



Serving what matters today, with a view for tomorrow.

**Port of Kingston Board of Commissioners
Regular Meeting Agenda**

June 20th, 2024, at 6:30 p.m.

Meeting called by:	Port of Kingston Commissioners
Type of meeting:	Regular Meeting
Location:	Hybrid

A. In Person:
Village Green Community Center
26159 Dulay Rd NE
Kingston, WA 98346

B. Virtual via Zoom:
Join Zoom Meeting
<https://us02web.zoom.us/j/82157809065>
Meeting ID: 821 5780 9065
Dial by your location
1 253 215 8782 US (Tacoma)

Welcome to the June 20th, 2024, Regular Meeting of the Port of Kingston Commission. Comments from those in attendance will be allowed upon recognition of the Chair. Please identify yourself by stating your name.

If you would like to be added to the agenda for a future meeting, please contact the Port Office at least one week prior to the regularly scheduled meeting. Please submit your documents and/or presentations at the time of your request.

This is a preliminary agenda and is subject to change.

Agenda Topics

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF AGENDA**
- 4. PUBLIC COMMENT**



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Citizens may address the Commission regarding any item related to Port business, including items on the agenda.

5. CONSENT AGENDA

These matters are routine and will be enacted by one motion of the Commission with no separate discussion. If discussion is desired, that item may be removed from the Consent Agenda by a Commissioner.

- A. Approve May 22, 2024 Regular Meeting Minutes
- B. Approve May 2024 Warrants **\$87,842.95** (\$33,755.76, \$54,087.19) and EFT Payments **\$163,663.30**

6. ACTION ITEMS

- A. APPROVE - **RESOLUTION NO. 2024-06-20-01** TO PURCHASE REPLACEMENT FLOATS
- B. APPROVE – **RESOLUTION NO. 2024-06-20-02** TO PURCHASE REPLACEMENT DOCK SECTIONS
- C. APPROVE - **RESOLUTION NO. 2024-06-20-03** TO APPROVE CONTRACT FOR DESIGN AND ENGINEERING OF FIRE SUPPRESSION SYSTEM
- D. APPROVE - **RESOLUTION NO. 2024-06-20-04** TO APPROVE FUNDING FOR THE FOURTH OF JULY CELEBRATION TO PROMOTE TOURISM

7. DISCUSSION ITEMS

8. FINANCIAL REPORT

9. COMMISSIONER REPORTS

10. STAFF REPORTS

11. NEXT REGULAR MEETING: Wednesday July 31st, 2024, at 1:00p.m. Hybrid Village Green Community Center 26159 Dulay Rd NE Kingston, WA 98346

12. ADJOURN



Serving what matters today, with a view for tomorrow.

Laura Gronnvoll, Commissioner

Attest: _____
Greg Englin, Executive Director

Steve Heacock, Commissioner

Mary McClure, Commissioner



Serving what matters today, with a view for tomorrow.

PORT OF KINGSTON
 Regular Session
 May 22nd, 2024; 2:00pm
 Meeting Minutes

NAME		EMAIL	GUESTS
Greg Englin	<input checked="" type="checkbox"/>	grege@portofkingston.org	Ron Radvilas
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 type="checkbox"/>	audrat@portofkingston.org	
Kris Williams	<input checked="" type="checkbox"/>	krisw@portofkingston.org	
Torey Grandt	<input checked="" type="checkbox"/>	toreyg@portofkingston.org	
Marc Horton	<input checked="" type="checkbox"/>	mhorton@washingtonprojectconsultants.com	

<p>1. Call to Order - Commissioner Gronnvoll called the meeting to order at 1:02pm</p>
<p>2. PLEDGE OF ALLEGIANCE</p>
<p>3. APPROVAL OF AGENDA</p> <p>Motion to approve agenda with the updated date Moved: Commissioner Heacock Second: Commissioner McClure</p> <p>Vote: Pass 3-0</p>
<p>4. INTRODUCTIONS</p>
<p>5. PUBLIC COMMENT</p> <p>Ron Radvilas – Ron would like the commissioners to consider using the space between the guest dock and the break water for additional slips.</p>
<p>6. CONSENT AGENDA</p> <p>These matters are routine and will be enacted by one motion of the Commission with no separate discussion. If discussion is desired, that item may be removed from the Consent Agenda by a Commissioner.</p> <p>A. Approve April 2024 Warrants \$127,904.31 (\$40,101.30, \$78,109.82, \$9,693.19) and EFT Payments \$122,004.20</p>



Serving what matters today, with a view for tomorrow.

Commissioner McClure has questions regarding the Warrants. Finance Director Audra Trainer will meet with Commissioner McClure to discuss. We will include for approval at the June meeting.

7. ACTION ITEMS

N/A

8. DISCUSSION

N/A

9. FINANCIAL REPORT

- Executive Director Englin shared the April Financial results
- Gross profit - \$860,566
- Total Operating Expense before depreciation - \$836,511
- Net Operating Loss (\$31,775)
- Depreciation and amortization of capital assets - \$170,388
- Total Net Loss YTD – (\$49,184)
- Ahead of budget - \$82,847
- Ahead of last year - \$ 36,697
- Cash and equivalents -\$2.82M
- LGTO bond - \$637,000
- Reserve balance - \$2.18M

Commissioner McClure asked about the variance between current year Investment Income and last year’s Investment Income. ED Englin stated it is due to the current interest rate of earnings. She also asked about the increase of Other Operating Expense in April compared to previous months. ED Englin stated he will have to research the breakdown of the expenses in the account. Commissioner McClure stated she will discuss with Finance Director Trainer when she meets with her (see item # 6)

Commissioner Gronnvoll asked about the increased parking revenue and monthly parking passes. ED Englin stated we have approximately 83 monthly parking pass holders. At this point, we don’t want to sell more monthly parking passes due to the peak season and boaters’ needs. At its peak, prior to COVID there were about 68 monthly parking pass holders. Kitsap Transit aggressively marketed to rebuild demand after COVID. As a result of having the bandwidth to enforce our 2-hour parking, we have sold several monthly passes. Customers would rather pay the monthly fee, rather than pay tickets.

10. COMMISSION REPORT

Commissioner Heacock

- KCAC Transportation Improvement Program (TIPS program) presentation – Public Works shared the TIPS presentation at the Kingston Community Advisory Committee
 - The presentation explained how the program works and the benefits.
 - Commissioner Heacock believes that applications for transportation related projects are still being accepted, added to the list, and investigated
- Commissioner Heacock met with Jon Rose, the consultant hired for the North Kitsap United project, and tribal members to discuss potential sites of the regional sports complex.



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Commissioner McClure

- Commissioner McClure attended the WPPA Spring Seminar in Skamania.
 - Commissioner McClure’s takeaway was the powerful presence of the supply chain that public Port’s are part of

Commissioner Gronnvoll

- Commissioner Gronnvoll attended the WPPA Spring Seminar in Skamania
 - Commissioner Gronnvoll attended a session titled “Port Powers”
 - If there is an active project, there is a “power”
 - Projects may need to be restructured in order to take advantage of the “power”
 - Port powers have expanded over the years to meet the needs of the community
 - Rob Fix, Executive Director Port of Bellingham, shared a slide during the presentation that demonstrates the number of tasks required to accomplish to complete the project. He referenced a project the Port of Bellingham started in 2005. This project is still in progress.
 - This created a visual representative of just how much time, effort, and planning goes into projects that you may not be aware of
 - Jim Kuntz, Executive Director Chelan-Douglas, shared how their Port used direct cash grants (\$4.5M) to support 855 local businesses during COVID.
 - Sara Young, Executive Director Port of Skagit, talked about their efforts with their PUD to provide broadband implementation to public entities and tribes throughout the state and beyond.
 - Port “Hot Button Issues” were discussed
 - Free moorage or other services
 - Failure to enforce Port agreements
 - Special deals for select customers
 - Seth Abelson from the Washington Autonomous Vehicle Cluster
 - Discussed the submarine near Everett that imploded and they needed to determine who was responsible / who had authority because it happened in international waters
 - AI – we’re using it whether we know it or not
 - Commissioner meeting notices – Notice as attending the event, not as a special meeting or notes will be required to be submitted
 - TIF – Tax Increment Financing discussed. WPPA their stance is neither for or against
 - Attended the Strategic Planning session for WPPA with Jim Darling and Eric Ffitch
 - Aviation fuel tax – funds are going into general fund and not being used for aviation issues

11. STAFF REPORT

Administrative Services Manager, Kris Williams

- Shared the update of the Marina and Accounting conversion
- Seasonal help, Carter and Nicole, are back for the Summer

Mark Horton, Port Engineer

- Working with ED Englin and Maintenance Manager, Torey Grandt, on several items for projects
- Restroom project getting ready to go to bid



Serving what matters today, with a view for tomorrow.

Maintenance Manager, Torey Grandt

- Landscaping changes for efficiencies
- Finger pier adjustments (A/B Dock, Guest dock)
- Hazardous waste collection in process
- Shore power cord electrical testing

Executive Director, Greg Englin

- Introduced TJ Quandt, Director of Operations and Real Estate
- Contacted Port of Friday Harbor to order floats, will likely get them in the Fall
- Restroom construction schedule
- Met with the volunteers for the Christmas light
- Public Market successful launch
- Village Green for pickleball – concierge services for customers
- Connected with individuals at WPPA Spring conference – start working together on shared initiatives
- Marc Horton looking into applying for CERB grants

TJ Quandt, Director of Operations and Real Estate

- Shared his work history

12. ADJOURN

Commission adjourned the meeting at 1:49pm

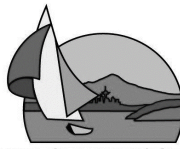
NEXT REGULAR SESSION: Wed, June 20th, 2024, at 6:30PM Village Green Community Center

Laura Gronnvoll, Commissioner

Greg Englin, Executive Director

Steve Heacock, Commissioner

Mary McClure, Commissioner



**PORT OF KINGSTON
Warrant List**

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington, do hereby certify the merchandise for services hereinafter specified have been received and the warrants listed below are approved for payment in the amount of **\$33,755.76** from the Port of Kingston, Marina Revenue Fund, the 16th day of May 2024.

Laura Gronnvoll, Commissioner

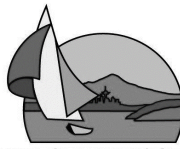
Steve Heacock, Commissioner

Mary McClure, Commissioner

We, the undersigned, do hereby certify under penalty or perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims is a just, due and unpaid obligation against the Port of Kingston and that I am authorized to authenticate and certify to said claim.

Audra Trainer, Finance Director

Date	Warrant	Amount	Vendor
5/16/2024	37123	\$265.39	Kitsap Bank Visa
5/16/2024	37124	\$393.99	Kitsap Bank Visa
5/16/2024	37125	\$140.61	Grainger
5/16/2024	37126	\$1,494.68	Washington Commercial Construction
5/16/2024	37127	\$11,187.50	CG Engineering
5/16/2024	37128	\$2,022.10	Laura Gronnvoll
5/16/2024	37129	\$4,702.50	Washington Project Consultants, PLLC
5/16/2024	37130	\$9,041.00	Aspect Consulting
5/16/2024	37131	\$130.00	L&L Port O Potty, Inc
5/16/2024	37132	\$819.43	McMaster-Carr
5/16/2024	37133	\$821.54	New Pig Corporation
5/16/2024	37134	\$17.91	Pacific Office Automation
5/16/2024	37135	\$228.66	S-Net Communications Inc
5/16/2024	37136	\$418.63	Seattle Marine & Fishing Supply
5/16/2024	37137	\$2,040.00	CSD Attorneys At Law
5/16/2024	37138	\$31.82	Kitsap Sun
		<u>\$33,755.76</u>	



**PORT OF KINGSTON
Warrant List**

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington, do hereby certify the merchandise for services hereinafter specified have been received and the warrants listed below are approved for payment in the amount of **\$54,087.19** from the Port of Kingston, Marina Revenue Fund, the 23rd day of May 2024.

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

Mary McClure, Commissioner

We, the undersigned, do hereby certify under penalty or perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims is a just, due and unpaid obligation against the Port of Kingston and that I am authorized to authenticate and certify to said claim.

Audra Trainer, Finance Director

Date	Warrant	Amount	Vendor
5/23/2024	37139	\$1,858.35	Washington Commercial Construction
5/23/2024	37140	\$122.00	All Shred
5/23/2024	37141	\$13,846.56	AMO Construction, LLC.
5/23/2024	37142	\$1,075.53	Bremerton Backflow Services
5/23/2024	37143	\$2,431.81	KPUD- Kitsap Public Utility
5/23/2024	37144	\$2,929.10	Olympic ESD 114
5/23/2024	37145	\$64.65	Olympic Springs, Inc.
5/23/2024	37146	\$25,392.49	Regence Blueshield
5/23/2024	37147	\$4,260.54	Ventek International
5/23/2024	37148	\$836.79	Verizon Wireless
5/23/2024	37149	\$1,269.37	Waste Management
		<hr/> \$54,087.19 <hr/>	



Voucher Certification and Approval

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due, and unpaid obligation against the Port of Kingston and that I am authorized to authenticate and certify to said claim.

Audra Trainer, Finance Director/Port Auditor

Date

Date	Claimant	Amount	Purpose	Cash Transmittal
05/02/2024	Washington State DOR	\$46,138.59	Leasehold Tax	R00227916
05/02/2024	Intuit	\$43,383.14	Payroll	R00227907
05/09/2024	Clearent Payment System	\$4.12	CC-Fees-Office	R00228158
05/10/2024	Global Payment Systems	\$10,346.10	CC Fees - Office	R00228193
05/10/2024	PCS Payment Systems	\$427.52	CC Fees - Fuel	R00228192
05/10/2024	Gravity Payment Systems	\$1,240.09	CC Fees - Parking	R00228194
05/15/2024	Washington State DRS	\$14,318.49	PERS and DCP	R00228329
05/17/2024	Intuit	\$40,588.31	Payroll	R00228377
05/21/2024	Washington State DRS	\$960.00	DCP	R00228475
05/29/2024	Washington State DOR	\$6,256.94	Excise Tax	R00228674
		<u>\$163,663.30</u>		

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

Mary McClure, Commissioner

I, the undersigned, do hereby certify under penalty or perjury that the expenses incurred as described herein and all claims are just, due, and paid obligations against the Port of Kingston and that I am authorized to authenticate and certify to said claims.

Audra Trainer, Finance Director/Port Auditor

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 2024-06-20-01

A Resolution of the Commission of the Port of Kingston

RESOLUTION TO PURCHASE REPLACEMENT FLOATS

WHEREAS, the Port of Kingston has a direct interest in preserving assets that serve the public, develop future demand and users of the water dependent uses, and promote tourism,

WHEREAS, the Port of Kingston designated this project in the capital plan,

WHEREAS, the Port of Kingston has received a scope of work and cost estimate for the not to exceed amount of approximately \$165,500.

THEREFORE BE IT RESOLVED, by the Commissioners for the Port of Kingston hereby grants authority to the Executive Director to execute a “not to exceed” amount of \$165,500.00 to purchase replacement floats.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a regular meeting held this 20th day of June, 2024.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Laura Gronnvoll, Commissioner

Attest: _____
Greg Englin, Executive Director

Steve Heacock, Commissioner

Mary McClure, Commissioner

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 2024-06-20-02

A Resolution of the Commission of the Port of Kingston

RESOLUTION TO PURCHASE REPLACEMENT DOCK SECTIONS

WHEREAS, the Port of Kingston has a direct interest in preserving assets that serve the public, maintain or improve public access, develop future demand and users of the water dependent uses, and promote tourism,

WHEREAS, the Port of Kingston designated this project in the capital plan,

WHEREAS, the Port of Kingston has received a scope of work and cost estimate for the not to exceed amount of approximately \$90,000.

THEREFORE BE IT RESOLVED, by the Commissioners for the Port of Kingston hereby grants authority to the Executive Director to execute a “not to exceed” amount of \$90,000 to purchasing replacement dock sections.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a regular meeting held this 20th day of June, 2024.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Laura Gronnvoll, Commissioner

Attest: _____
Greg Englin, Executive Director

Steve Heacock, Commissioner

Mary, McClure, Commissioner

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 2024-06-20-03

A Resolution of the Commission of the Port of Kingston

RESOLUTION TO APPROVE CONTRACT FOR DESIGN AND ENGINEERING OF A FIRE SUPPRESSION SYSTEM FOR THE MARINA WITH FSI ENGINEERS

WHEREAS, the Port of Kingston operates a marina consisting of over 300 slips and 6 docks.

WHEREAS, the Kitsap County Fire Marshall has cited the uniform fire code Section 95.3.7 where the marina must meet conditions of Chapter 36,

WHEREAS, the Port of Kingston has an Interlocal Agreement with the North Kitsap Fire Department (NKFD) that provided free moorage for the NKFD Fire Boat and understood that this was adequate fire protection for the marina,

WHEREAS, the Fire Marshall has directed that regardless, the requirement for fire suppression system stands,

THEREFORE BE IT RESOLVED, by the Commissioners for the Port of Kingston hereby grants authority to the Executive Director to execute a contract with FSI Engineers for an estimated \$60,000 to design such a fire suppression system.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a regular meeting held this 20th day of June, 2024.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Laura Gronnvoll, Commissioner

Attest: _____
Greg Englin, Executive Director

Steve Heacock, Commissioner

Mary McClure, Commissioner

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 2024-06-20-04

A Resolution of the Commission of the Port of Kingston

**RESOLUTION TO APPROVE FUNDING FOR THE FOURTH OF JULY CELEBRATION TO PROMOTE
TOURISM**

WHEREAS, the Port of Kingston promotes tourism to encourage economic development,

WHEREAS, the Fourth of July Celebration committee has experienced increased costs to host fireworks display and the Fourth of July Celebration is a critical event to promote tourism and attract business to Kingston and the port,

THEREFORE BE IT RESOLVED, by the Commissioners for the Port of Kingston hereby grants authority to the Executive Director to contribute \$10,000 to the Fourth of July Celebration to promote tourism and economic development.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a regular meeting held this 20th day of June, 2024.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Laura Gronnvoll, Commissioner

Attest: _____
Greg Englin, Executive Director

Steve Heacock, Commissioner

Mary McClure, Commissioner