



**PORT OF KINGSTON**

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"/>	<a href="mailto:grege@portofkingston.org">grege@portofkingston.org</a>	Ron Radvilas
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 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>	
Marc Horton	<input checked="" type="checkbox"/>	<a href="mailto:mhorton@washingtonprojectconsultants.com">mhorton@washingtonprojectconsultants.com</a>	

**1. Call to Order** - Commissioner Gronnvoll called the meeting to order at 1:02pm

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF AGENDA**

Motion to approve agenda with the updated date

Moved: Commissioner Heacock

Second: Commissioner McClure

Vote: Pass 3-0

**4. INTRODUCTIONS**

**5. PUBLIC COMMENT**

Ron Radvilas – Ron would like the commissioners to consider using the space between the guest dock and the break water for additional slips.

**6. 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 April 2024 Warrants **\$127,904.31** (\$40,101.30, \$78,109.82, \$9,693.19) and EFT Payments **\$122,004.20**



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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



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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 20<sup>th</sup>, 2024, at 6:30PM Village Green Community Center

DocuSigned by:

*Laura Gronnvoll*

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Laura Gronnvoll, Commissioner

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*Greg Englin*

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Greg Englin, Executive Director

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*Steve Heacock*

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Steve Heacock, Commissioner

DocuSigned by:

*Mary McClure*

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Mary McClure, Commissioner