong year. They are looking for board members, actively reaching out to local organizations. Preserving the Concerts on the Cove by securing sponsors was discussed at the recent meeting. A new kiosk was installed at the Port near the parking kiosk, highlighting the community.

Commissioner Heacock mentioned the email he received regarding the invitation to the ribbon cutting at Grocery Outlet on October 12<sup>th</sup>, 2023. Noted time change to 9:45am for ribbon cutting. Grocery Outlet will



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be an asset to the community as well as the boaters visiting the marina. Insta-Cart has been delivering to the marina recently.

**Parks Grant update -**

The RCO Grant application has been submitted for deferred maintenance. It is a \$100,000.00 cap. We will see how we do in the process.

**EV Charging Stations –**

Commissioner McClure asked about the situation with EV charging stations. ED Englin there are several grants available. The plan is to submit several grant applications although we do not have it engineered at this time. There are two pools of money, one not open yet. ED Englin is researching whether or not we can place the stations anywhere within the Port District or are we required to place them on Port property only. Commissioner McClure asked if the stations are moveable, considering things could change if the commercial development moves forward. Commissioner Gronnvoll mentioned how crucial placement will be since we won't want to move them.

**8. PUBLIC COMMENT**

N/A

**9. FINANCIAL REPORT**

Finance Director Trainer shared the August financial results

**Income Statement –**

YTD Operating Revenue = \$1.7M

Total Operating Exp Before Depr. = \$1.64

Net Operating Income Before Depr. = \$124,548

Net Income after all other expenses = **(\$613.00)**

Almost breaking even for 2023, better than originally expected knowing the maintenance that had been deferred needed to be addressed, the Commercial Development due diligence, as well as the increase in credit card charges.

**Balance Sheet –**

Cash and equivalents = \$2.8M

LGTO Bond - 668,000

Net Cash and Cash Equivalents - \$2.2M

**10. PUBLIC COMMENT**

Brian Anderson asked to speak with Finance Director, Audra Trainer at the end of the meeting

**11. COMMISSION REPORT**

Commissioner Gronnvoll attended the WPPA Environmental Conference at the Port of Tacoma, along with a tour of the Port of Tacoma. Discussed several clean up sites, specifically one site that was once a smelter, is leaking arsenic and is 3 football fields in depth. Goal by 2050ish is to be emissions free. There is a documentary about the cleanup that has happened over the years, called "Turning the Tide." Port of



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Tacoma is the largest deep water container Port. Diversity and Inclusion were covered in the discussions at the conference as well. Environmental justice was discussed and recommended to be included in our Strategic plans. PSAF 101, Port Infrastructure Development Program (PIDP) and U.S. Department of Transportation Maritime Administration (MARAD) Grants were reviewed. Other items covered were several Port updates – Seattle, Longview, Everett, Grays Harbor, Port of Kalama, and Port of Tacoma, Growth Management, Stormwater, Green Shipping Corridor. The Northwest Seaport Alliance reviewed their timeline on the Green Shipping Corridor.

- Pre-Feasibility Study – 12/22- Current
- Review Discuss, decide on next steps – 9/23-12/23
- Feasibility Study, other next steps – 2024
- Review, discuss, decide on next steps – 12/24
- Go forth and create “green corridor” – 2025 +

Commissioner Gronnvoll asked about the topic that Mike Chessman continues to bring up, disposing of yard waste. Maintenance Manager, Torey Grandt, stated we can’t keep the waste on site, it will become a habitat for bees, wasps, rodents, spiders, etc.

Commissioner McClure asked if Torey could have a conversation with Mike about how removing the yard waste could work. Torey stated he has had this conversation with Mike several times. Torey has let Mike know he is welcome to come pick the trimmings up on the days they are working on that. It is an ongoing conversation.

Commissioner Heacock - Land Use / Environment subcommittee met on the 8th. The discussion included the progress of the Comprehensive Plan and Climate change. No decisions have been made; Kitsap County is still deliberating while reviewing the Environmental Impact Statement. They are moving it out to approximately end of next year.

Commissioner McClure – Discover Kingston Monday October 2<sup>nd</sup>

Kingston Community Conversation Saturday October 21<sup>st</sup>, an amazing opportunity for people in the community to think of solutions to things that bother them. Several positive things and programs have come from these discussions.

## 12. STAFF REPORT

**Finance Director, Audra Trainer** – working on the mapping of the new Accounting software, Sage. We will then begin testing and preparing for the MarinaGo conversion. This will provide efficiencies for the front office staff and customers, more payment options. We will have access to more data than in the past, this will allow for better business planning / strategies. We are currently working on the 2024 Budget; it has been a very collaborative effort.

Brian Anderson asked if the new Accounting software will produce Financial Statements? Finance Director Trainer stated, yes it will produce financial statements right in the software. This will create a more sustainable process.

ED Englin shared the robust the staff went through to determine the appropriate software for our Marina business.



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**Maintenance Manager, Torey Grandt** – Nice being involved in the Budget process. We are finishing up a couple projects that we started over the Summer, including the boat launch handle, irrigation blowout and shutdown for the Winter, shuffling seasonal stuff around to make room for Christmas. We have already started putting up lights around the property.

ED Englin shared Global Diving moved some of the rocks on the breakwater. We will have a more formal survey done soon.

**Admin. Serv. Manager, Kris Williams** – Introduced Haley Anderson, Customer Service Coordinator and Jared Rusk, Seasonal Help.

**ED Englin** shared that we hosted the WPPA Marina Committee. The big discussion was focused on the revised calculator that NMFS instituted. Derelict vessel program and their challenges were also discussed. How can we better manage the risks? We met with Christine Rolfes and there will be follow up. Grocery Outlet’s grand opening is October 12th. We are focusing on filling the guest dock and that will help drive business uptown. Fuel revenue has rebounded this season. Parking has strengthened, we need more continuity of service from the ferries. Kitsap Transit’s recent vessel included in the fleet has been very consistent lately.

Commissioner Gronnvoll – ATMS project is now projected for 2025 rather than 2024. This is another example of information that could be shared in our newsletter.

Commissioner McClure stated she recalls the ATMS project was in line prior to the SR104 Realignment. ED Englin said that they will need to complete the property acquisition included in the realignment before working on the ATMS project as that will affect the design.

**13. ADJOURN**

Commission adjourned the meeting at 2:30pm

**NEXT REGULAR SESSION:** Wed, October 18<sup>th</sup>, 2023, at 6:30PM Village Green Community Center

DocuSigned by:  
*Mary McClure*  
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Mary McClure, Commissioner

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

DocuSigned by:  
*Laura Gronnvoll*  
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Laura Gronnvoll, Commissioner

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Steve Heacock, Commissioner