



Serving what matters today, with a view for tomorrow.

PORT OF KINGSTON
Regular Session
January 28th, 2026 6:30-8:00pm
Meeting Minutes

NAME		EMAIL	GUESTS
Greg Englin	<input checked="" type="checkbox"/>	grege@portofkingston.org	
Steve Heacock	<input checked="" type="checkbox"/>	steveh@portofkingston.org	
Laura Gronnvoll	<input checked="" type="checkbox"/>	laurag@portofkingston.org	
Mary McClure	<input checked="" type="checkbox"/>	marymc@portofkingston.org	
Audra Trainer	<input type="checkbox"/>	audrat@portofkingston.org	
Kris Williams	<input checked="" type="checkbox"/>	krisw@portofkingston.org	
Torey Grandt	<input type="checkbox"/>	toreyg@portofkingston.org	
TJ Quandt	<input type="checkbox"/>	tjq@portofkingston.org	
Marc Horton	<input type="checkbox"/>	mhorton@washingtonprojectconsultants.com	

1. Call to Order – Commissioner called the meeting to order at 6:33pm
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA Motion to approve agenda Moved: Commissioner Gronnvoll Second: Commissioner McClure Vote: 3-0 Pass
4. PUBLIC COMMENT – N/A
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 9th, 2025 Special Session Minutes A. Approve January 13 th , 2026 Work Session Meeting Minutes B. Approve January 20 th , 2026 Work Session Meeting Minutes



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- C. Approve December 2025 Warrants \$157,272.34 (\$107,378.83 and \$49,893.51) and \$125,672.73 EFT Payments

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

Vote: Pass 3-0

ACTION ITEMS

- A. **APPROVE – RESOLUTION NO. 2026-01-28-01 APPROVE COMMISSION BYLAWS**

Executive Director Englin explained these are an update to the existing bylaws the commission governs itself by.

Motion to approve resolution
Moved: Commissioner Gronnvoll
Second: Commissioner McClure

Vote: Pass 3-0

- B. **APPROVE – RESOLUTION NO. 2026-01-28-02 AMEND DELEGATION OF AUTHORITY**

Executive Director (ED) Englin noted that the Port’s delegation of authority is reviewed and updated every year, as required by law. As part of that annual update, the Commission must formally acknowledge that the Executive Director is authorized to dispose of surplus Port property on its behalf.

Motion to approve resolution
Moved: Commissioner Gronnvoll
Second: Commissioner McClure

Vote: Pass 3-0



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C. APPROVE – RESOLUTION NO. 2026-01-28-03 ESTABLISHING SMALL WORKS ROSTER AND CONSULTANT SERVICE ROSTER

ED Englin explained the state amended the RCWs and this resolution assures the Port is in compliance. A small works roster exists in Washington state government agencies to streamline how they hire contractors for minor public works projects.

Reasons for the small works roster -

- Faster contracting: agencies can select from a pre-approved list instead of running a full competitive bid every time
- Legal compliance: State law (RCW 39.04.155) authorizes and regulates the use of small works rosters.
- Cost efficiency: preparing full bid packages for small jobs can cost more than the work itself.
- Broader contractor access: small and emerging businesses can join the roster and compete for work without the heavy requirements of large public bids.
- Transparency and fairness: even though the process is simplified, agencies must still follow rules for notifying contractors, documenting selections, and ensuring equitable opportunities.

Motion to approve resolution

Moved: Commissioner McClure

Second: Commissioner Gronnvoll

Vote: Pass 3-0

D. Approve – RESOLUTION NO. 2026-01-28-04 REORGANIZE RESERVE FUNDS

ED Englin explained the changes made to the accounts. The Port's reserve funds are held by the Kitsap County Treasurer, and some accounts must remain separate under state law for specific purposes; this resolution reorganizes those accounts to align with best practices and clean up the existing structure.

Motion to approve resolution

Moved: Commissioner Gronnvoll

Second: Commissioner McClure

Vote: Pass 3-0



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E. APPROVE – RESOLUTION NO. 2026-01-28-05 DIRECTING THE EXECUTIVE DIRECTOR TO AWARD CONTRACT TO WASHINGTON PROJECT CONSULTANTS

Executive Director Englin explained the personal services 2026 contract with Marc Horton, the Port's engineer.

Motion to approve resolution
Moved: Commissioner Gronnvoll
Second: Commissioner McClure

Vote: Pass 3-0

F. APPROVE – RESOLUTION NO. 2026-01-28-06 RESCIND RESOLUTION 2022-10-26-02 APPROVE REIMBURSEMENT TO PORT COMMISSIONERS FOR HEALTH INSURANCE EQUIVALENT TO REGULAR PORT EMPLOYEES

Port staff is updating older resolutions to ensure compliance, and legal counsel has recommended rewriting this one to clarify how commissioners may be reimbursed for medical expenses up to the amount provided for employees. Commissioner McClure asked how she can find out the allowable amount. ED Englin stated we can get that figure and share with the commission. (see item G)

Motion to approve resolution
Moved: Commissioner Gronnvoll
Second: Commissioner McClure

Vote: Pass 3-0

G. APPROVE - RESOLUTION NO. 2026-01-28-07 APPROVE REIMBURSEMENT OF SECONDARY INSURANCE COSTS

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

Vote: Pass 3-0



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H. APPROVE – RESOLUTION NO. 2026-01-28-08 RESCIND RESOLUTION 11-03-14 MARINA REHAB FUND CHANGES

The Port is rescinding all previous resolutions related to reserve accounts—including Resolution 11-03-14 for the Marina Rehab Fund—so that these matters are now fully governed by the newly adopted resolution 2026-01-28-04.

Motion to approve resolution

Moved: Commissioner Heacock

Second: Commissioner Gronnvoll

Vote: Pass 3-0

I. Election of Officers

Commissioner Heacock would like to retain the chair position for continuity working with the Suquamish and Port Gamble S’Klallam tribes.

Motion to approve

Moved: Commissioner Heacock

Second: Commissioner Gronnvoll

Vote: Pass 3-0

Vice Chair Commissioner Mary McClure and Secretary Commissioner Gronnvoll also retain their current positions.

Motion to approve

Moved: Commissioner Gronnvoll

Second: Commissioner McClure

Vote: Pass 3-0

6. DISCUSSION

A. Community organizations – A list of community organizations was reviewed to determine who should be the Port representative. When in attendance at these meetings, are Commissioners representing the Port or as a Kingston community member? Commission will review and discuss further at the next work session.



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7. FINANCIAL REPORT

Finance Director, Audra Trainer, reviewed the December 2025 Financial Reports

Balance Sheet

- Cash & Equivalents totaled \$2,680,534.
- Debt remaining from LTGO Bond is (\$509,500).
- Net Cash Reserves totaled \$2,171,034.

Profit and Loss (year-to-date)

- Gross operating revenue (including cost of goods sold) totaled \$2,914,366.
- Total operating expense before depreciation totaled (\$2,896,303).
- Net operating income before depreciation was \$18,063; and (\$489,705) after depreciation.
- Non-operating income/expenses (property taxes, lease interest, investment income) was \$374,296.
- Net income before capital grants (\$115,409); and \$157,577 including grant proceeds.

Relevant Events

- Grant proceeds for the Guest Bathroom project totaled \$272,986.
- A portion of the costs that were allocated to Construction in Progress (CIP) for the Washington Blvd. Project were expensed in 2025, totaling (\$225,307.59).

ED Englin is meeting to discuss the possibility of a CERB Grant from the state to assist with some Capital projects. Approximately \$100K with no match required.

We have applied for the EV charging grant.

8. COMMISSION REPORT

Commissioner Gronnvoll attended the Town Hall hosted by Greg Nance and Christine Rolfes. Questions were asked about the ATMS and the Washington State Ferries (WSF) system. Someone in attendance discussed the costly negative side of the electrification of the WSF. Shawna Humphreys was talking about the need for people to go since the Coffee Oasis is no longer in operation. Commissioner Gronnvoll plans to attend the next meeting to hear more about the community needs for space. She will share the information after the meeting.

Commissioner McClure – N/A

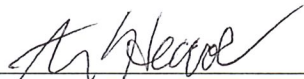
Commissioner Heacock attended KCAC where a great presentation was shared on the Levy, replacement of existing levy. The replacement levy will not increase, but will be balanced. The first 4 years will be a consistent amount, then the operating levy will kick in, and then the improvement levy will adjusted. Commissioner Heacock also shared the Port activities with the KCAC attendees. Kiwanis are hosting Kites over Kingston this year in April. The Ball Race on the 4th of July has a new organizer and the event will be held at the Village Green instead of the street by the Port parking lot. Commissioner Heacock attended the Chamber After Hours at the new pub, Friends and Neighbors Brewing. He stated it was a good turn out and the owners are wonderful people.



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<p>9. STAFF REPORT N/A</p>
<p>10. ADJOURN Commission adjourned the meeting at 7:44pm</p>

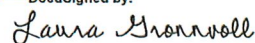
NEXT REGULAR SESSION: Wednesday February 25th, 2026 at 6:30PM Village Green Community Center
26159 Dulay Rd NE Kingston, WA 98346


Steve Heacock, Commissioner

DocuSigned by:

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Greg Englin, Executive Director

Mary McClure, Commissioner

DocuSigned by:

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Laura Gronnvoll, Commissioner