

**PORT OF KINGSTON**

Promoting economic vitality.
Enriching community life.

Port of Kingston Board of Commissioners Regular Meeting

January 23, 2019 – 1 p.m.

Meeting called by: Port of Kingston Commissioners
Type of meeting: Regular Meeting
Location: Village Green Community Center, Windermere Room

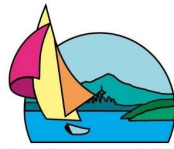
Welcome to the January 23, 2019 Regular Meeting of the Kingston Port Commission. Comments from those in attendance will be allowed upon recognition of the Chair. Please identify yourself by stating your name.

If you would like to be added to the agenda for a future meeting, please contact the Port Office at least one week prior to the regularly scheduled meeting. Please submit your documents and/or presentations at the time of your request.

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
- 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 Special Meeting Minutes – December 18, 2018**
 - b. Approval of January Warrants**
- 6. FINANCIAL REPORT:** December 2018 – Prepared by Hearthstone CPA Group



PORT OF KINGSTON

Promoting economic vitality.
Enriching community life.

7. ACTION ITEMS

- a. **Election of Commission Officers**
- b. **Presentation from Kingston Historical Society – Re: Images of America Book Series**
- c. **Resolution No. 1-01-2019 – Resolution to Update Deposit Account Signature Authority and the Visa Credit Card Filed with Kitsap Bank**
- d. **Resolution No. 1-02-2019 – Resolution to Auction off Vessel ‘Bogo’ WN-9467-JC**
- e. **Approval of Contract to add Downspouts to Covered Moorage**

- 8. PUBLIC COMMENT:** Citizens may address the Commission regarding any item related to Port business, including items on the agenda

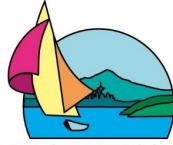
9. COMMISSIONER REPORTS

10. STAFF REPORTS

- 11. RECESS TO EXECUTIVE SESSION:** Executive Session per RCW 42.30.110(1)(i)
“To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.”

- 12. NEXT REGULAR MEETING:** Wednesday, February 27, 2019 at 6:30 p.m.

13. ADJOURN



PORT OF KINGSTON

Promoting economic vitality.
Enriching community life.

Regular Meeting

Meeting of: January 23, 2019

Agenda Item: 5a – Approval of Regular Meeting Minutes – December 18, 2018



***Port of Kingston Board of Commissioners
Special Meeting***

**December 18, 2018 - 9 A.M.
Village Green Community Center
26159 Dulay Rd NE, Kingston WA 98346**

Meeting called by: Port of Kingston Commissioners

Type of meeting: Special Meeting

Meeting Minutes

Commissioners Present

Commissioner Mary McClure
Commissioner Laura Gronnvoll
Commissioner Steve Heacock

Commissioners Excused

N/A

Staff/Counsel Present

Executive Director, Greg Englin
Recording Secretary, Lacey Gray
Controller, Juanita Gomez
Harbormaster, Ray Carpenter

Public Present

No public present

1. CALL TO ORDER: 9:03 a.m.

2. PLEDGE OF ALLEGIANCE:

3. APPROVAL OF AGENDA:

Motion: Approve agenda.

Moved by: Commissioner Gronnvoll

Seconded by: Commissioner Heacock

Action: Passed 3-0

4. PUBLIC COMMENT:

None.

5. CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes – October 24, 2018**
- B. Approval of Special Meeting Minutes – October 26, 2018**
- C. Approval of Special Meeting Minutes – October 30, 2018**
- D. Approval of Special Meeting Minutes – November 15, 2018**
- E. Approval of Small Ports Meeting Minutes – October 22, 2018**
- F. Approval of Warrants:**

- 1. Warrants #33851 – 33875, totaling \$49,19.22 – November 30, 2018
- 2. Warrant #33876, totaling \$5,123.82 – December 14, 2018
- 3. Warrants #33877, totaling \$20,766.89 - December 15, 2018
- 4. Warrants #33897, totaling \$196,437.10 - December 18, 2018
- 5. Electronic Warrant, \$7,181.86 – December 5, 2018 - #R70060
- 6. Electronic Warrant, \$9,880.47 – December 5, 2018 - #70062
- 7. Electronic Warrant, \$4,189.12– December 11, 2018 - #70290

Motion: Approve Consent Agenda.

Moved by: Commissioner Heacock

Seconded by: Commissioner Gronnvoll

Action: Passed 3-0

6. FINANCIAL REPORT: *Prepared by Hearthstone CPA Group*

Controller Gomez

7. ACTION ITEMS:

A. Resolution No. 12-01-2018 – Resolution to Cancel Warrant

A warrant from 2017 was not cashed, the person who the warrant was written agreed to canceling it.

Motion: Approve Resolution No. 12-01-2018 – Resolution to Cancel Warrant

Moved by: Commissioner Gronnvoll

Seconded by: Commissioner Heacock

Action: Passed 3-0

B. Resolution No. 12-02-2018 – Resolution to Adopt Comprehensive Plan of Harbor Improvements 2018-2023.

For the last several months the Port has held public meetings in reference to the Comprehensive Plan of Harbor Improvements. The Commissioners approved the final draft and plan for the next five years, with the capital plan to be reviewed annually.

Motion: Approve Resolution No. 12-02-2018 – Resolution to Adopt Comprehensive Plan of Harbor Improvements 2018-2023.

Moved by: Commissioner Heacock

Seconded by: Commissioner Gronnvoll

Action: Passed 3-0

C. Emergency Contract Approval for Repair of Pilings

Three pilings near the Port's covered moorage were modified in the recent past. This has created an immediate danger to each of the docks, which are at risk of severe damage from a high tide. Sealevel will be completing the work on this emergency project. The Commissioners made a motion to approve \$8,785 for emergency contract repair of pilings and \$10,867 for installation of rollers immediately.

Motion: Approve Emergency Contract to Repair Pilings and Dock

Moved by: Commissioner Gronnvoll

Seconded by: Commissioner Heacock

Action: Passed 3-0

8. PUBLIC COMMENT:

No public comment.

9. COMMISSIONER REPORT:

Commissioner Gronnvoll: Commented on the WPPA Conference they just attended. She especially found the employment law training to be beneficial.

Commissioner Heacock: Commented on the WPPA Conference they just attended. He also found the training very helpful, and he especially appreciated the environmental conversations regarding the Orca legislation and recovery plan.

Commissioner McClure: Updated the Commission on the progress of the Lindvog Holding Lot project. She also appreciated the WPPA Conference.

10. STAFF REPORT:

Controller Gomez: Reminded the Commission about the Employee Appreciation Dinner.

Recording Secretary Gray: Updated the Commission on the completion of the small edits for the Comp Plan, she is working on the event policy with Executive Director Englin.

Executive Director Englin: Commented that he met with the partners in the 104-realignment committee, he also enjoyed the WPPA Conference and especially appreciated the employee law training. He thanked Communication Coordinator Asla for his work in communications and marketing, and thanked staff for being so welcoming. Working with staff on POF project.

NEXT REGULAR MEETING DATE: Wednesday, February 27, 2019 at 6:30 p.m.

A. ADJOURN:

Motion: Adjourn Meeting at 9:57 a.m.

Moved by: Commissioner Heacock

Seconded by: Commissioner Gronnvoll

Action: Passed 3-0

Meeting attested by:

Board Secretary, Steve Heacock

Board Vice Chair, Laura Gronnvoll

Board Chair, Mary McClure

Recording Secretary, Lacey Gray



PORT OF KINGSTON

Promoting economic vitality.
Enriching community life.

Regular Meeting

Meeting of: January 23, 2019

Agenda Item: 5b – Approval of Warrants

Warrants:

1. Warrant #'s 33927–33973 – totaling \$79,814.89 – December 31, 2018
2. Warrant #'s 33974–34002 – totaling \$49,757.15 – December 31, 2018
3. Electronic Warrant #R70709 – totaling \$5,894.94 – December 17, 2018
4. Electronic Warrant #R71301 – totaling \$7,105.70 – December 31, 2018
5. Electronic Warrant #R71302 – totaling \$10,388.52 – December 31, 2018
6. Electronic Warrant #R71911 – totaling \$1,020.50 – January 16, 2019
7. Electronic Warrant #R71912 – totaling \$6,189.54 – January 16, 2019
8. Electronic Warrant #R71686 – totaling \$4,393.43 – January 19, 2019

Port of Kingston Warrant List

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County, Washington, do hereby certify that the merchandise for services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of

\$79,814.89
DECEMBER

and from the Port
2018

Port Commissioner _____

Port Commissioner _____

Port Commissioner _____

We, the undersigned, do hereby certify under penalty or perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims is a just, due and unpaid obligation against the Port of Kingston, and that I am authorized to authenticate and certify to said claim.

Controller _____

Fund	Date	Micr No.	Warrant	Vendor	Comments	Amount
88725	12/31/2018	1233088251234560	33927	SHAWN WHITE	D-03; TENANT GAVE NOTICE; DEPOSIT	\$ 237.33
88725	12/31/2018	1233088251234560	33928	YUNG THOMPSON	A-30; TENANT GAVE NOTICE; SECURITY	\$ 173.55
88725	12/31/2018	1233088251234560	33929	STEVEN LUNDE	D-29; TENANT GAVE NOTICE; SECURITY	\$ 107.06
88725	12/31/2018	1233088251234560	33930	BOB & GRETCHEN L. MURPHY	C-15; TENANT GAVE NOTICE; SECURITY	\$ 302.37
88725	12/31/2018	1233088251234560	33931	AET CONSTRUCTION TRUST	INV. #32045: JANUARY 1-31, 2019	\$ 1,609.40
88725	12/31/2018	1233088251234560	33932	REGENCE BLUESHIELD	GROUP NO. 10036700, SUB-GROUP NO.	\$ 21,058.23
88725	12/31/2018	1233088251234560	33933	PREMERA BLUE CROSS	INV. #18349002863	\$ 1,499.98
88725	12/31/2018	1233088251234560	33934	360 EVENT RENTAL & SUPPLY	CONTRACT #101054	\$ 1,297.10
88725	12/31/2018	1233088251234560	33935	COMCAST	ACCT. #0288422	\$ 169.76
88725	12/31/2018	1233088251234560	33936	KINGSTON CHAMBER OF COMMERCE	INV. #2016-865 & 862	\$ 458.80
88725	12/31/2018	1233088251234560	33937	VERIZON WIRELESS	ACCT. #242124064-00001	\$ 611.72
88725	12/31/2018	1233088251234560	33938	PUGET SOUND ENERGY	ACCT. #220016788261	\$ 77.65
88725	12/31/2018	1233088251234560	33939	SEALEVEL BULKHEAD BUILDERS, INC.	INV. #2017-363 & 2017-364	\$ 21,420.68
88725	12/31/2018	1233088251234560	33940	GRETTE ASSOCIATES LLC	INV. #12196096: PROJECT 160.008	\$ 3,300.00
88725	12/31/2018	1233088251234560	33941	VOID	Printing Error	\$ 360.54
88725	12/31/2018	1233088251234560	33942	MARY MCCLURE	REIMBURSEMENT	\$ 3,331.46
88725	12/31/2018	1233088251234560	33943	VOID	Printing Error	\$ -
88725	12/31/2018	1233088251234560	33944	GRONNVOLL, LAURA E.	Pay Period: 12/01/2018 - 12/31/2018	\$ 1,068.66
88725	12/31/2018	1233088251234560	33945	HEACOCK, STEVE	Pay Period: 12/01/2018 - 12/31/2018	\$ 617.81
88725	12/31/2018	1233088251234560	33946	MCCLURE, MARY S.	Pay Period: 12/01/2018 - 12/31/2018	\$ 1,318.80
88725	12/31/2018	1233088251234560	33947	ANDERSON, GREGORY E.	Pay Period: 12/16/2018 - 12/31/2018	\$ 239.19
88725	12/31/2018	1233088251234560	33948	ASLA, TERRY L.	Pay Period: 12/16/2018 - 12/31/2018	\$ 782.00
88725	12/31/2018	1233088251234560	33949	CARPENTER, RAYMOND A.	Pay Period: 12/16/2018 - 12/31/2018	\$ 2,383.36
88725	12/31/2018	1233088251234560	33950	VOID	Printing Error	\$ -
88725	12/31/2018	1233088251234560	33951	VOID	Printing Error	\$ -
88725	12/31/2018	1233088251234560	33952	VOID	Printing Error	\$ -
88725	12/31/2018	1233088251234560	33953	VOID	Printing Error	\$ -
88725	12/31/2018	1233088251234560	33954	VOID	Printing Error	\$ -
88725	12/31/2018	1233088251234560	33955	VOID	Printing Error	\$ -
88725	12/31/2018	1233088251234560	33956	VOID	Printing Error	\$ -
88725	12/31/2018	1233088251234560	33957	VOID	Printing Error	\$ -
88725	12/31/2018	1233088251234560	33958	VOID	Printing Error	\$ -
88725	12/31/2018	1233088251234560	33959	VOID	Printing Error	\$ -
88725	12/31/2018	1233088251234560	33960	VOID	Printing Error	\$ -
88725	12/31/2018	1233088251234560	33961	ENGLIN, GREGORY L.	Pay Period: 12/16/2018 - 12/31/2018	\$ 3,919.86
88725	12/31/2018	1233088251234560	33962	GEORGE, ALENA L.	Pay Period: 12/16/2018 - 12/31/2018	\$ 1,097.28
88725	12/31/2018	1233088251234560	33963	GOFF, AUSTIN O.	Pay Period: 12/16/2018 - 12/31/2018	\$ 1,711.21
88725	12/31/2018	1233088251234560	33964	GOMEZ, JUANITA P.	Pay Period: 12/16/2018 - 12/31/2018	\$ 2,020.23
88725	12/31/2018	1233088251234560	33965	GRAY, LACEY M.	Pay Period: 12/16/2018 - 12/31/2018	\$ 1,602.00
88725	12/31/2018	1233088251234560	33966	HELBOCK, ROBERT P.	Pay Period: 12/16/2018 - 12/31/2018	\$ 1,126.75
88725	12/31/2018	1233088251234560	33967	KROGH, JOSEPH S.	Pay Period: 12/16/2018 - 12/31/2018	\$ 1,177.32
88725	12/31/2018	1233088251234560	33968	MONEYPENNY, PATRICK J.	Pay Period: 12/16/2018 - 12/31/2018	\$ 476.22
88725	12/31/2018	1233088251234560	33969	ROBLES, MARVIN F.	Pay Period: 12/16/2018 - 12/31/2018	\$ 1,254.83
88725	12/31/2018	1233088251234560	33970	SWANSON, JEANETTE E.	Pay Period: 12/16/2018 - 12/31/2018	\$ 1,067.32
88725	12/31/2018	1233088251234560	33971	VON MARENHOLTZ, STEVEN W.	Pay Period: 12/16/2018 - 12/31/2018	\$ 1,377.24
88725	12/31/2018	1233088251234560	33972	AFLAC	KJS11	\$ 198.64
88725	12/31/2018	1233088251234560	33973	WHITE HORSE GOLF CLUB	#1-20245	\$ 360.54
						\$ 79,814.89

Port of Kingston Warrant List

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County, Washington, do hereby certify that the merchandise for services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of

of Kingston Marina Revenue Fund, the 15TH day of

\$49,757.15 and from the Port
JANUARY 2019

Port Commissioner _____

Port Commissioner _____

Port Commissioner _____

We, the undersigned, do hereby certify under penalty or perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims is a just, due and unpaid obligation against the Port of Kingston, and that I am authorized to authenticate and certify to said claim.

Controller _____

Fund	Date	Micr No.	Warrant	Vendor	Comments	Amount
88725	01/15/2019	1233088251234560	33974	WAPRO	INV. #1689	\$ 25.00
88725	01/15/2019	1233088251234560	33975	VOID	Printing Error	\$ -
88725	01/15/2019	1233088251234560	33976	VERIZON WIRELESS	ACCT. #242124064-00001	\$ 207.35
88725	01/15/2019	1233088251234560	33977	SCRIBBLE SOFTWARE, INC.	INV. #76781	\$ 115.00
88725	01/15/2019	1233088251234560	33978	KINGSTON LUMBER SUPPLY CO. INC.	ACCT. #11484	\$ 194.02
88725	01/15/2019	1233088251234560	33979	PREMIER RENTALS LLC	CUSTOMER #161020	\$ 36.70
88725	01/15/2019	1233088251234560	33980	MASCO PETROLEUM INC.	INV. #0256428-IN	\$ 20,213.18
88725	01/15/2019	1233088251234560	33981	FISHERIES SUPPLY	CUSTOMER ID #240360	\$ 93.95
88725	01/15/2019	1233088251234560	33982	GRAINGER	ACCT. #834972937	\$ 139.20
88725	01/15/2019	1233088251234560	33983	STAPLES ADVANTAGE	CUST. # LA 21700191	\$ 194.10
88725	01/15/2019	1233088251234560	33984	HENERY HARDWARE	ACCT. #1034	\$ 634.68
88725	01/15/2019	1233088251234560	33985	ALL SHRED	INV. #88196	\$ 228.00
88725	01/15/2019	1233088251234560	33986	GREG ENGLIN	MEAL REIMBURSEMENT	\$ 56.14
88725	01/15/2019	1233088251234560	33987	ROBERT HELBOCK	EXPENSE REIMBURSEMENT	\$ 35.03
88725	01/15/2019	1233088251234560	33988	KITSAP BANK VISA	ACCT. #2766 & #5776	\$ 8,045.81
88725	01/15/2019	1233088251234560	33989	DOUGLAS BREITHAAPT	B-48; SECURITY DEPOSIT REFUND	\$ 170.50
88725	01/15/2019	1233088251234560	33990	ANDERSON, GREGORY E.	Pay Period: 01/01/2019 - 01/15/2019	\$ 1,042.27
88725	01/15/2019	1233088251234560	33991	CARPENTER, RAYMOND A.	Pay Period: 01/01/2019 - 01/15/2019	\$ 2,262.15
88725	01/15/2019	1233088251234560	33992	ENGLIN, GREGORY L.	Pay Period: 01/01/2019 - 01/15/2019	\$ 2,505.55
88725	01/15/2019	1233088251234560	33993	GEORGE, ALENA L.	Pay Period: 01/01/2019 - 01/15/2019	\$ 1,181.94
88725	01/15/2019	1233088251234560	33994	GOFF, AUSTIN O.	Pay Period: 01/01/2019 - 01/15/2019	\$ 1,437.40
88725	01/15/2019	1233088251234560	33995	GOMEZ, JUANITA P.	Pay Period: 01/01/2019 - 01/15/2019	\$ 2,084.62
88725	01/15/2019	1233088251234560	33996	GRAY, LACEY M.	Pay Period: 01/01/2019 - 01/15/2019	\$ 1,693.91
88725	01/15/2019	1233088251234560	33997	HELBOCK, ROBERT P.	Pay Period: 01/01/2019 - 01/15/2019	\$ 1,297.06
88725	01/15/2019	1233088251234560	33998	KROGH, JOSEPH S.	Pay Period: 01/01/2019 - 01/15/2019	\$ 1,289.42
88725	01/15/2019	1233088251234560	33999	MONEYPENNY, PATRICK J.	Pay Period: 01/01/2019 - 01/15/2019	\$ 490.59
88725	01/15/2019	1233088251234560	34000	ROBLES, MARVIN F.	Pay Period: 01/01/2019 - 01/15/2019	\$ 1,220.93
88725	01/15/2019	1233088251234560	34001	SWANSON, JEANETTE E.	Pay Period: 01/01/2019 - 01/15/2019	\$ 1,207.90
88725	01/15/2019	1233088251234560	34002	VON MARENHOLTZ, STEVEN W.	Pay Period: 01/01/2019 - 01/15/2019	\$ 1,654.75
						<u>\$ 49,757.15</u>

Port of Kingston
Payment Voucher

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA

12/17/18

(transaction date)

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$5,894.94 and from the Port of Kingston Marina Revenue Fund, this 20th December .
(receipt date)

Mary McClure, Commissioner

Attest:

Laura Gronnvoll, Commissioner

Juanita Gomez, Controller

Steve Heacock, Commissioner

Voucher #
EFT

Claimant
Federal 941 Payment

Amount
\$5,894.94

Cash Transmittal Receipt Number

R70709

I, the undersigned, do hereby certify under penalty or perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Kingston and that I am authorized to authenticate and certify to said claim.

Juanita Gomez
Port Auditor/Controller

ACH



Kitsap County Treasurer's Office

Cash Transmittal

Withdrawal Receipt #R00070709

Approved: 12/20/2018

GL Date: 12/20/2018

Total Amount: (\$5,894.94)

Request Details

Request ID	72123
Type	Withdrawal
Owner	Juanita Gomez
Organization	Port of Kingston
Approved By	Debbie Waterbury
Comments	Q-4; December 2018

ACH/EFT Transactions

Type	Date	Payee	Purpose	Amount	Memo
ACH/EFT	12/20/2018	Federal 941 payment	semi monthly tax payment	(\$5,894.94)	Q-4; December 2018

Funds Breakdown

Fund Name	Fund #	Account #	Subledger	T Code	Amount	Memo
Marina Revenue Fund	88725	2370			(\$5,894.94)	Q-4; December 2018

Port of Kingston
Payment Voucher

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA

12/31/18

(transaction date)

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$7,105.70 and from the Port of Kingston Marina Revenue Fund, this 4th January .
(receipt date)

Mary McClure, Commissioner

Attest:

Laura Gronnvoll, Commissioner

Juanita Gomez, Controller

Steve Heacock, Commissioner

Voucher #
EFT

Claimant
Federal 941 Payment

Amount
\$7,105.70

Cash Transmittal Receipt Number

R71301

I, the undersigned, do hereby certify under penalty or perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Kingston and that I am authorized to authenticate and certify to said claim.


Port Auditor/Controller

ACH



Kitsap County Treasurer's Office

Cash Transmittal

Withdrawal Receipt #R00071301

Approved: 1/4/2019

GL Date: 1/4/2019

Total Amount: (\$7,105.70)

Request Details

Request ID	72736
Type	Withdrawal
Owner	Juanita Gomez
Organization	Port of Kingston
Approved By	Debbie Waterbury
Comments	Q-4; December 2018

ACH/EFT Transactions

Type	Date	Payee	Purpose	Amount	Memo
ACH/EFT	01/04/2019	Federal 941 payment	semi monthly tax payment	(\$7,105.70)	Q-4; December 2018

Funds Breakdown

Fund Name	Fund #	Account #	Subledger	T Code	Amount	Memo
Marina Revenue Fund	88725	2370			(\$7,105.70)	Q-4; December 2018

Port of Kingston
Payment Voucher

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA

12/31/18

(transaction date)

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$10,388.52 and from the Port of Kingston Marina Revenue Fund, this 4th January .
(receipt date)

Mary McClure, Commissioner

Attest:

Laura Gronnvoll, Commissioner

Juanita Gomez, Controller

Steve Heacock, Commissioner

Voucher #
EFT

Claimant
Retirement

Amount
\$10,388.52

Cash Transmittal Receipt Number

R71302

I, the undersigned, do hereby certify under penalty or perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Kingston and that I am authorized to authenticate and certify to said claim.


Port Auditor/Controller

ACH



Kitsap County Treasurer's Office

Cash Transmittal

Withdrawal Receipt #R00071302

Approved: 1/4/2019

GL Date: 1/4/2019

Total Amount: (\$10,388.52)

Request Details

Request ID	72738
Type	Withdrawal
Owner	Juanita Gomez
Organization	Port of Kingston
Approved By	Debbie Waterbury
Comments	December 2018

ACH/EFT Transactions

Type	Date	Payee	Purpose	Amount	Memo
ACH/EFT	01/04/2019	DRS	Retirement	(\$10,388.52)	PERS Retirement

Funds Breakdown

Fund Name	Fund #	Account #	Subledger	T Code	Amount	Memo
Marina Revenue	88725	2370			(\$10,388.52)	PERS December 2018

Port of Kingston
Payment Voucher

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA 1/16/19 (transaction date)

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$1,020.50 and from the Port of Kingston Marina Revenue Fund, this 18th January.
(receipt date)

Mary McClure, Commissioner

Attest:

Laura Gronnvoll, Commissioner

Juanita Gomez, Controller

Steve Heacock, Commissioner

Voucher #	Claimant	Amount
EFT	Deferred Compensation	\$1,020.50

Cash Transmittal Receipt Number R71911

I, the undersigned, do hereby certify under penalty or perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Kingston and that I am authorized to authenticate and certify to said claim.


Port Auditor/Controller

ACH



Kitsap County Treasurer's Office

Cash Transmittal

Withdrawal Receipt #R00071911

Approved: 1/18/2019

Total Amount: (\$1,020.50)

Request Details

Request ID	73369
Type	Withdrawal
Owner	Juanita Gomez
Organization	Port of Kingston
Approved By	Debbie Waterbury
Comments	

ACH/EFT Transactions

Type	Date	Payee	Purpose	Amount	Memo
ACH/EFT	01/18/2019	DRS	Retirement Deferred Comp.	(\$1,020.50)	Deferred Compensation 1 of 2

Funds Breakdown

Fund Name	Fund #	Account #	Subledger	T Code	Amount	Memo
Marina Revnue Fund	88725	2370			(\$1,020.50)	Deferred Compensation

Port of Kingston
Payment Voucher

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA 1/16/19 (transaction date)

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$6,189.54 and from the Port of Kingston Marina Revenue Fund, this 18th January.
(receipt date)

Mary McClure, Commissioner

Attest:

Laura Gronnvoll, Commissioner

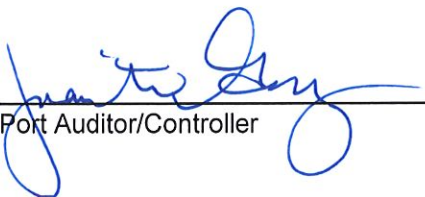
Juanita Gomez, Controller

Steve Heacock, Commissioner

Voucher #	Claimant	Amount
EFT	Federal 941 Payment	\$6,189.54

Cash Transmittal Receipt Number R71912

I, the undersigned, do hereby certify under penalty or perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Kingston and that I am authorized to authenticate and certify to said claim.


Port Auditor/Controller

ACH



Kitsap County Treasurer's Office

Cash Transmittal

Withdrawal Receipt #R00071912

Approved: 1/18/2019

Total Amount: (\$6,189.54)

Request Details

Request ID	73368
Type	Withdrawal
Owner	Juanita Gomez
Organization	Port of Kingston
Approved By	Debbie Waterbury
Comments	Q-1; January 2019

ACH/EFT Transactions

Type	Date	Payee	Purpose	Amount	Memo
ACH/EFT	01/18/2019	Federal 941 payment	semi monthly tax payment	(\$6,189.54)	Q-1; January 2019

Funds Breakdown

Fund Name	Fund #	Account #	Subledger	T Code	Amount	Memo
Marina Revenue Fund	88725	2370			(\$6,189.54)	Q-1; January 2019

Port of Kingston
Payment Voucher

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA 1/19/19 (transaction date)

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$4,393.43 and from the Port of Kingston Marina Revenue Fund, this 14th January.
(receipt date)

Mary McClure, Commissioner

Attest:

Laura Gronnvoll, Commissioner

Juanita Gomez, Controller

Steve Heacock, Commissioner

Voucher #	Claimant	Amount
EFT	Excise Tac	\$4,393.43

Cash Transmittal Receipt Number R71686

I, the undersigned, do hereby certify under penalty or perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Kingston and that I am authorized to authenticate and certify to said claim.



Port Auditor/Controller

ACH



Kitsap County Treasurer's Office

Cash Transmittal

Withdrawal Receipt #R00071686

Approved: 1/14/2019

Total Amount: (\$4,393.43)

Request Details

Request ID	73049
Type	Withdrawal
Owner	Juanita Gomez
Organization	Port of Kingston
Approved By	Debbie Waterbury
Comments	December 2018

ACH/EFT Transactions

Type	Date	Payee	Purpose	Amount	Memo
ACH/EFT	01/14/2019	Department of Revenue	Excise/Use Tax payment	(\$4,393.43)	December 2018

Funds Breakdown

Fund Name	Fund #	Account #	Subledger	T Code	Amount	Memo
Marina Revenue Fund	88725	2370			(\$4,393.43)	December 2018



PORT OF KINGSTON

Promoting economic vitality.
Enriching community life.

Regular Meeting

Meeting of: January 23, 2019

Agenda Item: 6 – Financial Report: December 2018

Prepared by Hearthstone CPA Group

PORT OF KINGSTON
ACCOUNTANT'S COMPILATION REPORT
AND FINANCIAL STATEMENTS
DECEMBER 31, 2018

PORT OF KINGSTON

TABLE OF CONTENTS

	<u>Page</u>
Accountant's Compilation Report	1
Statement of Assets, Liabilities, And Equity (Deficit) – Cash Basis	2
Statement of Revenues And Expenses-Cash Basis For The Year Ended December 31, 2018.....	3
Statement of Revenues And Expenses-Cash Basis For The Month of December 31, 2018 and 2017.....	4
Statement of Revenues And Expenses-Cash Basis For The Year Ended December 31, 2018 and 2017	5
Supplementary Information:	
Schedule I – Revenues For The Year Ended December 31, 2018.....	6
Schedule II – Revenues For The Month Ended December 31, 2018 and 2017	7
Schedule III – Revenues For The Year Ended December 31, 2018 and 2017	8
Schedule IV – Cash And Investments Roll Forward – Current Month	9



Hearthstone CPA Group

Certified Public Accountants

4312 Kitsap Way, Suite 102
Bremerton, WA. 98312
T 360-479-4611

Principals

Larry A. Hurley, CPA
Neal K. Williams, CPA, MPAcc (tax)
Christopher J. Cook, CPA, CFP®
David H. Ball, CPA (retired)
Dennis R. Treger, CPA

January 18, 2018

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 (deficit) – cash basis as of December 31, 2018, and the related statement of revenues and expenses-cash basis for the month and year ended December 31, 2018 and 2017, 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 (DEFICIT) - CASH BASIS
December 31, 2018
(See Accountant's Compilation Report)

ASSETS

Cash And Cash Equivalents	
Cash On Hand	\$ 475.00
Cash - Operating Accounts	63,422.33
Investments	
Marina Replacement/Remediation Reserve Fund	694,790.11
General Fund Investments	<u>73,268.02</u>
TOTAL ASSETS	\$ <u>831,955.46</u>

LIABILITIES AND EQUITY

Accrued Expenses	
Pension Payable	\$ 3,803.31
Leasehold Taxes Payable	28,004.30
Sales/B&O Taxes Payable	4,035.01
FICA & Withholding Payable	<u>3,451.92</u>
	39,294.54
 G.O. Bonds Payable - Due in 1 Year or Less	 57,500.00
G.O. Bonds Payable - Due After 1 Year	<u>879,500.00</u>
 Total Liabilities	 <u>976,294.54</u>
 EQUITY	
Contributed Capital & Unreserved Retained Earnings	1,119,128.23
Current Period Net Loss	<u>(1,263,467.31)</u>
 Total Equity (Deficit)	 <u>(144,339.08)</u>
 TOTAL LIABILITIES AND EQUITY	 \$ <u>831,955.46</u>

PORT OF KINGSTON
Statement of Revenues and Expenses - Cash Basis
For the Year Ended December 31, 2018
(See Accountant's Compilation Report)

	ACTUAL	PERIOD TO DATE BUDGET	BUDGET VARIANCE
OPERATING REVENUES			
Marina User Charges	\$ 919,054.82	\$ 911,893.00	\$ 7,161.82
Property Rentals - Facilities (Net)	1,899,593.93	520,528.00	1,379,065.93
Miscellaneous Income	50,716.37	7,862.00	42,854.37
Retail Sales (Net)	968.94	1,150.00	(181.06)
Fuel Sales (Net)	82,129.07	106,000.00	(23,870.93)
	<u>2,952,463.13</u>	<u>1,547,433.00</u>	<u>1,405,030.13</u>
Total Operating Revenues			
	<u>2,952,463.13</u>	<u>1,547,433.00</u>	<u>1,405,030.13</u>
OPERATING EXPENSES			
Accounting	25,865.00	25,850.00	15.00
Advertising & Promotion	18,979.08	28,000.00	(9,020.92)
Audit	9,931.56	0.00	9,931.56
Commissioners Compensation	32,509.04	21,888.00	10,621.04
Commissioners Travel/Training & Education	8,380.69	8,100.00	280.69
Computer Supplies/Expense	9,495.18	10,220.00	(724.82)
Consulting Fees	10,450.00	10,000.00	450.00
Dues & Subscriptions	9,861.61	6,640.00	3,221.61
Electricity	41,507.29	42,870.00	(1,362.71)
Employee Medical	214,487.45	177,120.00	37,367.45
Environmental Inspections	12,322.79	1,275.00	11,047.79
Equipment Rental	5,866.72	5,050.00	816.72
Excise Tax Expense	17,973.26	15,105.00	2,868.26
Insurance	80,583.80	66,000.00	14,583.80
Landscaping	7,605.99	10,000.00	(2,394.01)
Lawsuit/Judement	252,000.00	0.00	252,000.00
Legal	129,007.45	85,000.00	44,007.45
Miscellaneous	1,640.88	2,300.00	(659.12)
Office Credit Card Fees	23,873.04	18,440.00	5,433.04
Office Supplies	17,158.94	10,100.00	7,058.94
Operating Supplies	17,323.41	19,080.00	(1,756.59)
(Over)/Short	(63.04)	0.00	(63.04)
Parking Expense	20,120.07	14,250.00	5,870.07
Payroll Taxes	74,066.30	79,615.00	(5,548.70)
Pension Expense	69,289.12	63,156.00	6,133.12
Purchase of Capital Assets	2,282,265.95	2,282,265.95 *	0.00
Repairs & Maintenance	109,543.96	60,000.00	49,543.96
Salaries & Wages	593,185.04	564,405.00	28,780.04
SoundRunner Ferry Expense	235,500.00	165,000.00	70,500.00
Storage Rent	1,628.29	1,348.00	280.29
Telephone	8,690.97	8,400.00	290.97
Training & Education	7,901.95	10,000.00	(2,098.05)
Travel	8,303.80	6,000.00	2,303.80
Water, Sewer & Garbage	58,451.22	46,030.00	12,421.22
	<u>4,415,706.81</u>	<u>3,863,507.95</u>	<u>552,198.86</u>
Total Operating Expenses			
	<u>4,415,706.81</u>	<u>3,863,507.95</u>	<u>552,198.86</u>
Loss From Operations	(1,463,243.68)	(2,316,074.95)	852,831.27
	<u>(1,463,243.68)</u>	<u>(2,316,074.95)</u>	<u>852,831.27</u>
NONOPERATING REVENUES	200,107.37	208,806.00	(8,698.63)
	<u>200,107.37</u>	<u>208,806.00</u>	<u>(8,698.63)</u>
NET LOSS	\$ (1,263,136.31)	\$ (2,107,268.95)	\$ 844,132.64
	<u>\$ (1,263,136.31)</u>	<u>\$ (2,107,268.95)</u>	<u>\$ 844,132.64</u>

*Budget represents actual capital expenditures year to date.

PORT OF KINGSTON
Statement of Revenues and Expenses - Cash Basis
For the Month ended December 31, 2018 and 2017
(See Accountant's Compilation Report)

	<u>2018</u>	<u>2017</u>	<u>Change</u>
OPERATING REVENUES			
Marina User Charges	\$ 75,860.64	\$ 69,278.05	\$ 6,582.59
Property Rentals - Facilities (Net)	156,905.87	43,309.18	113,596.69
Miscellaneous Income	688.42	35,151.07	(34,462.65)
Retail Sales (Net)	0.00	(56.92)	56.92
Fuel Sales (Net)	3,651.72	(5,886.64)	9,538.36
Total Operating Revenues	<u>237,106.65</u>	<u>141,794.74</u>	<u>95,311.91</u>
OPERATING EXPENSES			
Accounting	3,965.00	3,045.00	920.00
Advertising & Promotion	458.80	1,238.16	(779.36)
Audit	0.00	8,849.85	(8,849.85)
Commissioners Compensation	2,423.04	342.00	2,081.04
Commissioners Travel/Training & Education	2,392.62	1,415.00	977.62
Computer Supplies/Expense	115.00	364.33	(249.33)
Consulting Fees	0.00	3,487.50	(3,487.50)
Dues & Subscriptions	1,905.00	405.00	1,500.00
Electricity	5,065.34	6,216.59	(1,151.25)
Employee Medical	26,877.07	2,408.57	24,468.50
Environmental Inspections	3,300.00	0.00	3,300.00
Equipment Rental	3,358.29	2,455.54	902.75
Excise Tax Expense	654.78	457.42	197.36
Landscaping	293.10	382.80	(89.70)
Legal	0.00	23,370.61	(23,370.61)
Miscellaneous	469.37	1,438.50	(969.13)
Office Credit Card Fees	1,939.92	1,481.87	458.05
Office Supplies	3,910.89	668.39	3,242.50
Operating Supplies	1,423.12	1,039.72	383.40
(Over)/Short	(0.11)	72.94	(73.05)
Parking Expense	971.29	636.79	334.50
Payroll Taxes	4,437.87	3,273.23	1,164.64
Pension Expense	6,263.17	5,146.56	1,116.61
Purchase of Capital Assets	151,221.46	67,939.38	83,282.08
Repairs & Maintenance	24,888.14	4,976.46	19,911.68
Salaries & Wages	52,621.90	42,280.43	10,341.47
Storage Rent	0.00	107.00	(107.00)
Telephone	979.63	724.59	255.04
Training & Education	1,165.00	0.00	1,165.00
Travel	3,138.92	558.88	2,580.04
Water, Sewer & Garbage	1,916.94	2,549.80	(632.86)
Total Operating Expenses	<u>306,155.55</u>	<u>187,332.91</u>	<u>118,822.64</u>
Loss From Operations	<u>(69,048.90)</u>	<u>(45,538.17)</u>	<u>(23,510.73)</u>
NONOPERATING REVENUES	<u>(12,043.88)</u>	<u>902.55</u>	<u>(12,946.43)</u>
NET LOSS	<u>\$ (81,092.78)</u>	<u>\$ (44,635.62)</u>	<u>\$ (36,457.16)</u>

PORT OF KINGSTON
Statement of Revenues and Expenses - Cash Basis
For the Year Ended December 31, 2018 and 2017
(See Accountant's Compilation Report)

	2018	2017	Change
OPERATING REVENUES			
Marina User Charges	\$ 919,054.82	\$ 869,141.81	\$ 49,913.01
Property Rentals - Facilities (Net)	1,899,593.93	513,950.76	1,385,643.17
Miscellaneous Income	50,716.37	42,430.30	8,286.07
Retail Sales (Net)	968.94	1,214.38	(245.44)
Fuel Sales (Net)	82,129.07	53,592.85	28,536.22
	<u>2,952,463.13</u>	<u>1,480,330.10</u>	<u>1,472,133.03</u>
Total Operating Revenues			
OPERATING EXPENSES			
Accounting	25,865.00	25,835.00	30.00
Advertising & Promotion	18,979.08	18,015.70	963.38
Audit	9,931.56	10,991.15	(1,059.59)
Commissioners Compensation	32,509.04	6,612.00	25,897.04
Commissioners Travel/Training & Education	8,380.69	10,232.69	(1,852.00)
Computer Supplies/Expense	9,495.18	9,212.46	282.72
Consulting Fees	10,450.00	61,872.90	(51,422.90)
Dues & Subscriptions	9,861.61	6,112.76	3,748.85
Electricity	41,507.29	45,756.80	(4,249.51)
Employee Medical	214,487.45	156,159.08	58,328.37
Environmental Inspections	12,322.79	1,150.45	11,172.34
Equipment Rental	5,866.72	6,500.56	(633.84)
Excise Tax Expense	17,973.26	15,282.77	2,690.49
Insurance	80,583.80	67,936.00	12,647.80
Landscaping	7,605.99	8,983.64	(1,377.65)
Lawsuit/Judgment	252,000.00	166,415.15	85,584.85
Legal	129,007.45	131,020.99	(2,013.54)
Miscellaneous	1,640.88	4,397.32	(2,756.44)
Office Credit Card Fees	23,873.04	19,049.46	4,823.58
Office Supplies	17,158.94	13,138.85	4,020.09
Operating Supplies	17,323.41	17,263.42	59.99
(Over)/Short	(63.04)	(414.24)	351.20
Parking Expense	20,120.07	19,411.88	708.19
Payroll Taxes	74,066.30	65,192.11	8,874.19
Pension Expense	69,289.12	56,827.63	12,461.49
Purchase of Capital Assets	2,282,265.95	1,366,055.21	916,210.74
Repairs & Maintenance	109,543.96	62,557.28	46,986.68
Salaries & Wages	593,185.04	529,647.98	63,537.06
SoundRunner Ferry Expense	235,500.00	21,682.80	213,817.20
Storage Rent	1,628.29	1,249.00	379.29
Telephone	8,690.97	8,319.81	371.16
Temp Agency Labor	0.00	350.00	(350.00)
Training & Education	7,901.95	3,172.21	4,729.74
Travel	8,303.80	5,279.53	3,024.27
Water, Sewer & Garbage	58,451.22	50,919.53	7,531.69
	<u>4,415,706.81</u>	<u>2,992,189.88</u>	<u>1,423,516.93</u>
Total Operating Expenses			
Loss From Operations	<u>(1,463,243.68)</u>	<u>(1,511,859.78)</u>	<u>48,616.10</u>
NONOPERATING REVENUES	<u>200,107.37</u>	<u>217,530.26</u>	<u>(17,422.89)</u>
NET LOSS	<u>\$ (1,263,136.31)</u>	<u>\$ (1,294,329.52)</u>	<u>\$ 31,193.21</u>

SUPPLEMENTARY INFORMATION
(See Accountant's Compilation Report)

PORT OF KINGSTON
SCHEDULE I - REVENUES
For the Year Ended December 31, 2018
(See Accountant's Compilation Report)

	ACTUAL	PERIOD TO DATE BUDGET	BUDGET VARIANCE
MARINA USER CHARGES			
Moorage - Base Rate	\$ 707,372.24	\$ 700,940.00	\$ 6,432.24
Kayak	7,183.75	5,500.00	1,683.75
Moorage - Transient	138,817.97	149,600.00	(10,782.03)
Seasonal Moorage	21,045.82	14,163.00	6,882.82
Electricity - Permanent	35,938.05	31,855.00	4,083.05
Laundry Income	2,002.00	2,100.00	(98.00)
Reservation Fees	6,554.00	7,200.00	(646.00)
Deposits - Forfeited	140.99	535.00	(394.01)
Total Marina User charges	<u>\$ 919,054.82</u>	<u>\$ 911,893.00</u>	<u>\$ 7,161.82</u>
PROPERTY RENTALS - FACILITIES			
Parking	\$ 343,261.75	\$ 266,712.00	\$ 76,549.75
Parking Tickets	3,170.93	5,200.00	(2,029.07)
Diamond Parking	3,774.86	2,890.00	884.86
Yacht Club	14,506.66	15,480.00	(973.34)
Aviator Coffees & Teas, LLC Land Rent	4,617.56	3,924.00	693.56
Farmers Market	785.06	722.00	63.06
Reader Board	4,050.00	0.00	4,050.00
Sail Kingston Cove	0.00	750.00	(750.00)
Hill House Rental	21,632.39	21,000.00	632.39
Kitsap Transit	1,300,010.00	0.00	1,300,010.00
Department of Transportation Lease	203,784.72	203,850.00	(65.28)
Total Property Rentals - Facilities (Net)	<u>\$ 1,899,593.93</u>	<u>\$ 520,528.00</u>	<u>\$ 1,379,065.93</u>
RETAIL SALES			
Retail Sales	\$ 3,735.19	\$ 3,100.00	\$ 635.19
Cost of Retail Sales	(2,766.25)	(1,950.00)	(816.25)
Total Retail Sales (Net)	<u>\$ 968.94</u>	<u>\$ 1,150.00</u>	<u>\$ (181.06)</u>
FUEL SALES			
Gasoline & Diesel Sales	\$ 819,564.98	\$ 465,000.00	\$ 354,564.98
Cost of Fuel	(737,435.91)	(359,000.00)	(378,435.91)
Total Gasoline & Diesel Sales (Net)	<u>\$ 82,129.07</u>	<u>\$ 106,000.00</u>	<u>\$ (23,870.93)</u>
NONOPERATING REVENUES (EXPENSES)			
Interest Income	\$ 19,040.63	\$ 19,500.00	\$ (459.37)
Interest Expense	(27,682.95)	(17,917.00)	(9,765.95)
Property Tax Receipts	202,377.17	200,000.00	2,377.17
Service Charge Revenue	6,398.29	7,223.00	(824.71)
Pumpout Park Grant	387.43	0.00	387.43
Election Expense	(2,850.63)	0.00	(2,850.63)
Tenant Deposits/Adv Pmts On AR/Disposed Assets	2,437.43	0.00	2,437.43
Total Nonoperating Revenues (Expenses)	<u>\$ 200,107.37</u>	<u>\$ 208,806.00</u>	<u>\$ (8,698.63)</u>

PORT OF KINGSTON
SCHEDULE II - REVENUES
For the Month of December 31, 2018 and 2017
(See Accountant's Compilation Report)

	<u>2018</u>	<u>2017</u>	<u>Change</u>
MARINA USER CHARGES			
Moorage - Permanent	\$ 62,041.33	\$ 55,715.41	\$ 6,325.92
Kayak	650.80	493.32	157.48
Moorage - Transient	5,895.25	3,850.79	2,044.46
Seasonal Moorage	2,672.35	4,167.24	(1,494.89)
Electricity - Permanent	4,300.91	4,589.29	(288.38)
Laundry Income	111.00	0.00	111.00
Reservation Fees	189.00	462.00	(273.00)
Total Marina User charges	<u>\$ 75,860.64</u>	<u>\$ 69,278.05</u>	<u>\$ 6,582.59</u>
PROPERTY RENTALS - FACILITIES			
Parking	\$ 32,930.59	\$ 22,537.93	\$ 10,392.66
Parking Tickets	137.63	188.09	(50.46)
Parking Diamond	0.00	510.97	(510.97)
Yacht Club	1,304.83	1,144.36	160.47
Aviator Coffees & Teas, LLC Land Rent	402.29	349.81	52.48
Reader Board	125.00	0.00	125.00
Hill House Rental	1,772.42	1,772.42	0.00
Kitsap Transit	120,233.11	0.00	120,233.11
Department of Transportation Lease	0.00	16,805.60	(16,805.60)
Total Property Rentals - Facilities (Net)	<u>\$ 156,905.87</u>	<u>\$ 43,309.18</u>	<u>\$ 113,596.69</u>
RETAIL SALES			
Retail Sales	\$ 0.00	\$ 39.08	\$ (39.08)
Cost of Retail Sales	0.00	(96.00)	96.00
Total Retail Sales (Net)	<u>\$ 0.00</u>	<u>\$ (56.92)</u>	<u>\$ 56.92</u>
FUEL SALES			
Gasoline & Diesel Sales	\$ 25,990.88	\$ 19,063.06	\$ 6,927.82
Cost of Fuel	(22,339.16)	(24,949.70)	2,610.54
Total Gasoline & Diesel Sales (Net)	<u>\$ 3,651.72</u>	<u>\$ (5,886.64)</u>	<u>\$ 9,538.36</u>
NONOPERATING REVENUES (EXPENSES)			
Interest Income	\$ 1,464.22	\$ 2,285.92	\$ (821.70)
Interest Expense	(14,432.13)	(6,128.43)	(8,303.70)
Property Tax Receipts	1,129.23	1,605.00	(475.77)
Service Charge Revenue	572.85	1,345.19	(772.34)
Tenant Deposits/Adv Pmts On AR/Disposed Assets	(778.05)	1,794.87	(2,572.92)
Total Nonoperating Revenues (Expenses)	<u>\$ (12,043.88)</u>	<u>\$ 902.55</u>	<u>\$ (12,946.43)</u>

PORT OF KINGSTON
SCHEDULE III - REVENUES
For the Year Ended December 31, 2018 and 2017
(See Accountant's Compilation Report)

	<u>2018</u>	<u>2017</u>	<u>Change</u>
MARINA USER CHARGES			
Moorage - Permanent	\$ 707,372.24	\$ 666,614.22	\$ 40,758.02
Kayak	7,183.75	6,474.34	709.41
Moorage - Transient	138,817.97	130,530.45	8,287.52
Seasonal Moorage	21,045.82	20,008.33	1,037.49
Electricity - Permanent	35,938.05	35,844.97	93.08
Laundry Income	2,002.00	1,901.50	100.50
Reservation Fees	6,554.00	7,598.00	(1,044.00)
Deposits - Forfeited	140.99	170.00	(29.01)
Total Marina User charges	<u>\$ 919,054.82</u>	<u>\$ 869,141.81</u>	<u>\$ 49,913.01</u>
PROPERTY RENTALS - FACILITIES			
Parking	\$ 343,261.75	\$ 261,030.02	\$ 82,231.73
Parking Tickets	3,170.93	3,894.03	(723.10)
Parking Diamond	3,774.86	12,819.29	(9,044.43)
Yacht Club	14,506.66	13,867.71	638.95
Aviator Coffees & Teas, LLC Land Rent	4,617.56	4,015.20	602.36
Farmers Market	785.06	581.61	203.45
Reader Board	4,050.00	0.00	4,050.00
Hill House Rental	21,632.39	17,369.72	4,262.67
Kitsap Transit	1,300,010.00	0.00	1,300,010.00
Department of Transportation Lease	203,784.72	200,373.18	3,411.54
Total Property Rentals - Facilities (Net)	<u>\$ 1,899,593.93</u>	<u>\$ 513,950.76</u>	<u>\$ 1,385,643.17</u>
RETAIL SALES			
Retail Sales	\$ 3,735.19	\$ 3,030.27	\$ 704.92
Cost of Retail Sales	(2,766.25)	(1,815.89)	(950.36)
Total Retail Sales (Net)	<u>\$ 968.94</u>	<u>\$ 1,214.38</u>	<u>\$ (245.44)</u>
FUEL SALES			
Gasoline & Diesel Sales	\$ 819,564.98	\$ 540,140.24	\$ 279,424.74
Cost of Fuel	(737,435.91)	(486,547.39)	(250,888.52)
Total Gasoline & Diesel Sales (Net)	<u>\$ 82,129.07</u>	<u>\$ 53,592.85</u>	<u>\$ 28,536.22</u>
NONOPERATING REVENUES (EXPENSES)			
Interest Income	\$ 19,040.63	\$ 22,597.95	\$ (3,557.32)
Interest Expense	(27,682.95)	(12,027.78)	(15,655.17)
Property Tax Receipts	202,377.17	196,915.87	5,461.30
Service Charge Revenue	6,398.29	7,856.75	(1,458.46)
Pumpout Park Grant	387.43	0.00	387.43
Election Expense	(2,850.63)	0.00	(2,850.63)
Tenant Deposits/Adv Pmts On AR/Disposed Assets	2,437.43	2,187.47	249.96
Total Nonoperating Revenues (Expenses)	<u>\$ 200,107.37</u>	<u>\$ 217,530.26</u>	<u>\$ (17,422.89)</u>

PORT OF KINGSTON
SCHEDULE IV - Cash And Investments Roll Forward
Month of December 2018
(See Accountant's Compilation Report)

Beginning Cash And Investments 11/30/18	\$	930,318.79
Less: Liabilities 11/30/18		(993,565.09)
Plus: Liabilities 12/31/18		976,294.54
Less: Net Loss for December		(81,092.78)
Ending Cash And Investments 12/31/18	\$	<u>831,955.46</u>



PORT OF KINGSTON

Promoting economic vitality.
Enriching community life.

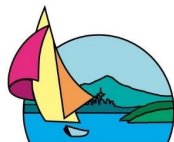
Regular Meeting

Meeting of: January 23, 2019

Agenda Item: 7a – Election of Commission Officers

Summary:

Each January the Board of Commissioners rotates their positions on the board. Those positions are President, Vice-President, and Secretary. This way, each board member shares equally in the duties and responsibilities of each position.

**PORT OF KINGSTON**

Promoting economic vitality.
Enriching community life.

Regular Meeting

Meeting of: January 23, 2019

Agenda Item: 7b – Presentation from Kingston Historical Society – Re: Images of America Book Series

Summary:

The Kingston Historical Society made a proposal that was accepted by Arcadia Publishing, to compile a book of photographs on Kingston. Arcadia Publishing produces a book series called *Images of America*, featuring towns and industries across America. Silverdale and Poulsbo are among those that have been selected for publishing in the series.

Kathy Sole, President of the Kingston Historical Society would like to present information to the Commission on the book project, so the board gets a better understanding of its scope.

Included in this packet is a **draft** of chapter 3 of the book, which features the Port of Kingston. She would like the board and key staff to review the chapter, and provide any comments, insight, and/or corrections to the Kingston Historical Society. It is important to her they get the information right, and the Port is on board with the project as well.

Originally discussed with Terry back in February of 2018, was the idea to launch the book at the Port's Centennial. The publisher liked this idea, and the book is set to be ready to launch on July 26, 2019, and they plan on marketing the book for the weekend of July 26 – 28. This marketing, courtesy of the publisher, will have the added benefit of marketing the Port's Centennial Celebration. Staff are currently working on a plan for the Centennial and are also working with the Kingston Historical Society regarding this.

The Kingston Historical Society has a completion deadline of January 29, 2019. Therefore, if the board could please review this chapter and email Lacey back any comments as soon as possible that would be appreciated. Lacey will then compile the responses and provide them to Kathy.



PORT OF KINGSTON

Promoting economic vitality.
Enriching community life.

Regular Meeting

Meeting of: January 23, 2019

Agenda Item: 7c – Resolution 1-01-2019 – Resolution to Update Deposit Account Signature Authority and the Visa Credit Card Filed with Kitsap Bank

Summary:

In December the board passed a resolution to add Executive Director Englin to the Kitsap Bank Account with signature authority. Kitsap Bank has changed their procedures relating to this activity. They require another resolution, stating who has signature authority for banking purposes, and to include a separate line about the credit card authority and line of credit amount. The following resolution will resolve Kitsap Bank's requirements on this issue.

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 01-01-2019

A Resolution of the Commission of the Port of Kingston

RESOLUTION TO UPDATE DEPOSIT ACCOUNT SIGNATURE AUTHORITY AND THE VISA CREDIT CARD FILED WITH KITSAP BANK

WHEREAS, Commissioners Laura Gronnvoll, Mary McClure, Steve Heacock are currently listed as having signature authority for banking purposes with Kitsap Bank; and

WHEREAS, previous Executive Director Jim Pivarnik and Controller Juanita Gomez have been issued a Kitsap Bank Visa Credit Card; and

WHEREAS, Greg Englin began his employment as Executive Director effective November 26, 2018 replacing Jim Pivarnik; and

WHEREAS, one of the two current Visa Credit Card's issued to the Port of Kingston, with a \$8,000 credit limit, that was in Jim Pivarnik's name, has been destroyed, the account canceled, while the second card issued to Controller Juanita Gomez remains in use and active; and

THEREFORE, BE IT RESOLVED, by the Board of Commissioners for the Port of Kingston that Executive Director Greg Englin be added to the Visa Credit Card filed with Kitsap Bank with an increased credit limit from \$8,000 to \$10,000 and have signature authority for all other banking purposes.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a Regular Meeting held this 23th day of January 2019.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Mary McClure, Commissioner

Attest: _____
Lacey Gray, Executive Assistant

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner



PORT OF KINGSTON

Promoting economic vitality.
Enriching community life.

Regular Meeting

Meeting of: January 23, 2019

Agenda Item: 7d – Resolution 1-02-2019 – Resolution to Auction off Vessel ‘Bogo’
WN-9467-JC

Summary:

On September 29, 2018 the Port impounded the vessel ‘Bogo’ WN-9467-JC for abandonment at the mooring buoy located on the north-side of the WSF Terminal. After multiple attempts to communicate with the owner and following the procedures in RCW 53.08.320 the Port Staff are requesting authorization to auction off the vessel on February 20, 2019. Please see the attached timeline of events for greater detail.

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 01-02-2019

A Resolution of the Commission of the Port of Kingston

RESOLUTION TO AUCTION OFF VESSEL 'BOGO' WN-9467JC

WHEREAS, The Port impounded the vessel 'Bogo' WN-9467JC for abandonment at the mooring buoy located on the north-side of the WSF Terminal; and

WHEREAS, multiple attempts to contact the legal owner and a certified letter were sent October 1, 2018 with no response; and

WHEREAS, the Port is requesting permission to auction off the vessel per RCW 53.08.320; and

WHEREAS, the sale of the vessel will be conducted with sealed bid auction to be held on February 20, 2019; and

THEREFORE, BE IT RESOLVED, by the Board of Commissioners for the Port of Kingston that the 'Bogo' WN-9467-JC be auctioned off on February 20, 2019 by a sealed bid auction, with the proceeds of the sale first being applied to charges owing to the Port, and the balance, if any, paid to the owner of the vessel.

If the owner cannot, in the exercise of due diligence, be located by the Port within one (1) year of the date of the sale, the excess funds from the sale shall revert to the Department of Revenue pursuant to RCW 63.29. If the sale is for a sum less than the applicable Port charges, the Port is entitled to assert a claim for a deficiency.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a Regular Meeting held this 23th day of January 2019.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Mary McClure, Commissioner

Attest: _____
Lacey Gray, Executive Assistant

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

DERELICT VESSEL: "BOGO"			
OWNER: Perry Blakley POTENTIAL BUYER: Scott Shubert VESSEL IDENTIFICATION: WN9467JC HIN: NYC2080050178			
DATE	INITIALS	ACTION	NOTE
9/12/2018		Received call from Ferry Watch	Concerned that a boat had potentially run aground
9/12/2018		Interaction w/ Scott Schubert at 4:30am	Scott Schubert explained situation
9/14/2018		Called and spoke with Scott Schubert	Scott said he'd be trying to move the vessel BOGO
9/18/2018		Called Scott Schubert; no answer	No response; will attempt to call again
9/20/2018		Certified letter sent to registeredowner Re: boat condition and moorage	Moored on mooring buoys too long (exceeding 5 days)
9/23/2018		Call to Scott Schubert; left voicemail	No response; will attempt to call again
9/24/2018		Emailed Jerry Farmer at DNR	Created case to DNR; received Perry Blakley contact number
9/24/2018		Call to registered owner Perry Blakley; left voicemail	No answer; will try again later
9/29/2018		Call to registered owner Perry Blakley; left voicemail	No answer; will try again later
9/29/2018		Assessed condition of the BOGO	Determined to be derelict; taking on water. Potential hazard
9/29/2018		Towed and impounded vessel on guest dock linear tie	Took 3-Employees to tow in
10/1/2019		Call to registered owner Perry Blakley; left voicemail	No answer; will try again later
10/1/2018		Sent 2nd certified letter Re: impoundment and tow	No response from owner after several attempts
10/7/2018		Call to owner Perry Blakley as well as Scott Schubert	No response from either; will attempt to call again
10/21/2018		Call to owner Perry Blakley as well as Scott Schubert	No response from either; will attempt to call again
11/4/2018		Call to owner Perry Blakley as well as Scott Schubert	No response from either; will attempt to call again
11/16/2018		Call to owner Perry Blakley as well as Scott Schubert	No response from either; will attempt to call again
12/8/2018		Emailed Jerry Farmer at DNR	Jerry Farmer explained our options
12/18/2018		Call to owner Perry Blakley as well as Scott Schubert	No response from either; will attempt to call again
1/6/2019		Call to owner; left voicemail	No response

COST BREAKDOWN		
DATE	DESCRIPTION	COST
9/20/2018	Mailing of First Certified Letter to last known registered owner Perry Blakley + \$50.00 Administration Fee	\$ 60.15
9/29/2018	Emergency Tow + 3- Employee Labor Rate at \$50.00/hr (min 2hr)	\$ 400.00
9/29/18-2/11/19	Sub-pump = \$3.00 per day for 136 days	\$ 408.00
9/29/18-2/11/19	BOGO 28ft LOA DAILY MOORAGE = \$30.80/day at \$1.10/ft for 136 days	\$ 4,188.80
10/1/2018	Mailing of Second Certified Letter to last known registered owner Perry Blakley + \$50.00 Administration Fee	\$ 53.95
1/13/2019	2 hr Employee Labor Rate at \$50.00/hr (min 2 hr) for oil removal	\$ 100.00
TOTAL:		\$ 5,210.90

SUMMARY
The S/V BOGO arrived at the POK marina over Labor Day weekend 2018. The potential buyer Scott Shubert paid his one day moorage. Upon departing the marina, the BOGO experienced issues and ended up being tied to our red channel marker. After a day or two on the hook, Scott and an unknown male tried sailing down to Bremerton, but due to wind conditions, ended up in Everett. Heading south, they again ended up in Kingston tied to a large boulder on the North Beach. On Spetember 12th, 2018, we received a call from the Ferry Watch at 3:30am concerned that the BOGO had potentially run aground. We confronted Scott Shubert in the parking lot that morning at 4:30am letting him know something needs to be done with the BOGO. It ended up tied to our mooring buoy apparently with him walking away for good. He failed to answer or return numerous phone calls over the course of several weeks in September 2018. Due to these various reasons, on September 29th, 2018, we towed and tied up the BOGO onto the marina guest linear dock, slip #48 and there is has stayed. We are now in the process of removing the vessel from the POK marina.



PORT OF KINGSTON

Promoting economic vitality.
Enriching community life.

Regular Meeting

Meeting of: January 23, 2019

Agenda Item: 7e – Approval of Contract to add Downspouts to Covered Moorage

Summary:

The Port's covered moorage requires an additional 27 downspouts to the gutter system, 3 four-foot gutter runs, and a repair of the gutters on multiple docks. We need to add the downspouts in order to maintain the integrity of the entire system.



Port of Kingston
C/O Greg Englin
Kingston, WA 98346

January 21, 2019
360-297-3545
grege@portofkingston.org

Work description: 27 downspouts

We propose to furnish labor and materials in strict accordance with the plans and specifications as follows:

This proposal includes the procurement and installation of an additional 27 downspouts to the existing gutter system on the covered moorage using 4" round, dual coated aluminum, secured with cleats. Elbows will be extra-large for max flow. Prevailing wage, longshoreman's insurance, and mobilization costs are included in this price.

Price: Downspouts

\$ 14,000.00

All prices are subject to WSST.

Terms: Progress billing.

Conditions: The property owner is responsible for locating any and all utility lines, including power lines, septic systems, and/or wells if needed. Sealevel Bulkhead Builders, Inc. shall not be held responsible for any damage incurred to concrete, aggregate or asphalt driveways. In case of any dispute, breach or performance of this agreement, the prevailing party shall be entitled to award of cost of any and all attorneys fees. It is understood and agreed that we shall not be held liable for any loss, damage or delays occasioned by fire, strikes, or material stolen after delivery upon premises, lockouts, acts of God, or the public enemy, accidents, boycotts, material shortages, disturbed labor conditions, delayed delivery of materials from Seller's suppliers, force majeure, inclement weather, floods, freight embargoes, causes incident to natural emergencies, war, or other causes beyond the reasonable control of Seller, whether of like or different character, or other causes beyond his control. Prices quoted in this contract are based upon present prices and upon condition that the proposal will be accepted within THIRTY days. Some or part of the down payment may or may not be refundable. Sealevel Bulkhead Builders, Inc. reserves the right to file a lien for labor and materials on the property to which the materials are placed if this contract is not paid in full upon completion. This is an intent to lien notice. If this account is in default, then the Customer shall be liable for collection costs, interest at 18% per annum, and all other charges owing on this account. Any changes to this contract will require a new contract to be signed by both parties. Also, general conditions which are standard for specialty contractors in the construction industry apply.

THIS PROPOSAL IS SUBMITTED IN DUPLICATE: THE RETURN TO US OF ONE COPY WITH YOUR SIGNATURE SHALL CONSTITUTE A CONTRACT.

SUBMITTED:

ACCEPTED:

DATE:

SEALEVEL BULKHEAD BUILDERS

Reg. #SEALEBB993L7

BY: _____

AUTHORIZED SIGNATURE

BY: _____