



**Port of Kingston Board of Commissioners
Regular Meeting**

08/23/2017 1:00 PM

Village Green Community Center- Windermere Room: 26159 Dulay Rd NE
Kingston, WA 98346

Meeting called by: Port of Kingston Commissioners

Type of meeting: Regular Meeting

Welcome to the August 23rd, 2017 Regular Meeting of the Kingston Port Commission.

This is a preliminary agenda and is subject to change.

Agenda Topics

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA**
4. **PUBLIC COMMENT:** *Citizens may address the Commission regarding any item related to Port business, including items on the agenda. After being recognized by the Chair, please move to the front of the room and address your comments to the Commissioners. Please identify yourself by stating your name. In order to hear as many people as possible, the Commission will refrain from commenting on individual testimony until public comment has been taken. Public comment period is limited to 30 minutes.*
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. **Approval of Regular Meeting Minutes - July 26th, 2017** [1](#)
 - B. **Approval of Warrants** [5](#)
6. **FINANCIAL REPORT:** *Prepared by Hearthstone CPA Group*
 - A. **Financial Report - July 2017** [7](#)
7. **ACTION ITEMS**
 - A. **Communications Coordinator - Approval of New Staff Position** [21](#)
 - B. **CERB Grant Feasibility Study - Presentation of Supplemental to Heartland LLC's Final Report** [25](#)

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**Port of Kingston Board of Commissioners
Regular Meeting**

07/26/2017 1:00 PM
Village Green Community Center - Windermere Room: 26159 Dulay Rd NE
Kingston, WA 98346

Meeting called by: Port of Kingston Commissioners
Type of meeting: Regular Meeting

Meeting Minutes

Commissioners Present

Commissioner Walt Elliott
Commissioner Bruce MacIntyre
Commissioner Mary McClure

Commissioners Excused

Staff Present

Executive Director, Jim Pivarnik
Recording Secretary, Samantha Berger

Counsel Present

Goodstein Law Group LLP, Seth Goodstein
Hearthstone CPA Group, Dennis Treger

Public in Attendance: 10

1. **CALL TO ORDER: 1:03 p.m.**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA**
Motion: Approve Agenda as written.
Moved by: Commissioner Bruce MacIntyre
Seconded by: Commissioner Walt Elliott
Action: Passed 3-0
4. **PUBLIC COMMENT: None**
5. **CONSENT AGENDA:**
 - A. **Meeting Minutes of, Regular Meeting - June 28th, 2017**
 - B. **Warrants #32431-32453, totaling \$32,521.94 June 30, 2017**
Warrants #32454-32487, totaling \$34,677.27 July 15, 2017
Warrants #32488-32506, totaling \$143,636.06 July 26, 2017
Electronic Warrant, \$6,294.68 July 6, 2017 #R47858
Electronic Warrant, \$5,563.48 July 6, 2017 #R47859
Electronic Warrant, \$4,519.72 July 10, 2017 #R47974
Electronic Warrant, \$6,244.00 July 21, 2017 #R48524

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8. ACTION ITEMS:

A. Marina Host - Approval of Service Agreement & Marina Host Guide

Executive Director Jim Pivarnik presented the Board with the Final Draft Marina Host Service Agreement and Marina Host Guide for the Board's review and approval.

Motion: To Approve Marina Host Service Agreement and Marina Host Guide, and authorize Executive Director to move forward with addition of the Marina Host position.

Moved by: Commissioner Bruce MacIntyre

Seconded by: Commissioner Walt Elliott

Action: Passed 3-0

B. PRESENTATION: Pacific NW Boater Guide: Port of Kingston - Presentation of New Port Promotional Video - Originally Agenda Item 6A. Due to technical issues, this Presentation Item was revisited at the conclusion of all Action Items on this agenda.

Port Staff presented Pacific NW Boater Guide's full-length promotional video featuring the Port of Kingston to the Board and all in attendance. **For presentation purposes only. No action was taken.**

9. PUBLIC COMMENT:

Mrs. Nancy (last name not given for the record), a member of the public, commented on behalf of her husband, who could not attend, with his question to the Board on the possible options for development of Port-owned properties; asking why the Port would consider doing anything other than boats.

10. EXECUTIVE DIRECTOR REPORT:

Executive Director Jim Pivarnik updated the Board on current Port activities and projects. He spoke on the Covered Moorage Roof Repair Project and the Port Office Expansion. He provided an update on the Washington Blvd Park Project, briefing the Board on his meeting with the County. He also spoke on the Welcome to Kingston Electronic Sign, planning for upcoming budget discussions, and the upcoming KCAC business roundtable scheduled for August 2nd at the Village Green.

11. COMMISSIONER COMMENTS:

Commissioner Mary McClure reported on her attendance of the WPPA Commissioners Seminars in Alderbrook, WA, noting that there were not many Kitsap County ports in attendance this year.

Commissioner Walt Elliott commented on his attendance of the WPPA Commissioners Seminar, stating that he would prepare a written report on useful information he gleaned to be forwarded to Port staff for informational use.

Commissioner Bruce MacIntyre reported on his attendance of the WPPA Commissioners Seminar, and made a suggestion that Port staff investigate the possibility of local Public Ports pooling together to obtain better pricing for Employee Health Insurance.

12. STAFF COMMENTS:

Port Staff member Samantha Berger distributed to the Board the June Statement of Cost Centers and Employee Class Cost analysis on behalf of Port Controller Juanita Gomez, and presented the Board with the August 2017 Calendar of Events.

13. NEXT REGULAR MEETING DATE: Wednesday, August 23rd, 2017 at 1:00 p.m.

14. ADJOURN:

Motion: To adjourn Meeting at 3:49 p.m.

Moved by: Commissioner, Walt Elliott

Seconded by: Commissioner, Bruce MacIntyre

Action: Passed 3-0

Meeting attested by:

Board Chair, Mary McClure

Board Vice Chair, Bruce MacIntyre

Board Secretary, Walt Elliott

Secretary to the Board, Samantha Berger



REGULAR MEETING

MEETING OF: August 23, 2017

AGENDA ITEM: 5B. Approval of Warrants

WARRANTS:

- 1. Warrants #32507-32533, totaling \$61,701.10 July 31, 2017**
- 2. Warrants #32534-32566, totaling \$107,001.94 August 15, 2017**
- 3. Electronic Warrant, \$5,894.66 August 4, 2017 #R49234**
- 4. Electronic Warrant, \$6,985.86 August 4, 2017 #R49235**
- 5. Electronic Warrant, \$8,297.52 August 7, 2017 #R49290**
- 6. Electronic Warrant, \$5,348.08 August 18, 2017 #R49852**

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REGULAR MEETING

MEETING OF: August 23, 2017

AGENDA ITEM: 6A. Financial Report - July 2017

Provided by Hearthstone CPA Group

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PORT OF KINGSTON
ACCOUNTANT'S COMPILATION REPORT
AND FINANCIAL STATEMENTS
JULY 31, 2017

PORT OF KINGSTON

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Hearthstone CPA Group

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Principals
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David H. Ball, CPA (retired)
Dennis R. Treger, CPA

August 21, 2017

To the Board of Commissioners
Port of Kingston
Kingston, WA

Management is responsible for the accompanying financial statements of the Port of Kingston, which comprise the statement of assets, liabilities, and equity – cash basis as of July 31, 2017, and the related statement of revenues and expenses-cash basis for the month and seven months ended July 31, 2017 and 2016, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

The supplementary information contained in Schedules I, II, III, IV and the budgeted amounts on pages 3 and 6 are presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the representation of management. The information was subject to our compilation; however we have not audited or reviewed the supplementary information and, accordingly, do not express an opinion, a conclusion, nor provide any assurance on such supplementary information.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared in accordance with the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Port's assets, liabilities, equity, revenues and expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters.

Hearthstone CPA Group

HEARTHSTONE CPA GROUP

PORT OF KINGSTON
STATEMENT OF ASSETS, LIABILITIES AND EQUITY - CASH BASIS
July 31, 2017
(See Accountant's Compilation Report)

ASSETS

Cash And Cash Equivalents		
Cash On Hand	\$	575.00
Cash - Operating Accounts		145,510.70
Cash - Marina Construction Account		87,840.37
Investments		
Marina Replacement/Remediation Reserve Fund		2,165,614.79
General Fund Investments		<u>96,208.49</u>
TOTAL ASSETS	\$	<u><u>2,495,749.35</u></u>

LIABILITIES AND EQUITY

Accrued Expenses		
Pension Payable	\$	2,446.70
Leasehold Taxes Payable		8,070.92
Sales/B&O Taxes Payable		7,034.68
FICA & Withholding Payable		<u>4,113.83</u>
		21,666.13
Long-term Liabilities		
G.O. Bonds Payable		<u>800,000.00</u>
Total Liabilities		<u>821,666.13</u>
EQUITY		
Contributed Capital & Unreserved Retained Earnings		2,413,457.75
Current Period Net Loss		<u>-739,374.53</u>
Total Equity		<u>1,674,083.22</u>
TOTAL LIABILITIES AND EQUITY	\$	<u><u>2,495,749.35</u></u>

PORT OF KINGSTON
Statement of Revenues and Expenses - Cash Basis
For the Seven Months Ended July 31, 2017
(See Accountant's Compilation Report)

	ACTUAL	PERIOD TO DATE BUDGET **	BUDGET VARIANCE
OPERATING REVENUES			
Marina User Charges	\$ 507,406.16	\$ 518,651.00	\$ (11,244.84)
Property Rentals - Facilities (Net)	295,060.46	284,796.00	10,264.46
Miscellaneous Income	4,629.50	4,514.00	115.50
Retail Sales (Net)	1,329.91	1,615.00	(285.09)
Fuel Sales (Net)	76,848.12	65,024.00	11,824.12
Total Operating Revenues	<u>885,274.15</u>	<u>874,600.00</u>	<u>10,674.15</u>
OPERATING EXPENSES			
Accounting	15,675.00	16,650.00	(975.00)
Advertising & Promotion	11,608.89	14,000.00	(2,391.11)
Commissioners Compensation	4,674.00	3,150.00	1,524.00
Commissioners Travel/Training & Education	5,915.44	4,725.00	1,190.44
Computer Supplies/Expense	9,741.79	8,764.00	977.79
Consulting Fees	51,336.14	20,419.00	30,917.14
Dues & Subscriptions	4,921.76	9,456.00	(4,534.24)
Electricity	30,079.76	26,440.00	3,639.76
Employee Medical	101,956.19	103,493.00	(1,536.81)
Environmental Inspections	700.00	800.00	(100.00)
Equipment Rental	4,183.47	2,261.00	1,922.47
Excise Tax Expense	10,674.74	8,400.00	2,274.74
Insurance	0.00	0.00	-
Landscaping	6,403.22	6,305.00	98.22
Lawsuit/Judgement	166,415.15	0.00	166,415.15
Legal	65,262.33	58,335.00	6,927.33
Miscellaneous	1,564.86	875.00	689.86
Office Credit Card Fees	10,275.15	16,105.00	(5,829.85)
Office Supplies	4,478.89	8,120.00	(3,641.11)
Operating Supplies	11,875.39	11,130.00	745.39
(Over)/Short	(6.46)	0.00	(6.46)
Parking Expense	13,234.04	6,720.00	6,514.04
Payroll Taxes	41,983.91	43,365.00	(1,381.09)
Pension Expense	31,623.91	31,199.00	424.91
Purchase of Capital Assets	750,407.03	750,407.03 *	0.00
Repairs & Maintenance	34,300.27	35,000.00	(699.73)
Salaries & Wages	312,177.20	307,041.00	5,136.20
SoundRunner Ferry Expense	8,195.40	0.00	8,195.40
Storage Rent	714.00	710.00	4.00
Telephone	4,816.20	4,564.00	252.20
Temp Agency Labor	350.00	0.00	350.00
Training & Education	2,927.21	5,860.00	(2,932.79)
Travel	2,691.62	3,500.00	(808.38)
Water, Sewer & Garbage	26,639.87	26,033.00	606.87
Total Operating Expenses	<u>1,747,796.37</u>	<u>1,533,827.03</u>	<u>213,969.34</u>
Loss From Operations	<u>(862,522.22)</u>	<u>(659,227.03)</u>	<u>(203,295.19)</u>
NONOPERATING REVENUES	<u>123,147.69</u>	<u>99,996.00</u>	<u>23,151.69</u>
NET LOSS	<u>\$ (739,374.53)</u>	<u>\$ (559,231.03)</u>	<u>\$ (180,143.50)</u>

*Budget represents actual capital expenditures year to date.

**Budget amended April 2017

PORT OF KINGSTON
Statement of Revenues and Expenses - Cash Basis
For the Month ended July 31, 2017 and 2016
(See Accountant's Compilation Report)

	<u>2017</u>	<u>2016</u>	<u>Change</u>
OPERATING REVENUES			
Marina User Charges	\$ 83,165.11	\$ 82,099.03	\$ 1,066.08
Property Rentals - Facilities (Net)	52,381.08	47,337.13	5,043.95
Miscellaneous Income	3,139.81	3,000.05	139.76
Retail Sales (Net)	783.79	1,061.42	(277.63)
Fuel Sales (Net)	52,131.34	34,284.56	17,846.78
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Total Operating Revenues	191,601.13	167,782.19	23,818.94
OPERATING EXPENSES			
Accounting	1,185.00	1,700.00	(515.00)
Advertising & Promotion	3,958.25	77.25	3,881.00
Audit	0.00	1,536.80	(1,536.80)
Commissioners Compensation	1,140.00	684.00	456.00
Commissioners Travel/Training & Education	1,340.29	0.00	1,340.29
Computer Supplies/Expense	1,274.85	228.80	1,046.05
Consulting Fees	397.95	0.00	397.95
Dues & Subscriptions	50.00	1,522.50	(1,472.50)
Electricity	1,854.54	1,846.46	8.08
Employee Medical	15,768.83	11,533.56	4,235.27
Equipment Rental	580.00	0.00	580.00
Excise Tax Expense	802.28	496.24	306.04
Insurance	(932.16)	0.00	(932.16)
Landscaping	156.31	827.06	(670.75)
Legal	4,625.00	(22,089.70)	26,714.70
Miscellaneous	(34.09)	0.00	(34.09)
Office Credit Card Fees	1,705.78	1,403.26	302.52
Office Supplies	527.04	1,606.32	(1,079.28)
Operating Supplies	698.38	2,444.29	(1,745.91)
(Over)/Short	0.00	(1,338.95)	1,338.95
Parking Expense	875.37	2,244.94	(1,369.57)
Payroll Taxes	10,161.46	8,262.36	1,899.10
Penalties & Fines	0.00	0.00	0.00
Pension Expense	4,088.92	3,803.10	285.82
Purchase of Capital Assets	65,407.58	7,250.73	58,156.85
Repairs & Maintenance	5,646.33	8,587.45	(2,941.12)
Salaries & Wages	45,957.18	43,059.74	2,897.44
Storage Rent	107.00	100.00	7.00
Telephone	637.80	395.30	242.50
Temp Agency Labor	0.00	5,162.50	(5,162.50)
Training & Education	0.00	280.00	(280.00)
Travel	589.02	8.20	580.82
Water, Sewer & Garbage	1,880.29	1,733.67	146.62
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Total Operating Expenses	170,449.20	83,365.88	87,083.32
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Income (Loss) From Operations	21,151.93	84,416.31	(63,264.38)
NONOPERATING REVENUES			
	<hr/>	<hr/>	<hr/>
	829.47	3,314.20	(2,484.73)
NET INCOME (LOSS)			
	<hr/>	<hr/>	<hr/>
	\$ 21,981.40	\$ 87,730.51	\$ (65,749.11)

PORT OF KINGSTON
Statement of Revenues and Expenses - Cash Basis
For the Seven Months Ended July 31, 2017 and 2016
(See Accountant's Compilation Report)

	<u>2017</u>	<u>2016</u>	<u>Change</u>
OPERATING REVENUES			
Marina User Charges	\$ 507,406.16	\$ 502,570.48	\$ 4,835.68
Property Rentals - Facilities (Net)	295,060.46	275,222.24	19,838.22
Miscellaneous Income	4,629.50	6,185.21	(1,555.71)
Retail Sales (Net)	1,329.91	1,140.73	189.18
Fuel Sales (Net)	76,848.12	65,024.89	11,823.23
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Total Operating Revenues	885,274.15	850,143.55	35,130.60
OPERATING EXPENSES			
Accounting	15,675.00	22,534.00	(6,859.00)
Advertising & Promotion	11,608.89	2,127.87	9,481.02
Audit	0.00	25,365.30	(25,365.30)
Commissioners Compensation	4,674.00	4,446.00	228.00
Commissioners Travel/Training & Education	5,915.44	1,541.55	4,373.89
Computer Supplies/Expense	9,741.79	9,975.80	(234.01)
Consulting Fees	51,336.14	31,682.66	19,653.48
Dues & Subscriptions	4,921.76	7,860.50	(2,938.74)
Electricity	30,079.76	25,194.86	4,884.90
Employee Medical	101,956.19	77,412.61	24,543.58
Environmental Inspections	700.00	736.52	(36.52)
Equipment Rental	4,183.47	732.68	3,450.79
Excise Tax Expense	10,674.74	9,488.30	1,186.44
Insurance	0.00	934.00	(934.00)
Landscaping	6,403.22	4,687.52	1,715.70
Lawsuit/Judgment	166,415.15	0.00	166,415.15
Legal	65,262.33	51,439.90	13,822.43
Miscellaneous	1,564.86	886.39	678.47
Office Credit Card Fees	10,275.15	8,556.33	1,718.82
Office Supplies	4,478.89	6,494.38	(2,015.49)
Operating Supplies	11,875.39	11,721.82	153.57
(Over)/Short	(6.46)	(1,343.42)	1,336.96
Parking Expense	13,234.04	8,001.11	5,232.93
Payroll Taxes	41,983.91	11,213.05	30,770.86
Penalties & Fines	0.00	457.83	(457.83)
Pension Expense	31,623.91	23,963.43	7,660.48
Purchase of Capital Assets	750,407.03	76,996.33	673,410.70
Repairs & Maintenance	34,300.27	25,389.85	8,910.42
Salaries & Wages	312,177.20	251,818.79	60,358.41
Secretary Compensation	0.00	510.00	(510.00)
SoundRunner Ferry Expense	8,195.40	1,517.42	6,677.98
Storage Rent	714.00	665.00	49.00
Telephone	4,816.20	2,336.13	2,480.07
Temp Agency Labor	350.00	32,387.70	(32,037.70)
Training & Education	2,927.21	2,756.60	170.61
Travel	2,691.62	1,059.65	1,631.97
Water, Sewer & Garbage	26,639.87	22,592.05	4,047.82
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Total Operating Expenses	1,747,796.37	764,140.51	983,655.86
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Loss From Operations	(862,522.22)	86,003.04	(948,525.26)
NONOPERATING REVENUES			
	<hr/>	<hr/>	<hr/>
	123,147.69	116,344.29	6,803.40
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NET INCOME (LOSS)	\$ (739,374.53)	\$ 202,347.33	\$ (941,721.86)

SUPPLEMENTARY INFORMATION
(See Accountant's Compilation Report)

PORT OF KINGSTON
SCHEDULE I - REVENUES
For the Seven Months Ended July 31, 2017
(See Accountant's Compilation Report)

	ACTUAL	PERIOD TO DATE BUDGET *	BUDGET VARIANCE
MARINA USER CHARGES			
Moorage - Base Rate	\$ 388,789.20	\$ 397,887.00	\$ (9,097.80)
Kayak	3,773.66	2,674.00	1,099.66
Moorage - Transient	68,018.89	79,711.00	(11,692.11)
Winter Moorage	10,157.82	5,178.00	4,979.82
Electricity - Permanent	27,904.09	22,327.00	5,577.09
Electricity - Transient	3,092.00	5,649.00	(2,557.00)
Laundry Income	1,042.50	1,260.00	(217.50)
Yacht Club Reservation Fees	4,518.00	3,660.00	858.00
Deposits - Forfeited	110.00	305.00	(195.00)
Total Marina User charges	<u>\$ 507,406.16</u>	<u>\$ 518,651.00</u>	<u>\$ (11,244.84)</u>
PROPERTY RENTALS - FACILITIES			
Parking	\$ 148,477.10	\$ 132,857.00	\$ 15,620.10
Parking Tickets	4,588.33	3,092.00	1,496.33
Diamond Parking	8,429.11	2,835.00	5,594.11
Yacht Club	7,501.91	8,711.00	(1,209.09)
Aviator Coffees & Teas, LLC Land Rent	2,266.15	2,160.00	106.15
Farmers Market	363.00	351.00	12.00
Hill House Rental	7,089.68	18,550.00	(11,460.32)
Department of Transportation Lease	116,345.18	116,240.00	105.18
Total Property Rentals - Facilities (Net)	<u>\$ 295,060.46</u>	<u>\$ 284,796.00</u>	<u>\$ 10,264.46</u>
RETAIL SALES			
Retail Sales	\$ 1,782.31	\$ 2,354.00	\$ (571.69)
Cost of Retail Sales	(452.40)	(739.00)	286.60
Total Retail Sales (Net)	<u>\$ 1,329.91</u>	<u>\$ 1,615.00</u>	<u>\$ (285.09)</u>
FUEL SALES			
Gasoline & Diesel Sales	\$ 256,629.47	\$ 217,613.00	\$ 39,016.47
Cost of Fuel	(179,781.35)	(152,589.00)	(27,192.35)
Total Gasoline & Diesel Sales (Net)	<u>\$ 76,848.12</u>	<u>\$ 65,024.00</u>	<u>\$ 11,824.12</u>
NONOPERATING REVENUES (EXPENSES)			
Interest Income	\$ 11,888.87	\$ 8,888.00	\$ 3,000.87
Interest Expense	(1,215.28)	(12,387.00)	11,171.72
Property Tax Receipts	106,225.15	97,886.00	8,339.15
Service Charge Revenue	4,046.91	5,609.00	(1,562.09)
Tenant Deposits/Adv Pmts On AR/Disposed Assets	2,202.04	0.00	2,202.04
Total Nonoperating Revenues (Expenses)	<u>\$ 123,147.69</u>	<u>\$ 99,996.00</u>	<u>\$ 23,151.69</u>

* Budget amended April 2017

PORT OF KINGSTON
SCHEDULE II - REVENUES
For the Month ended July 31, 2017 and 2016
(See Accountant's Compilation Report)

	<u>2017</u>	<u>2016</u>	<u>Change</u>
MARINA USER CHARGES			
Moorage - Permanent	\$ 49,212.83	\$ 58,485.27	\$ (9,272.44)
Kayak	510.00	529.46	(19.46)
Moorage - Transient	29,842.29	20,932.48	8,909.81
Winter Moorage	0.00	0.00	0.00
Electricity - Permanent	413.24	737.82	(324.58)
Electricity - Transient	1,344.00	1,177.00	167.00
Laundry Income	267.75	182.00	85.75
Yacht Club Reservation Fees	1,575.00	50.00	1,525.00
Deposits - Forfeited	0.00	5.00	(5.00)
Total Marina User charges	<u>\$ 83,165.11</u>	<u>\$ 82,099.03</u>	<u>\$ 1,066.08</u>
PROPERTY RENTALS - FACILITIES			
Parking	\$ 30,728.97	\$ 26,069.14	\$ 4,659.83
Parking Tickets	344.07	1,426.00	(1,081.93)
Parking Diamond	1,127.10	1,363.01	(235.91)
Yacht Club	1,243.12	1,245.75	(2.63)
Aviator Coffees & Teas, LLC Land Rent	349.81	529.00	(179.19)
Farmer's Market	9.99	114.30	(104.31)
Hill House Rental	1,772.42	0.00	1,772.42
Department of Transportation Lease	16,805.60	16,589.93	215.67
Total Property Rentals - Facilities (Net)	<u>\$ 52,381.08</u>	<u>\$ 47,337.13</u>	<u>\$ 5,043.95</u>
RETAIL SALES			
Retail Sales	\$ 1,106.99	\$ 1,061.42	\$ 45.57
Cost of Retail Sales	(323.20)	0.00	(323.20)
Total Retail Sales (Net)	<u>\$ 783.79</u>	<u>\$ 1,061.42</u>	<u>\$ (277.63)</u>
FUEL SALES			
Gasoline & Diesel Sales	\$ 117,455.57	\$ 92,095.95	\$ 25,359.62
Cost of Fuel	(65,324.23)	(57,811.39)	(7,512.84)
Total Gasoline & Diesel Sales (Net)	<u>\$ 52,131.34</u>	<u>\$ 34,284.56</u>	<u>\$ 17,846.78</u>
NONOPERATING REVENUES (EXPENSES)			
Interest Income	\$ 2,148.15	\$ 1,309.70	\$ 838.45
Interest Expense	(1,215.28)	0.00	(1,215.28)
Property Tax Receipts	540.20	902.40	(362.20)
Service Charge Revenue	341.50	623.18	(281.68)
Tenant Deposits/Adv Pmts On AR/Disposed Assets	(985.10)	478.92	(1,464.02)
Total Nonoperating Revenues (Expenses)	<u>\$ 829.47</u>	<u>\$ 3,314.20</u>	<u>\$ (2,484.73)</u>

PORT OF KINGSTON
SCHEDULE III - REVENUES
For the Seven Months Ended July 31, 2017 and 2016
(See Accountant's Compilation Report)

	<u>2017</u>	<u>2016</u>	<u>Change</u>
MARINA USER CHARGES			
Moorage - Permanent	\$ 388,789.20	\$ 393,598.37	\$ (4,809.17)
Kayak	3,773.66	2,605.10	1,168.56
Moorage - Transient	68,018.89	65,540.98	2,477.91
Winter Moorage	10,157.82	9,666.73	491.09
Electricity - Permanent	27,904.09	24,034.58	3,869.51
Electricity - Transient	3,092.00	4,386.50	(1,294.50)
Laundry Income	1,042.50	1,075.00	(32.50)
Yacht Club Reservation Fees	4,518.00	1,215.00	3,303.00
Deposits - Forfeited	110.00	448.22	(338.22)
Total Marina User charges	<u>\$ 507,406.16</u>	<u>\$ 502,570.48</u>	<u>\$ 4,835.68</u>
PROPERTY RENTALS - FACILITIES			
Parking	\$ 148,477.10	\$ 134,889.23	\$ 13,587.87
Parking Tickets	4,588.33	3,298.20	1,290.13
Parking Diamond	8,429.11	9,709.92	(1,280.81)
Yacht Club	7,501.91	8,617.05	(1,115.14)
Aviator Coffees & Teas, LLC Land Rent	2,266.15	2,392.00	(125.85)
Farmers Market	363.00	285.75	77.25
Hill House Rental	7,089.68	0.00	7,089.68
Department of Transportation Lease	116,345.18	116,030.09	315.09
Total Property Rentals - Facilities (Net)	<u>\$ 295,060.46</u>	<u>\$ 275,222.24</u>	<u>\$ 19,838.22</u>
RETAIL SALES			
Retail Sales	\$ 1,782.31	\$ 1,880.43	\$ (98.12)
Cost of Retail Sales	(452.40)	(739.70)	287.30
Total Retail Sales (Net)	<u>\$ 1,329.91</u>	<u>\$ 1,140.73</u>	<u>\$ 189.18</u>
FUEL SALES			
Gasoline & Diesel Sales	\$ 256,629.47	\$ 217,614.21	\$ 39,015.26
Cost of Fuel	(179,781.35)	(152,589.32)	(27,192.03)
Total Gasoline & Diesel Sales (Net)	<u>\$ 76,848.12</u>	<u>\$ 65,024.89</u>	<u>\$ 11,823.23</u>
NONOPERATING REVENUES (EXPENSES)			
Interest Income	\$ 11,888.87	\$ 8,244.49	\$ 3,644.38
Interest Expense	(1,215.28)	0.00	(1,215.28)
Property Tax Receipts	106,225.15	104,456.28	1,768.87
Service Charge Revenue	4,046.91	4,605.19	(558.28)
Tenant Deposits/Adv Pmts On AR/Disposed Assets	2,202.04	(961.67)	3,163.71
Total Nonoperating Revenues (Expenses)	<u>\$ 123,147.69</u>	<u>\$ 116,344.29</u>	<u>\$ 6,803.40</u>

PORT OF KINGSTON
SCHEDULE IV - Cash And Investments Roll Forward
Month of July 2017
(See Accountant's Compilation Report)

Beginning Cash And Investments 6/30/17	\$ 2,487,409.99
Less: Liabilities 6/30/17	(835,308.17)
Plus: Liabilities 7/31/17	821,666.13
Plus: Net Income for July	21,981.40
Ending Cash And Investments 7/31/17	\$ <u>2,495,749.35</u>

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Job Description: Communications & Marketing Coordinator

Summary

Major Responsibilities, Functions and Duties

1. Provide communication support for all Port activities to include newspaper columns, newsletters, and advertising copy.
2. Assist the Port Executive director with grant writing.
3. Provide support services for visiting boaters and groups. To include local reservations and event coordination.
4. Assist Executive Director with community event coordination.
5. Key content provider for the Port's website.
6. Project management when assigned.
7. Operate the office equipment such as the computer, telephones, calculators, two-way radios, fax/copier, etc.
8. Performs other tasks/duties as assigned by management.

Necessary Knowledge, Skills, and Abilities

- * Current work schedule: Monday through Friday, but because of event coordination a flexible schedule will be required.
- * Knowledge of local community and local businesses and the ability to communicate this information to guests and visitors of the Port.
- * Must possess excellent communications service skills,
- * Proficient in the operation of computers, Microsoft Office, Microsoft Outlook.
- * Ability to work directly with the public, providing information and assistance on a daily basis.
- * Skill in establishing and maintaining cooperative working relationships with other employees.
- * Must be reliable and punctual.
- * Must be able to work well under pressure while being detail oriented.
- * Ability to follow through and accomplish goals.
- * Ability to independently solve problems using good judgement and creativity.

Minimum Qualifications (education and experience)

- * Associate Degree in communications or marketing.
- * Valid Washington Drivers' License with an acceptable driving record.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, talk, hear, and use hands and fingers to operate, handle, or feel objects, tools, or controls. The employee is occasionally required to walk and use stairs, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include distance vision, close vision, and the ability to adjust focus.

Acknowledgment Statement

All employment with the Port of Kingston is “at will.” This means that the employee or the Port of Kingston may terminate employment at any time and for any reason. Management has the exclusive right to alter this job description at any time without notice. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability, nor is it intended to be an employment agreement or contract.

While this job description describes the essential functions and qualifications of the position described, it is not intended to serve as a comprehensive list of all the duties performed by all employees in this job. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-related duties.



REGULAR MEETING

MEETING OF: August 23, 2017

AGENDA ITEM: 7B. CERB Grant Feasibility Study - Presentation of Supplemental to Heartland LLC's Final Report

BACKGROUND:

Port Staff has compiled additional information received from the Board as a supplemental report to Heartland LLC's final report of findings for the CERB Grant Feasibility Study.

EXECUTIVE DIRECTOR'S RECOMMENDATION:

For Discussion and Direction..

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CERB Grant Feasibility Study

Supplemental to Heartland LLC's Final Report

Introduction

It is the consensus of the Port Commission that Heartland, LLC did an excellent job in conducting their baseline analysis, interpreting market data, and through a series of community outreach events, engaging the public and distilling public feedback into valuable metrics in order to construct a final report that represented realistic options for the Port's consideration in the development of these sites. However, there are some additional considerations that the Commissioners would like to present as a supplement to Heartland's Downtown Waterfront Properties Study.

Additional Considerations

One of the main considerations for supplemental data is that Heartland's final report does not address residential development options for the West Kingston Road site. Residential demand and predictions for residential development growth in the downtown Kingston area are the most likely development opportunities that will be seen as a result of the Fast Ferry service to Seattle. This development concept is the one most compatible with current zoning, and is the lowest development risk to the Port. This concept is also attractive to the community, provided it is done in scale with nearby development. Although this concept was touched on in Heartland's report, the Commission believes that this option needs to be explored further in light of the addition of the Fast Ferry service, slated to begin service to downtown Seattle in 2018.

Rate Projections

Heartland's final report also presented a potential rate structure for the hotel/vacation cottages development concept, with proposed rates substantially above the rate averages used as examples in the report. Given a normal distribution, there would be a 14% likelihood of getting rates in this range. Should the Port decide to pursue market engagement on this concept, it would be important to have the data sources and information that supported the rates quoted in Heartland's study prior to soliciting a developer. And though this report was not designed to outline every scenario, further studies need to be performed to proof the rates proposed.

Valuation

Heartland's final report quotes NPV (Net Present Value) valuation for all proposed development concepts based on an asset life of 10 years. This represented an underestimated value of the proposed projects. NPV calculations normally use a valuation period that spans the usable life of the asset, or some multiple thereof. If the valuation period is less than the asset's useable life, the asset's value at the end of the period is added in. This is commonly called 'salvage value'. When conducting NPV comparisons, the valuation period should also be the same as the projects being compared, or approximately 50 years. This is the likely useable life for a restaurant, hotel, dry stack and vacation cottage structures.

Ownership & Operations

The dry stack development concept evaluation in Heartland’s report assumes that it would be built by the Port and be contractor operated. This would be an inefficient arrangement, as the Port already has the business infrastructure for operating the dry stack; port staff can handle off season demand, and additional staff can be added during the peak season. This would provide a much higher rate of return to the Port.

Possible Returns

The Port has conducted some of its own research to add as supplemental information to the possible development options contained in Heartland’s final report. The following looks at possible return on investment for each of the 3 development concepts:

Over the life of the asset, dry stack has higher net earnings than the other options. Average earnings in 2017 dollars are:

Dry Stack Boat Storage:	\$468,087
Vacation Cottage Rentals:	\$114,123
Destination Restaurant/Hotel:	\$88,405

- Boat storage is fully compliant with the Shoreline Management Plan’s requirement for water dependent use. Other options may not be as solidly compliant.
- Upland, boat retrieval and launch infrastructure provides the potential for marine trades’ job growth, as this would be the only such facility in Kitsap County.
- Boat storage can directly leverage projections for Fast Ferry and County plans for dense downtown residential growth. Families working in Seattle and living in Kingston can enjoy affordable residential options and a convenient choice for vessel storage.
- It allows the Port to reconfigure the marina to catch up with changes in boat ownership trends. In-water boats are getting larger, and smaller slip rentals are dwindling.
- It is the only feasible means to address a goal of increasing marina capacity. Vessels being stored out-of- water minimizes environmental impact, and allows for the collection and processing of all water, fluids and debris.

Example Financial Model

The Port has included an example financial model that looks specifically at the Dry Stack Boat Storage development concept. Other financial models need to be performed for the Vacation Cottage Rental and Destination Restaurant/Hotel concepts.

(To be distributed at meeting).



REGULAR MEETING

MEETING OF: August 23, 2017

AGENDA ITEM: 7C. Enduris Update (For Discussion Only)

BACKGROUND:

Executive Director Pivarnik will brief the Commission on his facilities tour with Joe Davis, the new Risk Manager for Enduris.

EXECUTIVE DIRECTOR'S RECOMMENDATION:

For Discussion Only.

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REGULAR MEETING

MEETING OF: August 23, 2017

AGENDA ITEM: 7D. Port Office Expansion Project - Approve Contract for Homeland Construction Company, Inc.

BACKGROUND:

Port Staff has prepared a Contract Agreement to engage Homeland Construction Company, Inc. for the build phase of the Port Office Expansion Project for review and approval by the Commission.

EXECUTIVE DIRECTOR'S RECOMMENDATION:

Approve Contract Agreement, and authorize Executive Director to engage Homeland Construction Company, Inc. for the build phase of the Port Office Expansion Project.

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CONTRACT AGREEMENT FORM

PORT OF KINGSTON

for

Port of Kingston Office Addition

Agreement made effective as of this 16th day of August, 2016, by and between the PORT OF KINGSTON, a Washington Public Port (hereafter called "PORT") and Homeland Construction Inc., (hereafter called "COMPANY").

SECTION ONE

Contract Documents

The contract documents consist of this Contract, plans and specs, and approved Kitsap County permit.

SECTION TWO

Description of Work

The contract provides for construction of office building addition for the Port of Kingston offices in accordance with these contract documents and building plans.

SECTION THREE

Payment

The PORT agrees to pay COMPANY, an amount not to exceed \$150,733 plus tax as per attached proposal. Payments will be allowed when billed by COMPANY, for work that has been completed and approval from the Board of Commissioners has been obtained, and a Department of Labor and Industries Affidavit of Prevailing Wage Form has been received, and the contract release has been approved by the Department of Labor and Industries.

SECTION FOUR

General Conditions

- 4.1 PORT shall give all instructions to COMPANY OFFICER of COMPANY, through Jim Pivarnik, Executive Director, its' nominated PORT representative. PORT will provide COMPANY access as is required to PORT's premises to perform the construction and will provide, such necessary storage areas and lay down sites as are required.

SECTION FIVE

General Responsibility of Company

COMPANY duties and rights in connection with the above described project are as follows:

- 5.1 Responsibility for and Supervision of Construction: COMPANY shall be solely responsible for all construction under this contract, including the techniques, sequences, procedures, and means, and for coordination of all work. COMPANY shall supervise and direct the work, and give it all attention necessary for such proper supervision and direction.
- 5.2 Discipline and Employment: COMPANY shall maintain at all times strict discipline among its employees, and COMPANY agrees not to employ for work on the project any person unfit or without sufficient skill to perform the job for which they were employed.

- 5.3 Labor, Materials, and Equipment: Except as provided in this Contract, COMPANY shall provide and pay for all labor, materials, and equipment, including tools, construction equipment, and machinery, utilities, including water, transportation, and all other facilities and services necessary for the proper completion of work on the project in accordance with the contract.
- 5.4 Payment of Taxes: COMPANY shall pay all taxes and fees required by law in connection with work on the project in accordance with this Agreement including sales, use, and similar taxes.
- 5.5 Compliance with Construction Laws and Regulations: COMPANY shall comply with all construction laws and ordinances (including environmental rules and regulations) and the rules and regulations regarding work performance in accordance with Washington State's Public Work and Prevailing Wage legislation, and orders of all public authorities relating to the performance of the work under and pursuant to this Agreement.
- 5.6 Responsibility for Negligence of Employees and Subcontractors: COMPANY assumes full responsibility for and will hold the PORT harmless from its acts, negligence, or omissions of all its employees on the project, for those of its subcontractors and their employees, and for those of all other persons doing work under a contract with them.
- 5.7 Warranty of Fitness of Equipment and Materials: COMPANY warrants to PORT that all equipment and materials used in the work, and made a part of the structures on such work, or placed permanently in connection with such work, will be new unless otherwise specified in the contract documents, of good quality, free of defects, and in conformity with the contract documents. It is understood and agreed between the parties to this Agreement that all equipment and materials not in conformity will be considered defective.
- 5.8 Clean-up: COMPANY agrees to keep the work premises and adjoining waterways free of waste material and rubbish caused by its work or that of its subcontractors. COMPANY acknowledges that over water work is controlled by specific environmental regulations that prohibit depositing sawdust, debris, work materials, paint and other substances into the waters of Puget Sound. COMPANY further agrees to remove all waste material and rubbish on termination of the project, together with all its tools, equipment, machinery, and surplus materials. COMPANY agrees, on terminating its work at the site, to conduct general clean-up operations, including the cleaning of all glass surfaces, and interior floors and walls.
- 5.9 Safety Precautions and Programs: COMPANY shall provide for and oversee all safety orders, precautions, and programs necessary to the reasonable safety of the work. In this connection, COMPANY shall take all precautions for the safety of all employees and other persons whom the work might affect, all work and materials incorporated in the project, and all property and improvements on the construction site and adjacent to the construction site, and shall comply with all applicable laws, ordinances, rules, regulations and orders.

SECTION SIX

Insurance, Bonding, And Indemnification

- 6.1 Insurance: The COMPANY shall purchase and maintain such insurance as will protect COMPANY and the PORT from claims set forth below which may arise out of or result from the COMPANY's execution of the work, whether such execution be by COMPANY or by any subcontractor or by anyone directly or indirectly employed by any of them or by anyone for whose acts any of them may be liable. Such insurance shall cover:
- 6.1.1 Claims under worker's compensation, disability benefit and other similar employee benefit acts.
- 6.1.2 Claims for damages due to bodily injury, occupational sickness or diseases, or death of COMPANY's employees.
- 6.1.3 Claims for damages due to bodily injury, sickness or disease of death or any person other than COMPANY's employees.

- 6.1.4 Claims for damages insured by usual personal injury liability coverage which are sustained by any person as a result of an act directly or indirectly related to the employment of such person by the COMPANY, or by any other person.
- 6.1.5 Claims for damages to property belonging to the Port, its tenants or third persons because of injury to or destruction of tangible property, including loss of use resulting therefrom.
- 6.2 Certificates of Insurance acceptable to the PORT shall be filed with the PORT prior to commencement of the work. These certificates shall contain a provision that coverage afforded under the policies will not be cancelled unless at least fifteen (15) days' prior written notice has been given to the PORT. See Paragraph 14, Special Conditions.
- 6.3 The COMPANY shall procure and maintain at COMPANY's expense, during the contract time, liability insurance as hereinafter specified. This list is in amplification of the Terms and Conditions of section 9.1 and not in limitation thereof.
- 6.3.1 COMPANY General Public Liability and Property Damage Insurance, including vehicle coverage, issued to the COMPANY and protecting COMPANY from all claims for personal injury, including death, and all claims for destruction of or damage to property, arising out of or in connection with any operations under the Contract Documents, whether such operations be by COMPANY or by any subcontractor under COMPANY or anyone directly or indirectly employed by the COMPANY or by a subcontractor under them. General liability insurance will not be less than one-million (\$1,000,000.00) dollars aggregate.
- 6.3.2 The COMPANY shall procure and maintain at COMPANY's own expense, during the contract, time in accordance with the provisions of the laws of the state in which the Work is performed, Worker's compensation Insurance, including occupational disease provisions, for all of COMPANY's employees at the site of the project. In case any Work is sublet, the COMPANY shall require such Subcontractor similarly to provide worker's compensation insurance, including occupational disease provisions for all the latter's employees unless such employees are covered by the protection afforded by the COMPANY. In case any class of employees engaged in Hazardous Work under this contract at the site of this project is not protected under the worker's compensation statute, the COMPANY shall provide adequate and suitable insurance for the protection of COMPANY's employees not otherwise protected.
- 6.4 Indemnification: The COMPANY will indemnify and hold harmless the PORT, their agents and employees from and against all claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from the performance of the work, provided that any such claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom; and from all environmental claims and causes of action which are caused in whole or in part by any negligent or willful act or omission of the COMPANY and subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. In any and all claims against the PORT or the Engineer, or any of their agents or employees, by any employee of the COMPANY, and subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount of type of damages, compensation or benefits payable by or for the COMPANY or any subcontractor under worker's compensation acts, disability benefits acts or other employee benefit acts.

SECTION SEVEN

Changes in Work and Changes in Contract Price

The PORT may at any time, as the need arises, order changes within the scope of the work without invalidating the Agreement. If such changes increase or decrease the amount due under the Contract Documents, or in the time required

for performance of the work, an equitable adjustment shall be authorized by change order. The contract price may be changed only by a change order. All change orders must be received in writing and approved by the Board of Commissioners before proceeding. The value of any work covered by a change order or of any claim for increase or decrease in the contract price shall be determined by one or more of the following methods in the order of precedence listed below:

- A. An agreed upon lump sum;
- B. The actual cost for labor, direct overhead, materials, supplies, equipment and other services necessary to complete the work. In addition, there shall be added an amount to be agreed upon but not to exceed fifteen (15%) percent of the actual cost of the work to cover the cost of the general overhead and profit.

SECTION EIGHT
Resolution of Dispute

If a dispute arises concerning the provisions of this Contract or the performance by the parties, the parties agree to select a mediator provided through the Dispute Resolution Center of Kitsap County, with the parties paying equally the charges by such mediator. If good faith negotiations do not resolve the issue, then the parties will proceed in accordance with the Local Mandatory Arbitration Rules of the State of Washington and of the Superior Court of the State of Washington for Kitsap County; provided, however, that the jurisdictional limit and any limitation on the nature of remedy are hereby waived. The parties agree that any such arbitrator's decision shall be binding. In the event of any dispute between the parties the costs and attorney's fees of the prevailing party will be paid by the other party.

SECTION NINE
Governing Law

This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Washington.

SECTION TEN
Entire Agreement

This Agreement shall constitute the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

SECTION ELEVEN
Modification of Agreement

Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing signed by each party or an authorized representative of each party. No oral modifications will be effective or binding.

SECTION TWELVE
Notices

All notices under this Agreement shall be deemed sufficiently given when sent by any of the following methods: (1) personal delivery; or (2) certified mail, postage prepaid when sent to the following:

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REGULAR MEETING

MEETING OF: August 23, 2017

AGENDA ITEM: 8A. Welcome to Kingston Electronic Sign - Discussion on Rates and Policy

BACKGROUND:

Port Staff will provide an update on the status and progress of the Welcome to Kingston Electronic Sign, and will distribute a Draft Electronic Sign Policy and proposed rate schedule for the Board's review, discussion and direction.

EXECUTIVE DIRECTOR'S RECOMMENDATION:

For Discussion and Direction.

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PORT OF KINGSTON COMMUNITY WELCOME SIGN POLICY

The Port of Kingston owns, maintains and manages the “Welcome to Kingston” reader board sign, located at the corner of Lindvog Road NE and Highway 104 as a benefit to the general public and greater Kingston community.

The primary use of the welcome sign is to announce upcoming community events and meetings that are open to the public. Announcement of events on the sign is limited to nonprofit organizations, Kingston school booster clubs, community events that are open to the public and directly benefit a nonprofit organization, public meeting announcements, and emergency messages displayed in the interest of public health and safety. Message content suitability and approval will be at the sole discretion of the Port of Kingston

Messages to advertise a business or other commercial activity will not be allowed.

Messages containing religious or political messages or advertising such events will not be allowed. Community events sponsored by religious entities may be allowed so long as the event does not include religion instruction or counseling, religious workshops or services.

Before a position in the electronic reader board rotation is reserved and an electronic message is authorized, electronic message requests must be submitted in writing on the Electronic Reader Board Use Application (Exhibit A). The application form is available on the Port’s website at www.portofkingston.org, or at the Port’s Administrative Office located at 25864 Washington Blvd. NE, Kingston, WA 98346. Completed applications may be submitted to the Port by mail at PO Box 559, Kingston, WA 98346 or in person at the Port Administration Office.

The application must be filled out completely and submitted with payment to the Port before the approval process will begin. Fees for use of the sign are \$25 per week per message. Approved messages will be rotated on a regular basis for the period specified. Organizations that regularly advertise general meetings that are open to the public will be charged an annual fee of \$50 for up to (12) messages per calendar year. All messages must be limited to three lines of text. (Event name, location, date, time). Port staff will format all messages from information provided. Per County regulations there will be no flashing messages or animation allowed.

Qualifying organizations that anticipate frequent use of the electronic reader board may, upon the approval of the Port Controller, establish an escrow account with the Port from which the Port is authorized to draw applicable user fees for sign use.

Application forms may be submitted up to six (6) months in advance, but not less than one (1) week in advance of desired publication date. Applications submitted less than one (1) week prior to the desired publication date may be considered on a first-come-first-served space-available basis and shall be subject to pre-emption.

This policy may be amended by the Port of Kingston Commission at any time.



REGULAR MEETING

MEETING OF: August 23, 2017

AGENDA ITEM: 8B. Master Plan Revisions - Part 4

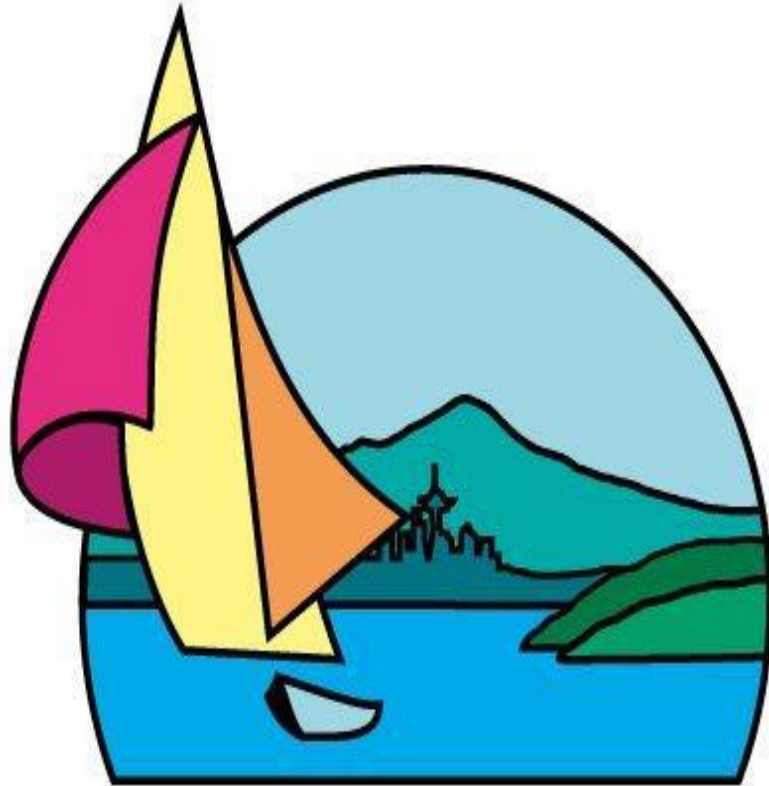
BACKGROUND:

At the Regular Meeting of the Commission held on June 28, 2017, the Board was presented with Part 3 (pages 13 through 21) of the Master Plan (ver. 2012) for edit updates. Port Staff will distribute Part 4 (pages 22 through 30) for edit updates from the Commission.

EXECUTIVE DIRECTOR'S RECOMMENDATION:

For Discussion Only.

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PORT OF KINGSTON

2012 Master Plan Update

Proudly serving the North Kitsap Maritime Community and
Kingston's Citizens since 1919.

2017 Revisions - Sections & Distribution Dates

- Part 1 (pg. 1-6): March 22, 2017
- Part 2 (pg. 7-12): May 24, 2017
- Part 3 (pg. 13-21): June 28, 2017
- Part 4 (pg. 22-30): August 23, 2017



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**Master Plan (ver. 2012)
Chapters 7 through 10 to be
reviewed at a future
meeting.**



5. Port Profile

5.1 The Port District

The Kingston Port Districts economy is largely tied to local population, services, commuter traffic, real estate, and housing. The Port of Kingston is both an important economic base and source of employment for the Kingston area. Commerce is attracted to Kingston through outside purchasers of marina services, products and by port visitors both of which spend money in the community. The moorage offered by the marina serves to attract new residents to the area which could increase the economic base in Kingston. The Port is the hub of Kingston's economic life and downtown recreation.

The Port of Kingston is comprised of 10 acres of submerged land and 11 acres of uplands, in which the Washington State Ferries leases 4 acres. The Port currently employs 10 employees and three elected Commissioners. The Port District has over 6,000 residents. The Port serves not only Kingston, and district nine residents but also the local communities such as Indianola, Suquamish, Eglon, Bainbridge Island, Poulsbo, and Silverdale. Refer to Appendix C for Port Boundary map and Port property identification parcels.

5.2 Port Inventory

Auto Ferry Terminal



Ferry Docking Facilities are located north and east of the Kingston Marina on filled land. Facilities include a ferry dock, a small auxiliary dock for an idle ferry, dolphins for each, an access pier, toll booths, approach and holding lanes, waiting house, sidewalk, restrooms, parking lot, various storage sheds, and fencing. A 4-acre area is leased to the Washington State Department of Transportation by the Port of Kingston.

Offshore Facilities



Breakwater and Harbor Construction began in 1966 with the breakwater and ended in 1967 with completion of harbor dredging. The purpose of the breakwater is to allow protection for marina facilities from waves of storms and ships, to slow the accumulation of sediment by slowing water flow rates with tides, and to protect boats from material drift. Total length of the breakwater is 1,040 feet.



Permanent Moorage consists of five floating piers. The main piers are lettered A through E from west to east and the slips of each pier increase in size to the east. Total permanent moorage is currently 261 slips. The original permanent moorage floats were built of wood in 1967. In 1985 the floats were upgraded to concrete. Fresh water runs down one side of each dock. Electrical pedestals with meters supply 30 amps of power for each slip.



Covered Moorage is provided on C, D, and E dock. The covered areas provide protection from the elements for both the boats and owners. There are 20 individual covered slips on both C and D docks and 14 covered slips on E dock.



Guest Moorage offers transient moorage along the eastern edge of the harbor. Moorage is predominately on the west side of the pier, but a few smaller boats are able to dock between the pier and the breakwater near the harbor entrance. The port currently offers 49 transient slips. The guest pier provides transient and short-term moorage services to recreational boaters and commercial fishermen. In February of 2000, an 86' extension was added along with a 30' walkway to the end of the guest dock. Small covered picnic areas were recently added to give boaters dry areas to enjoy during their stay.



The **Fuel Pier** was built in 1982 and is connected by a ramp to a high, fixed boardwalk the northeast corner of the harbor. The pier offers regular and diesel fuels. Fuel is transferred from onshore underground tanks by underground piping and flexible hosing attached along the pier. The dock is 78' long by 12' wide and is 936 sq. ft. The shed was built in 1982 and rebuilt in spring of 2002 and is 13'X6'. The two 10,000 gallon tanks that were installed in 1967 and relined in 1986 were removed. In 2007 two 12,000 gallon underground tanks were installed, and a new fuel dispenser was added in 2010 to support the fueling of passenger vessels.



The **Small water craft and launch facility** was built to provide storage of kayaks and to provide a safe launch area for both kayaks and paddle boards.



The **Public Fishing Pier** is approximately 400 ft. long and provides recreation fishing for crab, squid, and other fish species. The fishing pier is used often in the summer and fall months when the local salmon runs come through.



The **Passenger Only Ferry Dock** facilities were built in January 2005. The dock provided foot ferry service for nine months from January through September 2005 by Aqua Express a local provider of passenger service. The service was suspended and run again by the Port of Kingston from 2010 through September 2012. There is no current passenger ferry service.

Onshore Facilities



In 1997 the **North Beach** was purchased with funds from both the IAC and the Port of Kingston. The North Beach is located immediately north of the Washington State Ferry terminal and is accessible from a wood stairway. The beach fronts a bluff that is slowly eroding resulting in the closure of parts of the road at the top of the bluff. Sand beaches such as this are rare in Puget Sound and very attractive. North Beach is an under-utilized recreational asset owing to its somewhat difficult and indirect access.



The **Boat Launch** site was built in 1998 with funds provided by both the IAC and the Port of Kingston. It provides a double lane launch ramp with 18 truck and trailer parking stalls. Additional truck and trailer parking is available on the weekends. The launch ramp is virtually accessible at all but the lowest minus tides.



The **Performing Arts Stage** hosts a variety of events from local concerts to Concert on the Cove and is available for special events.

Upland Facilities



The **Port Office and Restroom Facilities** were constructed in 1995. The Ports office is a 38' X 28' (1,064 sq. ft.) structure located on the second floor above the men and women's restrooms, as well as a laundry facility. The Port office provides space for a meeting room, in which most Port meetings are held, and also a kiosk for marina tenants and guests to have access to Port staff during business hours.



The **Kingston Cove Yacht Club and Port Shop** were built in 1995 and provide a meeting hall and outdoor picnic area for marina members. The facility is used for meetings and many other local gatherings, and is located on the upper floor of the building. The Port Shop houses the maintenance equipment on the first floor. The total sq. footage of the building is 3,744 sq. ft.



Mike Wallace Park is located immediately south of the ferry terminal. Its central location on the waterfront and adjacent to parking and downtown businesses makes it the focus of many community events. The park is 40,000 sq. ft. and offers a passive recreation and picnic facility to marina users and visitors. The park was originally built by the local labor training school in 1982. The park is a host to several local activities including the Four of July fireworks and concert, Farmers Market, summer concerts and the Annual Christmas Tree Lighting.



The **Port Parking Facilities** provide 105 tenant slips, 5 employee slips, 11 yacht club slips, 51 2hr slips, 34 monthly permit parking slips, and 18 truck and trailer slips, 100 daily paid parking, and 11 handicapped slips for a total of 325 parking slips. There are many demands for parking on Port property. Pedestrian ferry riders use Port parking while commuting or otherwise traveling to Edmonds or Seattle.

