



Serving what matters today, with a view for tomorrow.

PORT OF KINGSTON  
 Regular Session  
 March 27<sup>th</sup>, 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 Karzmar
Steve Heacock	<input checked="" type="checkbox"/>	<a href="mailto:steveh@portofkingston.org">steveh@portofkingston.org</a>	Tony Hitchman
Laura Gronnvoll	<input checked="" type="checkbox"/>	<a href="mailto:laurag@portofkingston.org">laurag@portofkingston.org</a>	Nancy Langwith
Mary McClure	<input checked="" type="checkbox"/>	<a href="mailto:marymc@portofkingston.org">marymc@portofkingston.org</a>	Sean Cox
Audra Trainer	<input checked="" type="checkbox"/>	<a href="mailto:audrat@portofkingston.org">audrat@portofkingston.org</a>	Sharon (Ray Carpenter’s sister)
Kris Williams	<input checked="" type="checkbox"/>	<a href="mailto:krisw@portofkingston.org">krisw@portofkingston.org</a>	Betsy Cooper
Torey Grandt	<input checked="" type="checkbox"/>	<a href="mailto:toreyg@portofkingston.org">toreyg@portofkingston.org</a>	Beth Berglund
Marc Horton	<input type="checkbox"/>	<a href="mailto:mhorton@washingtonprojectconsultants.com">mhorton@washingtonprojectconsultants.com</a>	Patricia Rose
			Greg (virtual)

1. **Call to Order** - Commissioner Gronnvoll called the meeting to order at 2:01pm
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA**

Motion to approve agenda with the addition of KEDA dues to number 6 Action Items  
 Moved: Commissioner Heacock  
 Second: Commissioner McClure

Vote: Pass 3-0
4. **PUBLIC COMMENT**

Sharon (Carpenter) – Ray Carpenter’s sister shared how much Ray enjoyed his job, the community, the boaters he interacted with, the tribal members, and coworkers. She thanked those who were there for Ray and his family.

Nancy Langwith – On behalf of the Stakeholders, thank you for agreeing to meet with KCAC to discuss the Comp Plan to try to come to an agreement on the recommendations to the county for the Comp Plan. Nancy hopes the options for honoring Ray Carpenter at the Port is still on the table.

Ron Karzmar – Ron shared he was a good friend to Ray Carpenter and he is missed. Regarding the Comp Plan, he would like the Commissioners to take an aggressive role with the Stakeholders, KCAC and the public. It’s time that we do it right. He doesn’t believe that the community members are all represented.



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He urged the Port to take an aggressive role and get public opinion. It's time to come together with something that makes sense for all of the community.

**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 December 12<sup>th</sup>, 2023 Work Session Meeting Minutes
- B. Approve January 24<sup>th</sup>, 2024 Regular Meeting Minutes
- C. Approve February 27<sup>th</sup>, 2024 Work Session Minutes
- D. Approve February 28<sup>th</sup>, 2024 Regular Meeting Minutes
- E. Approve March 19<sup>th</sup>, 2024 Work Session Minutes
- F. Approve February 2024 Warrants **\$71,070.66** (\$24,302.94, \$46,767.72) and EFT Payments **\$178,640.26**

Motion to Accept the Consent agenda  
Moved to approve: Commissioner Heacock  
Second: Commissioner McClure

Vote: Pass 3-0

**6. ACTION ITEMS**

- A. KEDA Dues Increase
  - Joe Morrison attended the March 19<sup>th</sup> Work Session to discuss the request to increase the amount the Port pays KEDA in annual dues
  - Commissioner McClure stated she believes the Port should pay the increase to continue the relationship with KEDA. They are valuable to the county and could be more valuable to the Port if we work together in a more connected manner and look for more opportunities.
  - Commissioner Gronnvoll shared who KEDA is and how they contribute to the Economic Development of Kitsap County. She also mentioned the she, Commissioner McClure, and Executive Director Englin attended the annual KEDA conference earlier. Commissioner Gronnvoll shared the information she has from the conference is available to those in the audience.
  - Commissioner McClure stated they also presented economic analysis (employment, cost of living) which will likely be saved on the KEDA website.

Motion made to approve the increased KEDA dues from \$2,500 to \$5,000  
Moved to approve: Commissioner McClure  
Second: Commissioner Heacock



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Vote: Pass 3-0

**7. DISCUSSION**

A. Kitsap County Comprehensive Plan

- Commissioner Heacock stated there are two components in relation to the Comp Plan, there is the Kingston Sub Area plan as well as the general Comp Plan that includes the Environmental Impact Statement (EIS) that is the procedure for approving a Comp Plan. The Sub area plan is a component of the EIS work. Commissioner Heacock believes the discussion is slightly premature because the Commissioners are continuing to work with the Stakeholders group and KCAC.
- Commissioner McClure agrees with Commissioner Heacock that reaching a conclusion is a little premature. The two key issues being discussed are the building height and a commercial/retail space on the first floor in the downtown corridor. More discussion is needed.
- Schedule a 9:30am Work Session on April 2 for more discussion after Commissioner Heacock has a chance to meet with members of KCAC
- Executive Director Englin further explained the differences between the Port’s recommendations and KCAC’s recommendations. Part of the goal of the county was densification of housing and incent development and the cost. Building “up” does improve the financials. We are not that far apart in what each group is saying. Incorporated areas, such as Poulsbo, have a storefront zone where they require retail. How can we preserve that in Kingston if we don’t include it in the code?
- Commissioner McClure stated there is difference between GMA goals and GMA targets. They are really targets and more of a projection of what is going to happen based on population growth. The State didn’t say we had to do it, rather we have to plan for it.

B. Letter from Commissioners

- Commissioner Heacock read a letter from the Commissioners regarding the retaliation claim against Executive Director Englin. (Letter included in minutes)

**8. FINANCIAL REPORT**

- Finance Director Audra Trainer shared the February Financial results
- Gross Profit - \$400,000
- Total Operating Expenses prior to Depreciation - \$436,603
- Net Operating Loss - \$36K
- Total Net Operating Loss - \$90,778
- Cash & Equivalent - \$2.73M
- LGTO Bond - \$637,000
- All in Cash - \$2.1M



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Commissioner McClure asked that when we share the Financial results, we state the page the information can be found on in order to follow along.

**9. COMMISSION REPORT**

Commissioner McClure

- NKU discussion is continuing. They are planning to attend the County Commissioner hearing on April 8th. Commissioner McClure is planning to make a statement regarding the role this project will play in Economic Development and the fact that it is a regional facility. Is a vote for the Sport Complex a vote for rezoning? You will not have one without the other.
- KRCC – The Executive Board meeting was postponed. The current focus is regional project submittals (2 projects – Bremerton/So Kitsap) The next meeting and Transportation policy meeting will be focused on hearing presentations about the projects within the county funded by the countywide dollars. Commissioner McClure will bring the list to the next Port meeting.
  - Commissioner Gronnvoll stated the Alternates for the meetings should be reviewed
  - Commissioner Gronnvoll said she is willing to be the Alternate for KRCC
  - ED Englin stated he will send an email with the contact to update the Alternates

Commissioner Heacock

- KCAC – ongoing discussion relating to the Kitsap County Comp Plan. Commissioner Heacock is meeting with a couple KCAC members on Friday March 29<sup>th</sup>. KCAC is also meeting today March 27<sup>th</sup> at 4:00pm.

**10. STAFF REPORT**

Maintenance Manager, Torey Grandt

- Working on landscaping, preparing for dock adjustments
- New hire, Mitch Fratini is doing well
- Prepping for Summer events
- Permits are submitted for the tent space
- Spoke with the Fire Marshall regarding food trucks for events
- 4<sup>th</sup> of July discussions are happening
- Christmas repairs are happening

Admin Services Manager, Kris Williams

- Update on Software conversion

Finance Director, Audra Trainer

- Additional information on the Software conversion of both Marina and Accounting software
- Will offer more payment options
- Will allow for staff to step away from the desk and interact with customers

Executive Director Englin

- New Full time hire to assist with landscaping as well as operation backup
- We have listed the Director of Operations and Real Estate

**11. ADJOURN**

Commission adjourned the meeting at 2:54pm



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**NEXT REGULAR SESSION:** Wed, April 24<sup>th</sup>, 2024, at 6:30PM Village Green Community Center

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*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, Commissioner

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*Mary McClure*  
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Mary McClure, Commissioner