



2017 Public Records Requests

Log of Public Records Requests Submitted to the Port of Kingston in 2017

Request ID: 01 2017	
Request Date:	Requestor:
January 26, 2017	karzmar@centurytel.net
Request:	
"Please email me the current list of assets with the depreciated value & depreciation schedule and any estimates the port may have of the actual value. Please only include assets having a depreciated value of 70k or more."	
Status/Progress Notes:	
Date:	Note:
January 31, 2017	5-Day Letter Sent, Next Due Date: February 10, 2017
February 6, 2017	Delivery of Responsive Records & Completion Letter Sent
Date Closed:	By:
February 6, 2017	Samantha Berger - Public Records Officer
Request ID: 02 2017	
Request Date:	Requestor:
January 30, 2017	washington@openthebooks.com
Request:	
<p>"Pursuant to the Public Records Act, this is a request for a copy of the following records: An electronic copy of any and all employees for years of 2016, (fiscal or calendar year). Each employee record should contain the employer name, employer zip code, year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title. This data should be broken down by employer, employee and year.</p> <p>The principal purpose of this is to make this information more accessible to the public and to access and disseminate information regarding the health, safety, and welfare of the general public. This request is not principally for personal or commercial benefit. Our agency is just exercising the general rights of the public. For these reasons, we are requesting a waiver of fees. If there is a charge for this service, please obtain my approval in writing prior to proceeding with request.</p> <p>All documents can be e-mailed to washington@openthebooks.com or mailed in electronic format (preferred format would be .csv or .xls). If any documents are not provided in the format specified, please provide the state or federal statutes relied upon for that decision. If any record or portion of a record responsive to this request is contained in a record or portion of a record deemed unresponsive to the request, I would like to inspect the entire</p>	

Request ID: 02 2017 Continued

document. Under the Open Records Act/Freedom of Information Act, all non-exempt portions of any partially-exempt documents must be disclosed. If any records or portions of records are withheld, please state the exemption on which you rely, the basis on which the exemption is invoked, and the name of the individual responsible for the decision.”

Status/Progress Notes:

Date:	Note:
February 2, 2017	Acknowledgement Letter/Letter of Completion & Delivery of Responsive Records Sent

Date Closed:	By:
February 2, 2017	Samantha Berger - Public Records Officer

Request ID: 03 2017

Request Date:	Requestor:
February 4, 2017	derek.w.zimmer@gmail.com

Request:

“This is a public records request made pursuant to Request for Disclosure of Public Records, Chapter 42.56 RCW: Public Records Act. Please provide records in an electronic format.

FOR THE FISCAL YEARS, 2011-2016,

Please provide the following:

☐ BUDGETS:

1. Annual Estimate of Revenue and Expenditures
2. Budget Development or Working Files, including background information and draft documents compiled in the course of budget preparation.
3. Budget Forecast Reports
4. Budget Officer’s Monthly Report to Commissioners
5. Budget Status Report, including all types of periodic budget status reports compiled
6. Final Budget

☐ CAPITAL ASSET RECORD:

For capital assets budgeted for 5-year plan (2017-2021) and actual capital assets purchased or constructed from 2011 through 2016, please provide:

1. Description of each capital outlay;
2. Dollar amount and funding source - e.g., General Obligation Bond(s), Revenue Bond(s), Loan(s) from Financial Institution(s), Grant(s) by type;
3. Define whether the monies spent represented:
 - a. Capital Improvement Project - Expansion - e.g., expansion of moorage, breakwater system, fueling dock, parking area; or
 - b. Remodel, Replacement, Rebuild, Modify and/or Upgrade - e.g., replacing an old creosote supported walkway with a galvanized steel and plastic wood structure supported by galvanized steel pilings, replacement of breakwater, modify/upgrade/or replace existing electrical system; or

Request ID: 03 2017 Continued

- c. Maintenance Project - e.g., maintaining docks.
- ☐ FINANCIAL STATEMENTS - Actual/Year-end:
1. Income/Expense Statement
Annual Report of Chief Fiscal Officer to Commissioners, including annual financial reports compiled
- a. Chart of accounts with parent accounts and sub accounts;
- b. Description of each parent account and sub account;
- c. Operating Revenues, showing sources of operating revenues - e.g., Marina User Charges, Property Rentals - Facilities, Retail Sales - for each operating revenue category, their sub-accounts);
- d. Operating Expenses - Detailed to level used to create the annual budget;
- e. Non-Operating Revenues and Expenses - e.g., grant, property tax receipts, interest income.
2. Annual Financial Report of Chief Fiscal Officer to Commissioners compiled by the Port District and submitted to its governing body in accordance with statute, charter, and/or agency policy.
- ☐ RECORDS1 SUBMITTED TO OR RECEIVED FROM THE KITSAP COUNTY ASSESSOR (2007-2017)
- ☐ RECORDS2 WITH COMMUNICATIONS BETWEEN THE PORT DISTRICT AND THE KITSAP COUNTY ASSESSOR (2007-2017)
- ☐ KITSAP COUNTY ASSESSOR'S:
1. Market values for the uplands, improvements, and total by Tax ID Number(s);
2. Year;
3. Parcel size(s);
4. Improvements; and
5. Zoning by Tax ID Number.
- for each applicable year since 2006.
Please provide an "Exemption Log," if needed.
1RCW 42.56.010
Definitions
(3) "Public record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.
2Ibid"

Status/Progress Notes:

Date:	Note:
February 10, 2017	5-Day & Clarification Letter Sent, Next Due Date: February 21, 2017
February 19, 2017	Phone call with Zimmerman to clarify request, Next Due Date: March 15, 2017
March 15, 2017	Delivery of Responsive Records & Completion Letter Sent
Date Closed:	By:
March 15, 2017	Samantha Berger - Public Records Officer

Request ID: 04 2017	
Request Date:	Requestor:
February 4, 2017	publicrecordsrequestss@gmail.com
Request:	
<p>"I would like a copy of all of the documents for 9/7/2014, 7/27/2015, 6/13/2015, 7/18/2015, 4/6/2015, and 8/31/2014.</p> <p>1) Copy of all time sheets for all employees working on the above dates 2) Copy of Guest dock reservation form for all of the above dates 3) Copy of one-hour guest dock sign in forms for all of the above dates</p> <p>Please send these to me in .pdf format. Thank you"</p>	
Status/Progress Notes:	
Date:	Note:
February 10, 2017	5-Day & Clarification Letter Sent, Next Due Date: February 21, 2017
February 15, 2017	Delivery of Responsive Records & Completion Letter Sent, Total Charges: \$7.65
Date Closed:	By:
February 15, 2017	Samantha Berger - Public Records Officer
Request ID: 05 2017	
Request Date:	Requestor:
February 4, 2017	publicrecordsrequestss@gmail.com
Request:	
<p>"I would like a copy of emails to and from chrisitnec@portofkingston.org and stevem@portofkingston.org for the following</p> <p>1) 11-2014 any and all emails to/from Amazon 2) 5-2014 any and all emails to/from Amazon 3) 8-2014 any and all emails to/from Skamania Lodge</p> <p>Please include all metadata with these emails. Thank you"</p>	
Status/Progress Notes:	
Date:	Note:
February 10, 2017	5-Day Letter Sent, Next Due Date: February 17, 2017
February 17, 2017	Letter - Request for Additional Time Sent, Next Due Date: March 1, 2017
March 1, 2017	Delivery of Responsive Records & Completion Letter Sent
Date Closed:	By:
March 1, 2017	Samantha Berger - Public Records Officer

Request ID: 06 2017	
Request Date:	Requestor:
February 4, 2017	publicrecordsrequestss@gmail.com
Request:	
"I would like a copy of the Commissioner expense reports for Commissioner Pete DeBoer for 8-2014, 9-2014 Thank you"	
Status/Progress Notes:	
Date:	Note:
February 10, 2017	5-Day Letter Sent, Next Due Date: February 17, 2017
February 15, 2017	Delivery of Responsive Records & Completion Letter Sent, Total Charges: \$0.45
Date Closed:	By:
February 15, 2017	Samantha Berger - Public Records Officer
Request ID: 07 2017	
Request Date:	Requestor:
February 4, 2017	publicrecordsrequestss@gmail.com
Request:	
"I would like a copy of all of the night drop logs for the following dates: 9/7/2014, 7/27/2014, 6/13/2015, 8/31/2014, and 4/6/2015 Thank you"	
Status/Progress Notes:	
Date:	Note:
February 9, 2017	Acknowledgement Letter/Letter of Completion & Delivery of Responsive Records Sent, Total Charges: \$0.60
Date Closed:	By:
February 9, 2017	Samantha Berger - Public Records Officer
Request ID: 08 2017	
Request Date:	Requestor:
February 4, 2017	publicrecordsrequestss@gmail.com
Request:	
"I would a copy of all emails to/from/deleted for scottc@portofkingston.org and nancyp@portofkingston.org that has any of the following keywords: money loss theft From 01/01/2011-10/01/2015. Please include all metadata. Thank you"	

Request ID: 08 2017 Continued**Status/Progress Notes:**

Date:	Note:
February 10, 2017	5-Day Letter Sent, Next Due Date: February 17, 2017
February 17, 2017	Letter - Request for Additional Time Sent, Next Due Date: March 10, 2017
March 8, 2017	Request for Clarification & Additional Time Letter Sent, First Installment Due Date: March 10, 2017, Final Due Date: April 12, 2017
March 10, 2017	Installment of Records Sent, Next Installment Due Date: March 17, 2017, Final Due Date: April 12, 2017
March 17, 2017	Installment of Records Sent, Next Installment Due Date: March 24, 2017, Final Due Date: April 12, 2017
March 24, 2017	Installment of Records Sent, Next Installment Due Date: March 31, 2017, Final Due Date: April 12, 2017
March 31, 2017	Letter - Request for Additional Time Sent, Next Due Date: April 3, 2017, Final Due Date: April 12, 2017
April 3, 2017	Installment of Records Sent, Next Installment Due Date: April 12, 2017, Final Due Date: April 12, 2017
April 12, 2017	Exemption Log, Letter of Completion & Delivery of Responsive Records Sent

Date Closed:

April 12, 2017

By:

Samantha Berger - Public Records Officer

Request ID: 09 2017**Request Date:**

February 4, 2017

Requestor:

publicrecordsrequestss@gmail.com

Request:

"I would like all emails to/from/deleted between all employees at the Port of Kingston and Pro-Action IT during 09/01/2015-10/01/2015. Please include the metadata. Thank you"

Status/Progress Notes:

Date:	Note:
February 10, 2017	5-Day Letter Sent, Next Due Date: February 17, 2017
February 17, 2017	Letter - Request for Additional Time Sent, Next Due Date: March 1, 2017
March 1, 2017	No Responsive Documents Located on Server, Letter of Completion Sent

Date Closed:

March 1, 2017

By:

Samantha Berger - Public Records Officer

Request ID: 10 2017	
Request Date:	Requestor:
March 20, 2017	karzmar@centurytel.net
Request:	
"Please email me the individual survey results from the Port's website survey conducted during the Real Estate Visioning Study and Community Outreach portion of Task 2 of Heartland LLC's CERB Grant Feasibility Study."	
Status/Progress Notes:	
Date:	Note:
March 23, 2017	Acknowledgement Letter/Letter of Completion & Delivery of Responsive Records Sent
Date Closed:	By:
March 3, 2017	Samantha Berger - Public Records Officer
Request ID: 11 2017	
Request Date:	Requestor:
June 11, 2017	publicrecordsrequestss@gmail.com
Request:	
"I would like a copy of all emails sent from Christine Conners that reference public record request memos/memorandum to David Malone, Walt Elliott, Bruce MacIntyre, Pete DeBoer, Scott Coulter, Nancy Payne and the respected replies to these requests. Thank you"	
Status/Progress Notes:	
Date:	Note:
June 16, 2017	5-Day & Request for Clarification Letter Sent, Next Due Date: July 7, 2017
July 7, 2017	Installment of Records & Letter Requesting Additional Time Sent, Due Date: July 31, 2017
July 31, 2017	Letter of Completion & Delivery of Responsive Records Sent
Date Closed:	By:
July 31, 2017	Samantha Berger - Public Records Officer
Request ID: 12 2017	
Request Date:	Requestor:
June 11, 2017	publicrecordsrequestss@gmail.com
Request:	
"I would like a copy of all of Bruce MacIntyre's emails that relate to the Skallalum's Point Hotel and Casino, Noo-Kayet. This is to include all metadata, sent/received and deleted. The time frame is from first day of Commission to current. This will also include all of his personal email accounts."	

Request ID: 12 2017 Continued	
Status/Progress Notes:	
Date:	Note:
June 16, 2017	5-Day Letter Sent, Next Due Date: June 30, 2017
June 30, 2017	Installment of Records & Letter Requesting Additional Time Sent, Due Date: July 7, 2017
July 5, 2017	Obtained Signed Declaration from Bruce MacIntyre
July 6, 2017	Signed Declaration of Bruce MacIntyre, Letter of Completion & Delivery of Responsive Records Sent
Date Closed:	By:
July 6, 2017	Samantha Berger - Public Records Officer
Request ID: 13 2017	
Request Date:	Requestor:
June 11, 2017	publicrecordsrequestss@gmail.com
Request:	
"I would like a copy of all emails referencing Noo-Kayet, Chris Placentia, Kelly Sullivan, Sk'allum, Point Hotel, Point Hotel and Casino, Leo Culloo sent/received/deleted in David Malones port email. This will include metadata. The time frame is his entire employment at the Port of Kingston. This also includes all of his personal email accounts."	
Status/Progress Notes:	
Date:	Note:
June 16, 2017	5-Day Letter Sent, Next Due Date: June 30, 2017
June 30, 2017	Letter Requesting Additional Time Sent, Next Due Date: July 7, 2017
July 7, 2017	Letter Requesting Additional Time Sent, Next Due Date: July 28, 2017
July 28, 2017	Exemption Log, Letter of Completion & Delivery of Responsive Records Sent
Date Closed:	By:
July 28, 2017	Samantha Berger - Public Records Officer
Request ID: 14 2017	
Request Date:	Requestor:
June 15, 2017	bstassoc@seanet.com
Request:	
"I am searching for data – I got 2012 and 2013 financial info awhile back. What are my chances of getting 2014, 2015 and 2016?"	
Status/Progress Notes:	
Date:	Note:
June 21, 2017	Acknowledgement Letter/Letter of Completion & Delivery of Responsive Records Sent
Date Closed:	By:
June 21, 2017	Samantha Berger - Public Records Officer

Request ID: 15 2017	
Request Date:	Requestor:
June 22, 2017	karzmar@centurytel.net
Request:	
<p>"I formally request a copy of the following;</p> <ol style="list-style-type: none"> 1) the current agreement with Pinnacle for the listing of the Kingston Express 2) A copy of the two most recent surveys of the Express (with high quality photos if possible) 3) A copy of the insurance policy currently covering the Express 4) last 18 months of expenses, repairs and status of the vessel, e.g. generator repair, repairs made in the last 24 months and operational status of all electronics" 	
Status/Progress Notes:	
Date:	Note:
June 28, 2017	5-Day Letter & Installment of Records Sent, Due Date: July 12, 2017
July 12, 2017	Letter of Completion & Delivery of Responsive Records Sent
Date Closed:	By:
July 12, 2017	Samantha Berger - Public Records Officer
Request ID: 16 2017	
Request Date:	Requestor:
June 23, 2017	karzmar@centurytel.net
Request:	
"The invoice(s) for the work performed on the Express in the last 12 months"	
Status/Progress Notes:	
Date:	Note:
June 28, 2017	Acknowledgement Letter/Letter of Completion & Delivery of Responsive Records Sent, Total Charges: \$1.50
Date Closed:	By:
February 2, 2017	Samantha Berger - Public Records Officer
Request ID: 17 2017	
Request Date:	Requestor:
June 27, 2017	publicrecordsrequestss@gmail.com
Request:	
<p>"I would like all communications between Bruce MacIntyre and David Malone. Date: Last day of David Malone employment at the Port of Kingston to current. This is to include Bruce MacIntyre port email/any and all personal email/text messages and any handwritten notes. Please include metadata with all electronic communication. Thank you"</p>	
Status/Progress Notes:	
Date:	Note:
June 30, 2017	5-Day Letter Sent, Due Date: July 14, 2017

Request ID: 17 2017 Continued	
July 7, 2017	Signed Declaration of Bruce MacIntyre, Letter of Completion & Delivery of Responsive Records Sent
Date Closed:	By:
July 7, 2017	Samantha Berger - Public Records Officer
Request ID: 18 2017	
Request Date:	Requestor:
September 18, 2017	dbaron@smartprocure.us
Request:	
<p>“SmartProcure is submitting a public records request to the Port of Kingston for any and all purchasing records from 2013-01-01 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.</p> <p>The specific information requested from your record keeping system is:</p> <ol style="list-style-type: none"> 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase date 3. Line item details (Detailed description of the purchase) 4. Line item quantity 5. Line item price 6. Vendor ID number, name, and address <p>The attached document may be helpful as a reference to fulfill this request if the Port of Kingston stores the records using any of the pre-programmed software reports, but the records request is not limited to the reports listed.”</p>	
Status/Progress Notes:	
Date:	Note:
September 22, 2017	5-Day Letter Sent, Due Date: September 29, 2017
September 29, 2017	Acknowledgement Letter/Letter of Completion & Delivery of Responsive Records Sent
Date Closed:	By:
September 29, 2017	Samantha Berger - Public Records Officer
Request ID: 19 2017	
Request Date:	Requestor:
November 3, 2017	recordsbob@gmail.com
Request:	
<p>“I would like to make a public records request for the following information.</p> <p>A copy of the job description for "communications coordinator", the original ad posting for this position. Along with the date and publications/websites where the open position was initially advertised to the public. Please also provide the hire date for the current "communications coordinator".</p> <p>Thank you in advance.”</p>	

Request ID: 19 2017 Continued	
Status/Progress Notes:	
Date:	Note:
November 10, 2017	5-Day Letter Sent, Due Date: November 20, 2017
November 20, 2017	Letter of Completion & Delivery of Responsive Records Sent
Date Closed:	By:
November 20, 2017	Samantha Berger - Public Records Officer
Request ID: 20 2017	
Request Date:	Requestor:
November 22, 2017	Ron Karzmar
Request:	
"I would like an appointment to view the lease for the "coffee Box". Pls let me know when"	
Status/Progress Notes:	
Date:	Note:
November 22, 2017	5-Day Letter/Request for Clarification Letter sent, Appointment Date: November 22, 2017 Between 1330 - 1530
November 22, 2017	Requestor came into Port Administrative Office and reviewed lease file on November 22, 2017. No copies were made.
Date Closed:	By:
November 22, 2017	Samantha Berger - Public Records Officer