



Serving what matters today, with a view for tomorrow.

PORT OF KINGSTON  
 Regular Session  
 September 25<sup>th</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>	Beth Berglund
Steve Heacock	<input checked="" type="checkbox"/>	<a href="mailto:steveh@portofkingston.org">steveh@portofkingston.org</a>	Nancy Langwith
Laura Gronnvoll	<input checked="" type="checkbox"/>	<a href="mailto:laurag@portofkingston.org">laurag@portofkingston.org</a>	Mary Gleysteen
Mary McClure	<input checked="" type="checkbox"/>	<a href="mailto:marymc@portofkingston.org">marymc@portofkingston.org</a>	Beverly Parsons
Audra Trainer	<input type="checkbox"/>	<a href="mailto:audrat@portofkingston.org">audrat@portofkingston.org</a>	Tony Hitchman
Kris Williams	<input checked="" type="checkbox"/>	<a href="mailto:krisw@portofkingston.org">krisw@portofkingston.org</a>	Dana Sweaney-Schumacher
Torey Grandt	<input type="checkbox"/>	<a href="mailto:toreyg@portofkingston.org">toreyg@portofkingston.org</a>	Lucy Schumacher
Marc Horton	<input checked="" type="checkbox"/>	<a href="mailto:mhorton@washingtonprojectconsultants.com">mhorton@washingtonprojectconsultants.com</a>	Ron Karzmar

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  
 Moved: Commissioner McClure  
 Second: Commissioner Heacock  
  
 Vote: Pass 3-0
4. **PUBLIC COMMENT –**
  - A. Mary Gleysteen asked how to effectively communicate with the commissioners and Executive Director and have an effective response from commissioners and/or the Executive Director. Commissioner Gronnvoll stated the Executive Director, Greg Englin, will respond to her and answer the question.
  - B. Dana Sweaney-Schumacher due to the governance of Kingston it is difficult to know who to speak to regarding things like accessibility. She stated the sidewalks have deteriorated over time and make traveling by electric wheelchair difficult for her daughter. The green spaces in Kingston are not accessible.
  - C. Lucy Schumacher stated the most immediate concern is the sidewalk issue. There are 1–2-inch differences along the sidewalks that make it very difficult to move around in an electric wheelchair. Access to some green spaces and the beach is non-existent.



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- D. Beverly Parsons expressed her thoughts about the Port of Kingston’s mission and vision aligning with those of Kitsap County. Beverly believes there is a disconnect and the Port should have more conversations with other government agencies to come together for the community as a whole. She is interested in the Port’s view of climate change and what the Port is doing for the environment in regard to shoreline regulations, wildlife, and marine life. Beverly asked why the Port would consider extending the Port district boundaries.
- E. Beth Berglund shared her concerns that transportation is not a high enough priority in the Port’s Strategic Plan to ensure connectivity for community members to get to critical services. Beth believes there should be more emphasis on community members having access to boating when moorage at the marina is not an option, i.e. boat ramp, trailering. She also recommended having a financial comparison for three commercial development scenarios, status quo, the full commercial development as presented in the past, and something in between.

**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 July 31<sup>st</sup>, 2024 Regular Meeting Minutes
- B. Approve August 28<sup>th</sup>, 2024 Regular Meeting Minutes
- C. Approve August 2024 Warrants **\$340,763.20** (\$48,228.49, \$41,212.04, and \$251,322.67) and EFT Payments **\$213,337.73**

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

Vote: Pass 3-0

**6. ACTION ITEMS**

- A. **APPROVE - RESOLUTION NO. 2024-09-25-01 - RESCIND RESOLUTION 2023-03-22-01 – UPDATE VISA ACCOUNTS**

Executive Director, Greg Englin, explained the reasoning for updating the credit cards accounts. We are required to provide the names and titles of the credit card users to the bank as the users have personal liability for the use. To prevent work stoppages, ensure operational efficiency, and create redundancy it's essential to have multiple authorized users on the credit card account. Commissioner Heacock read resolution into the record.



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

**B. APPROVE - RESOLUTION NO. 2024-09-25-02 - RESCIND RESOLUTION 2022-06-22-02 & APPROVE RESOLUTION 2024-09-25-02 TO DELEGATE AUTHORITY OF PORT BANK ACCOUNTS**

Commissioner Heacock read resolution into the record. Executive Director, Greg Englin, explained the purpose of updating the resolution to include the Financial Analyst. This allows for redundancy and provides updated information.

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

**7. DISCUSSION**

**A. 2025 Preliminary Budget**

Executive Director, Greg Englin, reviewed the Preliminary Budget items. The ultimate goal would be to fund the repair and replacement of all assets. The Balance sheet shows the estimated value of Port assets at approximately \$13M, however, the replacement value is closer to \$30M.

OPERATING REVENUE

- Fuel Sales - \$769,243
- Moorage – Guest - \$287,400 - expecting to increase Guest moorage by attracting more boaters. We have increased the number of yacht clubs that come to Kingston annually.
- Moorage – Permanent - \$1,339,232 - adjusting 3% for 2025
- Moorage – Seasonal - \$108,336 - October – April
- Other Operating Income - \$8,181
- Other Operating Service - \$45,092
- Parking - \$706,324 – has rebuilt to Pre-COVID demand, we are planning for a different payment system
- Rental Property - \$267,755 – increase approximately \$16K annually due to CPI
- Retail Sales - \$11,350
- Utilities Income - \$63,544 - – budgeted for increase, we cannot profit, only recoup the expenses we incur. Some costs are not being recovered, we will conduct an audit to determine where those costs are and create a plan to recover.

**TOTAL OPERATING REVENUE - 3,606,457**  
COST OF GOODS SOLD - \$634,228  
GROSS PROFIT CASH - \$2,972,229



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OPERATING EXPENSE

Bank Charges - \$2,120 – migrating away from cash and credit cards and encourage ACH payments, more secure and less expensive

Commissioner Expense - \$100,867 – travel, compensation, and benefits

**Compensation and Benefits - \$1,807,984** – we currently contract for services to fill the gaps (i.e., Port Engineer, Real Estate or Environmental Planning) Benchmarking was conducted by third party in 2022, we will likely conduct another next year. Budgeting for 10% increase for benefits

Computer and Telecom - \$80,779 – renewed Olympic Educational Service District (OESD)

Equipment and Maintenance - \$118,588 – equipment rental is included in this line item, maintenance and repair is the primary expense

Insurance and Taxes - \$170,269 – Having no claims is the best way to reduce our costs for insurance

Other Operating Expense - \$12,087

Professional Services - \$184,548 – no longer have third party accounting expenses, the State Auditor’s office will be conducting an Audit this year, consulting fees, ADA assessment

Promotional and Dues - \$87,430 – Washington Public Ports Association (WPPA - Lobby Statewide), Pacific Northwest Waterways Association (PNWA - Federal Representation), Recreational Boaters Association of Washington, Greater Kingston Chamber of Commerce

Supplies - \$56,030

Travel and Training - \$31,095

Utilities - \$153,715

**TOTAL OPERATING EXP BEFORE DEPR - \$2,805,513**

NET OPERATING INCOME BEFORE DEPR - \$166,716

**Depreciation and Amortization - \$497,722**

NET OPERATING INCOME - (331,006)

OTHER INCOME

Investment Income - \$79,950

Interest Income Lease - \$63,420

**Property Tax Receipts - \$228,035**

Leasehold Excise Tax - -

Gain/Los Asset Dspstn - -

**TOTAL OTHER INCOME - \$371,405**

OTHER EXPENSE

Interest Exp GO Bond - \$18,806 – Bond was taken out to pay for the covered moorage in 2017

Election Expense - \$7,000

Environmental Expense - \$3,000 – contamination from underground fuel tanks some years ago

**TOTAL OTHER EXPENSE - \$28,806**

NET OTHER INCOME/EXPENSE - \$342,599

**NET INCOME - \$11,593**



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Executive Director Greg Englin stated the ultimate goal would be after depreciation Net Income to exceed \$500,000, this would go a long way to cover the future capital needs. The Port was losing money in 2018, roughly **-\$180,000**. There was more debt than today. We are up \$2M and have paid down \$400,000 on the debt. We are “above water” \$2.2M.

Commissioner McClure asked what the estimated asset replacement cost is. ED Englin stated it is approximately \$30M.

Commissioner McClure asked if KEDA is included in the Promotional and Dues line item. Ed Englin answered yes, it is included in the amount budgeted.

Commissioner Gronnvoll stated we will not have time to cover the remaining agenda items in the time left of the meeting.

We will continue the Strategic Plan discussion at the Special Meeting scheduled on October 2, 2024 at 6:30pm. ED Englin stated we will vote on the Strategic Plan at the next Regular Meeting scheduled Tuesday October 22<sup>nd</sup>, 2024.

Commissioner Heacock mentioned an app on the county website called SeeClickFix. Anyone can submit their concerns, such as the sidewalk issue in Kingston.

B. Strategic Plan – defer discussion to October 2<sup>nd</sup>, 2024 Special Meeting

**8. FINANCIAL REPORT**

Finance Director, Audra Trainer, shared the August financials.

- Cash and Equivalents -
- LTGO Bond -
- Net Cash Reserves -
- Gross Profit - \$
- Net Operating Income –
- Net Income YTD –

**9. COMMISSION REPORT**

N/A

**10. STAFF REPORT**

**11. ADJOURN**

Commission adjourned the meeting at 3:10pm

**NEXT REGULAR SESSION:** Tuesday, October 22<sup>nd</sup>, 2024, at 6:30PM Village Green Community Center



**PORT OF KINGSTON**

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DocuSigned by:  
*Laura Gronnvoll*  
—8A3CAEC88FE414—  
Laura Gronnvoll, Commissioner

DocuSigned by:  
*Greg Englin*  
—012B2052D8CB48D—  
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