



Serving what matters today, with a view for tomorrow.

PORT OF KINGSTON
 Regular Session
 August 28th, 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	Mary Gleysteen
Laura Gronnvoll	<input checked="" type="checkbox"/>	laurag@portofkingston.org	William Copeland
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	

- 1. Call to Order** - Commissioner Gronnvoll called the meeting to order at 6:30pm
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF AGENDA**

Motion to approve agenda
 Moved: Commissioner McClure
 Second: Commissioner Heacock

Commissioner Heacock proposed an amendment to the agenda, to include an Action Item to schedule an additional meeting to address Kitsap Transit regarding proposed canceled Fast Ferry schedule due to failed equipment.

Vote: Pass 3-0
- 4. PUBLIC COMMENT – (order changed, occurred after Consent Agenda)**
 - A. Mark Libby – on behalf of the Kingston Rotary
 Mark Libby asked for follow up on the process changes discussed and executed regarding the Rotary owned tables and chairs stored on Port property.
 Commissioner Heacock stated the new “process” is working very well.
 - B. Mary Gleysteen – stated there is no mention of waterfront park accessibility on the website, Chapter 8 under Options and Opportunities (???) with respect to Port property. Ms. Gleysteen would like the Hill property to be accessible to the everyone, exclusively for public use. Kitsap county has approved construction for 1000 new homes for Kingston. Ms. Gleysteen believes the



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Port of Kingston has an obligation to provide access to the tax payers. She does not want additional funds spent on improvements to the Hill property until the appropriate use of the property has been determined.

C. Mark Libby – on behalf of the Kingston Parks, Trails, and Open Space

Mark Libby asked about erosion at Arness Park and is there anything the Port can do in that regard?

Commissioner Heacock stated he does not believe the Port has ever been asked by Kitsap county for input about Arness park, but would encourage Executive Director, Greg Englin, to meet with them to discuss.

Mary Gleysteen stated she would like the Port to focus on the Port owned property, Hill House, that they have control over.

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.

Commissioner McClure asked to remove the July 31st, 2024 Regular Meeting Minutes to make amendments.

- A. Update Section 8 item A. to state that Commissioner Gronnvoll is the Alternate at the KRCC meeting, rather than the representative.
- B. Section 11 item 6, clarify that the hotel/restaurant commercial development was not part of the discussion during Strategic Planning, rather an ongoing conversation to explore options.

~~A. Approve July 31st, 2024 Regular Meeting Minutes~~

B. Approve August 14th, 2024 Special Session Minutes

C. Approve July 2024 Warrants **\$209,296.10** (\$59,914.34 and \$149,381.71) and EFT Payments **\$147,071.98**

Motion to approve consent agenda

Moved: Commissioner Heacock

Second: Commissioner McClure

Vote: Pass 3-0

6. ACTION ITEMS

- A. **RESOLUTION NO. 2024-08-28-01 RESOLUTION TO APPROVE PURCHASE OF MATERIALS FOR FUEL SYSTEM**



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Executive Director, Greg Englin, explained the need to update the equipment for the existing fuel line as it is out of compliance and parts for repair are no longer available. This \$67,000.00 request is to approve the expense for labor and materials, as well reroute the lines for access.

Motion to approve
 Moved: Commissioner Heacock
 Second: Commissioner McClure
 Vote: 3-0

B. Kitsap Transit Fast Ferry

Commissioner Heacock suggested creating a resolution permitting the Executive Director to address the unilateral rescinding of the passenger only Kitsap Transit Fast Ferry service from Kingston to downtown Seattle when there are potential alternatives available. As the leaseholder for Kitsap Transit at the Port of Kingston, we should have been notified and a discussion should have taken place. The Port has several customers with monthly parking passes that will be affected by this decision. Commissioner Heacock suggests a resolution stating there shall be one vessel operating at the Port of Kingston for Kitsap Transit Passenger Only Ferry. Executive Director Englin stated he can draft a letter asking for an explanation and perhaps a reallocation of a different vessel to keep some level of service for Kingston to Seattle. Commissioner McClure stated Kingston has been designated a Transportation Hub, so once a letter has been written, a discussion with the Kitsap Transit Board of Commissioners should take place requesting answers and explaining there needs to be a partnership between the Port and Kitsap Transit.

Mark Libby explained why the two vessels are not operating currently as well as the reason specific vessels are being used at other locations. Kitsap Transit has to wait for parts from the manufacturer in order to repair the vessels. Mark also encouraged the commissioners and ED Greg Englin to attend the Ferry Advisory committee meeting on September 5th, 2024. Commissioner Gronnvoll is in favor of ED Greg Englin drafting a letter and letting the commissioners review prior to sending to Kitsap Transit.

7. DISCUSSION

N/A

8. FINANCIAL REPORT

Finance Director, Audra Trainer, shared the July financials.
 Cash and Equivalents - \$2.9M
 LTGO Bond - \$605,500
 Net Cash Reserves - \$2,297,302
 Gross Profit - \$1.5M
 Fuel volumes are down which is creating the variance from budgeted amount.
 Expenses are also below budgeted amounts
 Net Operating Income – (\$254,680)
 Net Income YTD – (\$45,829) with a few months of peak season left



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<p>The State Auditors will be at the Port between now and the end of the year.</p>
<p>9. COMMISSION REPORT N/A</p>
<p>10. STAFF REPORT Admin Services Manager, Kris Williams, provided an update on the software implementation. Budget development will begin in September. Executive Director, Greg Englin – We are reviewing the capital projects and grants to assist with the funding, business practices, and rules and regulations. We are also reviewing the fire suppression system and are in the final stages of creating the contract for the design. All Recreation and Conservation Office (RCO) grant applications were rejected, including the Port’s. We are updating and resubmitting. We are moving forward with the Marina Guest restroom project. We are only losing one parking stall. This project will also widen the ingress and egress. The fuel system project is underway. We have another Strategic Planning meeting on September 10th. If the commissioners would like, we can send out a mailer with a survey to the community asking what types of things they would like to see, what they value, in the Port District. We are focused on completing the budget to meet deadlines. Mary Gleysteen asked that we send a notification for the Strategic Planning meeting to the board members of KCAC.</p>
<p>11. RECESS TO EXECUTIVE SESSION: 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.</p>
<p>12. ADJOURN Commission adjourned the meeting at 7:25pm</p>

NEXT REGULAR SESSION: Wed, September 25th, 2024, at 1:00PM Village Green Community Center

DocuSigned by:
Laura Gronnvoll
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Laura Gronnvoll, Commissioner

DocuSigned by:
Greg Englin
012B2052DBC840D...
Greg Englin, Executive Director



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Signed by:

0790F1E429844CD
Steve Heacock, Commissioner

DocuSigned by:

9B57DE88AC54C6
Mary McClure, Commissioner