



**Port of Kingston
Board of Commissioners
Special Port Meeting
Audit Exit Interview**

November 19, 2013

Location: Port Office 25864 Washington BLVD Kingston WA

Time: 9:00 AM

Commissioners present

Commissioner, Walt Elliott
Commissioner, Marc Bissonnette

Commissioners excused

Staff present

Executive Director, Steve Hyman
Business Manager, Scott Coulter
Assistant Business Manager, Jessica Olaine

Washington State Auditors

Carol Ehlinger
Mike Riley
Bonnie Yu

Public present

Ron Karzmar

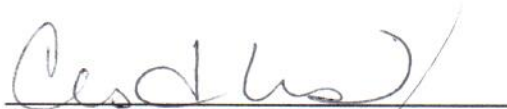
Auditor s' Assessment

- 1) Employee timesheets need to be signed by the Executive Director or the Port Manager.
 - Payroll modifications are being implemented.
- 2) Concerned that too many people have access to funds.
 - A new safe will be purchased in 2014 to lock cash drawers

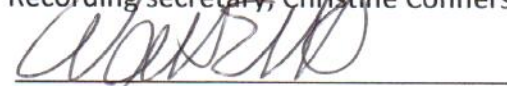
The next audit is scheduled for 11-2015.

Adjournment: 9:55AM

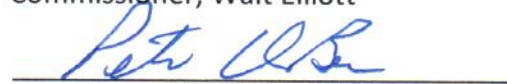
Meeting attested by:



Recording secretary, Christine Connors



Commissioner, Walt Elliott



Commissioner, Pete DeBoer



Commissioner, Marc Bissonnette