



Serving what matters today, with a view for tomorrow.

PORT OF KINGSTON
Regular Session
January 22nd, 2025 1:00-3:00 pm
Meeting Minutes

NAME		EMAIL	GUESTS
Greg Englin	☒	grege@portofkingston.org	Mark Ryan
Steve Heacock	☒	steveh@portofkingston.org	Tony Hitchman
Laura Gronnvoll	☒	laurag@portofkingston.org	
Mary McClure	☒	marymc@portofkingston.org	
Audra Trainer	☐	audrat@portofkingston.org	
Kris Williams	☒	krisw@portofkingston.org	
Torey Grandt	☐	toreyg@portofkingston.org	
TJ Quandt	☐	tjq@portofkingston.org	
Marc Horton	☐	mhorton@washingtonprojectconsultants.com	

1. Call to Order - Commissioner Gronnvoll called the meeting to order at 1:07pm
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA Motion to approve agenda Moved: Commissioner Gronnvoll Second: Commissioner McClure Vote: Pass 3-0
4. PUBLIC COMMENT – Mark Ryan asked the Commissioners to reconsider the discontinuation of Zoom meetings. Tony Hitchman agreed with Mark Ryan’s request to reconsider. Mr. Hitchman would also like to hear each commissioners New Year’s Resolution Action item – Each commissioner will provide their New Year’s resolutions at the next meeting
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 18 th , 2024 Regular Meeting Minutes



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

Motion to approve consent agenda

Moved: Commissioner McClure

Second: Commissioner Gronnvoll

Vote: Pass 3-0

6. ACTION ITEMS

A. APPROVE - RESOLUTION NO. 2025-01-22-01 APPROVE CONTRACT FOR WASHINGTON PROJECT CONSULTANTS, PLLC.

Staff requests to renew the contract with Washington Project Consultants, PLLC for 2025 to continue work on capital projects and asset assessments at the Port of Kingston at the rate of \$95/hour.

Motion to approve

Moved: Commissioner Gronnvoll

Second: Commissioner McClure

Vote: 3-0

B. APPROVE – RESOLUTION NO. 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

The resolution provides transparency to the public. When a public record request is submitted, all data concerning Port of Kingston business will be available on Port issued equipment eliminating risk of missing information stored on personal devices.

Motion to approve

Moved: Commissioner Gronnvoll

Second: Commissioner McClure

Vote: 3-0

7. DISCUSSION

A. Discontinued Zoom meetings

Commissioner Heacock stated that Kitsap County and other local government agencies have discontinued virtual meeting access. KCAC has also discontinued the use of virtual meetings. When technical issues occur, the meeting can no longer continue if those present via remote options are unable to participate.



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ED Englin stated the primary concerns are disruptions and being subject to predatory lawsuits. These lawsuits can become very expensive. The Port has been advised by legal counsel to discontinue virtual meeting options and host in-person meetings. Commissioner Heacock suggested including a message about subscribing to meeting notifications in our next newsletter.

8. FINANCIAL REPORT

N/A

ED Englin shared that during the state audit some reporting have been revised so there is some additional work to finalize the year-end financials. They will be available next month at February's Regular meeting.

9. COMMISSION REPORT

Commissioner Gronnvoll – N/A

Commissioner Heacock attended the Chamber After Hours. The attendees are trying to have an impact on Kingston business. He is hopeful about what is to come with new Board members. The Chamber has really turned things around. Thanked ED Greg Englin for his input on the Chamber Board over the last three years. ED Englin stated that TJ has volunteered to be on the board.

KCAC - Parks, Trails, and Open Spaces sub-committee – attended both KCAC and Parks meetings, nothing to report

Commissioner McClure – N/A Invite KEDA next month to discuss the World Cup being hosted in Seattle
Greg Nance fix our ferries conferences the next few Saturdays, Saturday January 25th at the Village Green
North Kitsap United is working on next steps, will provide update next month

10. STAFF REPORT

Administrative Services Manager - Fuel install happening today

ED Englin – updates on some Audit items

- Credit Cards
- Procurement standards updated

Restroom update – Permit coming soon. The Port is planning to act as our own General Contractor. We will hire out the electrical, plumbing, and HVAC.

Staff is researching parking software for managing the parking more efficient and effective.

Sail float and Hill house dock are being built currently.

Christmas lights were successful again this year.

Provide transparency on cost of public events, for community to see where the dollars are spent

Commissioner Heacock stated the members of the Chamber commented they did notice a significant increase in business during the Christmas season potentially due to the Evening magazine story.



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Commissioner Heacock stated Kitsap Transit did a presentation at KCAC that is available on their website and shared they did not have the most reliable vessels last year. There are trying to use Federal money to obtain a new vessel for Kingston.

11. RECESS FOR EXECUTIVE SESSION

2:08 pm

12. RECONVENE TO REGULAR SESSION

2:54PM

A special meeting will be scheduled January 28th at the Village Green

13. ADJOURN

Commission adjourned the meeting at 2:55pm

NEXT REGULAR SESSION: Wednesday February 26th, 2025, at 6:30 PM Village Green Community Center

Signed by:

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Steve Heacock, Commissioner

DocuSigned by:

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Greg Englin, Executive Director

DocuSigned by:

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Mary McClure, Commissioner

DocuSigned by:

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Laura Gronnvoll, Commissioner