



PORT OF KINGSTON

Serving what matters today, with a view for tomorrow.

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

March 25, 2020 – 1:00 p.m.

Meeting called by: Port of Kingston Commissioners
Type of meeting: Regular Meeting
Location: Port of Kingston 2nd Floor Conference Room 25864
Washington Blvd. Kingston, WA 98346
or Remote Via Zoom <https://zoom.us/j/883716019>

Welcome to the March 25, 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. PUBLIC COMMENT:

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

5. CONSENT AGENDA:

These matters are routine and will be enacted by one motion of the Commission with no separate discussion. If discussion is desired, that item may be removed from the Consent Agenda by a Commissioner.

- a. Approve February 26, 2020 Regular Meeting Minutes



PORT OF KINGSTON

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b. Approve February/March 2020 Warrants

6. FINANCIAL REPORT

7. PUBLIC COMMENT:

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

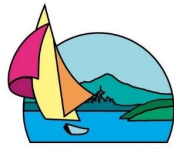
8. COMMISSIONER REPORTS

9. STAFF REPORTS

10. NEXT REGULAR MEETING: April 22, 2020 at 6:30 p.m.

11. ADJOURN

DRAFT



PORT OF KINGSTON

Serving what matters today, with a view for tomorrow.

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

February 26, 2020 – 6:30 p.m.

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

Commission Present
Steve Heacock
Mary McClure
Laura Gronnvoll

Staff Present
Greg Englin
Wendie McDonald
Tarrah Dofelmier

Public Present
Ron Karzmar
Larry Hurley

1. CALL TO ORDER: Meeting called to order at 6:31 p.m. by Commissioner Heacock

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

Motion: Approve agenda with changes

- A. Remove Action Items -Kingston Public Market agenda item
- B. Renumber agenda.

Moved: Commissioner Gronnvoll

Second: Commissioner McClure

Vote: Pass 3-0

4. PUBLIC COMMENT:

No Public Comment

5. CONSENT AGENDA:

- a. Approve January 29, 2020 Regular Meeting Minutes
- b. Approve January/February 2020 Warrants

Motion: Approve consent agenda

Moved: commissioner McClure

Second: Commissioner Gronnvoll

Vote: Pass 3-0



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6. FINANCIAL REPORT

Larry Hurley from Hearthstone CPA provided an Accounts Compilation Report of Financial Statements for the 2019 yearend financial review. Report highlights include transitioning from cash to accrual, and the addition of accounts receivable, inventory & prepaid insurance. The capital assets are now included on the balance sheet. Other report additions include accounts payable, accrued expenses and long-term liability. Mr. Hurley stated the Port is in a good financial equity position at just under \$8,000,000.00 dollars as of 12/31/19. At the end of 2018, the Port ended with \$831,000.00 total cash and investments and at the end of 2019 ended with \$1,738,000.00. He predicts a \$500,000.00 increase at the end of 2020. Mr. Hurley stated that the Port has done a good job increasing cash reserves and is headed in the right direction of being fiscally responsible.

Executive Director Englin discussed the life cycle analysis of assets within the Port Capital Program. He discussed the repair, replacement and depreciation of fixed assets and his future plans to set up financial policies & asset report.

Commissioner McClure inquired on specific items on page five of the report including office supplies, credit card fees & operating supplies. Mr. Hurley and Port staff explained that these expenses include new computers, a new server network, a lawn mower, Christmas lights, and the regular marina operating supplies purchased in 2019. Mr. Hurley added there was also an increase in salaries, payouts and new employees hired in 2019. Controller McDonald explained the credit card fees are fees implemented by the three different credit card companies for the processing of credit card payments. Commissioner McClure stated when these types of things represent changes in operations that affect the public, she needs to understand them.

Commissioner McClure also inquired on user charges from page seven including deposits forfeited and asked what has changed operationally. Controller McDonald explained that these are the reservation fees collected from Dock WA and the deposit forfeited is when customers who have paid a deposit but did not show up therefore, we keep the deposit.

Controller McDonald stated that the reporting format will be changing next month a budgeted line for each month to show actual and total, it will also show month by month to show trends. Executive Director Englin added it will be a simpler report layout showing the trend line, variance and base line.

7. PUBLIC COMMENT:

Mr. Karzmar stated his appreciation on work done on Port financials. Mr. Karzmar expressed the importance of developing a vision for Kingston. He encouraged the Port staff and Commission to take an aggressive approach to develop a vision. He recommended recruiting members and forming an advisory group to further add clarity. He added there are a large number of young people moving to the Kingston area and recommended recruiting from local Homeowners Associations. He encouraged the Port pursue a bond or levy effort.



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The commission discussed a strategic planning effort to engage the public including creating a community newsletter, committee and meetings, utilizing the new chamber website and reaching out to local homeowner associations.

8. COMMISSIONER REPORTS

Commissioner Gronnvoll reported she attended the Kitsap Economic Development Alliance breakfast. She shared that Washington is one of the top 10 states for job growth and there are 740,000 projected job openings in the next 5 years. Kitsap County residents spend 90% of their income in Kitsap County and over half of Kitsap County residents commute less than 10 miles. There are 250 miles of coastline around Kitsap County and the second most spoken language is Japanese. Predictions also include a 2% increase in population growth, increased commuting & retail and higher home value.

Commissioner McClure reported the community conversation planning group met recently and they are preparing for the third community conversation on April 4th from 8am to 2pm. The sponsors include the Port, Kingston, The Kingston Chamber of Commerce the Citizen Advisory council, Kingston Cares and the Village Green Foundation. Each sponsor will contribute a small amount of time and money.

Commissioner Heacock reported he attended the first meeting of the Kitsap Regional Coordinating Council (KRCC) on February 4th. He added, the members were very welcoming, and he discussed the benefit to everyone that the Port is an active member of that group. Commissioner Heacock also reported that he attended the Fourth of July committee meeting on behalf of the Port. where the event calendar and event outreach were discussed.

Commissioner McClure was pleased with the Ports participation in the KRCC. She noted the importance of the Port's involvement in these conversations to collaborate on regional transportation. She provided information on the various KRCC committees and designated representatives.

9. STAFF REPORTS

Controller McDonald reported she is currently working on the Port's annual report due May 29, 2020. She is also renumbering the Port's chart of accounts to line up with the BARS manual.

Executive Assistant Dofelmier reported on the status of staff cross training, Controller recruitment and Concerts on the Cove sponsorship agreements & Entertainment Contracts.

Executive Director Englin reported on the following items:

1. The first "Lunch with Greg" event was a success. He plans to hold these monthly and will create important topics for each event.



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2. The Port will be publishing an updated marina rate study which gives customers empirical bases and will lead into recommendations for next year. Faith Reese headed up that effort with Harbormaster Carpenter’s guidance
3. The Kingston Cove Sailing Regatta will take place this Saturday Feb 29th. The event will include 4 high school sailing clubs.
4. The Hidden Gems event is March 7th. This event honors Kingston Community Volunteers and the Port will be sponsoring two tables.
5. The Washington Recreation and Conversation Office (RCO) self-certification is due March 1. Executive Director Englin is working closely with Marc Horton (contracted Port Engineer) and Kim Sellers (RCO) to determine grant funding options from the Port’s Capital Plan. May 1st is the submittal deadline.
6. The SR104 ferry holding Lot feasibility Study is moving forward with Perteet including analysis.
7. The Kitsap Public Utility District is KPUD is replacing the water line at the marina, which is critical infrastructure for Kingston.

Executive Director Englin expressed thanks to Controller McDonald for recruiting our Concerts on the Cove Gold Sponsor, Paula Weissinger. He thanked her for her help transitioning the Port from cash to accrual & from BARS to GAAP and her assistance with guiding the Port through the state audit.

10. NEXT REGULAR MEETING: March 25, 2020 at 6:30 p.m.

11. ADJOURN: Meeting Adjourned

Motion: Commissioner Gronnvoll made a motion to adjourn at

Second: Commissioner McClure

Vote: 3-0

Board Chair, Commissioner Heacock

Attest:

Board Vice Chair, Commissioner McClure

Executive Director, Greg Englin

Board Secretary, Commissioner Gronnvoll

:

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 21 day of _____

\$24,331.68
February

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	02/21/2020	1233088251234560	34785	Lisa Harper	Moorage Security Refund	\$163.55
88725	02/21/2020	1233088251234560	34786	AET Construction Trust	March Medical	\$1,652.23
88725	02/21/2020	1233088251234560	34787	Burrows Bay Associates	Waggoner Cruising Guide	\$1,200.00
88725	02/21/2020	1233088251234560	34788	CHS	Ice Melt	\$817.45
88725	02/21/2020	1233088251234560	34789	Kitsap County Public Works	Sewer	\$3,166.87
88725	02/21/2020	1233088251234560	34790	NextLevel	Telephone	\$219.19
88725	02/21/2020	1233088251234560	34791	Northwest Parking Equipment Company	New Modum for Ventek Machine	\$305.71
88725	02/21/2020	1233088251234560	34792	OESD 114	January IT Support	\$2,552.00
88725	02/21/2020	1233088251234560	34793	Olympic Springs	Water	\$69.32
88725	02/21/2020	1233088251234560	34794	Pacific Office Automation	Copy Machine	\$27.38
88725	02/21/2020	1233088251234560	34795	USDA-APHIS-Wildlife Services	Animal Control	\$660.00
88725	02/21/2020	1233088251234560	34796	Waste Management	Garbage	\$1,011.77
88725	02/21/2020	1233088251234560	34797	Puget Sound Engery	Power	\$6,740.81
88725	02/21/2020	1233088251234560	34798	Star Rentals	Boom Lift	\$1,878.83
88725	02/21/2020	1233088251234560	34799	Laura Gronnvoll	March Medical	\$1,408.27
88725	02/21/2020	1233088251234560	34800	Mary McClure	2019 Medical	\$2,458.30
						\$24,331.68

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 _____

\$20,451.18
February

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	02/28/2020	1233088251234560	34801	Mary S. McClure	February Paycheck	\$617.81
88725	02/28/2020	1233088251234560	34802	Kitsap Garage Door	Garage Door Repair - Hill House	\$524.29
88725	02/28/2020	1233088251234560	34803	Pacific Office Automation	Copy Machine	\$572.28
88725	02/28/2020	1233088251234560	34804	Randy-Kan Portable Restrooms	Porta-Potties	\$265.00
88725	02/28/2020	1233088251234560	34805	Regence Blueshield	March Medical	\$18,257.92
88725	02/28/2020	1233088251234560	34806	Reliable Storage	Storage Rental	\$179.00
88725	02/28/2020	1233088251234560	34807	Wendie McDonald	Flowers	\$34.88
						\$20,451.18

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 _____ 10 _____ day of _____

\$12,020.75
March

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	03/10/2020	1233088251234560	34808	Amazon	Misc Supplies	\$1,842.91
88725	03/10/2020	1233088251234560	34809	Bainbridge Electric	Lighting on Kitsap Transit Walkway	\$610.40
88725	03/10/2020	1233088251234560	34810	Comcast	Internet	\$177.22
88725	03/10/2020	1233088251234560	34811	Geiger	Puget Sound Tide Book	\$507.30
88725	03/10/2020	1233088251234560	34812	Henery Hardware	Misc Supplies	\$519.90
88725	03/10/2020	1233088251234560	34813	Kingston Lumber Supply	Misc Supplies	\$174.99
88725	03/10/2020	1233088251234560	34814	Kitsap Bank Visa	Misc Supplies	\$67.93
88725	03/10/2020	1233088251234560	34815	Northwest Parking Equipment Company	Repairs to LCD	\$750.36
88725	03/10/2020	1233088251234560	34816	Uline	Trash Bags and Trash Picker	\$112.35
88725	03/10/2020	1233088251234560	34817	Verizon	Cell Phones	\$706.53
88725	03/10/2020	1233088251234560	34818	White Horse Golf Course	Volunteer Lunch	\$174.61
88725	03/10/2020	1233088251234560	34819	Kitsap Bank Visa	Misc Supplies	\$5,254.27
88725	03/10/2020	1233088251234560	34820	Kitsap Bank Visa	Misc Supplies	\$1,045.98
88725	03/10/2020	1233088251234560	34821	Enduris	Additional Insurance on Storage	\$76.00
						\$12,020.75

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 \$160,554.12 and from the Port of Kingston Marina Revenue Fund, the 13 day of March 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	03/13/2020	1233088251234560	34822	Corey Largo	Moorage Tenant Deposit Refund	\$194.52
88725	03/13/2020	1233088251234560	34823	Robert Delaney	Moorage Tenant Deposit Refund	\$200.31
88725	03/13/2020	1233088251234560	34824	Britt Larson	Moorage Tenant Deposit Refund	\$176.55
88725	03/13/2020	1233088251234560	34825	Laura Gronnvoll	Dental and Travel Reimbursement	\$110.77
88725	03/13/2020	1233088251234560	34825	Perteet	Lindvog Project	\$159,871.97
						\$160,554.12

Port of Kingston
Payment Voucher

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA

2/28/2020

(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 \$ 22,157.56 and from the Port of Kingston Marina Revenue Fund, this 2/28/2020 February 2020
(receipt date)

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

Mary McClure, Commissioner

Attest:

Wendie McDonald, Controller

<u>Type</u>	<u>Claimant</u>		<u>Amount</u>
EFT			
EFT	Anderson, Gregory	\$	622.86
EFT	Carpenter, Raymond	\$	2,828.88
EFT	Dofelmier, Tarrah	\$	1,763.69
EFT	Englin, Greg	\$	2,720.55
EFT	Goff, Austin	\$	1,686.35
EFT	Grandt, Torey	\$	1,970.84
EFT	Gronnvoll, Laura	\$	793.23
EFT	Heacock, Steve	\$	793.24
EFT	Krogh, Joseph	\$	1,635.65
EFT	McDonald, Wendie	\$	2,350.00
EFT	Moneypenny, Patrick	\$	506.93
EFT	Reese, Faith	\$	1,374.88
EFT	Robles, Marvin	\$	1,477.54
EFT	Swanson, Jeanette	\$	1,632.92
EFT			
		\$	<u>22,157.56</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

3/13/2020

(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 \$ 19,314.87 and from the Port of Kingston Marina Revenue Fund, this 3/10/2020 March 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		
EFT	Anderson, Gregory	\$ 503.90
EFT	Carpenter, Raymond	\$ 2,828.87
EFT	Dofelmier, Tarrah	\$ 1,621.90
EFT	Englin, Greg	\$ 2,720.56
EFT	Goff, Austin	\$ 1,494.00
EFT	Grandt, Torey	\$ 1,805.68
EFT	Krogh, Joseph	\$ 1,362.88
EFT	McDonald, Wendie	\$ 2,350.00
EFT	Moneypenny, Patrick	\$ 506.94
EFT	Reese, Faith	\$ 1,199.20
EFT	Robles, Marvin	\$ 1,288.01
EFT	Swanson, Jeanette	\$ 1,632.93
EFT		
EFT		
EFT		
		<u>\$ 19,314.87</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 2/24/2020 (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 \$1,020.50 and from the Port of Kingston Marina Revenue Fund, this 2/24/2020 February
(receipt date)

Laura Gronnvoll, Commissioner

Attest:

Steve Heacock, Commissioner

Wendie McDonald, Controller

Mary McClure, Commissioner

Voucher #	Claimant	
EFT	Deferred Comp	\$1,020.50

Cash Transmittal Receipt Number R00088882

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

2/26/2020

(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 \$3,407.35 and from the Port of Kingston Marina Revenue Fund, this 2/26/2020 February
(receipt date)

Laura Gronnvoll, Commissioner

Attest:

Steve Heacock, Commissioner

Wendie McDonald, Controller

Mary McClure, Commissioner

Voucher #
EFT

Claimant
January 2020 Excise Tax

\$3,407.35

Cash Transmittal Receipt Number

R00088019

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 3/3/2020 (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 \$4,521.59 and from the Port of Kingston Marina Revenue Fund, this 3/3/2020 March
(receipt date)

Laura Gronnvoll, Commissioner

Attest:

Steve Heacock, Commissioner

Wendie McDonald, Controller

Mary McClure, Commissioner

Voucher #	Claimant	
EFT	February Credit Card Fees	\$4,521.59

Cash Transmittal Receipt Number R00089297

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

3/4/2020

(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 \$7,905.88 and from the Port of Kingston Marina Revenue Fund, this 3/4/2020 March
(receipt date)

Laura Gronnvoll, Commissioner

Attest:

Steve Heacock, Commissioner

Wendie McDonald, Controller

Mary McClure, Commissioner

Voucher #
EFT

Claimant
Semi-Monthly Tax Payment

\$7,905.88

Cash Transmittal Receipt Number

R00089336

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 3/18/2020 (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 \$6,890.68 and from the Port of Kingston Marina Revenue Fund, this 3/18/2020 March
(receipt date)

Laura Gronnvoll, Commissioner

Attest:

Steve Heacock, Commissioner

Wendie McDonald, Controller

Mary McClure, Commissioner

Voucher #	Claimant	
EFT	Semi-Monthly Tax Payment	\$6,890.68

Cash Transmittal Receipt Number R00089909

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