



“Serving What Matters Today with a View For Tomorrow.”

**Port of Kingston Board of Commissioners
Special Session**

October 2nd, 2024, 6:30-8:00pm

NAME		GUESTS	
Greg Englin	<input checked="" type="checkbox"/>	Mary Gleysteen	<input checked="" type="checkbox"/>
Steve Heacock	<input checked="" type="checkbox"/>	Lucy Schumacher	<input checked="" type="checkbox"/>
Laura Gronnvoll	<input checked="" type="checkbox"/>	Dana Sweaney-Schumacher	<input checked="" type="checkbox"/>
Mary McClure	<input type="checkbox"/>	Ron Karzmar	<input checked="" type="checkbox"/>
Audra Trainer	<input type="checkbox"/>		<input type="checkbox"/>
Kris Williams	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Torey Grandt	<input type="checkbox"/>		<input type="checkbox"/>
Marc Horton	<input type="checkbox"/>		<input type="checkbox"/>

Meeting called by: Port of Kingston Commissioners
Type of meeting: Special Meeting
Location: Village Green Community Center/Hybrid

Welcome to the October 2nd, 2024 Special Meeting of the Port of Kingston Commission. Comments from those in attendance will be allowed upon recognition of the Chair. Please identify yourself by stating your name. We would like to remind everyone that while we greatly value your input, the Commissioners will not be responding to questions and comments during our Regular Session meetings. This practice ensures the meetings run efficiently and within the scheduled agenda. The Executive Director or a Commissioner will follow up with you after the meeting. Thank you for your understanding and continued participation.

If you would like to be added to the agenda for a future meeting, please contact the Port Office at least one week prior to the regularly scheduled meeting. Please submit your documents and/or presentations at the time of your request.

This is the final agenda and is not subject to change, as this is a Special Meeting of the Port of Kingston Commissioners.

Agenda Topics

- 1. CALL TO ORDER – 6:35pm**



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2 PLEDGE OF ALLEGIANCE

3 APPROVAL OF AGENDA

Motion to approve – Commissioner Heacock
Second – Commissioner Gronnvoll

Vote – 2 passed

4 PUBLIC COMMENT:
N/A

5 ACTION ITEMS

A. APPROVE – RESOLUTION NO. 2024-10-02-01 ADOPT 2025 TAX LEVY

Commissioner Heacock read Resolution 2024-10-02-01 into the record. Executive Director (ED) Englin provided an explanation of the annual tax revenue the Port receives from Kitsap County through property taxes. ED Englin also noted that a detailed report will be prepared outlining how the tax funds are being allocated.

Motion to approve Resolution
Moved: Commissioner Heacock
Second: Commissioner Gronnvoll

Vote: 2 passed

B. APPROVE – RESOLUTION NO. 2024-10-02-02 ADOPT 2025 BUDGET

Commissioner Heacock read RESOLUTION NO. 2024-10-02-02 into the record. Commissioner Gronnvoll expressed her appreciation for the time and effort the staff dedicated to the budget process. Commissioner Heacock echoed Commissioner Gronnvoll's sentiment, expressing his appreciation for the staff's efforts during the budget process. ED Englin explained the "zero-based" budgeting used in the development of the budget. Leadership also reviews historical data. Looking back six years, we were financially underwater. Since then, we have turned things around and successfully increased our overall cash reserves. TJ Quandt, Director of Operations and Real Estate is working on expanding seasonal moorage on the guest dock during the non-peak season, October through May. Moorage rates have steadily increased over the past six years in an effort to reach the average rates from previous years. Parking has also increased as the Kitsap Transit fast ferry's service has become more reliable and consistent. The Fuel line of business is more unpredictable as the cost fluctuates dramatically. We have increased the margin of return, trying to earn \$1.00 margin. It is an expensive line of business that we continue to invest in, because it is critical service we provide for our boaters.



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Six years ago, our cash reserves were approximately \$800,000.00. Currently, the cash reserves are \$2.8M. We continue to pay down the LTGO Bond from 2017, \$394,500 paid to date. The bond was taken out to pay for the covered moorage. We are earning an estimated 14.7% on the revenue.

Motion to approve Resolution
Moved: Commissioner Heacock
Second: Commissioner Gronnvoll

Vote: 2 passed

C. APPROVE – RESOLUTION NO. 2024-10-02-03 ADOPT 2025 CAPITAL BUDGET

Commissioner Heacock read RESOLUTION NO. 2024-10-02-03 into the record. The top capital projects for the 2025 fiscal year are the middle restroom construction, the fire suppression system, the sail float replacement, additional parking stalls, parking lot improvements, software for more efficiently managing the parking, design and permitting of the Washington Boulevard properties, bathymetric survey, new landscaping equipment, PMA survey and modification, and a backup response boat. Although it is not a capital project, we are in the process of scheduling an ADA survey to ensure the Port is doing all we can regarding accessibility.

Motion to approve Resolution
Moved: Commissioner Heacock
Second: Commissioner Gronnvoll

Vote: 2 passed

D. APPROVE – RESOLUTION NO. 2024-10-02-04 ADOPT 2025 COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS

Commissioner Heacock read RESOLUTION NO. 2024-10-02-04 into the record. We will present an amended Resolution at the next Regular Commission Meeting scheduled for Tuesday October 22nd, 2024 for adoption once the dates on the resolution have been corrected.

Motion to approve Resolution
Moved: Commissioner Heacock
Second: Commissioner Gronnvoll

Vote: 2 passed



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E. APPROVE – RESOLUTION NO. 2024-10-02-05 ADOPT 2025 RATE SCHEDULE

Commissioner Heacock read RESOLUTION NO. 2024-10-02-05 into the record. Commissioner Gronnvoll asked ED Englin to explain verbiage "Executive Director may make changes to the Rate Schedule if needed without Commission approval. However, any changes will be reported back to the Commission." ED Englin explained that he has the authority to implement minor changes to the Rate Schedule to ensure progress, after which he will report these changes back to the Commission. This provision is included in the resolution to promote transparency.

Motion to approve Resolution
Moved: Commissioner Heacock
Second: Commissioner Gronnvoll

Vote: 2 passed

6. DISCUSSION ITEMS

7. NEXT REGULAR MEETING: Tuesday October 22nd, 2024 at 6:30 p.m.

8. ADJOURN – 7:16pm

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Laura Gronnvoll
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Laura Gronnvoll, Commissioner

DocuSigned by:
Greg Englin
012820320B0B49D...

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