

**Port of Kingston
2018 Public Records Request**

PRR No.	Requestor	Text of Original Request	Date Received	First Response Due	Estimated Time Letter	Extension Letter Date	Clarification	3rd Party	Denial	Description/Number of Records Provided	Description of Records Redacted/Withheld	Reason/RCW for Redaction/Withholding	Date Record Provided	File Notes	File Closed
1-2018	SmartProcure	The specific information requested from your record keeping system is: 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	1/8/2018	1/15/2018						1 Record - Excel Spreadsheet/list of requested vendors			1/12/2018	Acknowledgement Letter/Letter of Completion & Delivery of Responsive Records Sent	1/12/2018
2-2018	SmartProcure	The specific information requested from your record keeping system is: 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	4/17/2018	4/24/2018						1 Record - Excel Spreadsheet/list of requested vendors			4/24/2018	Acknowledgement Letter/Letter of Completion & Delivery of Responsive Records Sent	4/24/2018
3-2018	Ron Karzmar	Please email me copies of the last two invoices for each delivery of gas and diesel to the storage tanks. TY	4/30/2018	5/7/2018						2 Records - Fuel Invoices from Feb 2018 and April 2018			4/30/2018	Acknowledgement Letter/Letter of Completion & Delivery of Responsive Records Sent	4/30/2018
4-2018	Michelle Kobuki	<ul style="list-style-type: none"> I would like documents related to the stability of the bank on Washington Blvd., which includes documents related to the large maple tree (any arborist reports, any stability documents in regards to its removal) - it is near the plotted location of the new viewing deck. I would like scanned copies as I am not in Kingston very often. 	5/10/2018	5/17/2018						No Responsive Records Found			Response Letter sent 5/11/2018	Acknowledgement Letter/Letter of Completion Sent	5/11/2018
5-2018	Caitlin Royse (Port of Seattle)	Via telephone, the Port of Seattle is requesting operating agreements, information about funding (through grants or otherwise), and information on any major renovations in reference to the Port of Kingston Boat Launch and the Port of Kingston Fishing Pier.	6/14/2018	6/21/2018						6 records, Agreements from IAC, DNR, and Fish & Wildlife			7/11/2018	Completion Letter Sent	7/11/2018
6-2018	Michael Klemetsrud	Copy of invoice for December 2017 for slip number C5, vessel belonging to David Martinson. Copy of live aboard agreement for vessel in slip number C5 dated January 2014	7/6/2018	7/17/2018						2 Records provided, one invoice and one live aboard agreement			7/6/2018	Completion Letter Sent	7/6/2018
7-2018	Megan Pollard	Arrest records or incident reports of Shaina M. Stewart (date of birth 12/24/94). A Suquamish police officer said he responded to alcohol-related incidents at Ms. Stewart's residence in the past and I would like more information about those incidents if available.	7/16/2018	7/23/2018						No Responsive Records Found			Response Letter sent 7/20/2018	Acknowledgement Letter/Letter of Completion	7/20/2018
8-2018	Jack Harmon	All documents related to the sale of passenger ferry Kingston Express.	7/24/2018	7/31/2018			7/30/2018			2 Records, Bill of Sale and Purchase and Sale Agreement of Kingston Express			7/30/2018	Completion Letter Sent	7/30/2018
9-2018	SmartProcure	The specific information requested from your record keeping system is: 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	8/16/2018	8/23/2018						1 Record - Excel Spreadsheet/list of requested vendors			8/22/2018	Acknowledgement Letter/Letter of Completion & Delivery of Responsive Records Sent	8/22/2018

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10-2018	Robbie Records	"To whom it may concern. I would like any and all documentation regarding the vessel owned by a Randall Hanson that was sold by the port of Kingston to a Matthew Gilbert. Including bid information and documents of ownership."	10/1/2018	10/8/2018			10/8/2018		26 Records, Invoices, certified mail receipts, bill of sale, auction docs, account information including invoices and agreements			10/8/2018	Records were never retrieved, file closed after 30 days	11/9/2018
11-2018	Ron Karzmar	"Hi, how many and who are interested in the executive position"	10/2/2018	10/9/2018					None	Names of people who applied for the ED position	Records exempt from disclosure under RCW 42.56.250(2)	Response Letter Sent 10/9/18	Completion Letter Sent	10/9/2018
12-2018	SmartProcure	The specific information requested from your record keeping system is: 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	11/22/2018	11/30/2018					1 Record - Excel Spreadsheet/list of requested vendors			11/29/2018	Acknowledgement Letter/Letter of Completion & Delivery of Responsive Records Sent	1/29/2018
13-2018	Jerry Kirschner	"1. All documents over the past 4 years that reference the total number of permanent moorage holders that have parking permits. 2. All documents over the past 4 years that reference the total number of permanent moorage holders that have more than 1 parking permit. 3. All documents over the past 4 years that reference the total number permanent moorage holders that regularly use their parking permit for extended periods of time while not using Port facilities. 4. All documents over the past 4 years that reference the total number of Monthly Commuting Parking Passes that have been issued. 5. All documents over the past 4 years that reference the total number of Monthly Commuting Parking Passes that are planned to be issued in 2019. 6. All documents over the past 4 years that discuss changes in the parking portion of the Rules and regulations (Revised 2/8/2013) as currently presented on the Port of Kingston website. 7. All documents over the past 4 years that have been sent to marina permanent moorage holders which discuss parking rules and regulations."	12/18/2018	12/26/2018	12/26/2018				N/A Request withdrawn 1/2/19				Requestor sent in new/revised record request, see 14-2018, and withdrew this one.	1/2/2019
14-2018	Jerry Kirschner	"1. The total number of permanent moorage holders that had parking permits as of Dec. 1, 2018, 2. The total number of permanent moorage holders that had more than 1 parking permit as of Dec. 1, 2018, 3. Any documented communications to permanent moorage holders that regularly use their parking permits for extended periods of time while not using Port facilities between July 1, 2018 and Dec. 1, 2018, 4. The total number of Monthly Commuting Parking Passes as of Dec. 1, 2018, 5. Any documents between July 1, 2018 and current that reference the total number of Monthly Commuting Parking Passes that are planned to be issued in 2019, 6. All documents over the past 4 years that discuss changes in the parking portion of the rules and regulations (revised 2/8/2013) as currently presented on the Port of Kingston Website, 7. All documents between July 1, 2018 and current that have been sent to marina permanent moorage holders which discuss parking rules and regulations, 8. Any documented upper limit of Monthly Commuter Parking Passes between July 1, 2018 and current, 9. Any documented fee increases for Monthly Commuting Parking Passes between July 1, 2018 and current, 10. Any"	12/31/2018	1/8/2019	1/2/19 - Estimated for 1/31/19				88 Records - 28 documents and 60 email records	None		Provided in installments , last installment provided 4/30/19	PRR Closed per requester - via email on 5/22/19	5/22/2019