

PORT OF KINGSTON

Serving what matters today, with a view for tomorrow.

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

January 29, 2020 – 1:00 p.m.

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

Welcome to the January 29, 2020 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. OFFICER ADOPTION

5. PUBLIC COMMENT:

Citizens may address the Commission regarding any item related to Port business, including items on the agenda

6. 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. Approve December 18, 2019 Regular Meeting Minutes



PORT OF KINGSTON

Serving what matters today, with a view for tomorrow.

- b. Approve December 2019/January 2020 Warrants

7. ACTION ITEMS:

- a. Review and Approve Updated Port Conduct of Business Policy
- b. Approve Contract for Analysis of Bathymetric Survey Data Contract for the Dredge Project

8. FINANCIAL REPORT

- a. October 2019
- b. November 2019
- c. Preliminary December Financials 2019

9. PUBLIC COMMENT:

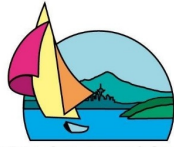
Citizens may address the Commission regarding any item related to Port business, including items on the agenda

10. COMMISSIONER REPORTS

11. STAFF REPORTS

12. NEXT REGULAR MEETING: February 26, 2020 at 6:30 p.m. at Village Green

13. ADJOURN



PORT OF KINGSTON

Serving what matters today, with a view for tomorrow.

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

December 18, 2019 – 1:00 p.m.

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

Commissioners Present:
Commissioner Laura Gronnvoll
Commissioner Steve Heacock
Commissioner Mary McClure

Staff Present:
Greg Englin
Ray Carpenter.
Wendie McDonald
Tarah Dofelmier

Public Present:
Lynn Anderson
Brian Anderson
Ron Karzmar
Juliet A. Dunmire

1. CALL TO ORDER:

Commissioner Gronnvoll called the meeting to order at 1:03pm

2. PLEDGE OF ALLEGIANCE

3. OATH OF OFFICE

Commissioner Heacock was sworn in, with Juliet A. Dunmire, Washington Notary Public, administering the Oath of Office.

4. APPROVAL OF AGENDA

Move: Commissioner McClure
Second: Commissioner Heacock
Action: Passed 3-0

5. PUBLIC COMMENT:

No Public Comment

6. CONSENT AGENDA:



PORT OF KINGSTON

Serving what matters today, with a view for tomorrow.

- a. Approve November/December Warrants
- b. Approve June 25, 2019 Special Meeting Minutes
- c. Approve July 2, 2019 Special Meeting Minutes
- d. Approve July 9, 2019 Special Meeting Minutes
- e. Approve July 22, 2019 Special Meeting Minutes
- f. Approve July 31, 2019 Regular Meeting Minutes
- g. Approve November 18, 2019 Special Meeting Minutes
- h. Approve November 26, 2019 Regular Meeting Minutes
- i. Approve December 3, 2019 Regular Meeting Minutes

Motion: Approve Consent Agenda with amendment to the November 26th meeting minutes; Section 9 Commissioner Reports

Moved: Commissioner McClure

Second: Commissioner Heacock

Action: Passed 3-0

7. PUBLIC COMMENT:

Lynn and Brian Anderson discussed their membership with the Coast Guard Auxiliary Flotilla for North Kitsap. Mr. & Mrs. Anderson requested to team up with Harbormaster Carpenter to offer complimentary vessel safety checks. These safety checks are voluntary and one on one. This educational service also provides the vessel owner with an opportunity to address the issues discovered with no ticketing involved. Mr. & Mrs. Anderson requested to set up a table to advertise services during the opening of boating season from May 15 to June 15.

Mr. & Mrs. Anderson discussed the WA State Boater Safety requirements and trainings they offer. Executive Director Englin offered to advertise the class schedule and safety check information on the Port website and banner.

The Commission and staff expressed their support for these efforts. Commissioner Gronnvoll asked to receive a report to show the number of people that participate in the complimentary safety checks.

Ron Karzmar discussed his experience with vessel safety checks and gave his support.

8. COMMISSIONER REPORTS

Commissioner Heacock reported that he attended the Kingston Citizen Advisory Council Meeting. At the meeting, Kitsap County Commissioner Rob Gelder gave a report on the ongoing work that is being done to move the ingress/egress of the current ferry system over to East 1st street. Commissioner Gelder also gave a report on the Arborwood Development Project which is expected to have approximately 752 homes. Commissioner Heacock added because many of these new residents could be



PORT OF KINGSTON

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commuting, the Port will need to look at the potential impact by looking at future options for parking spaces and structures.

Commissioner Gronnvoll: No additional comment at this time

Commissioner McClure: No additional comment at this time

9. STAFF REPORTS

Harbormaster Carpenter expressed his appreciation to the commission, staff and public in attendance. He reported on discussions and Outreach with NOAA Sea Grant regarding issues with vessels dumping waste in in Canadian Waters.

He reported the Port is considering leaving the light display up a week longer than last year due to the large number of people visiting. He reported one item appears to have been stolen from the light display this year which was a triangular purple present.

He expressed his appreciation to all the volunteers including the Kingston High School Honor Society students, Kitsap Federal Credit Union, community members and Paul McDonald.

He reported the Port of Kingston is teaming up with the Kingston Yacht Club and the Ale House again this year to sponsor the Community Meal on January 10th

Controller McDonald reported she is in the process of wrapping up the state audit and is happy with the results.

Executive Assistant Dofelmier discussed her experience in helping with the Light Display and reported on the completion of transcribing the remaining meeting minutes for 2019.

Executive Director Englin commended the Port staff and Commission and expressed gratitude for their team dynamic. He gave special thanks to Harbormaster Carpenter for his decade of consistent service. He stated that he expects great things in the coming year from the Port and discussed the focus on setting goals and working to move things forward for the community.

10. NEXT REGULAR MEETING: January 29, 2019 at 1:00 p.m. at Village Green

11. ADJOURN

Motion: Adjourn meeting at 1:37pm

Moved: Commissioner Heacock

Second: Commissioner McClure

Action: Passed 3-0

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 _____ 13 _____ day of _____

\$47,572.55
December

and from the Port
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	12/13/2019	1233088251234560	34658	Amazon	Misc Supplies	\$3,422.57
88725	12/13/2019	1233088251234560	34659	Comcast	Internet	\$179.81
88725	12/13/2019	1233088251234560	34660	Enduris	2nd Qtr Insurance	\$23,814.75
88725	12/13/2019	1233088251234560	34661	Fisheries Supply	Pigtail Shore Adaptors	\$375.55
88725	12/13/2019	1233088251234560	34662	Peggy Krause	Adaptor for Christmas Lights	\$15.01
88725	12/13/2019	1233088251234560	34663	River City Lights, Inc	Christmas Lights	\$2,449.10
88725	12/13/2019	1233088251234560	34664	Scribble Software	Marina User Software Support	\$115.00
88725	12/13/2019	1233088251234560	34665	Seattle Marine & Fishing Supply	Jackets	\$767.00
88725	12/13/2019	1233088251234560	34666	Star Rentals	Boomlift Oct-Nov	\$1,651.35
88725	12/13/2019	1233088251234560	34667	State Auditor's Office	State Audit	\$9,372.68
88725	12/13/2019	1233088251234560	34668	Void	Void	\$0.00
88725	12/13/2019	1233088251234560	34669	Uline	Misc Supplies	\$3,325.19
88725	12/13/2019	1233088251234560	34670	Verizon	Cell Phones	\$1,685.09
88725	12/13/2019	1233088251234560	34671	Vern's Organic Topsoil	Mulch	\$318.28
88725	12/13/2019	1233088251234560	34672	Tacoma Screw Products	Bolts, Washers, Nuts	\$81.17

\$47,572.55

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 _____ 17 _____ day of _____

\$15,027.25
December

and from the Port
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	12/17/2019	1233088251234560	34673	Philip Elena	Moorage Tenant Deposit Refund	\$137.96
88725	12/17/2019	1233088251234560	34674	Glen Kawawguchi & Carol Fiedler	Moorage Tenant Deposit Refund	\$381.24
88725	12/17/2019	1233088251234560	34675	James & Julie Finnell	Moorage Tenant Deposit Refund	\$170.93
88725	12/17/2019	1233088251234560	34676	Amazon	Misc Supplies	\$2,882.20
88725	12/17/2019	1233088251234560	34677	Kitsap Bank Visa	Misc Purchases	\$4,347.97
88725	12/17/2019	1233088251234560	34678	Kitsap County Public Works	Sewer	\$3,126.01
88725	12/17/2019	1233088251234560	34679	Olympic Srping	Water	\$129.99
88725	12/17/2019	1233088251234560	34680	Sea Technology	Dock Receptacles and Breaker Covers	\$2,765.00
88725	12/17/2019	1233088251234560	34681	Kitsap Bank Visa	Misc Purchases	\$1,085.95

\$15,027.25

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 _____ day of _____

\$44,847.12
December

and from the Port
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	12/24/2019	1233088251234560	34682	Amazon	Misc Supplies	\$1,021.71
88725	12/24/2019	1233088251234560	34683	Kingston Lumber	Dock Maintenance	\$8,852.54
88725	12/24/2019	1233088251234560	34684	Kitsap Sun	Public Budget Notice	\$181.68
88725	12/24/2019	1233088251234560	34685	Laura Gronnvoll	Medical	\$1,408.27
88725	12/24/2019	1233088251234560	34686	NextLevel	Telephones and Internet	\$219.38
88725	12/24/2019	1233088251234560	34687	Puget Sound Clean Air Agency	2020 Registration Fee	\$140.00
88725	12/24/2019	1233088251234560	34688	Puget Sound Energy	Power	\$4,022.88
88725	12/24/2019	1233088251234560	34689	Regence	Medical	\$17,402.53
88725	12/24/2019	1233088251234560	34690	Steve Heacock	Mileage Reimbursement	\$64.96
88725	12/24/2019	1233088251234560	34691	Washington Project Consultants	Consulting Services	\$1,757.50
88725	12/24/2019	1233088251234560	34692	Washington Public Ports Association	Annual Meeting	\$3,180.00
88725	12/24/2019	1233088251234560	34693	White Horse Golf Club	Annual Employee Appreciation	\$1,014.00
88725	12/24/2019	1233088251234560	34694	Wintergreen Corp	Christmas Lights	\$3,156.67
88725	12/24/2019	1233088251234560	34695	Reliable Storage	Monthly Storage	\$179.00
88725	12/24/2019	1233088251234560	34696	River City Lights	Christmas Lights	\$2,246.00
						<u>\$44,847.12</u>

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 _____ 8 _____ day of _____

\$62,403.75
January

and from the Port
2020

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	01/08/2020	1233088251234560	34701	Mary S. McClure	Payroll December	\$263.19
88725	01/08/2020	1233088251234560	34702	360 Event Rental & Supply	Tent and Heaters for Tree Lighting	\$1,302.55
88725	01/08/2020	1233088251234560	34703	A Smartsign Store	Parking Lot Signs	\$499.77
88725	01/08/2020	1233088251234560	34704	AET Construction Trust	Medical	\$1,652.23
88725	01/08/2020	1233088251234560	34705	Amazon	Misc Supplies	\$243.36
88725	01/08/2020	1233088251234560	34706	Comcast	Internet	\$179.81
88725	01/08/2020	1233088251234560	34707	Evergreen Propeller	Yamaha Repair	\$76.30
88725	01/08/2020	1233088251234560	34708	Fisheries Supply	Float Jackets	\$1,475.46
88725	01/08/2020	1233088251234560	34709	Forklift Operator Certification	Training for Forklift Trainer	\$599.00
88725	01/08/2020	1233088251234560	34710	Hearthstone CPA Group	Accounting Services	\$2,645.00
88725	01/08/2020	1233088251234560	34711	Void	Void	\$0.00
88725	01/08/2020	1233088251234560	34712	Kingston Lumber Supply	Misc Supplies	\$115.74
88725	01/08/2020	1233088251234560	34713	Kitsap Bank Visa	Misc Supplies	\$1,861.11
88725	01/08/2020	1233088251234560	34714	Masco	Fuel for Resale	\$24,206.71
88725	01/08/2020	1233088251234560	34715	Pacific Office Automation	Copy Machine	\$24.88
88725	01/08/2020	1233088251234560	34716	Premier Rentals	Shop Propane	\$62.39
88725	01/08/2020	1233088251234560	34717	Star Rentals	Boom Lift	\$1,564.15
88725	01/08/2020	1233088251234560	34718	State Auditor's Office	2019 Audit	\$650.65
88725	01/08/2020	1233088251234560	34719	Uline	Misc Supplies	\$527.48
88725	01/08/2020	1233088251234560	34720	Vern's Organic Topsoil	Mulch	\$30.52
88725	01/08/2020	1233088251234560	34721	Washington Public Ports Association	2020 Membership Dues	\$4,543.00
88725	01/08/2020	1233088251234560	34722	Waste Management	Garbage	\$1,021.93
88725	01/08/2020	1233088251234560	34723	Westbay Auto Parts	Misc Supplies	\$410.59
88725	01/08/2020	1233088251234560	34724	Kitsap Bank Visa	Misc Supplies	\$2,220.37
88725	01/08/2020	1233088251234560	34725	Henery Hardware	Misc Supplies	\$1,227.56
88725	01/08/2020	1233088251234560	34726	Kingston Chamber of Commerce	2020 Membership Dues	\$15,000.00
\$62,403.75						

Port of Kingston
Payment Voucher

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA

1/5/2020

(Disbursement 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 \$ 20,533.94 and from the Port of Kingston Marina Revenue Fund, this 1/14/2020 January 2020
(receipt date)

Laura Gronnvoll, Commissioner

Attest:

Steve Heacock, Commissioner

Wendie McDonald, Controller

Mary McClure, Commissioner

<u>Type</u>	<u>Claimant</u>		<u>Amount</u>
EFT	Anderson, Greg	\$	665.83
EFT	Carpenter, Raymond	\$	2,728.80
EFT	Dofelmier, Tarrah	\$	1,873.95
EFT	Englin, Greg	\$	2,720.56
EFT	Goff, Austin	\$	1,941.90
EFT	Grandt, Torey	\$	2,063.95
EFT	Krogh, Joseph	\$	1,725.48
EFT	McDonald, Wendie	\$	2,530.90
EFT	Money Penny, Patrick	\$	491.40
EFT	Reese, Faith	\$	1,257.76
EFT	Robles, Marvin	\$	986.62
EFT	Swanson, Jeanette	\$	1,546.79
EFT			
EFT		\$	-
EFT			
EFT			
EFT	Service Fees		
		<u>\$</u>	<u>20,533.94</u>

Columbia Bank Electronic Payroll QuickBooks Deail attached

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.

Controller

ACH

Port of Kingston
Payment Voucher

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA

12/3/19

(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 \$3,327.63 and from the Port of Kingston Marina Revenue Fund, this 12/3/2019 December
(receipt date)

Laura Gronnvoll, Commissioner

Attest:

Steve Heacock, Commissioner

Wendie McDonald, Controller

Mary McClure, Commissioner

Voucher #	Claimant	Amount
EFT	Global Credit Card Processing Fee	\$3,327.63

Cash Transmittal Receipt Number

R00085499

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.

Controller

ACH

Port of Kingston
Payment Voucher

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA

12/13/19

(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 \$358.60 and from the Port of Kingston Marina Revenue Fund, this 12/11/2019 December
(receipt date)

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

Mary McClure, Commissioner

Attest:

Wendie McDonald, Controller

Voucher #	Claimant	Amount
EFT	Yearly Storage Tank License Renewal	\$358.60

Cash Transmittal Receipt Number

R00085989

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.

Controller

ACH

Port of Kingston
Payment Voucher

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA

12/13/19

(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 \$11,582.12 and from the Port of Kingston Marina Revenue Fund, this 12/11/2019 December
(receipt date)

Laura Gronnvoll, Commissioner

Attest:

Steve Heacock, Commissioner

Wendie McDonald, Controller

Mary McClure, Commissioner

Voucher #	Claimant	Amount
EFT	PERS and Deferred Comp Contribution	\$11,582.12

Cash Transmittal Receipt Number

R00086002

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.

Controller

ACH

Port of Kingston
Payment Voucher

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA

12/18/19

(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 \$7,506.38 and from the Port of Kingston Marina Revenue Fund, this 12/11/2019 December
(receipt date)

Laura Gronnvoll, Commissioner

Attest:

Steve Heacock, Commissioner

Wendie McDonald, Controller

Mary McClure, Commissioner

Voucher #	Claimant	Amount
EFT	Semi-Monthly Federal Payroll Taxes	\$7,506.38

Cash Transmittal Receipt Number

R00086152

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.

Controller

ACH

Port of Kingston
Payment Voucher

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA

12/27/19

(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 \$5,136.62 and from the Port of Kingston Marina Revenue Fund, this 12/11/2019 December
(receipt date)

Laura Gronnvoll, Commissioner

Attest:

Steve Heacock, Commissioner

Wendie McDonald, Controller

Mary McClure, Commissioner

Voucher #	Claimant	Amount
EFT	November 2019 Excise Tax	\$5,136.62

Cash Transmittal Receipt Number

R00086511

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.

Controller

ACH

Port of Kingston
Payment Voucher

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA

1/3/2020

(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 \$6,635.18 and from the Port of Kingston Marina Revenue Fund, this 12/30/2019 January
(receipt date)

Laura Gronnvoll, Commissioner

Attest:

Steve Heacock, Commissioner

Wendie McDonald, Controller

Mary McClure, Commissioner

Voucher #	Claimant	Amount
EFT	Semi-Monthly Payroll Taxes	\$6,635.18

Cash Transmittal Receipt Number

R00086788

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.

Controller

ACH

Port of Kingston
Payment Voucher

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA

1/3/2020

(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 \$4,107.75 and from the Port of Kingston Marina Revenue Fund, this 1/3/2020 January
(receipt date)

Laura Gronnvoll, Commissioner

Attest:

Steve Heacock, Commissioner

Wendie McDonald, Controller

Mary McClure, Commissioner

Voucher #	Claimant	Amount
EFT	December Credit Card Processing Fee	\$4,107.75

Cash Transmittal Receipt Number

R00086797

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.

Controller

ACH

Port of Kingston
Payment Voucher

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA

1/6/2020

(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 \$16.00 and from the Port of Kingston Marina Revenue Fund, this 1/6/2020 January
(receipt date)

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

Mary McClure, Commissioner

Attest:

Wendie McDonald, Controller

Voucher #	Claimant	Amount
EFT	Annual Credit Card Compliance Fee	\$16.00

Cash Transmittal Receipt Number

R00086843

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.

Controller

ACH

Port of Kingston
Payment Voucher

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA

1/14/2020

(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 \$12,086.46 and from the Port of Kingston Marina Revenue Fund, this 1/16/2020 January
(receipt date)

Laura Gronnvoll, Commissioner

Attest:

Steve Heacock, Commissioner

Wendie McDonald, Controller

Mary McClure, Commissioner

Voucher #	Claimant	Amount
EFT	PERS and Deferred Comp	\$12,086.46

Cash Transmittal Receipt Number

R00087272

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.

Controller

ACH

Port of Kingston
Payment Voucher

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA

1/22/2020

(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 1/20/2020 January
(receipt date)

Laura Gronnvoll, Commissioner

Attest:

Steve Heacock, Commissioner

Wendie McDonald, Controller

Mary McClure, Commissioner

Voucher #
EFT

Claimant
Deferred Comp

Amount
\$1,020.50

Cash Transmittal Receipt Number

R00087494

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.

Controller

ACH

Port of Kingston
Payment Voucher

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA

1/22/2020

(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 \$7,211.44 and from the Port of Kingston Marina Revenue Fund, this 1/14/2020 January
(receipt date)

Laura Gronnvoll, Commissioner

Attest:

Steve Heacock, Commissioner

Wendie McDonald, Controller

Mary McClure, Commissioner

Voucher #	Claimant	Amount
EFT	Semi-Monthly Federal Payroll Taxes	\$7,211.44

Cash Transmittal Receipt Number

R00087495

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.

Controller

ACH

Port of Kingston
Payment Voucher

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA

1/24/2020

(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 \$942.94 and from the Port of Kingston Marina Revenue Fund, this 1/22/2020 January
(receipt date)

Laura Gronnvoll, Commissioner

Attest:

Steve Heacock, Commissioner

Wendie McDonald, Controller

Mary McClure, Commissioner

Voucher #	Claimant	
EFT	Semi-Monthly Federal Payroll Taxes	\$942.94

Cash Transmittal Receipt Number

R00087626

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.

Controller

ACH

Port of Kingston
Payment Voucher

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA

1/24/2020

(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 \$55.00 and from the Port of Kingston Marina Revenue Fund, this 1/23/2020 January
(receipt date)

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

Mary McClure, Commissioner

Attest:

Wendie McDonald, Controller

Voucher #	Claimant	
EFT	Semi-Monthly Federal Payroll Taxes	\$55.00

Cash Transmittal Receipt Number R00087625

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.

Controller

ACH

PORT OF KINGSTON
ACCOUNTANT'S
COMPILATION REPORT
AND FINANCIAL STATEMENTS

October 31, 2019

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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

ACCOUNTANT'S COMPILATION REPORT

To the Board of Commissioners
Port of Kingston
Kingston, WA

Management is responsible for the accompanying financial statements of the Port of Kingston (a special purpose district), which comprise the balance sheet as of October 31, 2019, and the related statement of operations for the month and period then ended in accordance with accounting principles generally accepted in the United States of America. 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 assurance on these financial statements.

Management has elected to omit substantially all of the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and the statement of cash flows were included in the financial statements, they might influence the user's conclusions about the Port's financial position, results of operation, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

The accompanying supplementary information contained in Schedule I, II and the budgeted amounts on pages 4 through 7 are presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. The Supplementary information was not subject to our compilation engagement. We do not express an opinion, a conclusion, nor provide any assurance on such information.

Hearthstone CPA Group

HEARTHSTONE CPA GROUP
Bremerton, WA
December 5, 2019

PORT OF KINGSTON
BALANCE SHEET
October 31, 2019

ASSETS

CURRENT ASSETS

Cash and cash equivalents			
Cash on hand	\$	475.00	
Cash - operating accounts		998,389.77	
Investments			
Capital Projects Fund		823,227.48	
General fund investments		28,926.92	
Accounts receivable			
Accounts receivable		13,359.81	
Less: allowance for doubtful accounts/corrections		(5,732.03)	
Accounts receivable - taxes		5,820.42	
Inventory			
Gas and diesel inventory		57,097.52	
Retail inventory		3,091.61	
Other current assets			
Prepaid insurance		80,189.17	
		<u>80,189.17</u>	
Total Current Assets		<u>2,004,845.67</u>	

CAPITAL ASSETS

Land			
Land		2,307,509.74	
Building and structures		8,111,594.56	
Machinery and equipment		424,369.97	
Other Improvements		3,099,525.79	
Less: accumulated depreciation		(5,218,851.90)	
		<u>(5,218,851.90)</u>	
Total Capital Assets, Net		<u>8,724,148.16</u>	

TOTAL ASSETS

\$ 10,728,993.83

PORT OF KINGSTON
BALANCE SHEET
October 31, 2019

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts payable		
Accounts payable - trade	\$	178,247.17
Kitsap Bank credit card		(1,361.95)
Accrued expenses		
Pension payable		9,673.68
Deferred comp		1,020.50
Leasehold taxes payable		8,982.48
Sales/B&O taxes payable		10,492.91
Payroll taxes payable		8,991.13
Other current liabilities		
Tenant deposits		51,708.91
Environmental liabilities		87,000.00
G.O. bonds payable - due in 1 year or less		58,500.00
Kitsap Transit prepaid rent - due in 1 year or less		24,373.44
		<u>437,628.27</u>
Total Current Liabilities		<u>437,628.27</u>

LONG TERM LIABILITIES

G.O. Bonds payable		850,000.00
Kitsap Transit prepaid rent		1,252,629.04
		<u>2,102,629.04</u>
Total Long Term Liabilities		<u>2,102,629.04</u>

TOTAL LIABILITIES		<u>2,540,257.31</u>
--------------------------	--	---------------------

EQUITY

Contributed capital and unreserved retained earnings		8,199,223.49
Current year net loss		(10,486.97)
		<u>8,188,736.52</u>
Total Equity		<u>8,188,736.52</u>

TOTAL LIABILITIES AND EQUITY	\$	<u><u>10,728,993.83</u></u>
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PORT OF KINGSTON
STATEMENT OF OPERATIONS
For the One Month Ended October 31, 2019

	<u>ACTUAL</u>	<u>MONTH TO DATE BUDGET</u>	<u>BUDGET VARIANCE</u>
OPERATING REVENUES			
Marina user charges	\$ 84,007.31	\$ 80,180.00	\$ 3,827.31
Property rentals - facilities (net)	67,969.50	52,613.00	15,356.50
Miscellaneous income	262.44	75.00	187.44
Retail sales (net)	39.41	(250.00)	289.41
Fuel sales (net)	47,077.09	7,960.43	39,116.66
	<u>199,355.75</u>	<u>140,578.43</u>	<u>58,777.32</u>
Total Operating Revenues			
OPERATING EXPENSES			
Accounting	1,785.00	1,265.00	520.00
Advertising and promotion	955.39	650.00	305.39
Audit	4,264.91	-	4,264.91
Commissioners compensation	1,664.00	3,072.00	(1,408.00)
Commissioners travel/training and education	287.32	675.00	(387.68)
Computer supplies/expense	575.00	700.00	(125.00)
Consulting fees	1,900.00	-	1,900.00
Dues and subscriptions	307.82	200.00	107.82
Electricity	1,993.80	2,070.00	(76.20)
Employee medical	17,756.80	18,167.00	(410.20)
Environmental inspections	610.00	-	610.00
Equipment rental	-	50.00	(50.00)
Excise tax expense	576.88	900.00	(323.12)
Insurance	8,011.58	-	8,011.58
Landscaping	143.86	100.00	43.86
Legal	165.00	3,335.00	(3,170.00)
Miscellaneous	-	50.00	(50.00)
Office credit card fees	16.44	2,150.00	(2,133.56)
Office supplies	3,133.84	700.00	2,433.84
Operating supplies	5,836.02	1,200.00	4,636.02
(Over)/short	(1.09)	-	(1.09)
Parking expense	-	1,250.00	(1,250.00)
Payroll taxes	5,627.17	8,850.00	(3,222.83)
Pension expense	6,051.54	6,850.00	(798.46)
Repairs and maintenance	5,656.59	6,000.00	(343.41)
Salaries and wages	50,163.75	56,742.00	(6,578.25)
Storage rent	348.00	180.00	168.00
Telephone	873.57	800.00	73.57
Training and education	11,337.00	825.00	10,512.00
Travel	542.24	500.00	42.24
Water, sewer and garbage	11,696.75	3,000.00	8,696.75
	<u>142,279.18</u>	<u>120,281.00</u>	<u>21,998.18</u>
Total Operating Expenses Before Depreciation			
	<u>57,076.57</u>	<u>20,297.43</u>	<u>36,779.14</u>
Income From Operations Before Depreciation			
Depreciation	53,443.61	53,443.61 *	-
NONOPERATING REVENUES (EXPENSES)	<u>82,957.33</u>	<u>75,150.00</u>	<u>7,807.33</u>
NET LOSS	<u>\$ 86,590.29</u>	<u>\$ 42,003.82</u>	<u>\$ 44,586.47</u>

*Capital expenditures are reflected on the balance sheet and budget represents actual depreciation year to date.

PORT OF KINGSTON
STATEMENT OF OPERATIONS
For the Ten Months Ended October 31, 2019

	<u>ACTUAL</u>	<u>PERIOD TO DATE BUDGET</u>	<u>BUDGET VARIANCE</u>
OPERATING REVENUES			
Marina user charges	\$ 853,543.55	\$ 847,556.00	\$ 5,987.55
Property rentals - facilities (net)	700,583.36	582,015.00	118,568.36
Miscellaneous income	12,171.52	3,200.00	8,971.52
Retail sales (net)	2,541.96	800.00	1,741.96
Fuel sales (net)	262,230.08	99,796.00	162,434.08
Total Operating Revenues	<u>1,831,070.47</u>	<u>1,533,367.00</u>	<u>297,703.47</u>
OPERATING EXPENSES			
Accounting	45,126.50	20,395.00	24,731.50
Advertising and promotion	34,646.22	22,350.00	12,296.22
Audit	4,264.91	-	4,264.91
Commissioners compensation	34,176.00	30,720.00	3,456.00
Commissioners travel/training and education	6,965.77	6,750.00	215.77
Computer supplies/expense	7,675.75	8,000.00	(324.25)
Consulting fees	10,442.50	7,500.00	2,942.50
Dues and subscriptions	13,324.08	7,680.00	5,644.08
Electricity	43,844.35	33,756.00	10,088.35
Employee medical	180,757.71	182,168.00	(1,410.29)
Environmental inspections	3,356.00	1,200.00	2,156.00
Equipment rental	3,129.33	3,800.00	(670.67)
Excise tax expense	21,330.72	17,300.00	4,030.72
Insurance	69,258.97	91,000.00	(21,741.03)
Landscaping	10,674.52	8,700.00	1,974.52
Legal	42,382.15	33,330.00	9,052.15
Miscellaneous	797.21	2,125.00	(1,327.79)
Office credit card fees	24,902.93	20,200.00	4,702.93
Office supplies	28,900.58	9,600.00	19,300.58
Operating supplies	26,625.67	15,800.00	10,825.67
(Over)/short	(250.36)	-	(250.36)
Parking expense	22,439.49	14,850.00	7,589.49
Payroll taxes	70,769.37	88,550.00	(17,780.63)
Penalties and fines	2,287.72	-	2,287.72
Pension expense	63,098.80	68,500.00	(5,401.20)
Repairs and maintenance	91,649.28	65,000.00	26,649.28
Salaries and wages	578,307.28	577,425.00	882.28
Storage rent	2,038.00	1,740.00	298.00
Telephone	9,627.77	8,000.00	1,627.77
Training and education	24,743.22	8,350.00	16,393.22
Travel	1,483.85	5,000.00	(3,516.15)
Water, sewer and garbage	72,374.37	43,800.00	28,574.37
Total Operating Expenses Before Depreciation	<u>1,551,150.66</u>	<u>1,403,589.00</u>	<u>147,561.66</u>
Income From Operations Before Depreciation	<u>279,919.81</u>	<u>129,778.00</u>	<u>150,141.81</u>
Depreciation	530,087.79	530,087.79 *	-
NONOPERATING REVENUES (EXPENSES)	<u>239,681.01</u>	<u>198,349.00</u>	<u>41,332.01</u>
NET LOSS	<u>\$ (10,486.97)</u>	<u>\$ (201,960.79)</u>	<u>\$ 191,473.82</u>

*Capital expenditures are reflected on the balance sheet and budget represents actual depreciation year to date.

SUPPLEMENTARY INFORMATION

PORT OF KINGSTON
SCHEDULE I - REVENUES
For the Month of October 31, 2019

	ACTUAL	MONTH TO DATE BUDGET	BUDGET VARIANCE
MARINA USER CHARGES			
Moorage - permanent	\$ 64,624.18	\$ 64,571.00	\$ 53.18
Kayak	640.38	654.00	(13.62)
Moorage - transient	11,801.61	9,800.00	2,001.61
Seasonal moorage	4,416.58	3,400.00	1,016.58
Electricity - permanent	2,244.56	1,200.00	1,044.56
Laundry income	-	175.00	(175.00)
Reservation fees	280.00	350.00	(70.00)
Deposits - forfeited	-	30.00	(30.00)
Total Marina User charges	<u>\$ 84,007.31</u>	<u>\$ 80,180.00</u>	<u>\$ 3,827.31</u>
PROPERTY RENTALS - FACILITIES			
Parking	\$ 44,579.87	\$ 30,753.00	\$ 13,826.87
Parking tickets	541.33	375.00	166.33
Yacht Club	1,312.63	1,352.00	(39.37)
Aviator Coffees & Teas, LLC land rent	402.29	463.00	(60.71)
Farmer's Market	121.32	125.00	(3.68)
Reader board	50.00	100.00	(50.00)
Sail Kingston Cove	-	25.00	(25.00)
Hill House rental	1,772.42	1,750.00	22.42
Kitsap Transit	2,031.12	-	2,031.12
Department of Transportation lease	17,158.52	17,670.00	(511.48)
Total Property Rentals - Facilities (Net)	<u>\$ 67,969.50</u>	<u>\$ 52,613.00</u>	<u>\$ 15,356.50</u>
RETAIL SALES			
Retail sales	\$ 313.46	\$ 250.00	\$ 63.46
Cost of retail sales	(274.05)	(500.00)	225.95
Total Retail Sales (Net)	<u>\$ 39.41</u>	<u>\$ (250.00)</u>	<u>\$ 289.41</u>
FUEL SALES			
Gasoline and diesel sales	\$ 92,351.36	\$ 61,030.00	\$ 31,321.36
Cost of fuel	(45,274.27)	(53,069.57)	7,795.30
Total Gasoline & Diesel Sales (Net)	<u>\$ 47,077.09</u>	<u>\$ 7,960.43</u>	<u>\$ 39,116.66</u>
NONOPERATING REVENUES (EXPENSES)			
Interest income	\$ 1,358.95	\$ 2,100.00	\$ (741.05)
Property tax receipts	75,860.88	72,700.00	3,160.88
Service charge revenue	5,737.50	350.00	5,387.50
Total Nonoperating Revenues (Expenses)	<u>\$ 82,957.33</u>	<u>\$ 75,150.00</u>	<u>\$ 7,807.33</u>

PORT OF KINGSTON
SCHEDULE II - REVENUES
For the Ten Months Ended October 31, 2019

	<u>ACTUAL</u>	<u>PERIOD TO DATE BUDGET</u>	<u>BUDGET VARIANCE</u>
MARINA USER CHARGES			
Moorage - base rate	\$ 644,567.84	\$ 645,711.00	\$ (1,143.16)
Kayak	6,417.83	6,540.00	(122.17)
Moorage - transient	133,551.18	140,600.00	(7,048.82)
Seasonal moorage	29,991.67	15,600.00	14,391.67
Electricity - permanent	30,699.89	30,270.00	429.89
Laundry income	1,752.75	1,750.00	2.75
Reservation fees	4,732.00	435.00	4,297.00
Deposits - forfeited	1,830.39	6,650.00	(4,819.61)
Total Marina User charges	<u>\$ 853,543.55</u>	<u>\$ 847,556.00</u>	<u>\$ 5,987.55</u>
PROPERTY RENTALS - FACILITIES			
Parking	\$ 465,580.21	\$ 363,355.00	\$ 102,225.21
Parking tickets	5,634.50	4,850.00	784.50
Yacht Club	13,168.31	13,436.00	(267.69)
Aviator Coffees & Teas, LLC land rent	4,022.90	4,384.00	(361.10)
Farmer's Market	727.92	750.00	(22.08)
Reader board	3,400.00	3,100.00	300.00
Sail Kingston Cove	-	1,000.00	(1,000.00)
Hill House rental	17,724.20	17,500.00	224.20
Kitsap Transit	18,740.12	-	18,740.12
Department of Transportation lease	171,585.20	173,640.00	(2,054.80)
Total Property Rentals - Facilities (Net)	<u>\$ 700,583.36</u>	<u>\$ 582,015.00</u>	<u>\$ 118,568.36</u>
RETAIL SALES			
Retail sales	\$ 6,511.42	\$ 3,300.00	\$ 3,211.42
Cost of retail sales	(3,969.46)	(2,500.00)	(1,469.46)
Total Retail Sales (Net)	<u>\$ 2,541.96</u>	<u>\$ 800.00</u>	<u>\$ 1,741.96</u>
FUEL SALES			
Gasoline and diesel sales	\$ 1,400,345.47	\$ 765,100.00	\$ 635,245.47
Cost of fuel	(1,138,115.39)	(665,304.00)	(472,811.39)
Total Gasoline & Diesel Sales (Net)	<u>\$ 262,230.08</u>	<u>\$ 99,796.00</u>	<u>\$ 162,434.08</u>
NONOPERATING REVENUES (EXPENSES)			
Interest income	\$ 14,272.33	\$ 17,400.00	\$ (3,127.67)
Interest expense	(14,175.93)	(14,176.00)	0.07
Property tax receipts	195,107.85	189,475.00	5,632.85
Service charge revenue	35,364.98	5,650.00	29,714.98
Operating grant	9,111.78	-	9,111.78
Total Nonoperating Revenues (Expenses)	<u>\$ 239,681.01</u>	<u>\$ 198,349.00</u>	<u>\$ 41,332.01</u>

PORT OF KINGSTON
ACCOUNTANT'S
COMPILATION REPORT
AND FINANCIAL STATEMENTS

November 30, 2019

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Hearthstone CPA Group

Certified Public Accountants

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

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

ACCOUNTANT'S COMPILATION REPORT

To the Board of Commissioners
Port of Kingston
Kingston, WA

Management is responsible for the accompanying financial statements of the Port of Kingston (a special purpose district), which comprise the balance sheet as of November 30, 2019, and the related statement of operations for the month and period then ended in accordance with accounting principles generally accepted in the United States of America. 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 assurance on these financial statements.

Management has elected to omit substantially all of the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and the statement of cash flows were included in the financial statements, they might influence the user's conclusions about the Port's financial position, results of operation, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

The accompanying supplementary information contained in Schedule I, II and the budgeted amounts on pages 4 through 7 are presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. The Supplementary information was not subject to our compilation engagement. We do not express an opinion, a conclusion, nor provide any assurance on such information.

Hearthstone CPA Group

HEARTHSTONE CPA GROUP
Bremerton, WA
December 16, 2019

PORT OF KINGSTON
BALANCE SHEET
November 30, 2019

ASSETS

CURRENT ASSETS

Cash and cash equivalents			
Cash on hand	\$	475.00	
Cash - operating accounts		967,526.74	
Investments			
Capital Projects Fund		825,259.77	
General fund investments		29,001.57	
Accounts receivable			
Accounts receivable		8,576.68	
Less: allowance for doubtful accounts/corrections		(5,370.86)	
Accounts receivable - taxes		5,820.42	
Inventory			
Gas and diesel inventory		37,191.91	
Retail inventory		3,036.85	
Other current assets			
Prepaid insurance		72,177.59	
		<hr/>	
Total Current Assets		1,943,695.67	
		<hr/>	

CAPITAL ASSETS

Land			
Land		2,307,509.74	
Building and structures		8,111,594.56	
Machinery and equipment		427,473.03	
Other Improvements		3,099,525.79	
Less: accumulated depreciation		(5,272,295.51)	
		<hr/>	
Total Capital Assets, Net		8,673,807.61	
		<hr/>	

TOTAL ASSETS

\$ 10,617,503.28

PORT OF KINGSTON
BALANCE SHEET
November 30, 2019

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts payable		
Accounts payable - trade	\$	119,376.75
Kitsap Bank credit card		(6,232.57)
Accrued expenses		
Pension payable		10,561.65
Deferred comp		1,021.00
Leasehold taxes payable		19,292.81
Sales/B&O taxes payable		5,154.96
Payroll taxes payable		12,233.85
Other current liabilities		
Tenant deposits		52,891.72
Environmental liabilities		87,000.00
G.O. bonds payable - due in 1 year or less		58,500.00
Kitsap Transit prepaid rent - due in 1 year or less		24,373.44
		<hr/>
Total Current Liabilities		384,173.61

LONG TERM LIABILITIES

G.O. Bonds payable		850,000.00
Kitsap Transit prepaid rent		1,250,597.92
		<hr/>
Total Long Term Liabilities		2,100,597.92

TOTAL LIABILITIES		2,484,771.53
		<hr/>

EQUITY

Contributed capital and unreserved retained earnings		8,195,497.94
Current year net loss		(62,766.19)
		<hr/>
Total Equity		8,132,731.75
		<hr/>
TOTAL LIABILITIES AND EQUITY	\$	10,617,503.28
		<hr/> <hr/>

PORT OF KINGSTON
STATEMENT OF OPERATIONS
For the One Month Ended November 30, 2019

	<u>ACTUAL</u>	<u>MONTH TO DATE BUDGET</u>	<u>BUDGET VARIANCE</u>
OPERATING REVENUES			
Marina user charges	\$ 72,887.83	\$ 77,400.00	\$ (4,512.17)
Property rentals - facilities (net)	63,613.36	48,788.00	14,825.36
Miscellaneous income	84.48	70.00	14.48
Retail sales (net)	(22.65)	200.00	(222.65)
Fuel sales (net)	6,292.17	2,951.74	3,340.43
	<hr/>	<hr/>	<hr/>
Total Operating Revenues	142,855.19	129,409.74	13,445.45
OPERATING EXPENSES			
Accounting	2,751.65	3,185.00	(433.35)
Advertising and promotion	175.97	600.00	(424.03)
Audit	9,372.68	4,000.00	5,372.68
Commissioners compensation	1,792.00	3,072.00	(1,280.00)
Commissioners travel/training and education	27.64	675.00	(647.36)
Computer supplies/expense	189.08	500.00	(310.92)
Consulting fees	2,565.00	-	2,565.00
Dues and subscriptions	130.00	170.00	(40.00)
Electricity	2,995.88	4,200.00	(1,204.12)
Employee medical	24,088.30	18,165.00	5,923.30
Environmental inspections	140.00	-	140.00
Equipment rental	1,651.35	200.00	1,451.35
Excise tax expense	871.48	1,625.00	(753.52)
Insurance	8,011.58	-	8,011.58
Landscaping	1,052.61	1,800.00	(747.39)
Legal	3,618.00	3,335.00	283.00
Miscellaneous	-	300.00	(300.00)
Office credit card fees	2,637.86	1,550.00	1,087.86
Office supplies	953.89	600.00	353.89
Operating supplies	10,621.32	1,100.00	9,521.32
(Over)/short	0.01	-	0.01
Parking expense	3,236.59	1,800.00	1,436.59
Payroll taxes	6,827.94	8,855.00	(2,027.06)
Pension expense	6,542.53	6,850.00	(307.47)
Repairs and maintenance	5,075.19	6,000.00	(924.81)
Salaries and wages	54,552.85	56,743.00	(2,190.15)
Storage rent	179.00	180.00	(1.00)
Telephone	1,524.69	800.00	724.69
Training and education	1,450.72	825.00	625.72
Travel	269.45	500.00	(230.55)
Water, sewer and garbage	4,288.96	7,600.00	(3,311.04)
	<hr/>	<hr/>	<hr/>
Total Operating Expenses Before Depreciation	157,594.22	135,230.00	22,364.22
	<hr/>	<hr/>	<hr/>
Loss From Operations Before Depreciation	(14,739.03)	(5,820.26)	(8,918.77)
	<hr/>	<hr/>	<hr/>
Depreciation	53,443.61	53,443.61 *	-
	<hr/>	<hr/>	<hr/>
NONOPERATING REVENUES (EXPENSES)	15,852.82	17,150.00	(1,297.18)
	<hr/>	<hr/>	<hr/>
NET LOSS	\$ (52,329.82)	\$ (42,113.87)	\$ (10,215.95)

*Capital expenditures are reflected on the balance sheet and budget represents actual depreciation year to date.

PORT OF KINGSTON
STATEMENT OF OPERATIONS
For the Eleven Months Ended November 30, 2019

	<u>ACTUAL</u>	<u>PERIOD TO DATE BUDGET</u>	<u>BUDGET VARIANCE</u>
OPERATING REVENUES			
Marina user charges	\$ 926,301.48	\$ 924,956.00	\$ 1,345.48
Property rentals - facilities (net)	764,196.72	630,803.00	133,393.72
Miscellaneous income	12,256.00	3,270.00	8,986.00
Retail sales (net)	2,519.31	1,000.00	1,519.31
Fuel sales (net)	268,522.25	102,747.74	165,774.51
Total Operating Revenues	<u>1,973,795.76</u>	<u>1,662,776.74</u>	<u>311,019.02</u>
OPERATING EXPENSES			
Accounting	47,878.15	23,580.00	24,298.15
Advertising and promotion	34,822.19	22,950.00	11,872.19
Audit	13,637.59	4,000.00	9,637.59
Commissioners compensation	35,968.00	33,792.00	2,176.00
Commissioners travel/training and education	6,722.19	7,425.00	(702.81)
Computer supplies/expense	7,864.83	8,500.00	(635.17)
Consulting fees	13,007.50	7,500.00	5,507.50
Dues and subscriptions	13,454.08	7,850.00	5,604.08
Electricity	46,840.23	37,956.00	8,884.23
Employee medical	204,846.01	200,333.00	4,513.01
Environmental inspections	3,496.00	1,200.00	2,296.00
Equipment rental	4,780.68	4,000.00	780.68
Excise tax expense	22,202.20	18,925.00	3,277.20
Insurance	77,270.55	91,000.00	(13,729.45)
Landscaping	11,727.13	10,500.00	1,227.13
Legal	46,000.15	36,665.00	9,335.15
Miscellaneous	797.21	2,425.00	(1,627.79)
Office credit card fees	27,540.79	21,750.00	5,790.79
Office supplies	29,854.47	10,200.00	19,654.47
Operating supplies	37,246.99	16,900.00	20,346.99
(Over)/short	(250.35)	-	(250.35)
Parking expense	25,676.08	16,650.00	9,026.08
Payroll taxes	77,597.31	97,405.00	(19,807.69)
Penalties and fines	2,287.72	-	2,287.72
Pension expense	69,641.33	75,350.00	(5,708.67)
Repairs and maintenance	96,815.19	71,000.00	25,815.19
Salaries and wages	632,860.13	634,168.00	(1,307.87)
Storage rent	2,217.00	1,920.00	297.00
Telephone	11,152.46	8,800.00	2,352.46
Training and education	26,193.94	9,175.00	17,018.94
Travel	1,753.30	5,500.00	(3,746.70)
Water, sewer and garbage	76,663.33	51,400.00	25,263.33
Total Operating Expenses Before Depreciation	<u>1,708,564.38</u>	<u>1,538,819.00</u>	<u>169,745.38</u>
Income From Operations Before Depreciation	<u>265,231.38</u>	<u>123,957.74</u>	<u>141,273.64</u>
Depreciation	583,531.40	583,531.40 *	-
NONOPERATING REVENUES (EXPENSES)	<u>255,533.83</u>	<u>215,499.00</u>	<u>40,034.83</u>
NET LOSS	<u>\$ (62,766.19)</u>	<u>\$ (244,074.66)</u>	<u>\$ 181,308.47</u>

*Capital expenditures are reflected on the balance sheet and budget represents actual depreciation year to date.

PORT OF KINGSTON
SCHEDULE I - REVENUES
For the Month of November 30, 2019

	ACTUAL	MONTH TO DATE BUDGET	BUDGET VARIANCE
MARINA USER CHARGES			
Moorage - permanent	\$ 64,523.68	\$ 64,571.00	\$ (47.32)
Kayak	654.00	654.00	-
Moorage - transient	3,982.54	5,000.00	(1,017.46)
Seasonal moorage	3,262.15	3,400.00	(137.85)
Electricity - permanent	59.46	3,300.00	(3,240.54)
Laundry income	-	175.00	(175.00)
Reservation fees	406.00	250.00	156.00
Deposits - forfeited	-	50.00	(50.00)
Total Marina User charges	<u>\$ 72,887.83</u>	<u>\$ 77,400.00</u>	<u>\$ (4,512.17)</u>
PROPERTY RENTALS - FACILITIES			
Parking	\$ 40,844.63	\$ 27,278.00	\$ 13,566.63
Parking tickets	91.75	150.00	(58.25)
Yacht Club	1,312.63	1,352.00	(39.37)
Aviator Coffees & Teas, LLC land rent	402.29	463.00	(60.71)
Reader board	-	100.00	(100.00)
Sail Kingston Cove	-	25.00	(25.00)
Hill House rental	1,772.42	1,750.00	22.42
Kitsap Transit	2,031.12	-	2,031.12
Department of Transportation lease	17,158.52	17,670.00	(511.48)
Total Property Rentals - Facilities (Net)	<u>\$ 63,613.36</u>	<u>\$ 48,788.00</u>	<u>\$ 14,825.36</u>
RETAIL SALES			
Retail sales	\$ 32.11	\$ 200.00	\$ (167.89)
Cost of retail sales	(54.76)	-	(54.76)
Total Retail Sales (Net)	<u>\$ (22.65)</u>	<u>\$ 200.00</u>	<u>\$ (222.65)</u>
FUEL SALES			
Gasoline and diesel sales	\$ 27,033.11	\$ 22,630.00	\$ 4,403.11
Cost of fuel	(20,740.94)	(19,678.26)	(1,062.68)
Total Gasoline & Diesel Sales (Net)	<u>\$ 6,292.17</u>	<u>\$ 2,951.74</u>	<u>\$ 3,340.43</u>
NONOPERATING REVENUES (EXPENSES)			
Interest income	\$ 2,106.94	\$ 2,200.00	\$ (93.06)
Property tax receipts	12,695.88	14,500.00	(1,804.12)
Service charge revenue	1,050.00	450.00	600.00
Total Nonoperating Revenues (Expenses)	<u>\$ 15,852.82</u>	<u>\$ 17,150.00</u>	<u>\$ (1,297.18)</u>

PORT OF KINGSTON
SCHEDULE II - REVENUES
For the Eleven Months Ended November 30, 2019

	ACTUAL	PERIOD TO DATE BUDGET	BUDGET VARIANCE
MARINA USER CHARGES			
Moorage - base rate	\$ 709,091.52	\$ 710,282.00	\$ (1,190.48)
Kayak	7,071.83	7,194.00	(122.17)
Moorage - transient	137,403.92	145,600.00	(8,196.08)
Seasonal moorage	33,253.82	19,000.00	14,253.82
Electricity - permanent	30,759.25	33,570.00	(2,810.75)
Laundry income	1,752.75	1,925.00	(172.25)
Reservation fees	5,138.00	485.00	4,653.00
Deposits - forfeited	1,830.39	6,900.00	(5,069.61)
Total Marina User charges	<u>\$ 926,301.48</u>	<u>\$ 924,956.00</u>	<u>\$ 1,345.48</u>
PROPERTY RENTALS - FACILITIES			
Parking	\$ 506,424.84	\$ 390,633.00	\$ 115,791.84
Parking tickets	5,726.25	5,000.00	726.25
Yacht Club	14,480.94	14,788.00	(307.06)
Aviator Coffees & Teas, LLC land rent	4,425.19	4,847.00	(421.81)
Farmer's Market	727.92	750.00	(22.08)
Reader board	3,400.00	3,200.00	200.00
Sail Kingston Cove	-	1,025.00	(1,025.00)
Hill House rental	19,496.62	19,250.00	246.62
Kitsap Transit	20,771.24	-	20,771.24
Department of Transportation lease	188,743.72	191,310.00	(2,566.28)
Total Property Rentals - Facilities (Net)	<u>\$ 764,196.72</u>	<u>\$ 630,803.00</u>	<u>\$ 133,393.72</u>
RETAIL SALES			
Retail sales	\$ 6,543.53	\$ 3,500.00	\$ 3,043.53
Cost of retail sales	(4,024.22)	(2,500.00)	(1,524.22)
Total Retail Sales (Net)	<u>\$ 2,519.31</u>	<u>\$ 1,000.00</u>	<u>\$ 1,519.31</u>
FUEL SALES			
Gasoline and diesel sales	\$ 1,427,378.58	\$ 787,730.00	\$ 639,648.58
Cost of fuel	(1,158,856.33)	(684,982.26)	(473,874.07)
Total Gasoline & Diesel Sales (Net)	<u>\$ 268,522.25</u>	<u>\$ 102,747.74</u>	<u>\$ 165,774.51</u>
NONOPERATING REVENUES (EXPENSES)			
Interest income	\$ 16,379.27	\$ 19,600.00	\$ (3,220.73)
Interest expense	(14,175.93)	(14,176.00)	0.07
Property tax receipts	207,803.73	203,975.00	3,828.73
Service charge revenue	36,414.98	6,100.00	30,314.98
Operating grant	9,111.78	-	9,111.78
Total Nonoperating Revenues (Expenses)	<u>\$ 255,533.83</u>	<u>\$ 215,499.00</u>	<u>\$ 40,034.83</u>

PORT OF KINGSTON

Profit & Loss

December 2019

	<u>Dec 19</u>
Ordinary Income/Expense	
Income	
621-10-20 Moorage Base Rate	55,794.51
621-10-30 Moorage Cover Premium	7,879.64
621-12-00 Kayak	654.00
621-15-00 Moorage-Transient	5,330.17
621-16-00 Reservation Fees	399.00
621-22-22 Seasonal Moorage	3,906.25
621-82-00 Electricity-Permanent	5,019.33
621-82-05 Electricity-Transient	235.00
621-89-00 Laundry Income	583.50
625-20-02 Hill House Lease	1,772.42
625-20-03 Yacht Club Land Lease	1,312.63
625-20-04 Aviator Land Lease	402.29
625-20-08 WSDOT Land Lease	19,629.38
625-20-09 Reader Board	150.00
625-20-10 Kitsap Transit	2,031.12
625-22-01 Liveaboard	1,050.00
626-40-00 Gas Sales	6,579.64
626-45-00 Diesel and Oil Sales	8,007.28
629-00-00 Misc Income w/o tax	
629-00-02 Public Records Copy	8.10
629-00-00 Misc Income w/o tax - Other	3,295.00
Total 629-00-00 Misc Income w/o tax	<u>3,303.10</u>
629-10-00 Misc Income w/tax	103.36
629-11-01 Retail Taxed	16.05
699-10-00 Interest Income	1,262.50
699-20-00 Property Tax Receipts	1,446.84
699-22-00 Timber/Lshld Exc Tx	545.12
699-90-00 Service Chg Revenue	100.00
Lindvog 104 Project	7,646.25
Parking	
625-20-01 Parking	33,186.79
625-20-02 Parking Tickets	252.33
625-20-03 Commuter Park Tenant	478.56
625-21-01 Leased Parking	7,894.34
Total Parking	<u>41,812.02</u>
Total Income	<u>176,971.40</u>
Cost of Goods Sold	
626-40-10 Fuel Purchases	24,206.71
626-40-30 Fuel Credit Card Fees	228.40
Total COGS	<u>24,435.11</u>
Gross Profit	152,536.29
Expense	
721-10-00 Salaries and Wages	56,074.51

PORT OF KINGSTON

Profit & Loss

December 2019

	Dec 19
721-20-00 Employee Medical	19,138.60
721-22-00 Pension Expense	6,854.93
721-33-00 Accounting	2,645.00
721-34-00 Audit	650.65
721-35-00 Consulting Fees	1,757.50
721-40-00 Operating Supplies	13,339.04
721-41-00 Office Supplies	1,614.59
721-41-01 Computer Supplies/Exp	737.36
721-42-00 Parking Lot Expense	2,181.71
721-50-00 Equipment Rental	1,564.15
721-73-00 Insurance	358.60
721-74-00 Advertising and Promo	3,878.19
721-74-01 Events	54.00
721-75-00 Dues & Publications	1,424.92
721-76-00 Training & Education	4,525.40
721-76-01 Commis Travel/trainin	1,682.20
721-81-00 Utilities	
721-81-01 Water	2,271.68
721-81-02 Sewer	3,126.01
721-81-00 Utilities - Other	1,011.79
Total 721-81-00 Utilities	6,409.48
721-82-00 Electricity	4,022.88
721-88-00 Telephone/Internet	1,118.43
721-90-00 Payroll Taxes	6,722.75
721-93-00 Excise & Prop Tax Exp	339.05
721-95-00 Office Ccard Fees	5,847.57
721-96-00 Miscellaneous	
721-96-01 Landscaping	435.07
721-96-03 Storage	179.00
Total 721-96-00 Miscellaneous	614.07
723-00-00 Repairs & Maint	7,304.91
781-10-00 Commiss Comp	896.00
799-91-10 Intrst Exp-17 Rev Bnd	13,886.65
799-92-00 Election Expense	2,748.54
999 Over/Short	0.00
Bank Service Charges	23.97
Total Expense	168,415.65
Net Ordinary Income	-15,879.36
Other Income/Expense	
Other Expense	
727-00-00 Depreciation	52,871.04
Total Other Expense	52,871.04
Net Other Income	-52,871.04
Net Income	-68,750.40

PORT OF KINGSTON
Balance Sheet
As of December 31, 2019

	Dec 31, 19
ASSETS	
Current Assets	
Checking/Savings	
101-10-00 Petty Cash Port	300.00
101-20-00 Cash in Register Port	175.00
101-30-00 Marina Revenue 88725	519,245.54
101-40-00 Columbia Bank	4,185.78
101-60-00 88722 General Fund	306,277.77
101-65-00 88722 Gen Fund Invest	27,911.06
101-70-00 88725 Investment Pool	1,133.37
Total Checking/Savings	859,228.52
Accounts Receivable	
111-10-99 Old Marina Receivable	3,846.74
112-00-00 Accounts Receivable	8,840.74
Total Accounts Receivable	12,687.48
Other Current Assets	
112-20-01 AR Taxes	5,820.42
131-10-00 Gas/Diesel/ Prop Inv	37,191.91
131-12-00 Retail Inventory	3,036.85
133-10-00 Prepaid Insurance	72,177.59
142-10-00 Mar. Rehb 88727 Invst	878,979.41
Total Other Current Assets	997,206.18
Total Current Assets	1,869,122.18
Fixed Assets	
170-00-00 Accum'ed Depreciation	-5,325,166.55
Building and Structures	
152-00-00 Office Building	402,843.39
152-10-00 Covered Moorage	350.00
152-11-00 New Covered Moorage	1,302,991.80
152-12-00 Float	1,123,897.42
152-14-00 Guest Dock	513,219.28
152-16-00 Pumps/Gas Dock/Tanks	442,036.42
152-18-00 Improvement to Docks	1,234,403.73
152-18-01 Piling replacement pr	270,147.25
152-18-02 Pumpout	72,780.18
152-70-00 Pole Building	21,236.02
153-20-00 Store, Shop, Garage	5,407.77
153-40-00 Yacht Club Building	32,520.64
153-44-00 Shop and KCYC	199,263.00
153-50-00 Terminal Facility	1,561,995.37
153-70-00 Restroom	202,988.59
153-81-00 Hill House	743,488.68
Total Building and Structures	8,129,569.54
Land	
150-10-00 Salt Air Beach Land	11,630.41
151-10-00 O'Brien Land	138,071.93
151-11-10 Morton Property	277,262.84
151-12-00 Bernard Property	228,051.79
151-13-00 Toth land acquisition	406,947.22
151-14-00 Moga Property	452,263.44
151-14-10 Moga Prop Grant	438,299.95
151-15-00 State DOT Land	1,486.79
151-20-00 Mike Wallace Park Ren	353,495.37
Total Land	2,307,509.74

PORT OF KINGSTON
Balance Sheet
As of December 31, 2019

	Dec 31, 19
Machinery and Equipment	
155-80-00 Marina Equipment	45,770.53
155-82-00 Tools and Equipment	46,662.73
155-84-00 Workboat	81,591.50
157-70-00 Trucks	54,568.07
159-30-00 Furn/Office Equipmt	56,492.88
159-30-02 Christmas Lights	106,967.94
159-30-04 Software	24,582.97
161-80-00 Reader Board	20,000.00
	436,636.62
Total Machinery and Equipment	436,636.62
Other Improvements	
152-20-00 Fishing Pier Improve	20,749.23
164-20-00 Breakwater	602,849.13
164-70-00 Electric Conduit	525.34
165-21-00 Fire Lanes	1,653.57
165-60-00 Area Light'g/Security	36,843.99
166-10-00 Landscaping	84,694.77
166-12-00 Fences/Gates/Ramps	72,317.54
167-80-00 Site Improvements	1,234,232.69
167-81-00 Marina Dredging	517,867.09
167-82-00 Kingston Clock	12,689.78
167-90-00 North Beach Trail	477,303.95
167-91-00 Dot/Ferry Consultant	33,448.93
168-00-00 Launch Ramp	21,349.78
	3,116,525.79
Total Other Improvements	3,116,525.79
Total Fixed Assets	8,665,075.14
TOTAL ASSETS	10,534,197.32
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
212-20-00 A/P-Trade	114,395.67
	114,395.67
Total Accounts Payable	114,395.67
Credit Cards	
Kitsap Bank CC_HarborMaster	333.87
Kitsap Bank Credit Card_ED	16.34
	350.21
Total Credit Cards	350.21
Other Current Liabilities	
213-70-00 Leashld Taxes Payable	29,582.20
213-72-00 Sales Tax Payable	4,183.93
239-10-00 Tenant Deposits	53,402.76
263-95-00 Environmental Liabili	87,000.00
Accrued Expenses	
213-50-00 Pension Payable	7,532.44
	7,532.44
Total Accrued Expenses	7,532.44
Direct Deposit Liabilities	-55.00

PORT OF KINGSTON

Balance Sheet

As of December 31, 2019

	Dec 31, 19
Payroll Liabilities	
213-74-00 FICA and FIT W/H Pybl	7,694.55
213-75-00 L&I Taxes Payable	5,221.00
213-76-00 Emplmnt Sec Payable	1,449.34
213-92-00 Deferred Comp Payable	1,021.00
Payroll Liabilities - Other	322.92
Total Payroll Liabilities	15,708.81
Total Other Current Liabilities	197,355.14
Total Current Liabilities	312,101.02
Long Term Liabilities	
252-11-00 RevBond 2017_88728	879,500.00
263-65-01 KT Prepaid Rent	1,272,940.24
Total Long Term Liabilities	2,152,440.24
Total Liabilities	2,464,541.26
Equity	
240-00-01 State-POF	51,693.67
282-00-00 1987 IAC Funds	128,815.00
283-00-00 1995 IAC Funds	97,529.86
284-00-00 1996 IAC Funds	162,330.30
285-00-00 1999 WA Parks/Rec	6,938.00
286-00-00 1999 IAC Funds	98,134.00
286-01-00 2001 IAC Funds	20,251.47
286-02-00 2002 IAC Funds	9,883.43
286-03-00 FEMA - North Beach	354,138.86
286-03-01 FEMA/STATE N. BEACH	57,327.74
286-03-02 WAPark&RecGrant 2017	366,412.54
286-04-00 FTA-POF PROJECT	3,500,000.00
286-04-01 Removal of Ferry	-2,987,748.86
286-05-00 Kitsap Trans Mitigatn	97,000.00
286-05-01 State WA Park Grant	14,094.20
286-06-00 State Park & Rec Gran	60,040.91
297-00-00 Opening Bal Equity	-95,752.32
298-00-00 Retained Earnings	670,620.40
298-01-00 1998 IAC Funds	1,100,703.52
299-00-01 Conversion to Cash	-160,119.64
299-00-02 Conversion to Accrual	-3,044,946.38
Retained Earnings	7,693,535.68
Net Income	-131,226.32
Total Equity	8,069,656.06
TOTAL LIABILITIES & EQUITY	10,534,197.32



REGULAR MEETING

MEETING OF: January 29, 2020

AGENDA ITEM: 7A Review and Approve Updated Port Conduct of Business Policy

BACKGROUND:

The Port Conduct of Business Policy adopted on 3/22/17 has been updated as attached.

STAFF RECOMMENDATION: For approval.



Definition of Roles

Board Chair:

The Board Chair shall be rotated among the Commissioners, in order, at the first regular meeting of the year. The Board Chair is the presiding officer and acting Board President for port meetings, and has duties normally assumed by parliamentary procedure. Should a Commissioner decline to be Board Chair, the Board Chair shall be decided by Board vote.

Board Vice Chair:

The Board Vice Chair shall be rotated among the Commissioners, in order, at the first Regular Meeting of the year. The Board Vice Chair serves as presiding officer in the absence of the Board Chair and assumes all duties normally assumed by parliamentary procedure.

Board Secretary:

The Board Secretary is the signing authority for the Board. This includes all minutes and official documents for the Port. The administrative duties of the Board Secretary are traditionally delegated to the Executive Assistant.

Executive Director:

The Executive Director is responsible for promulgating Port policies, rules and regulations, for carrying out projects approved by the Board, and for operating the Port within their delegated and assigned authority.

Auditor:

The Port Auditor is appointed by the Board and is responsible for reporting to the Board on matters related to Port internal controls.

Executive Assistant:

The Executive Assistant is responsible for scheduling and announcing meetings, preparing the Draft Agenda, recording meeting minutes and keeping a list of outstanding actions directed by the Board. In the absence of the Executive Assistant, the Executive Director shall appoint a substitute.

Spokesperson:

Unless decided otherwise by the Board, the Port's Spokesperson is the Executive Director. Any Commissioner may formally convey information on matters that the Board has agreed upon; otherwise a Commissioner's public comments are their own.

Authority

Emergencies:

In the case of an emergency, the Executive Director or first Port Staff member to arrive on scene directs actions taken by the Port. Should a Board member arrive on scene and the Executive Director or alternate not be present, that Board member may direct Port Staff emergency response actions and request/authorize emergency support.

Board & Staff Communications:

Commissioners do not have authority to direct the Executive Director or Port Staff in any Port action unless that direction has been formally approved by the Board. Commissioners nonetheless, bring skills that are valuable to the Port. They are also expected by the public to be aware of Port operations and address related public interests.

Individual Board members may, and should, keep the Executive Director informed on Port-related matters of which they are aware. They shall keep the Executive Director informed of Port Staff communications unless confidentiality is allowed by an established rule or policy.

When consulting a Commissioner on a significant Port issue, the Executive Director shall give all Commissioners an opportunity to consult on the matter.

In carrying out assigned duties, if an action intended by the Executive Director could result in substantial risk or injury to the Port, the Executive Director shall inform Board members. Should any Commissioner request the matter be brought before the Board, a meeting shall be called to address the issue.

The Executive Director shall keep all Commissioners informed of Port matters in a timely manner. Commissioners shall advise the Executive Director of matters they want be kept informed of.

Individual Commissioners may directly request information from, or the assistance of, Port Staff on Port-related matters. If this becomes an excessive burden the Executive Director shall bring this to the Board for resolution.

The Executive Director shall be the point of contact for Port legal counsel. The Executive Director shall keep the Commissioners informed of legal advice given to the Port. This does not preclude individual Commissioners from contacting Port legal counsel under exceptional circumstances.

Meetings

All meetings are open public meetings and subject to the requirements of the Open Public Meetings Act.

Regular Meetings:

Regular meetings are held on the fourth Wednesday of every month at the Village Green Community Center. Times alternate between 1:00 pm. and 6:30 pm. If the designated day falls on a holiday, the Regular Meeting shall be held on the next available business day. Any changes to the scheduling or location of a Regular Meeting shall

be announced in the same manner as a Special Meeting.

Special Meetings:

Special Meetings may be called by any Commissioner or the Executive Director upon 24-hours' notice to the public per the announcement requirements of the Open Public Meetings Act.

Where two or more Commissioners attend a non-Port meeting where Port-related matters may be discussed, the meeting shall be announced as a Special Meeting. Commissioners shall advise Staff of meetings where this may occur.

Work Sessions:

Work Sessions are weekly Port meetings held at 8:30 a.m. each Tuesday in the Port Office Conference Room. Work Sessions are open to the public and are held for the purpose of allowing the Executive Director to informally discuss current Port issues and exchange ideas with the Commissioners. These sessions are for Board discussion only; no decisions shall be made, nor any action taken unless the action is previously noticed according to law. Work Sessions do not require the structure or parliamentary procedures of Regular or Special Meetings and notice to the public of any changes to the schedule or location of the weekly Work Sessions shall be posted on the Port's website.

Emergency Meetings

Emergency Meetings are held when there is a need for expedited action by the Board to meet a severe situation that involves or threatens physical or institutional damage. The meeting may be held in a location designated by the presiding officer and notice requirements are suspended. The reason for the Emergency Meeting shall be documented.

Public Hearings:

Public Hearings are Special Meetings held when required by law, or when directed by the Board for the sole purpose of receiving public input on a specific matter. Individual speaking time allowed will be set by the Board. Time shall be allowed so all attendees may speak. Proponents and opponents will be given equal opportunity to speak.

Social Events:

Social gatherings and events are exceptions from announcement requirements under the Open Public Meetings Act. The Commissioners are free to interact and speak with those at the gathering provided they refrain from discuss Port business among themselves.

Cancelations:

Any two Commissioners may cancel a meeting. Notice to the public of any cancellation shall be posted to the Port's website.

Meeting Materials

Draft Agenda:

The Draft Agenda for Regular Meetings shall normally be published on the Port's website on Friday, the week preceding Regular Port Meetings. Draft Agendas for all meetings must be posted no later

than 24-hours before the meeting. Draft Agendas for all meetings must be posted no less than 24-hours before the meeting's noticed start time.

Agenda items for Regular Meetings shall be provided to the Port Executive Assistant by close of business on Wednesday the week preceding the meeting. The Executive Director and any Commissioner may place items on the Draft Agenda. A member of the public may request that the Executive Director or a Commissioner place an item on the Draft Agenda.

Agenda items shall state what Board action is intended, if any. Staff shall, to reasonable extent, ensure that all Board members receive available information relevant to the matters to be addressed at the meeting by Friday, the week preceding the meeting. Presentations to the Port outside of meetings shall be announced to the Commissioners.

Draft Agendas and materials prepared by Port Staff for a Port meeting may be available to the public for download prior to the meeting on the Port's website, and printed copies shall be made available at the meeting.

Consent Agenda:

These are Agenda items that may be voted on by a single motion. The Executive Director shall place matters on the Consent Calendar which are routine in nature and for which the information may be reviewed prior to the meeting. Any Board Member may remove an item from the Consent Agenda for it to have a separate vote.

Meeting Documents:

Board Members shall be provided meeting documents in a manner that allows sufficient time to review prior to Board action. Unless not feasible, this shall be a minimum of 48 hours prior to the meeting. Copies of meeting documents will be available to the public prior to the meeting.

Meeting Minutes:

Meeting minutes shall include a concise description of all Board actions taken and an overall summary of public comments made. This includes motions, resolutions and direction to Port Staff. Minutes of Public Hearings shall include a summary of each comment made.

Recording of Meetings:

The Executive Assistant shall electronically record all Regular and Special Meetings, and each Public Hearing, excluding non-public Executive Sessions held by the Commission pursuant to RCW 42.30.110 or other applicable exceptions to Washington's Open Public Meetings Act, chapter 42.30 RCW. Work Sessions may be recorded. Electronic recordings of all applicable meetings shall be posted to the Port's website by the Executive Assistant, and all recordings shall be maintained for a period of six years in accordance with state law.

Meeting Procedure

Meeting Chair:

The Board Chair shall act as Meeting Chair. Should the Board Chair be unable to attend the Port

meeting in person, the Vice Board Chair shall chair the meeting. Port meetings are conducted following Washington Law (RCW) requirements and guidance in this Policy. While the Board intends to follow generally accepted practices of parliamentary procedure, this is not a requirement.

Time for Consideration:

Sufficient time shall be allowed for consideration of proposals by Commissioners, members of the public, and Port Staff. When an item is presented to the Board for action which impacts the public, and which has not been previously announced in the Draft Agenda, the vote shall be delayed until the next meeting if requested by any Commissioner.

Motions & Resolutions:

Motions and resolutions carry equal legal weight. Resolutions shall be made when required by Washington State Law (RCW). Prior to voting on a resolution, the Board Secretary shall dictate the resolution/motion to all meeting attendees.

Commissioner’s Attendance by Teleconference:

In the event an individual Commissioner is unable to physically attend a Port meeting in which action will be taken, the absent Commissioner may attend the meeting remotely by means of teleconference and may vote on motions and resolutions presented to the Board for final action.

Executive Sessions Called in Open Session:

The Board may convene to an Executive Session at any time during a Regular or Special Meeting, providing the announced purpose of the Executive Session is one of the statutorily identified purposes for which an Executive Session may be held, and the announcement contains enough information to clearly identify the purpose as one of those falling within those identified in RCW 42.30.110(1).

Public Comment

Public Comment Period:

There shall normally be two, thirty-minute public comment periods at Regular Meetings for the purpose of members of the public addressing the Board; one at the beginning and one at the end of the meeting. Comments must be related to Port business. Speakers wishing to address the Board during the first public comment period are encouraged to sign up prior to the meeting being called, in order to provide correct information to the Executive Assistant for the purposes of recording all public comments in the meeting minutes. Speakers will have three minutes each and will be recognized in order of their sign up. If time remains after those signed up speak, those not signed up may speak. No one will speak twice before all have had a chance to speak once. All questions should be directed to the Commissioners. Speakers wishing to speak during the second public comment period should address their comments to the Board Chair, only after the Board Chair has opened the second public comment period. Any member of the public addressing the Board that did not sign up for public comment should clearly state their name to be recorded for the public record.

Response to Public Comment:

In order to hear as many people as possible, the Commission will refrain from responding to individual statements or questions until all public comment has been taken. The Commissioners may refer the question to the Executive Director or other Port Staff in attendance.

Comment Submission:

The Board does not take public comments on issues related to individually named Port Staff. These comments should instead be provided to the Board by email or in writing. Email and written public comments received by Port Staff shall be provided to the Board. Comments submitted in writing only, will not be read aloud although they may be included as part of the public record on the topic if formally accepted by the Board.

Comment Guidelines:

Where the Port is considering a motion or resolution regarding a ballot measure or legislation, persons for and opposed shall have equal opportunity to speak. No person may use public comment periods for the purpose of campaigning or promoting a campaign.

There will not normally be public comment during the business portion of the meeting. The Board may decide to take comments in conjunction with an Agenda Item if the presentation of that item is needed for the public to understand what is being proposed. Only Commissioners may participate in the debate of a motion.

Commissioner Policy & Conduct**Commissioner Travel:**

Reasonable transportation expenses for travel will be reimbursed. Any Commissioner travel involving an overnight stay for which they expect to be reimbursed, other than for WPPA Conferences and Meetings, should have the prior approval of the Board.

Commissioner Email Communication:

Discussion of Port-related issues via email between Commissioners constitutes a meeting and is not allowed. Commissioners shall email or provide hard copies of documents to the Executive Director or Executive Assistant, and that person shall disseminate the information to each Board member.



REGULAR MEETING

MEETING OF: January 29, 2020

AGENDA ITEM: 7B Authorization to Contract for Analysis of Bathymetric Survey Data for the Dredge Project

BACKGROUND:

In December 2019, the Commission authorized a contract for a Bathymetric Survey of the Port's aquatic areas. That work has been completed at a cost of \$17,000.

The previous estimate for this work combined with the bathymetric survey was not to exceed \$20,000. This estimate included a Marina survey at \$7,000 and data analysis at \$10,000.

The Marina survey as authorized was expanded to include all Port aquatic property (PMA plus WSDOT) and was alone \$17,000.

This data analysis portion of the effort has also been expanded to include the Guest Dock assessment and an assessment of the stability of the breakwater. It is now expected to cost approximately \$15,000. Total cost for the two elements is expected to about \$32,000.

STAFF RECOMMENDATION: For Approval: Staff recommends that the Commission authorize the Executive Director to contract for professional services to analyze previously gathered bathymetric data with a cost not to exceed \$15,000.

**PORT OF KINGSTON
COMMISSION ACTION ITEM**

DATE: January 23, 2020
TO: Port of Kingston Commission
FROM: Greg Englin – Executive Director
SUBJECT: Authorization to Contract for Analysis of Bathymetric Survey Data

Background:

In December 2019, the Commission authorized a contract for a Bathymetric Survey of the Port's aquatic areas. That work has been completed at a cost of \$17,000.

The need for this work was described in a September 1, 2019 memorandum to the Commission summarizing the status of the PCHB case settlement on Carpenter Creek Restoration. The need for bathymetric data, and the settlement has to do with the sudden (first) need for dredging of the Marina entrance in 2014 and the Carpenter Creek project across Appletree Cove. There continues to be the need to meet the settlement conditions on the Port, for the Port to provide data to the Navy, and to analyze the previous dredge data (2017). The Executive Director's recommendations in December were:

1. The Port should transmit the 2017 survey data to the Navy **(completed)**
2. The Commission should authorize a 2019 Bathymetric Survey of the Marina area and Navigation Channel. This will partially address the Port's obligation for annual monitoring. Also, this will assist the Port in determining the need and timing for maintenance dredging. **(completed)**
3. The Commission should authorize development of a contract to analyze the 2014 post-dredge, the 2017 pre-construction of West Kingston Bridge, and a 2019 data set. This analysis will provide an assessment of the need and timing for dredging as well as indicate any "adverse sediment impacts." **(subject of this memorandum)**
4. Once complete, and based on this year's results, the Commission should consider discussions with the Navy and others regarding the need for future Port participation in sediment monitoring and the potential Navy financial participation in future Port dredging.

In addition to meeting the provisions of the Settlement Agreement, the bathymetric data provide the basis of a dredging plan. An analysis effort should therefore, include depth cross sections, sedimentation rate analysis, and a preliminary plan for dredging.

Also, part of the recent bathymetric data gathered was specifically focused on the area adjacent to the breakwater and the Guest Dock. This data was gathered in the hope that it would help in defining the need for and method of removal of rock that has dislodged from the breakwater. Therefore, the analysis effort should also include examination of this data, defining the extent of needed rock removal and proposed removal techniques.

As historical background, dredging analysis was conducted by Coast & Harbor Engineering in October 2012 (see attached PowerPoint exhibit) for bathymetric data from September 2010 and May 2012.

Recommendation:

Staff recommends that the Commission authorize the Executive Director to contract for professional services to analyze previously gathered bathymetric data with a cost not to exceed \$15,000.

This authorization will provide the Executive Director the ability to pursue analytical services as quickly as possible. Purchasing rules will be followed, and will determine how the service is acquired and which firm provides the service. There is justification for contracting with Mott MacDonald, the firm that did the pre-dredge analysis and dredge design in 2012-3. This firm is qualified, and is on the roster of engineering firms for the Port.

Note: The previous estimate for this work combined with the bathymetric survey was not to exceed \$20,000. This estimate included a Marina survey at \$7,000 and data analysis at \$10,000.

The Marina survey as authorized was expanded to include all Port aquatic property (PMA plus WSDOT) and was alone \$17,000.

This data analysis portion of the effort has also been expanded to include the Guest Dock assessment and an assessment of the stability of the breakwater. It is now expected to cost approximately \$15,000. Total cost for the two elements is expected to about \$32,000.

Port of Kingston Boat Launch Dredging Historical Data Analysis & Dredge Area Determination



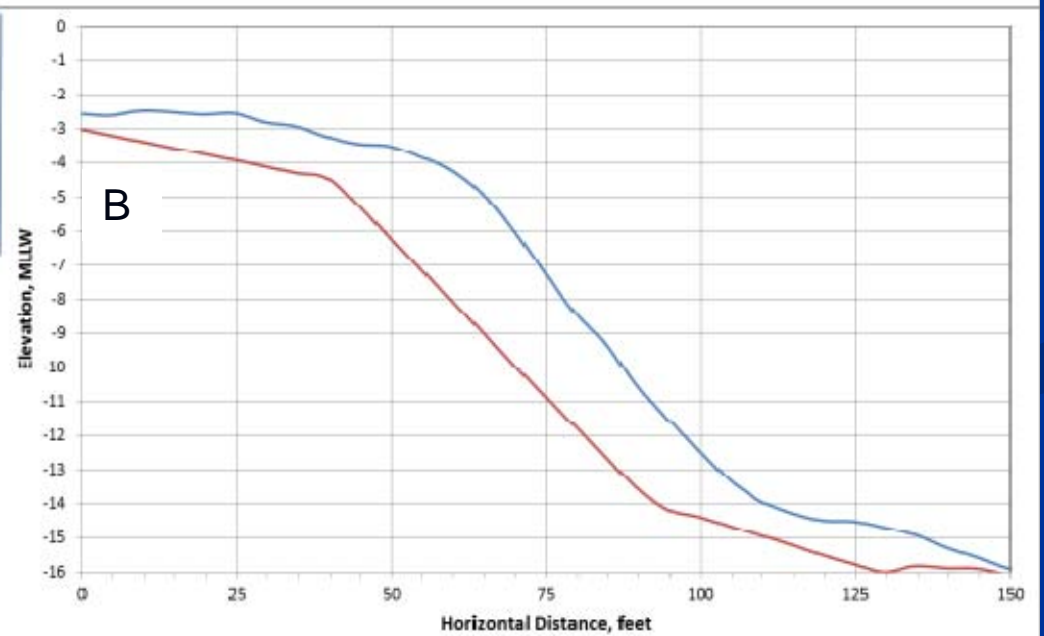
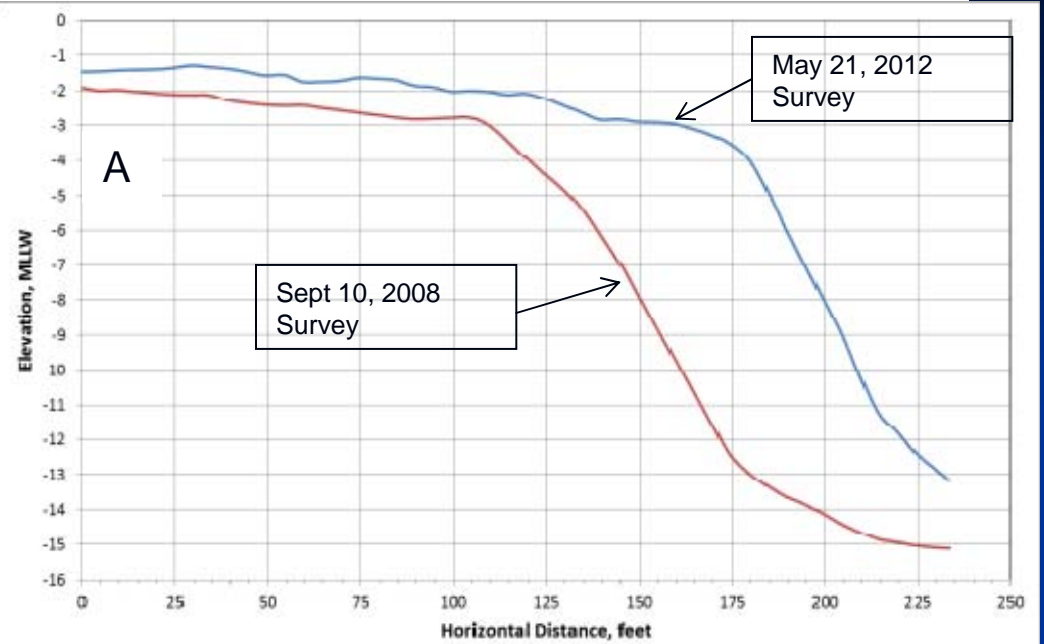
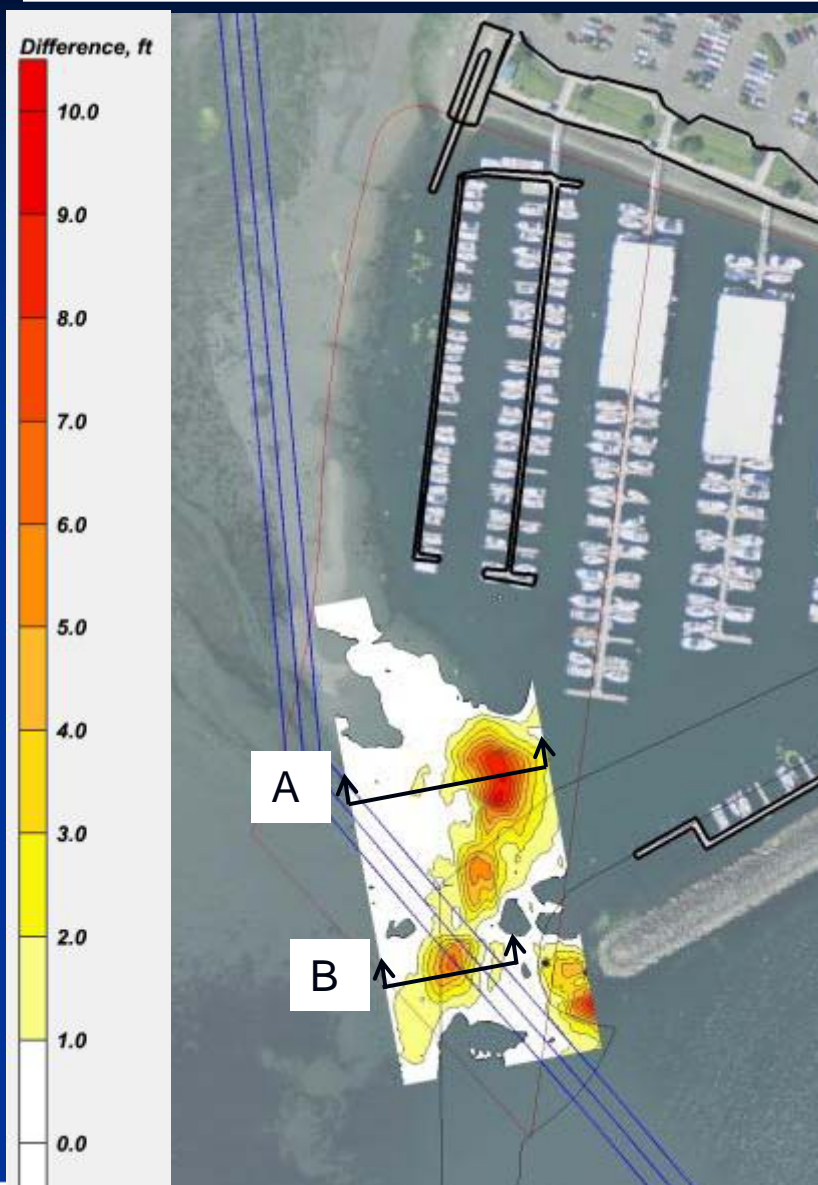
October 2, 2012

HISTORIC BATHYMETRIC SURVEY ANALYSIS

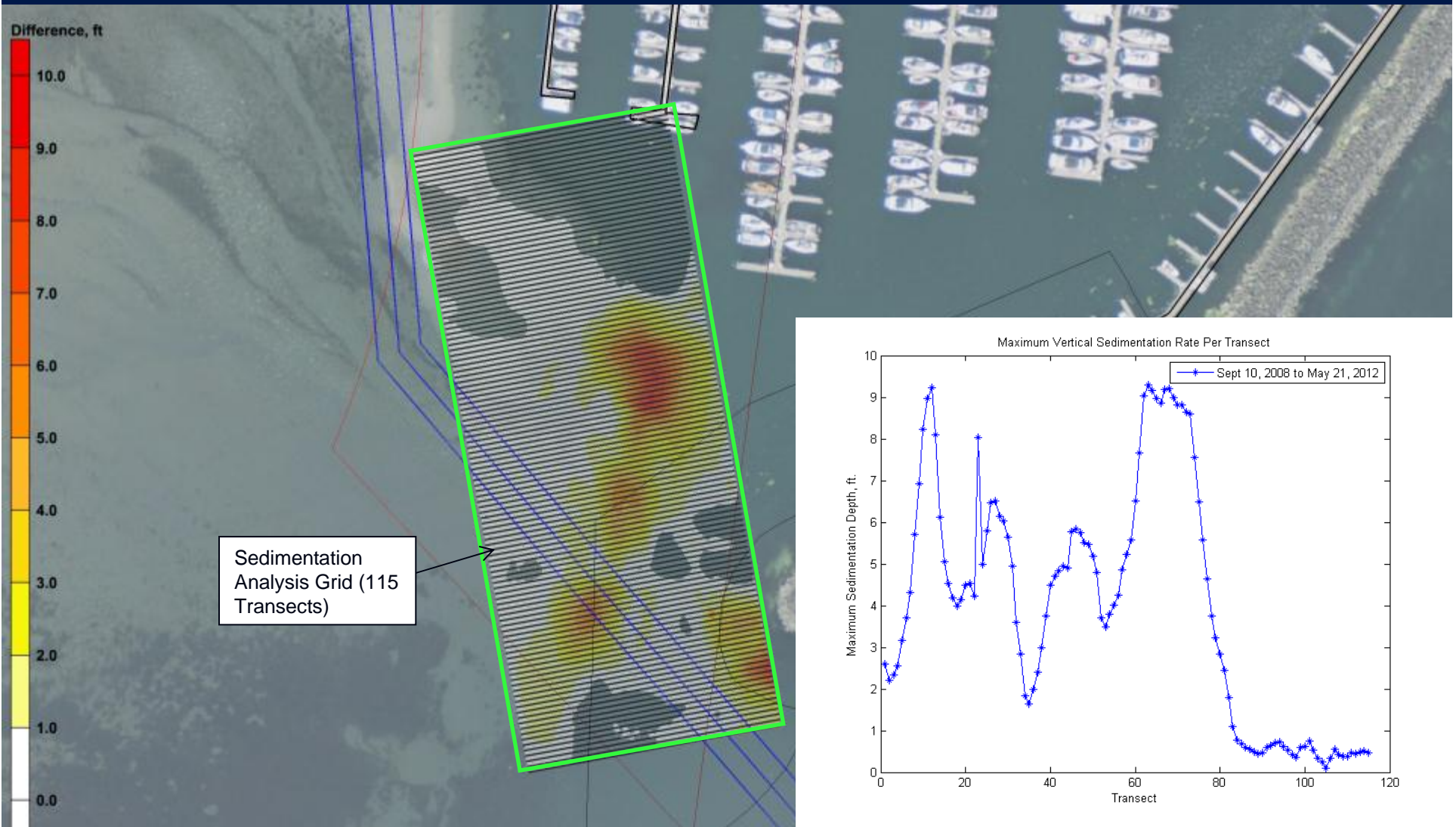
Lateral and Vertical Sedimentation Rates

1. September 9, 2010 to May 21, 2012 Condition Surveys

Maximum Lateral Progradation (September 10, 2008 to May 21, 2012)



Maximum Vertical Progradation (September 10, 2008 to May 21, 2012)



Lateral and Vertical Accretion Rates

Accretion Type	Average-Maximum (ft/month)	Maximum (ft/month)
Lateral (-9' contour)	0.62	1.03
Vertical	0.08	0.19

Maintenance (Exempt) Lateral Sedimentation Rates

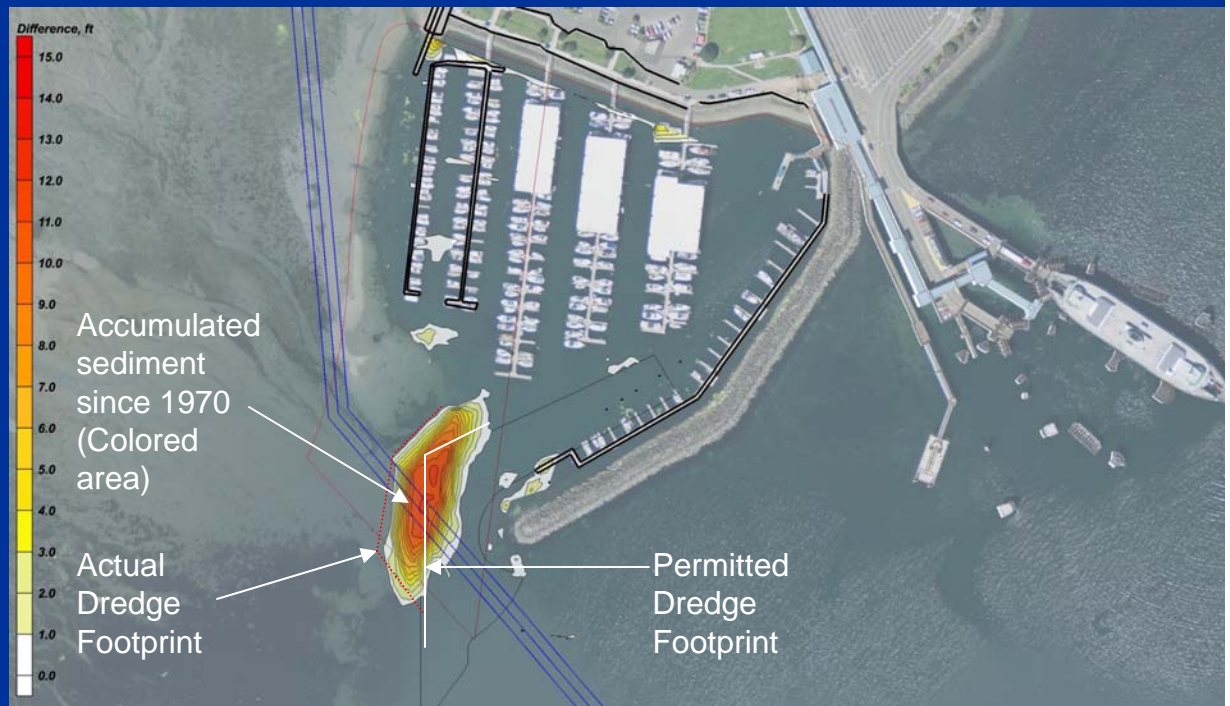


Summary of Sedimentation Analysis

- Sedimentation rates vary significantly within the proposed dredge area due to tidally influenced geomorphologic processes. The highest rates of sedimentation will occur at the tidally influenced outlet channels which dump upland sediment into the marina basin.
- Tidal channel movement will ultimately influence how frequently certain areas of the marina will need to be dredged to prevent grounding of commercial and recreational vessels.
- An **Exemption** (i.e. Maintenance Dredging) should be pursued if an approximate dredging 'lifetime' of 2-4 years is sufficient.
- A **Condition Use Permit** should be pursued if an approximate dredging 'lifetime' of greater lifetime is preferred. This would include dredging additional width in the "triangle" area south of "B" and "C" dock.

Summary of Dredge History

- The actual dredge footprint during the creation of the marina was much larger than the permit drawings indicate. The west edge of the original dredge footprint was further west. This created additional area for sediment deposition and partially explains why such a large time period occurred before the need for maintenance dredging.
- Greater time period between maintenance dredging can be achieved by extending the dredge area over to the 1968 post-dredge footprint which is a larger area than that originally permitted



Port of Kingston Boat Launch Dredging Historical Data Analysis & Dredge Area Determination



October 2, 2012