



Serving what matters today, with a view for tomorrow.

PORT OF KINGSTON
 Regular Session
 June 20, 2024; 6:30pm
 Meeting Minutes

NAME		EMAIL	GUESTS
Greg Englin	<input checked="" type="checkbox"/>	grege@portofkingston.org	Mark Libby
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 type="checkbox"/>	toreyg@portofkingston.org	
Marc Horton	<input type="checkbox"/>	mhorton@washingtonprojectconsultants.com	

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|---|
| <p>1. Call to Order - Commissioner Gronnvoll called the meeting to order at 6:30pm</p> |
| <p>2. PLEDGE OF ALLEGIANCE</p> |
| <p>3. APPROVAL OF AGENDA</p> <p>Motion to approve agenda
 Moved: Commissioner Heacock
 Second: Commissioner Gronnvoll</p> <p>Vote: Pass 2-0</p> |
| <p>4. PUBLIC COMMENT</p> <p>Mark Libby –</p> <ul style="list-style-type: none"> A. CBC – Citizens Beautification Committee would like help adjusting the height of the hanging basket on the corner of Washington and SR104. They are not able to reach for watering. B. SR104 Realignment – naming of Main Street, C. SR 104 Realignment – During the SR104 Realignment is the perfect time to post better signage and create a more identifiable entrance to North Beach. D. Rotary Mobile bar discussion – schedule time to discuss with Port staff |
| <p>5. 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> |



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- 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**

Motion to approve consent agenda

Moved: Commissioner Heacock

Second: Commissioner Gronnvoll

Vote: Pass 2-0

6. ACTION ITEMS

A. APPROVE - RESOLUTION NO. 2024-06-20-01 TO PURCHASE REPLACEMENT FLOATS

Executive Director Englin - In 2022, the Port was awarded an RCO Grant for purchase of floats for the marina. Included in this project (but not under the grant) was replacement of the sail floats. Because of the mitigation costs projected for this project, and other issues, the project to add another 200 Lineal ft. of floats was abandoned in 2024.

The sail "float" is a combination of 15 float components linked together - each 6 x 20 feet.

The sail float was and is considered "repair and replacement" and under state and local rules and is allowed under Shorelines rules, exempt under SEPA rules, and covered under the Port's HPA (Hydraulic Project Approval managed by Washington Dept of Fish and Wildlife).

In pursuit of purchasing floats, Port staff learned that the Port of Friday Harbor was manufacturing floats and could provide them at considerably less cost than those of the private sector. This led to an Inter-Local Agreement (ILA) between the two ports to allow the purchase without a design or bid process.

Despite the abandonment of the larger float project, there is still a need to replace the sail float. Commission approval is necessary because the project is beyond the cost in the current Capital Budget. The sail float cost is estimated at \$165,000 all in.

Motion to approve

Moved: Commissioner Heacock

Second: Commissioner Gronnvoll

Vote: Pass 2-0

B. APPROVE – RESOLUTION NO. 2024-06-20-02 TO PURCHASE REPLACEMENT DOCK SECTIONS

Executive Director Englin - In the 1990's, the Hill House property had a dock (floats) extending about 164 feet into Appletree Cove. The plan is to replace this deteriorated structure with new floats. The restoration of 164 ft. will cost approximately \$90,000. Replacement of these floats is considered "repair and replacement" as with the sail floats. Commission approval is necessary because the project is beyond the costs identified in the Capital Budget. ED Englin recognizes both Marc Horton, Port Engineer, and Torey Grandt, Maintenance Manager, for all of the work that have conducted in relation to this project. Also a thank you to the Friday Harbor staff.



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Motion to approve
Moved: Commissioner Heacock
Second: Commissioner Gronnvoll
Vote: Pass 2-0

C. APPROVE - **RESOLUTION NO. 2024-06-20-03** TO APPROVE CONTRACT FOR DESIGN AND ENGINEERING OF FIRE SUPPRESSION SYSTEM

Executive Director Englin - In 2022, the Kitsap Fire Marshall issued a Notice of Violation to the Port. In the report, the Fire Marshal cited the uniform fire code - Section 905.3.7 where Marina's must meet the conditions of Chapter 36

The Port staff have attempted to convey to the Fire Marshal that it was understood that by providing free moorage for the North Kitsap Fire District fire boat, it was understood (at the time) that this was adequate fire protection for the marina. The Fire Marshal has insisted that regardless, the requirement stands. In response, the Port has received two quotes for design of such a system. At this time, a proposal from FSI Engineers represents the most qualified firm for the work. Estimated cost for the design is \$60,000. Construction costs range from \$300,000 to \$600,000 depending on the projects used for comparison. A refined estimate will come from this design effort. There is a plan to submit a grant application to RCO (BIG program) for a portion of the construction fund allocated to the guest dock. The remainder of the project will likely be phased in some manner - depending on availability of funds. Staff is requesting approval for funding of the design of the fire suppression system.

Motion to approve
Moved: Commissioner Heacock
Second: Commissioner Gronnvoll
Vote: Pass 2-0

D. APPROVE - **RESOLUTION NO. 2024-06-20-04** TO APPROVE FUNDING FOR THE FOURTH OF JULY CELEBRATION TO PROMOTE TOURISM

Commissioner Heacock – The Port has monetarily contributed to the 4th of July activities in the past as well as staff time spent. There is a significant short fall of funds this year. This event is important for promoting tourism and generating revenue for the town. The request is for \$10,000.00.

ED Englin – Wants to thank Torey Grandt for working on this event.

Motion to approve
Moved: Commissioner Heacock
Second: Commissioner Gronnvoll
Vote: Pass 2-0

7. DISCUSSION

Commissioner Heacock asked for an update on software conversion.



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Finance Director Audra Trainer shared some of the challenges we continue to work through with the conversion of the 2 software systems since going live in May. Washington state has leasehold taxes which has created challenges within the Marina software, the vendor is working on this. We are a “Beta” for MarinaGo since we are one of the first to convert to Sage. We continue to meet with the support team at MarinaGo. We continue to update processes and procedures. The focus has been on customer facing concerns first. Several customers have opted to switch to ACH for their monthly payments. The processing time is longer than credit card transactions, but it has been positive. We have a small number of customers who have not updated their payment information.

8. FINANCIAL REPORT

- N/A
- Shared the software conversion updates

9. COMMISSION REPORT

Commissioner Gronnvoll attended KCAC

- Discover Kingston is in early October
- No July KCAC meeting
- August is when KCAC hosts a meal
- Interact Club will be painting a mural at the High School
- Sea Side property has been sold, there should be progress now after the sale is complete
- Salmon derby is September 21st
- Rotary awarded \$20k in trade and academic scholarships
- Rotary’s meeting schedule is changing – 1st and 3rd Wednesdays will be noon meetings, 2nd and 4th will be evening meetings, the 5th will be a wild card with a potluck or dinner at a restaurant.
- August 8th is Pie in the Park
- Sign up for Kitsap Alert
- Emergency kits at the place of business, not just in your home or car
- Get to know your neighbors, we can be resources for each other.
- Community Connect

10. STAFF REPORT

Finance Director Audra Trainer – mentioned she was happy to have TJ Quandt on board. Thanked all the staff! Torey Grandt really stepped up and kept things going in the last several months. ED Englin shared that the Port has been short-handed for the last 8 months and the staff stepped up and filled the void.

11. ADJOURN

Commission adjourned the meeting at 7:10pm

NEXT REGULAR SESSION: Wed, July 31st, 2024, at 1:00PM Village Green Community Center



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DocuSigned by:
Laura Gronnvoll
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Laura Gronnvoll, Commissioner

DocuSigned by:
Greg Englin
012620320BCB9D...
Greg Englin, Executive Director

Signed by:
Steve Heacock
9790F1E4298446B...
Steve Heacock, Commissioner

DocuSigned by:
Mary McClure
9B5706E804C546C...
Mary McClure, Commissioner