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PORT OF KINGSTON

Serving what matters today, with a view for tomorrow.

PORT OF KINGSTON
Regular Session
December 9th, 2025 9:00-11:00am
Meeting Minutes

NAME		EMAIL	GUESTS
Greg Englin	☒	grege@portofkingston.org	
Steve Heacock	☒	steveh@portofkingston.org	
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 Heacock called the meeting to order at 9:07am

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 –**

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 November 7th, 2025 Special Session Minutes
   B. Approve November 12th, 2025 Regular Meeting Minutes
   C. Approve November 18th, 2025 Work Session Minutes
   D. Approve November 22nd , 2025 Special Session Minutes
   E. Approve November 25th, 2025 Special Session Minutes

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F. Approve November 26th, 2025 Special Session Minutes
G. Approve November 2025 Warrants **$153,025.65 ($62,831.98 and $90,193.67)** and **$153,990.60** EFT Payments

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

Vote: Pass 3-0

ACTION ITEMS

A. APPROVE – **RESOLUTION NO. 2025-12-09-01 APPROVE DOMESTIC PARTNERSHIP POLICY**
Executive Director (ED) Englin explained the Port would like to continue the practice of providing insurance coverage for domestic partners for the year 2026 and will revert to state law in 2027.

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

Vote: Pass 3-0

B. APPROVE – **RESOLUTION NO. 2025-12-09-02 AMEND CG ENGINEERING CONTRACT AMOUNT**
ED Englin explained that the Port has an existing contract with CG Engineering for work on the new restroom. We have spent close to the contracted amount. This increase will ensure that the Port does not spend more than the contracted amount.

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

Vote: Pass 3-0

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C. APPROVE – **RESOLUTION NO. 2025-12-09-03 APPROVE ELECTRIC VEHICLE (EV) CHARGING STATION GRANT APPLICATION**

ED Englin reported that the Port intends to pursue a Department of Commerce grant to install EV charging stations in the Port's parking lot. He noted that the Port should qualify as a Transportation Hub. Before moving forward, the Port will confirm with Puget Sound Energy that adequate electrical capacity is available to support the proposed chargers.

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

Vote: Pass 3-0

D. APPROVE – **RESOLUTION NO. 2025-12-09-04 RESCINDING RESOLUTION 2025-11-07-01 PETITIONING THE KITSAP COUNTY BOARD OF COMMISSIONERS TO SUBMIT TO THE VOTERS RESIDING WITHIN CERTAIN PROPERTY, AT THE NEXT SPECIAL ELECTION, A BALLOT PROPOSITION ON WHETHER THE PORT OF KINGSTON SHOULD BE ENLARGED BY ADDING SUCH PROPERTY TO THE PORT OF KINGSTON**

ED Englin stated this resolution is to ensure all resolutions regarding the property annexation are rescinded. In the future, we will continue to build the relationship with the locals tribes. Commissioner Heacock stated that although the Port has worked with both the Suquamish and S'Klallam tribe for decades, there has never been anything formal in place. This could be the catalyst to make that happen. The Port supports the growth of the tribes, as it aligns with the Port's mission of economic growth and job creation.

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

Vote: Pass 3-0

6. DISCUSSION

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A. **Delegation of Authority**
ED Englin explained that we are updating the Delegation of Authority to align with the state Procurement / Small Works changes. Updated policies will also follow to ensure we are in compliance.

B. **Commission By-Laws**
ED Englin explained the Bylaws were outdated and need to be refreshed. Commissioner Heacock suggested reviewing the bylaws over the holidays and come back to a January work session to review before approving the updates at the January 28th Regular session.

C. **Procurement**

7. FINANCIAL REPORT

Financial Statements for November year-to-date were reviewed by the Finance Director.

Balance Sheet

- Cash & Equivalents totaled $2,682,759.
- Debt remaining from LTGO Bond is ($542,000).
- Net Cash Reserves totaled $2,140,759.

Profit and Loss (year-to-date)

- Gross operating revenue (including cost of goods sold) totaled $2,711,960.
- Total operating expense before depreciation totaled ($2,488,121).
- Net operating income before depreciation was $223,839; and ($240,141) after depreciation.
- Non-operating income/expenses (property taxes, lease interest, etc.) $370,873.
- Net income before capital grants $130,642; and $403,626 including grant proceeds.

8. COMMISSION REPORT

Commissioner Gronnvoll – N/A

Commissioner McClure – N/A

Commissioner Heacock – Tree lighting was fantastic, great turnout

9. STAFF REPORT

10. ADJOURN

Commission adjourned the meeting at 10:02am

NEXT REGULAR SESSION: Wednesday January 28th, 2026 at 1:00PM Village Green Community Center

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26159 Dulay Rd NE Kingston, WA 98346

Signed by:
9790F1E429B44CD...
Steve Heacock, Commissioner

DocuSigned by:
012B2052D6CB49D...
Greg Englin, Executive Director

Mary McClure, Commissioner

DocuSigned by:
8A3CAECB8F8E414...
Laura Gronnvoll, Commissioner