



Serving what matters today, with a view for tomorrow.

PORT OF KINGSTON
 Regular Session
 October 22nd, 2024 6:30 pm
 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	Tony Hitchman
Laura Gronnvoll	<input checked="" type="checkbox"/>	laurag@portofkingston.org	
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	

- | |
|---|
| <p>1. Call to Order - Commissioner Gronnvoll called the meeting to order at 6:32pm</p> |
| <p>2. PLEDGE OF ALLEGIANCE</p> |
| <p>3. APPROVAL OF AGENDA</p> <p>Motion to approve agenda
 Moved: Commissioner Gronnvoll
 Second: Commissioner McClure</p> <p>Vote: Pass 3-0</p> |
| <p>4. PUBLIC COMMENT –</p> <p>Mark Libby asked what is the opportunity for the public to provide input on the Strategic Plan. There was no mention of making boating affordable for residents of Kingston in the mission statement. How can the Port provide beach access and still achieve economic development goals?</p> <p>Tony Hitchman strongly believes the Port should focus on economic development rather than parks and recreation issues. Tony believes the Port has done a great job contributing to the parks in the area, but ultimately parks are a county issue. He discourages the Port from removing the Toth and Hill properties out of the economic stream.</p> |
| <p>5. CONSENT AGENDA</p> |



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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 September 10th, 2024 Work Session Meeting Minutes
- B. Approve September 24th, 2024 Work Session Meeting Minutes
- C. Approve September 25th, 2024 Regular Meeting Minutes
- D. Approve October 2nd, 2024 Special Session Minutes
- E. Approve October 8th, 2024 Work Session Meeting Minutes
- F. Approve September 2024 Warrants **\$254,083.09** (\$119,957.53 and \$134,125.56) and **\$139,052.23** EFT Payments

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

Vote: Pass 3-0

6. ACTION ITEMS

A. **APPROVE - RESOLUTION NO. 2024-10-22-01 AMEND CONTRACT WITH WASHINGTON PROJECT CONSULTANTS, PLLC.**

Executive Director Englin explained the need to increase the contract amount to complete the tasks the Port is currently working on with Marc Horton as the Port Engineer throughout the rest of the year.

Commissioner Gronnvoll commented on the working relationship that ED Englin and Marc Horton. While they don't always agree, they question and challenge each other to work in the right direction for the benefit of the Port.

Commissioner Heacock read resolution into the record.

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



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B. APPROVE – RESOLUTION NO. 2024-10-22-02 ADOPT 2024-2030 STRATEGIC PLAN

ED Englin explained the steps taken to develop the Strategic Plan. We received comments via email and in person from community members. This is a living document and is adaptable. We will review the plan in the first half of 2026. After this is approved, we will develop the annual work plan. In response to community feedback, efforts are underway to determine if and how we can improve beach access focusing on inclusivity for all visitors. We are working on an ADA audit to assess both compliance and performance. Another highlighted interest from the comments was parks. Future plans for these properties remain undecided pending the rezone. We are primarily focused on economic development. The question for the commission will be, do we surplus these properties to the county or the park district or do we retain them to support the business footprint and potential future use? We might revisit the mission, vision, and values when we review the Strategic Plan in 2026. We have an opportunity to annex property in the downtown Kingston area. We will communicate the steps that it will take to annex said property. In the next 12 months, we will conduct an analysis of the Ports real estate assets.

Commissioner Heacock read resolution into the record.

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

C. APPROVE – RESOLUTION NO. 2024-10-22-03 AMEND RESOLUTION NO. 2024-10-02-04 ADOPT 2025 COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS

Commissioner Heacock read resolution into the record.

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

7. DISCUSSION



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8. FINANCIAL REPORT

Finance Director Trainer reviewed the September Financials
 Cash Reserves - \$2,833,288
 LTGO Bond Balance - \$605,500
 Net Cash Reserves - \$2,227,788
 Fuel – Variance based on Volume
 Guest Moorage – Under budget, ahead of last year Budget occupancy was 71% for Peak, Actual 48% for August, 46% for September
 Permanent Moorage – Annual rate increase in February
 Seasonal – Approximately 20-23 slips occupied, budget was 30
 Parking – Budgeted for 60 licensed stall, actual is 91
 Total Operating Revenue - \$2.6M
 Gross Profit - \$2.1M
 Operating Expense (Promotional and Dues – Funds donated to support the 4th of July Fireworks)
 Total Operating Expense before Depr. - \$1.9M
 Net Operating Income - (\$280,271)
 Net Income - \$32,649

9. COMMISSION REPORT

Commissioner McClure – The County and cities are working together to develop Accessory Dwelling Unit (ADU) Plans that can “come off the shelf”. This will be very impactful for Kingston.
 KRCC update – Transportation focus in Kitsap County is the Gorst coalition.
 County is beginning to work on a climate change assessment. Navy is partnering with local agencies.

Commissioner Heacock – KCAC meeting (Oct. 9) discussed Citizens on Patrol. Citizens on Patrol are issuing parking tickets that can potentially become a lien.
 County Commissioner attended KCAC and announced the Eglon Dept. of Natural Resources property is in process for a transfer to Kitsap County.
 Updated KCAC on the adoption of the POK 2025 Budget, Restroom construction, and ADA Assessment.

10. STAFF REPORT

11. ADJOURN

Commission adjourned the meeting at 7:35pm

NEXT REGULAR SESSION: Wednesday November 20th, 2024, at 1:00 PM Village Green Community Center



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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