



Serving what matters today, with a view for tomorrow.

**Port of Kingston Board of Commissioners
Regular Meeting Agenda**

January 22nd, 2025, at 1:00-3:00pm

Meeting called by:	Port of Kingston Commissioners
Type of meeting:	Regular Meeting
Location:	Village Green Community Center 26159 Dulay Rd NE Kingston, WA 98346

Welcome to the January 22nd, 2025, Regular 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 a preliminary agenda and is subject to change.

Agenda Topics

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

4. PUBLIC COMMENT

Citizens may address the Commission regarding any item related to Port business, including items on the agenda.



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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 December 18th, 2024 Regular Meeting Minutes
- B. Approve January 7th, 2025, Work Session Meeting Minutes
- C. Approve December 2024 Warrants **\$25,624.10** and **\$188,568.50** EFT Payments

6. ACTION ITEMS

- A. APPROVE – **RESOLUTION NO. 2025-01-22-01 APPROVE CONTRACT FOR WASHINGTON PROJECT CONSULTANTS, PLLC.**
- B. APPROVE – **RESOLUTION NO. 2025-01-22-02 DIRECT ALL PORT COMMISSIONERS AND STAFF THAT ALL PORT BUSINESS MUST BE CONDUCTED USING PORT ISSUED DEVICES AND EMAIL**

7. DISCUSSION ITEMS

8. FINANCIAL REPORT

N/A

9. COMMISSIONER REPORTS

10. STAFF REPORTS

11. NEXT REGULAR MEETING: Wednesday February 26th, at 6:30PM. Village Green Community Center 26159 Dulay Rd NE Kingston, WA 98346

12. ADJOURN



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Steve Heacock, Commissioner

Attest: _____
Greg Englin, Executive Director

Mary McClure, Commissioner

Laura Gronnvoll, Commissioner



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PORT OF KINGSTON
 Regular Session
 December 18th, 2024 6:30pm
 Meeting Minutes

NAME		EMAIL	GUESTS
Greg Englin	<input checked="" type="checkbox"/>	grege@portofkingston.org	Ed Strickland
Steve Heacock	<input checked="" type="checkbox"/>	steveh@portofkingston.org	Ben Stroble
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 6:31pm</p>
<p>2. PLEDGE OF ALLEGIANCE</p>
<p>3. APPROVAL OF AGENDA</p> <p>Motion to approve agenda as amended Moved: Commissioner McClure Second: Commissioner Heacock</p> <p>Vote: Pass 3-0</p>
<p>4. PUBLIC COMMENT –</p> <p>A concerned citizen shared an incident he had at the boat launch on December 11th, 2024. This citizen expressed his concern regarding commercial vessels and recreation vessels at the public boat launch. Commissioner Gronnvoll told Mr. Stroble that Executive Director Englin will contact him to discuss further.</p>
<p>5. CONSENT AGENDA</p> <p>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.</p> <p>A. Approve November 26th, 2024 Regular Meeting Minutes B. Approve November 2024 Warrants \$154,779.21 (\$57,710.95 and \$97,068.26) and \$137,329.39 EFT Payments</p>



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

Vote: Pass 3-0

6. ACTION ITEMS

A. APPROVE – **RESOLUTION NO. 2024-12-18-01 APPROVE DELEGATION OF AUTHORITY**

Commissioner Heacock read the resolution into the record. This resolution, which approves the delegation of authority, is amended annually.

There are no changes to the current resolution at this time. However, the resolution will likely be amended in the first quarter of 2025 to align with updated delegation of authority and procurement requirements.

Discussion:

Commissioner McClure requested clarification regarding the definition of "Port personal property," as referenced in Section 3 of the resolution.

Executive Director Englin clarified that this term encompasses small assets such as computers and copiers that are no longer in use by Port staff. The resolution allows these items to be designated as surplus without requiring Commission approval.

Commissioner McClure also asked if the actions authorized under this resolution are limited to those previously presented to the Board of Commissioners.

Executive Director Englin explained that the resolution grants the authority to execute these actions without Commission approval. However, exclusions can be incorporated into the resolution if the Commission chooses to do so.

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

B. APPROVE – **RESOLUTION NO. 2024-12-18-02 APPROVE PROMOTIONAL HOSTING**

Commissioner McClure read the resolution into the record.

Commissioner McClure inquired about the requirement in Section 5.C. on page 19 of the Promotional Hosting resolution, specifically whether purchases for promotional hosting must be made using a Port credit card.

It is not the only method; it is an allowable option.



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

C. APPROVE – RESOLUTION NO. 2024-12-18-03 APPROVE ACCESS TO COMMISSION EMAIL

Commissioner Heacock read the resolution into the record.

Executive Director Englin explained that the resolution serves as a formality to document existing verbal agreements and practices.

Commissioner McClure inquired about item three of the resolution, which addresses procedures for handling attorney-client privileged or sensitive documents. Specifically, McClure asked whether the staff member should contact the commissioner associated with the document in question.

ED Englin clarified that the proper procedure would be to notify the board chair but noted that the question could be directed to any commissioner if needed.

Commissioner McClure asked what would the question be in this situation?

ED Englin explained that the Public Record officer would ask if it was appropriate to review the document/correspondence in question before proceeding.

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

D. APPROVE - RESOLUTION NO. 2024-12-18-04 APPROVE RESCINDING RESOLUTION 03-02-2020 DECLARATION OF LOCAL EMERGENCY

Commissioner McClure read the resolution into the record.

Commissioner McClure asked for clarification on “resources and operations previously dedicated to this emergency shall be returned to normal operational status.”

ED Englin explained that during Covid operations looked different because staff was unable to work in the office and completed training while working from home. That practice is no longer in effect.

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

E. APPROVE - RESOLUTION NO. 2024-12-18-05 REGARDING LIVE-STREAMING OF BOARD OF COMMISSION MEETING



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Commissioner Heacock read the resolution into the record.

Commissioner McClure asked if there is data to demonstrate the number of attendees via Zoom. ED Englin stated we do not have a record, although we can get the information.

ED Englin explained that moving away from Zoom meetings can help address compliance concerns with the Open Public Meetings Act. Returning to in-person meetings reduces the likelihood of technical difficulties and simplifies adherence to legal standards for public access and engagement.

Commissioner McClure asked if we do schedule a virtual meeting option, how will that be announced?

ED Englin stated we will post on the website, the meeting notifications, agendas just as we do currently.

Commissioner McClure asked if we will continue to record the meetings.

The answer is yes, we will continue to record and post along with meeting minutes on the website.

Commissioner McClure asked that the date of the meeting be included in the subject line of meeting invitations.

Motion to approve

Moved: Commissioner McClure

Second: Commissioner Heacock

Vote: 3-0

F. APPROVE – RESOLUTION NO. 2024-12-18-06 REGARDING INSTALLATION OF, AND DONATIONS FOR, MEMORIALS

Commissioner McClure read resolution into the record.

Commissioner Heacock shared he would like to discuss other options with community members.

ED Englin explained this resolution is intended to create policy, not specific to a particular situation. This eliminates the commission having to make subjective determinations when these types of requests arise and avoids gifting of public funds.

Commissioner McClure stated she believes if this resolution is passed, the existing memorials on Port property should be removed.

This will be discussed further at future meetings.

Motion to approve

Moved: Commissioner Heacock

Second: Commissioner McClure

Vote: 2 in favor

1 opposed



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7. DISCUSSION

July 22nd, 2025 Work Session has been rescheduled to July 29th, 2025 due to the Commissioner's WPPA seminar.

Commissioner Gronnvoll mentioned the King 5 Evening story about Christmas on the Cove.

ED Englin explained a vessel drug anchor and ended up on private property. Port staff worked with Department of Natural Resources (DNR) to have the vessel removed. The owner of the vessel contacted a Port commissioner to gain access to the vessel. DNR has taken possession of the vessel. This is now between the vessel owner and the state of Washington.

8. FINANCIAL REPORT

Finance Director, Audra Trainer shared the November Financials

Cash and Equivalents - \$2.9M

Cash Reserves - \$2.3M

Operating Revenue - \$3.1M

Gross Profit - \$2.5M

Total Operating Expenses before depreciation - \$2.4M

Net Operating Income - -\$335,246

Depreciation and Amortization - \$460,731

Net Income - -\$33,935

Limited Tax General Obligation Bond (Debt) - correct amount \$605,500 update from Regular Meeting November 26th, 2024

9. COMMISSION REPORT

Commissioner Heacock –

- Parks & Trails and Open Spaces - working 2025 Work Plan, creating connectivity throughout the community
- Village Green Foundation restoration project, to include removal of blackberry bushes, replanting, and adding signage for trails
- KCAC – shared report of 2024 accomplishments
- WPPA Annual meeting – especially appreciated the breakout sessions
- Port Gamble – attended the 30-year celebration of the demolition of the mill

Commissioner Gronnvoll –

- Attended the November Chamber Luncheon
- Attended the WPPA Annual meeting –
 - Port of Seattle discussed the cyber attack that was caused by an employee opening a link in an email.
 - 2025 Port Day Olympia, January 30th 2025
 - Impacts on International trade with the new administration coming
 - Port of Everett is able to complete projects due to a wet land mitigation bank
 - WPPA Scholarships (Spring and Winter) – let staff know about these opportunities



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- First Amendment Auditor presentation by CSD Attorney at Law

Commissioner McClure –

- Met with new district 2 County commissioner, Oran Root. He is interested in meeting with commissioners in the new year

10. STAFF REPORT

Administrative Services Manager, Kris Williams

- Update on Compliance Training
- First Amendment Auditor training
- Update on Fuel dispenser installation

Executive Director, Greg Englin –

- Restroom update
- Fire Suppression design
- Senator Murray’s staff met with Tim Davis (KCAC), Jerry Kirschner(SR104 Working Group), and county staff regarding SR 104 realignment at the Port to discuss the budget gap and potential avenues to close it. The Port could apply for grant dollars to help close the gap.
- Amicus brief update

11. ADJOURN

Commission adjourned the meeting at 8:16pm

NEXT REGULAR SESSION: Wednesday January 22nd, 2025, at 1:00PM Village Green Community Center

Laura Gronnvoll, Commissioner

Attest: _____
Greg Englin, Executive Director

Steve Heacock, Commissioner

Mary McClure, Commissioner



PORT OF KINGSTON

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

Port of Kingston Board of Commissioners

Work Session

January 7th, 2025 9:30 – 11:00AM

NAME		GUEST	
Greg Englin	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Steve Heacock	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Laura Gronnvoll	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Mary McClure	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Audra Trainer	<input type="checkbox"/>		<input type="checkbox"/>
Kris Williams	<input type="checkbox"/>		<input type="checkbox"/>
Torey Grandt	<input type="checkbox"/>		<input type="checkbox"/>

Meeting called by: Port of Kingston Commissioners
Type of meeting: Work Session
Location: Village Green Community Center

Welcome to the January 7th, 2025 Work Session of the Kingston Port Commission. I’d like to remind everyone that this is a working session for the Commission to discuss and review various matters. Please note that public comment is not taken during the Work Session. There will be opportunities for public input during our regular Commission meeting. We appreciate your understanding and cooperation.

This is a preliminary agenda and is subject to change.

Agenda Topics

1. CALL TO ORDER – 9:37am

2. DISCUSSION

- A. Memorial Policy discussion
Commissioners discussed the conversations with and reasoning from the Port’s legal representation on not allowing memorials on Port property
- B. Washington Project Consultants, PLLC. contract discussion – Resolution will be presented at next Regular meeting scheduled January 22nd
- C. KCAC Land Use discussion regarding the Arborwood development agreement recommendation. Commissioner Heacock asked what Commissioners Gronnvoll and McClure think about not including the Port Commission in the endorsement of this recommendation due to a conflict of interest with Commissioner Heacock’s work at Kitsap County. Should Commissioner Heacock



"Serving What Matters Today with a View For Tomorrow."

recuse himself? It is understood that the Port of Kingston Commissioners are Ex-officio members of KCAC. Commissioner McClure suggested confirming what the role of Ex-Officio is at KCAC with the Kitsap County commissioners and KCAC before signing or agreeing to not endorse the recommendation letter.

- D. Handicap parking at the Port – the Port provides 4 hr. free spots for handicap parking. The question was asked if we should provide 12 hr. parking for a specified number of parking spots. ED Englin stated he will get back to the Commission on decisions made for parking. Port staff is conducting an ADA audit and will address issues that come from that audit.

NEXT REGULAR MEETING: Tuesday January 22nd, 2025 at 1:00p.m.

ADJOURN : 10:48am

Laura Gronnvoll, Commissioner

Greg Englin, Executive Director

Steve Heacock, Commissioner

Mary McClure, Commissioner



PORT OF KINGSTON
Warrant List

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington, do hereby certify the merchandise for services hereinafter specified have been received and the warrants listed below are approved for payment in the amount of **\$25,624.10** from the Port of Kingston, Marina Revenue Fund, the 10th day of December 2024.

Steve Heacock, Commissioner

Mary McClure, Commissioner

Laura Gronnvoll, Commissioner

We, the undersigned, do hereby certify under penalty or perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims is a just, due and unpaid obligation against the Port of Kingston and that I am authorized to authenticate and certify to said claim.

Audra Trainer, Finance Director

Date	Warrant	Amount	Vendor
12/10/2024	37428	\$32.00	All Shred
12/10/2024	37429	\$2,188.00	CSD Attorneys At Law
12/10/2024	37430	\$95.24	Evergreen Pacific Publishing
12/10/2024	37431	\$838.82	Grainger
12/10/2024	37432	\$235.77	Kitsap Bank Visa
12/10/2024	37433	\$1,266.27	Kitsap Bank Visa
12/10/2024	37434	\$45.00	Kitsap Regional Coordinating Council
12/10/2024	37435	\$240.00	L&L Port O Potty, Inc
12/10/2024	37436	\$463.47	McMaster-Carr
12/10/2024	37437	\$51.84	Mitchell Fratini
12/10/2024	37438	\$2,592.25	Northwest Parking Equipment Company
12/10/2024	37439	\$7,835.00	Olympic ESD 114
12/10/2024	37440	\$64.65	Olympic Springs, Inc.
12/10/2024	37441	\$340.65	Pacific Office Automation
12/10/2024	37442	\$173.00	Puget Sound Clean Air Agency
12/10/2024	37443	\$226.36	S-Net Communications Inc
12/10/2024	37444	\$1,127.47	Star Rentals Inc.
12/10/2024	37445	\$969.79	Verizon Wireless
12/10/2024	37446	\$5,272.50	Washington Project Consultants, PLLC
12/10/2024	37447	\$1,566.02	Waste Management

\$25,624.10



Voucher Certification and Approval

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due, and unpaid obligation against the Port of Kingston and that I am authorized to authenticate and certify to said claim.

Audra Trainer, Finance Director/Port Auditor

Date

Date	Claimant	Amount	Purpose	Cash Transmittal
12/04/2024	Intuit	\$49,390.30	Payroll	R00234459
12/04/2024	Gravity Payment Systems	\$1,179.10	CC Fees - Parking	R00234496
12/04/2024	PCS Payment Systems	\$389.25	CC Fees - Fuel	R00234497
12/05/2024	Saybr Construction	\$62,621.93	Restroom-Utilities Re-Route	R00234529
12/06/2024	Clarent Payment System	\$4,060.15	CC-Fees-Office	R00234546
12/06/2024	Washington State DRS	\$1,135.00	DCP	R00234550
12/13/2024	Washington State DRS	\$13,750.87	PERS	R00234778
12/13/2024	US Bank	\$200.00	LTGO Bond Service Fee	R00234782
12/17/2024	Intuit	\$45,590.01	Payroll	R00234853
12/24/2024	Elan Financial Services	\$3,453.57	Port Credit Cards	R00235077
12/27/2024	Washington State DOR	\$5,663.32	Excise Tax	R00235163
12/30/2024	Washington State DRS	\$1,135.00	DCP	R00235210
		<u>\$188,568.50</u>		

Steve Heacock, Commissioner

Mary McClure, Commissioner

Laura Gronnvoll, Commissioner

I, the undersigned, do hereby certify under penalty or perjury that the expenses incurred as described herein and all claims are just, due, and paid obligations against the Port of Kingston and that I am authorized to authenticate and certify to said claims.

Audra Trainer, Finance Director/Port Auditor

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 2025-01-22-01

A Resolution of the Commission of the Port of Kingston

**A RESOLUTION DIRECTING THE EXECUTIVE DIRECTOR TO AWARD CONTRACT
TO WASHINGTON PROJECT CONSULTANTS, PLLC FOR GENERAL CONSULTING SERVICES**

WHEREAS, the Port of Kingston will amend the contract with Washington Project Consultants, PLLC. for general consulting purposes,

THEREFORE BE IT RESOLVED, the Commissioners for the Port of Kingston hereby direct the Executive Director to award a contract for a not to exceed of \$55,000.00 with Washington Project Consultants, PLLC.

Passed by the Board of Commissioners for the Port of-Kingston, Kitsap County, Washington at a regular meeting held this 22nd day of January, 2025.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Laura Gronnvoll, Commissioner

Attest: _____
Greg Englin, Executive Director

Steve Heacock, Commissioner

Mary McClure, Commissioner

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 2025-01-22-02

A Resolution of the Commission of the Port of Kingston

DIRECT ALL PORT COMMISSIONERS AND STAFF THAT ALL PORT BUSINESS MUST BE CONDUCTED USING PORT ISSUED DEVICES AND EMAIL

WHEREAS, the Port of Kingston issues to each Commissioner a laptop computer and cell phone (“Port Electronic Devices”) for the purpose of conducting Port-related business; and

WHEREAS, the Port of Kingston assigns to each Commissioner an e-mail address which includes the Commissioner’s first name, initial of last name followed by portofkingston.org (“Port E-mail”); and

WHEREAS, e-mails using the Port E-mail address are stored on the Port’s server to ensure records retention requirements are satisfied and so that responsive e-mails can be promptly located in the event a public records request is received; and

WHEREAS, Port staff are required to use the Port E-mail when conducting Port-related business;

WHEREAS, the Commission finds that that transparency to the public is significantly enhanced when Commissioners utilize Port Electronic Devices and the Port E-mail to conduct Port-related business; and

WHEREAS, the Commission finds that it is the common practice for elected officials in other port districts and other governments throughout Washington State to use agency-issued devices and agency e-mail accounts for agency business; and

WHEREAS, the Commission finds that it is a best practice for commissioners of the Port of Kingston to utilize Port Electronic Devices and Port E-mail when conducting Port-related business; and

WHEREAS, the Commission desires to establish a culture of transparency and openness so that its stakeholders have confidence in the Port.

THEREFORE, BE IT RESOLVED by the Board of Commissioners for the Port of Kingston as follows:

1. Except in the rare cases of an emergency or when a Port Electronic Device is unavailable, Commissioners will only use only Port Electronic Devices when using a cell phone or computer to engage in Port-related business.

2. Except when the Port E-mail system is down or unavailable, Commissioners will only use the Port E-mail for Port-related e-mails.
3. In the event that a Commissioner is unable to use the Port E-mail when conducting Port-related business, the Commissioner will forward to their Port E-mail account any and all e-mails sent or received from the Commissioner's private e-mail account.
4. In the event a Commissioner receives a text message or email related to Port business on a private device or private email, the Commissioner shall forward the text message to their Port email system or text to a Port Device and respond from the Port-issued devices.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a Regular Meeting held this 22nd day of January, 2025.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Steve Heacock, Commissioner

Attest: _____
Greg Englin, Executive Director

Mary McClure, Commissioner

Laura Gronnvoll, Commissioner