



Serving what matters today, with a view for tomorrow.

PORT OF KINGSTON  
 Regular Session  
 July 31<sup>st</sup>, 2024; 1:00pm  
 Meeting Minutes

NAME		EMAIL	GUESTS
Greg Englin	<input checked="" type="checkbox"/>	<a href="mailto:grege@portofkingston.org">grege@portofkingston.org</a>	Tony Hitchman
Steve Heacock	<input checked="" type="checkbox"/>	<a href="mailto:steveh@portofkingston.org">steveh@portofkingston.org</a>	Ron Karzmar
Laura Gronnvoll	<input checked="" type="checkbox"/>	<a href="mailto:laurag@portofkingston.org">laurag@portofkingston.org</a>	Marla Powers
Mary McClure	<input checked="" type="checkbox"/>	<a href="mailto:marymc@portofkingston.org">marymc@portofkingston.org</a>	Beth Berglund
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 type="checkbox"/>	<a href="mailto:toreyg@portofkingston.org">toreyg@portofkingston.org</a>	
Marc Horton	<input type="checkbox"/>	<a href="mailto:mhorton@washingtonprojectconsultants.com">mhorton@washingtonprojectconsultants.com</a>	

1. **Call to Order** - Commissioner Gronnvoll called the meeting to order at 1:04pm
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA**  
  
 Motion to approve agenda  
 Moved: Commissioner Heacock  
 Second: Commissioner Gronnvoll  
  
 Vote: Pass 2-0
4. **RECESS TO EXECUTIVE SESSION:** 1:05pm  
 The Commission will now adjourn into an executive session to evaluate the qualifications of an applicant for public employment or review the performance of a public employee pursuant to RCW 42.30.110(l)(g).  
  
 The executive session is expected to last 30 minutes. Executive sessions are not open to the public.  
  
 After the executive session the Commission will reconvene to the public portion of the commission meeting.
5. **PUBLIC COMMENT – 1:35pm**



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Tony Hitchman, Kingston Resident – Tony asked about what safeguards are in place to mitigate credit card theft by employees.

Commissioner Gronnvoll stated Executive Director, Greg Englin, will respond via email.

**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 March 27<sup>th</sup>, 2024 Regular Meeting Minutes
- B. Approve April 2<sup>nd</sup>, 2024 Work Session Minutes
- C. Approve April 9<sup>th</sup>, 2024 Work Session Minutes
- D. Approve April 16<sup>th</sup>, 2024 Special Session Minutes
- E. Approve June 20<sup>th</sup>, 2024 Regular Meeting Minutes
- F. Approve July 2<sup>nd</sup>, 2024 Special Session Minutes
- G. Approve July 9<sup>th</sup>, 2024 Work Session Minutes
- H. Approve June 2024 Warrants **\$178,432.13** (\$107,760.80 and \$70,671.33) and EFT Payments **\$132,540.87**

Motion to approve consent agenda

Moved: Commissioner McClure

Second: Commissioner Heacock

Vote: Pass 3-0

**7. ACTION ITEMS**

- A. APPROVE - **RESOLUTION NO. 2024-07-31-01 APPROVE RENEWAL OF ENDURIS 2024-2025 INSURANCE POLICY**

Commissioner McClure noted a mistake in the printed agenda. Kris Williams will correct.

Motion to approve

Moved: Commissioner McClure

Second: Commissioner Heacock

Vote: Pass 3-0

**8. DISCUSSION**



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- A. KRCC representation update –  
Commissioner Gronnvoll will replace Commissioner Heacock as the alternate at Kitsap Regional Coordinating Council (KRCC).
- B. Event Damage Deposit – Rotary Tables and Chairs  
ED Englin explained that the Port store the tables and chairs for the Rotary. When the event space is rented, the tables and chairs are available to use. The request will go directly to the Rotary. The Port has purchased an additional tent to store the tables and chairs in order to remove them from the rented tent space if the user chooses not to use them.  
Commissioner Heacock suggested a “How To” sheet on stack and store the tables and chairs.

**9. FINANCIAL REPORT**

Finance Director, Audra Trainer, shared the Financial reports as of June 30,2024.

Balance Sheet

Cash and Equivalents - \$2,843,742 increase over last year of \$306,575

Current portion of Long-term debt - \$63,000.00

General Obligation Bond - \$542,500

Combined are the remaining balance of long-term debt (Bond) \$605,500

Total Cash all in, including the balance of the bond = \$2.237M

Income Statement

Fuel sales are less than budgeted due to volatility rather than volume of sales (\$199,161 to Budgeted \$290,754)

Slight variance with Permanent Moorage income due to implementing the 3% increase in February rather than January (\$633,761 to Budgeted \$655,808)

Seasonal Moorage is slightly less than Budgeted (\$44,826 to Budgeted \$58,176)

Licensed Parking is up \$16,000

Daily Parking is up \$4,000

Total Operating Revenue - \$1.463M

Gross Profit - \$1.295M

Operating Expense prior to Depreciation - \$1.314M

**10. COMMISSION REPORT**

- Commissioner McClure attended the Kitsap All Ports meeting, Tuesday July 29<sup>th</sup> hosted at the Port of Brownsville. A representative from the Department of Ecology attended letting the ports in attendance that they are available to assist with any challenges Ports are facing.
- Commissioner Heacock stated the regular monthly KCAC did not occur. However, there was a Special Meeting held, Commissioner Heacock did not attend due to his position at Kitsap County. There was a discussion that included development proposals in the area.
- Commissioner Gronnvoll attended the WPPA Commissioner’s Conference. They discussed the Tax Increment Financing (TIF). This financing can be used to fund public infrastructure in targeted areas to encourage private development and investment. Other topics included how to replace Executive Directors, Robert’s Rules of Order, conference protocol, signing waiver’s when traveling out of reach, meeting protocol, and touring a job site, the commissioner’s must do it one at a time.



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**11. STAFF REPORT**

Kris Williams, Administrative Services Manager – We have been primarily focused on the software conversion and moving that forward. The new fuel pumps will be installed soon.

Audra Trainer, Finance Director – We will provide the analysis on the software purchase demonstrating the payback. Sage has already been closed out; we are still working through some issues with MarinaGO. Looking forward, all of these efficiencies will allow more time to focus on other tasks, Commissioner education etc.

Torey Grandt, Maintenance Manager - Concerts on the Cove series has begun, went well. Christmas preparation is already in full swing, looking for a 30’ plus tree. Preparation for the restroom construction has begun along with the parking revisions. Target date for completion is February 2025.

Greg Englin, Executive Director – The Port applied for a Boating Infrastructure RCO grant, we were one of two applicants for Tier 1 (\$287,000) which is reviewed by the State. Beyond that, it is reviewed by the Federal government. This grant would be used for the Fire Suppression system design required by the Fire Marshall.

Commissioner McClure asked about the upcoming Strategic Planning meeting on Friday August 2<sup>nd</sup>. ED Englin stated this is a follow-up to the first Strategic Planning meeting last October. We will review the results from that and build a plan for the next 2-5 years.

We will continue to discuss the plans for the hotel/restaurant commercial development as well as the options for all Port assets.

**12. ADJOURN**

Commission adjourned the meeting at 3:00pm

**NEXT REGULAR SESSION:** Wed, August 28<sup>th</sup>, 2024, at 6:30PM Village Green Community Center

DocuSigned by:  
*Laura Gronnvoll*  
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Laura Gronnvoll, Commissioner

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

Signed by:  
*Steve Heacock*  
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Steve Heacock, Commissioner

DocuSigned by:  
*Mary McClure*  
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Mary McClure, Commissioner