



Serving what matters today, with a view for tomorrow.

PORT OF KINGSTON
Regular Session
July 30th, 2025 1:00-3:00pm
Meeting Minutes

NAME		EMAIL	GUESTS
Greg Englin	☒	grege@portofkingston.org	Jack Lott
Steve Heacock	☒	steveh@portofkingston.org	Mark Libby
Laura Gronnvoll	☒	laurag@portofkingston.org	Lynn Schorn
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 Heacock called the meeting to order at 1:13pm

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

Motion to approve agenda

Moved: Commissioner Gronnvoll

Second: Commissioner Heacock

Vote: 2-0 Pass

4. PUBLIC COMMENT –

Mark Libby – representing Kinston Parks, Trail, and Open Spaces committee, stated he is in favor of the Resolution to expand the Port District. He wants to encourage the commission to continue the process of expanding the Port district to encompass the greater Kingston area to include the southern section of the Raydient property that could potentially be developed into sports fields. Mr. Libby would like the Port to outline the process, and a timeline to achieve that result.

Lynn Schorn – Ms. Schorn asked Commissioner Heacock about a comment made in the June Regular Commission meeting regarding Barber Cut off Rd needs. Commissioner Heacock stated they can discuss after the meeting. Sound to the Olympics update scheduled for Sept. 5th, there will be a bicycle ride with elected officials, including County commissioners, mayors, state representatives, and Senators riding from



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Poulsbo to Bainbridge Island. There is a \$16.8 million grant shared with Jefferson and Clallam counties to complete the Rails to Trails.

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 June 25th, 2025 Regular Meeting Minutes
- B. Approve July 8th, 2025 Work Session Meeting Minutes
- C. Approve July 29th, 2025 Work Session Meeting Minutes
- D. Approve June 2025 Warrants **\$124,231.39 (\$13,577.43, \$52,908.56, and \$57,745.40)** and **\$144,860.78** EFT Payments

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

Vote: Pass 2-0

6. **ACTION ITEMS**

- A. **APPROVE – RESOLUTION NO. 2025-07-30-01 APPROVE FUNDING FOR THE FOURTH OF JULY CELEBRATION TO PROMOTE TOURISM**

Executive Director (ED) Englin asked the commission to approve an additional \$2500 contribution to help with the short fall for the 4th of July committee.

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

Vote: Pass 2-0

- B. **APPROVE – RESOLUTION NO. 2025-07-30-02 APPROVE ENLARGEMENT OF THE PORT DISTRICT**

ED Englin shared that a major landowner in the Port Gamble area approached the Port of Kingston with interest in annexing a portion of their property into the Port's district. Under current regulations, Special Purpose Districts may only annex property through a public ballot.

After initial discussions, the landowner expressed support for joining the Port District, recognizing the potential benefits—including access to grants and development appropriations. They agreed to sign a



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petition to initiate the process; however, the proposed annexation will still require voter approval in the upcoming November election. Any property annexed must be contiguous with the Port of Kingston's existing boundaries. ED Englin also met with commissioners from the Port of Eglon to address a necessary boundary line adjustment. Both ports plan to adopt resolutions endorsing this adjustment. While the Port believes this annexation is not subject to a SEPA (State Environmental Policy Act) determination, it intends to complete the SEPA process before the fall election to ensure transparency and compliance.

Motion to approve resolution

Moved: Commissioner Gronnvoll

Second: Commissioner Heacock

Vote: Pass 2-0

7. DISCUSSION

N/A

8. FINANCIAL REPORT

Finance Director Audra Trainer –

YTD Operating Revenue - \$1,501,224 less cost of goods sold (fuel) of \$158,079 = \$1,373,144

Total Operating Expenses prior to depreciation - \$1,370,368

Net Operating Loss prior to depreciation - (27,224)

Net Operating Loss – (\$279,469)

Non-operating income and expense resulted in additional income of \$202,870

Total Net Loss YTD – (\$76,598)

Cash and Equivalent - \$2.7M

LGTO Bond - \$542,000

Parking is strong – increase of \$31,524 from this time last year. Monthly parking licenses have increased from 71 to 89

Saved \$19k YTD on credit card fees due to included ACH payment platform

9. COMMISSION REPORT

Commissioner Gronnvoll recently participated in the WPPA Commissioner Conference held in Blaine, Washington, where one of the central topics was Executive Director turnover. Much of the conversation focused on the challenges commissioners and Executive Directors face in building effective working relationships. Commissioner Gronnvoll shared that the Port of Kingston is in a strong position, thanks to a solid partnership among its commissioners and Executive Director Englin. They maintain open lines of communication, regularly check in on progress, and have built mutual trust. ED Englin also ensures the commission stays well-informed on key developments. A common view among conference attendees was



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that Executive Directors should cultivate their own independent relationship with the community, rather than relying solely on the commission as an intermediary. Additionally, the importance of updating the Comprehensive Scheme of Harbor Improvements (CSHI) annually was emphasized, a practice Commissioner Gronnvoll noted the Port of Kingston excels in this area and strongly recommended that each port keep its CSHI separate from broader County Plans to preserve strategic autonomy and local priorities. When reviewing potential candidates for commission positions, it was also noted how vital it is to conduct thorough research. Understanding a candidate’s motivations—specifically why they are running and whether they carry a personal agenda—is key to maintaining a healthy, mission-driven governance culture. In discussions surrounding the Washington Voting Rights Act, commissioners were reminded to be mindful of whether any groups within their port districts could be marginalized by policy decisions. It was stressed that proactive steps should be taken to ensure all communities are equitably considered and included.

Commissioner Heacock attended several events this month. The Chamber’s “Kick the Cork” was very well organized. It was a fun event that included an auction. Commissioner Heacock took the opportunity to hang out and get to know the Chamber members better. He extends his appreciation to ED Englin and Director of Operations TJ Quandt for their continued dedication and work with the Chamber. Commissioner Heacock echoed Commissioner Gronnvoll’s comments regarding the CSHI, reinforcing the need to protect the integrity and independence of port planning documents, as well as her comments regarding commissioner candidate evaluations.

10. STAFF REPORT

ED Englin shared the news that Alpha Construction broke ground for the guest restroom building today, July 30th.

FSI Consulting Engineers is also onsite today to start the fire suppression engineering process, beginning with the guest dock.

In the future, we are considering opportunities to collaborate with other local agencies through Interlocal Agreements, with the goal of more efficiency and effectiveness in projects.

ED Englin wanted to thank all of the volunteers who helped make the Salish 100 another successful event.

The Kingston Public Market has improved significantly. The interesting variety of vendors makes for a successful market. Great energy

11. ADJOURN

Commission adjourned the meeting at 2:10pm

NEXT REGULAR SESSION: Wednesday August 27th, 2025 at 6:30PM Village Green Community Center
26159 Dulay Rd NE Kingston, WA 98346



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Signed by:



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Steve Heacock, Commissioner

DocuSigned by:

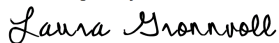


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Greg Englin, Executive Director

Mary McClure, Commissioner

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Laura Gronnvoll, Commissioner