



*Port of Kingston Board of Commissioners
Special Meeting*

06/02/2016 9:00 AM
Kingston Cove Yacht Club: 25878 Washington Blvd
Kingston, WA

Meeting called by: Port of Kingston Commissioners

Type of meeting: Special Meeting

Meeting Minutes

Commissioners Present

Commissioner Walt Elliott
Commissioner Bruce MacIntyre
Commissioner Mary McClure

Commissioners Excused

Staff Present

Executive Director, Jim Pivarnik
Controller, Juanita Gomez
Recording Secretary, Samantha Berger

Counsel Present

Hearthstone CPA Group, Dennis Treger

In Attendance: 12

1. **CALL TO ORDER: 9:00 a.m.**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA**
MOTION: Approve Agenda as written.
MOVED BY: Commissioner Walt Elliott
SECONDED BY: Commissioner Mary McClure
ACTION: Passed 3-0
4. **PUBLIC COMMENT:**
Dana Goodfellow asked about procedures for public comment and questions. Will hold questions until conclusion of Auditor Exit Conference.

Beth Brewster asked about the time and expense incurred with this State Audit in comparison to years prior. Will revisit question at conclusion of Auditor Exit Conference.

5. BUSINESS OF THE COMMISSION

A. Presentation of the Audit Exit Conference with Representatives from the State Auditor's Office

Presented By

Carol Ehlinger, Audit Manager

Megan McFarlane, Assistant Audit Manager

Nita Conlan, Audit Lead

Representatives Carol Ehlinger, Megan McFarlane and Nita Conlan from the State Auditor's Office held the Exit Conference reviewing the materials from the 2013-2014 State Audit of the Port of Kingston.

There were two findings reported by the Audit for 2013-2014: Port reported Net Fuel Sales instead of Gross Fuel Sales, which had no impact on bottom line, but was indicated as an internal allocation issue. Auditor's recommend a change in reporting to reflect Gross Sales.

Due to the Auditor's investigation into the Port's report of loss of Public Funds, there was focused discussion and review of the Port's cash handling policies and internal controls and included a transparent discussion on the controls in place during the period that the loss occurred. Commissioners discussed access to guidelines for improved controls and continuing education for Port of Kingston Staff through the State Auditor's Office and other Statewide and Federal programs. State Auditor's Office Representatives responded with a verbal list of recommendations for online and in-person guidelines, checklists courses and programs available to Port Staff and Management.

COMMISSIONER'S RECOMMENDATION:

Review training, internal controls and appropriate tools to continue to pursue excellence in internal controls and accountability.

6. PUBLIC QUESTIONS AND/OR COMMENTS:

The Commissioners answered questions from 5 in attendance.

7. STAFF QUESTIONS AND/OR COMMENTS:

None at this time.

8. COMMISSIONER QUESTIONS AND/OR COMMENTS:

None at this time.

9. NEXT REGULAR MEETING DATE: Wednesday June 22nd, 2016 at 7:00 p.m. at the Village Green, Kingston, WA 98368

10. ADJOURN:

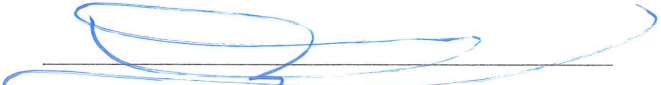
Motion: To adjourn Meeting at 10:29 a.m.

Moved by: Commissioner, Bruce MacIntyre


Seconded by: Commissioner, Mary McClure

Action: Passed 3-0.


Meeting attested by:



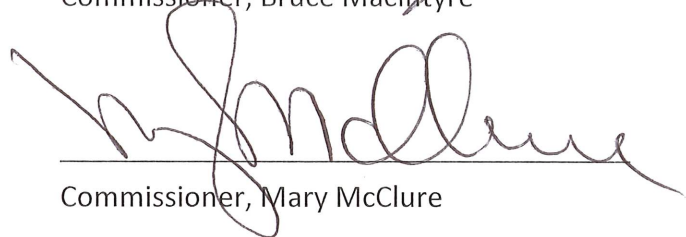
Recording Secretary, Samantha Berger



Commissioner, Walt Elliott



Commissioner, Bruce MacIntyre



Commissioner, Mary McClure

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