



PORT OF KINGSTON

Serving what matters today, with a view for tomorrow.

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

May 27, 2020 – 1:00 p.m.

Meeting called by: Port of Kingston Commissioners
Type of meeting: Regular Meeting
Location: **Zoom Remote Meeting**
Meeting ID: 878 2656 7418
<https://us02web.zoom.us/j/87826567418>
Dial by your location
+1 253 215 8782 US (Tacoma)

Welcome to the May 27th 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:**



PORT OF KINGSTON

Serving what matters today, with a view for tomorrow.

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 March 25, 2020 Regular Meeting Minutes
- b. Approve April 22, 2020 Regular Meeting Minutes
- c. Approve April/May 2020 Warrants

6. ACTION ITEMS

- A. Approve Resolution No. 05-01-2020 - Establishing a method and process for the use of electronic signature technology

7. FINANCIAL REPORT

8. PUBLIC COMMENT:

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

9. COMMISSIONER REPORTS

10. STAFF REPORTS

11. NEXT REGULAR MEETING: June 24, 2020 at 6:30 p.m.

12. ADJOURN



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>

Meeting Minutes

Commission Present

Steve Heacock
Mary McClure
Laura Gronnvoll

Staff Present

Greg Englin
Ray Carpenter
Wendie McDonald
Tarrah Dofelmier

1. CALL TO ORDER: Commissioner Heacock called the meeting to order at 1:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

Motion: Approve Agenda

Moved: Commissioner Gronnvoll

Second: Commissioner Heacock

Vote: Pass 2 - 0

4. PUBLIC COMMENT: None

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

Serving what matters today, with a view for tomorrow.

b. Approve February/March 2020 Warrants

Motion: Approve Consent Agenda

Moved: Commissioner Gronnvoll

Second: Commissioner Heacock

Vote: Pass 2 - 0

6. FINANCIAL REPORT

Executive Director Englin reported the Financial Report will be available for review and approval at the next regular meeting.

Motion: Remove item # 6 Financial Report from the agenda

Moved: Commissioner Gronnvoll

Second: Commissioner Heacock

Vote: 2 - 0

7. PUBLIC COMMENT: None

8. COMMISSIONER REPORTS

Commissioner Gronnvoll reported she attended the KRCC TransPol Meeting remotely. She expressed her appreciation to Port staff for their promptness in securing the safety of the employees during the pandemic.

Commissioner Heacock commended Port staff on their quick response to the pandemic.

He reported he attended the Parks, Trails and Open Space Meeting. Discussions included the need for trail cutting and essential walkability of trails. He plans to recommend that the committee connect with the Village Green Community Center & Kingston Metro Parks District since the trails will interconnect with Kingston developments and projects.

He reported that the Kingston Sailing Regatta took place on March 1st, and the event was very successful. He thanked Port staff for providing the course markers.

Commissioner McClure reported that the Kingston Public Market will err on the side of caution and begin operations on July 4th. Market organizers will coordinate closely with the 4th of July committee.



Serving what matters today, with a view for tomorrow.

She gave positive feedback received from the Sailing Regatta; organizers were very satisfied with the event.

She reported she attended the TransPol Committee Meeting. The committee's key focus is to review and hear presentations about projects that are being put forward for federal funding. She added two important takeaways from the meeting are: A large number of non-motorized projects were put forward & there is a question on whether or not jurisdictions are preparing for the inevitable growth in Kitsap County.

The commission discussed the importance of looking at all projects based on growth.

9. STAFF REPORTS

Harbormaster Carpenter reported he has been out of the office but has kept consistent communication with staff. Port staff is currently working from home on training and development courses that have been laid out for them.

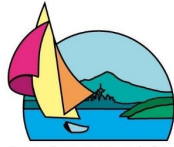
Harbormaster Carpenter is currently working with DNR to remove the tugboat by leave by March 27th.

Controller McDonald has been coordinating with Port Staff and Management to ensure guidelines are in place while working from home along with her regular Port duties.

Executive Assistant Dofelmier reported she has been working closely with the Executive Director to plan for staff to work remotely. Tasks include coordinating emergency meetings, policies, procedures and training plans for Port Staff.

Executive Director Englin thanked staff for all their hard work and preparation and reported on the following items:

1. The Sail Kingston Cove Sailing Regatta put on a great event which included six local sailing clubs including Gig Harbor, Kingston, Poulsbo, Bainbridge, Central Kitsap, Port Townsend.
2. There is a meeting scheduled with Washington State Ferries on April 30th to discuss SR104.
3. The Kingston ferry Advisory Committee is holding a Zoom meeting on April 13th.
4. Executive Director Englin is compiling information shared by the Kingston Citizens Advisory Council transportation subcommittee and will redistribute it to the Commission. He added the importance of continuing the dialogue on these topics.



PORT OF KINGSTON

Serving what matters today, with a view for tomorrow.

- 5. Most project meetings have been cancelled or deferred for the month of April.
- 6. The SR104 Lindvog project continues to move forward. We recently met to review the design parameters and expect to have a detailed draft by the end of April. The team is currently working on the Active Traffic Management System which includes a traffic model.

Commissioner McClure and Executive Director Englin discussed the Port’s decision to purchase new cameras. The cameras will be used by Mr. Ifland to assist with Kingston traffic models including observations and measurements. Greg stated the acquisition of the cameras is moving forward. He discussed the importance of the data integration as well as the importance to collate and prioritize the concerns of all involved.

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

11. ADJOURN

Motion: Adjourn meeting at 1:51 p.m.
Moved: Commissioner McClure
Second: Commissioner Gronnvoll
Vote: Pass 3-0

Board Chair, Commissioner Heacock

Meeting Attested By:

Board Vice Chair, Commissioner McClure

Executive Director, Greg Englin

Board Secretary, Commissioner Gronnvoll



PORT OF KINGSTON

Serving what matters today, with a view for tomorrow.

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

April 22, 2020 – 6:30 p.m.

Meeting called by: Port of Kingston Commissioners
Type of meeting: Regular Meeting
Location: **Join Zoom Meeting**
<https://zoom.us/j/94958505252>
Meeting ID: 949 5850

Commission Present

Steve Heacock
Laura Gronnvoll

Commissioner

Excused:

Mary McClure

Staff Present

Greg Englin
Ray Carpenter
Wendie McDonald
Tarrah Dofelmier

Public Present

Victoria Lincoln

1. CALL TO ORDER

Meeting called to order by Commissioner Heacock at 6:34 p.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

Motion: Approve Agenda

Moved: Commissioner Gronnvoll

Second: Commissioner Heacock

Vote: 2-0

4. ACTION ITEMS

**A. Professional Services Agreement – Washington Project Consultant
Amendment #2**

Executive Director Englin explained the purposed of the amendment is to expand and increase the amount of the contract for Marc Horton/Washington Project Consultants. Mr. Horton is serving as the Port Engineer and is currently assisting with several projects including SR-104 predesign for the ferry holding lot, dredge project, asset inventory, capital improvement plan as well as sketching individual projects and RCO grants.



PORT OF KINGSTON

Serving what matters today, with a view for tomorrow.

Staff requests approval of amendment #2 to increase amount to \$45,000 (from \$25,000) through the end of this year (December 31, 2020).

Motion: Approve Professional Services Agreement – Washington Project Consultant Amendment #2

Moved: Commissioner Gronnvoll

Second: Commissioner Heacock

Vote: 2-0

B. Network Services Agreement – Olympic Educational Service District Contract #114 (OESD #114).

Executive Director Englin gave a brief background on Olympic Educational Service District (OESD) and explained that they serve as the IT consultant for the network and its computers. This contract has a slight 2% increase from last year.

Staff requests approval of contract with OESD #114 for a total contract amount of \$26,000 for September 1, 2020 – August 31, 2021. This amount is a 2% increase over the previous amount and contract.

Discussion: Commissioner Gronnvoll inquired about the issues with staff using Virtual Private Network (VPN) and the group discussed potential solutions. She requested that staff communicate any future technical issues with the commission.

Motion: Approve Olympic Educational Service District Contract (OESD #114).

Moved: Commissioner Gronnvoll

Second: Commissioner Heacock

Vote: 2-0

5. PUBLIC COMMENT:

Victoria Lincoln from Washington Public Ports Association (WPPA) in Olympia joined the meeting to observe and also check in to see how the Port's virtual meetings are going. The group discussed the potential announcement of opening fishing back up. WPPA will be addressing these and other questions with the Department of Fish and Wildlife during an upcoming Tuesday meeting.

6. CONSENT AGENDA:



Serving what matters today, with a view for tomorrow.

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 March/April 2020 Warrants

Motion: Approve consent agenda with edits – Remove March 25, 2020 Regular Meeting Minutes in order for Commissioner McClure to review.

Moved: Commissioner Gronnvoll

Second: Commissioner Heacock

Vote: 2-0

7. FINANCIAL REPORT

Executive Director Englin highlighted the net ordinary income for the first quarter was \$57,728.00. This is not a bad result with all this considered including pandemic. The Peak season of the Port is coming up in Quarter 2 & 3. Harbormaster Carpenter discussed the impact the construction and pandemic have had on the Port and added there are that customers can't wait to get back to the Port.

8. PUBLIC COMMENT:

No public comment.

9. COMMISSIONER REPORTS

Commissioner Heacock recommended Port Staff initiate social distancing signage around the docks and the Port. Harbormaster Carpenter stated they are moving forward with that plan. Commissioner Heacock reported he attended a Parks, Trails and Open Space Committee Meeting on April 6 where he received a draft letter to the Port Commissioner. Steve provided a copy of the letter to the Port for review. One of the items discussed was potential wetland mitigation for the planning phases of the Lindvog project. We have comments from the Parks, Trails and Open Space Committee as well as Kingston Citizens Advisory Council Transportation Committee. He added he would like to discuss this at an upcoming work session and work with Perteeet and Marc Horton. The Parks, Trails and Open Space committee will meeting on May 4th.

Commissioner Gronnvoll thanked Port staff for all the they have done with the pandemic, setting up emergency documents, meetings, etc.



PORT OF KINGSTON

Serving what matters today, with a view for tomorrow.

10. STAFF REPORTS

Controller McDonald thanked the staff and reported she is checking in with staff daily to ensure remote training and tasks are going well. She added she has benefited greatly from attending the online WPPA Meetings.

Harbormaster Carpenter gave thanks to the Port staff and to the Commissioners. He added the staff has been busy keeping the Port running and the customers are happy with the direction we are going.

Executive Assistant Dofelmier reported she is working with the management team to develop training plans and projects for staff to utilize their new skills. She recently applied for a for local records grant with Washington State Archives. During the first grant cycle the Port applied for the “Organize the File Room” grant. This cycle the Port applied for the “Technology Tools” grant requesting for a high-powered scanner and shredder to scan records in house and eliminate small amount of off-site storage. She added we have been ensuring to follow legal requirements directed from the “Stay Home - Stay Safe” order.

Executive Director Englin reported that staff has embraced the remote working situation. He has been working with staff and IT to ensure everyone has the tools they need to log in and work remotely. He is looking forward to seeing staff develop in soft and technical skills. He reported that he recently met with Joe Davis from Enduris regarding Port assets and insurance. He reported the SR -104 ferry holding lot predesign effort is coming together, and documents were made available to commission via Dropbox. Perteet requested to wrap up the project at the end of April but because the contract goes through the end of May, we would like to get as much value as we can.

11. NEXT REGULAR MEETING: May 27, 2020 at 1:00 p.m.

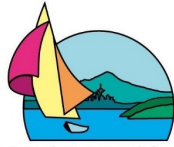
12. ADJOURN

Motion: Adjourn Meeting at 7:37 p.m.

Moved: Commissioner Gronnvoll

Second: Commissioner Heacock

Vote: 2-0



PORT OF KINGSTON

Serving what matters today, with a view for tomorrow.

Board Chair, Commissioner Heacock

Meeting Attested By:

Board Vice Chair, Commissioner McClure

Board Secretary, Commissioner Gronnvoll

Executive Director, Greg Englin

DRAFT

Port of Kingston,
Kitsap County WA

RESOLUTION NO. 05-01-2020

A Resolution of the Commission of the Port of Kingston

**ESTABLISHING A METHOD AND PROCESS FOR THE USE OF ELECTRONIC SIGNATURE
TECHNOLOGY**

WHEREAS, RCW 19.360.020(5) allows the Port to permit the use of electronic signature technologies, and to establish a method and process for such use by ordinance, resolution, policy, or rule; and

WHEREAS, using electronic signature technologies can benefit the Port of Kingston (the "Port") by decreasing the Port's reliance on paper transactions and physical documents, thereby saving time and reducing the costs associated with conducting Port business; and

WHEREAS, Port staff have conducted a preliminary business assessment and risk analysis of electronic signature providers in order to provide reasonable assurances of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used; and

WHEREAS, Port staff recommends the use of DocuSign as the Port's initial electronic signature service provider; and

WHEREAS, the Port Commission has considered how the use of electronic signatures may impact or improve citizen's access to and ability to participate in governmental affairs, and reliance on Port business conducted electronically.

NOW, THEREFORE, BE IT RESOLVED BY THE PORT OF KINGSTON:

Section 1. The foregoing recitals are incorporated and fully made a part of this Resolution.

Section 2. The Port Commission finds it to be in the public interest to allow the use of electronic records and electronic signatures for Port business to the fullest extent allowed by law.

Section 3. The Port Commission recognizes that whenever the use of a written, affixed by hand, or "wet" signature created when a person physically marks a document with the intent to sign the record is authorized or required, an electronic signature may be used with the same force and effect, except as required otherwise by law.

Section 4. The Port Commission authorizes the Executive Director, and their designees, to use the DocuSign electronic signature platform or any future replacement of such platform to affix

electronic signatures to electronic records.

Section 5. The Port Commission directs the Executive Director to adopt any necessary administrative policies or processes to implement the use of electronic signatures by the Port consistent with this resolution and in compliance with the provisions of RCW Chapter 19.360.

Section 6. This resolution shall take effect and be in force immediately upon its passage.

Mary McClure, Commissioner

Attest: _____
Greg Englin, Executive Director

Steve Heacock, Commissioner

Laura Gronnvoll, Commissioner

PORT OF KINGSTON

Profit & Loss

April 2020

	<u>Apr 20</u>
Ordinary Income/Expense	
Income	
621-10-20 Moorage Base Rate	67,798.74
621-10-30 Moorage Cover Premium	6,984.20
621-12-00 Kayak	654.00
621-15-00 Moorage-Transient	1,560.38
621-16-00 Reservation Fees	14.00
621-22-22 Seasonal Moorage	2,764.30
621-82-00 Electricity-Permanent	10,052.58
621-82-05 Electricity-Transient	240.00
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	17,570.33
625-20-10 Kitsap Transit	2,031.12
625-22-01 Liveaboard	1,600.00
626-40-00 Gas Sales	946.87
626-45-00 Diesel and Oil Sales	
626-45-01 Diesel w/o Tax	9,343.32
626-45-00 Diesel and Oil Sales - Other	4,407.97
Total 626-45-00 Diesel and Oil Sales	<u>13,751.29</u>
629-00-00 Misc Income w/o tax	591.72
699-10-00 Interest Income	921.30
699-20-00 Property Tax Receipts	79,951.39
699-22-00 Timber/Lshld Exc Tx	0.00
699-90-00 Service Chg Revenue	1,450.00
Parking	
625-20-01 Parking	2,283.13
625-20-02 Parking Tickets	22.94
625-20-03 Commuter Park Tenant	119.64
625-21-01 Leased Parking	3,708.84
625-21-03 Truck Trailer Pass	1,328.44
Total Parking	<u>7,462.99</u>
Total Income	219,832.55
Cost of Goods Sold	
626-40-30 Fuel Credit Card Fees	94.83
Total COGS	<u>94.83</u>
Gross Profit	219,737.72
Expense	
721-10-00 Salaries and Wages	56,941.21
721-20-00 Employee Medical	21,493.69
721-22-00 Pension Expense	7,002.44
721-35-00 Consulting Fees	5,890.00
721-40-00 Operating Supplies	1,900.45
721-41-00 Office Supplies	1,040.19
721-41-01 Computer Supplies/Exp	115.00
721-42-00 Parking Lot Expense	93.58
721-73-00 Insurance	8,011.58
721-75-00 Dues & Publications	902.82
721-76-00 Training & Education	448.45
721-81-00 Utilities	
721-81-01 Water	15,812.86
721-81-02 Sewer	3,166.20
721-81-03 Garbage	33.55
721-81-00 Utilities - Other	1,010.38
Total 721-81-00 Utilities	<u>20,022.99</u>

PORT OF KINGSTON

Profit & Loss

April 2020

	<u>Apr 20</u>
721-82-00 Electricity	5,535.50
721-88-00 Telephone/Internet	405.24
721-90-00 Payroll Taxes	7,219.13
721-93-00 Excise & Prop Tax Exp	251.02
721-95-00 Office Ccard Fees	2,605.53
721-96-00 Miscellaneous	
721-96-01 Landscaping	272.39
721-96-03 Storage	433.00
	<hr/>
Total 721-96-00 Miscellaneous	705.39
723-00-00 Repairs & Maint	6,117.23
781-10-00 Commiss Comp	3,200.00
999 Over/Short	0.00
Legal	
721-31-00 Chmelik Sitkin, Davis	2,024.50
	<hr/>
Total Legal	2,024.50
Total Expense	<hr/> 151,925.94
Net Ordinary Income	67,811.78
Other Income/Expense	
Other Expense	
727-00-00 Depreciation	53,871.04
	<hr/>
Total Other Expense	53,871.04
Net Other Income	<hr/> -53,871.04
Net Income	<hr/> <hr/> 13,940.74

PORT OF KINGSTON
Profit & Loss
January through April 2020

	Jan 20	Feb 20	Mar 20	Apr 20	TOTAL
Ordinary Income/Expense					
Income					
397-40-00 Lindvog 104 Project	53,494.37	0.00	214,246.52	0.00	267,740.89
621-10-20 Moorage Base Rate	67,066.42	65,819.86	67,225.73	67,798.74	267,910.75
621-10-30 Moorage Cover Premium	6,984.20	6,984.20	7,012.68	6,984.20	27,965.28
621-12-00 Kayak	654.00	599.50	454.00	654.00	2,361.50
621-15-00 Moorage-Transient	8,829.10	4,569.98	5,115.95	1,560.38	20,075.41
621-16-00 Reservation Fees	728.00	392.00	392.00	14.00	1,526.00
621-22-22 Seasonal Moorage	4,111.96	4,757.49	3,970.75	2,764.30	15,604.50
621-82-00 Electricity-Permanent	0.00	9,176.50	-41.71	10,052.58	19,187.37
621-82-05 Electricity-Transient	305.00	305.00	315.00	240.00	1,165.00
621-89-00 Laundry Income	0.00	0.00	581.00	0.00	581.00
625-20-02 Hill House Lease	1,772.42	1,772.42	1,772.42	1,772.42	7,089.68
625-20-03 Yacht Club Land Lease	1,312.63	1,312.63	1,312.63	1,312.63	5,250.52
625-20-04 Aviator Land Lease	402.29	402.29	402.29	402.29	1,609.16
625-20-08 WSDOT Land Lease	17,570.33	17,570.33	17,570.33	17,570.33	70,281.32
625-20-09 Reader Board	0.00	625.00	25.00	0.00	650.00
625-20-10 Kitsap Transit	2,031.12	2,031.12	2,031.12	2,031.12	8,124.48
625-22-01 Liveaboard	1,700.00	1,700.00	2,100.00	1,600.00	7,500.00
626-40-00 Gas Sales	6,160.69	9,057.54	10,926.59	946.87	27,091.69
626-45-00 Diesel and Oil Sales					
626-45-01 Diesel w/o Tax	6,951.65	7,499.64	0.00	9,343.32	23,794.61
626-45-00 Diesel and Oil Sales - Other	6,614.11	8,294.59	6,967.68	4,407.97	26,284.35
Total 626-45-00 Diesel and Oil Sales	13,565.76	15,794.23	6,967.68	13,751.29	50,078.96
629-00-00 Misc Income w/o tax	172.50	2,167.32	8,072.50	591.72	11,004.04
629-10-00 Misc Income w/tax	0.00	100.00	0.00	0.00	100.00
629-11-01 Retail Taxed	27.31	81.68	0.00	0.00	108.99
699-10-00 Interest Income	1,293.49	1,250.88	1,148.14	921.30	4,613.81
699-20-00 Property Tax Receipts	283.37	4,901.53	9,411.12	79,951.39	94,547.41
699-22-00 Timber/Lshld Exc Tx	0.00	516.61	0.00	0.00	516.61
699-90-00 Service Chg Revenue	3,483.00	2,025.00	50.00	1,450.00	7,008.00
Parking					
625-20-01 Parking	32,449.06	31,100.48	17,851.04	2,283.13	83,683.71
625-20-02 Parking Tickets	647.76	711.14	651.47	22.94	2,033.31
625-20-03 Commuter Park Tenant	358.92	358.92	478.56	119.64	1,316.04
625-21-01 Leased Parking	8,156.78	8,135.52	7,977.30	3,708.84	27,978.44
625-21-03 Truck Trailer Pass	0.00	0.00	0.00	1,328.44	1,328.44
Total Parking	41,612.52	40,306.06	26,958.37	7,462.99	116,339.94
Total Income	233,560.48	194,619.17	388,020.11	219,832.55	1,036,032.31
Cost of Goods Sold					
626-40-10 Fuel Purchases	21,961.45	0.00	16,569.52	0.00	38,530.97
626-40-30 Fuel Credit Card Fees	278.51	313.21	243.46	94.83	930.01
Total COGS	22,239.96	313.21	16,812.98	94.83	39,460.98
Gross Profit	211,320.52	194,305.96	371,207.13	219,737.72	996,571.33
Expense					
510-40-00 Lindvog SR104 Project	113,601.98	107,428.59	54,374.55	0.00	275,405.12
721-10-00 Salaries and Wages	58,309.67	57,814.50	55,635.30	56,941.21	228,700.68
721-20-00 Employee Medical	23,843.73	24,316.41	21,497.88	21,493.69	91,151.71
721-22-00 Pension Expense	7,146.07	7,010.46	6,764.77	7,002.44	27,923.74
721-33-00 Accounting	1,930.00	0.00	1,745.00	0.00	3,675.00
721-34-00 Audit	650.27	0.00	0.00	0.00	650.27
721-35-00 Consulting Fees	2,755.00	0.00	3,705.00	5,890.00	12,350.00
721-40-00 Operating Supplies	8,000.67	6,171.58	3,806.18	1,900.45	19,878.88
721-41-00 Office Supplies	711.29	1,123.84	1,107.06	1,040.19	3,982.38
721-41-01 Computer Supplies/Exp	115.00	115.00	115.00	115.00	460.00
721-42-00 Parking Lot Expense	1,369.17	1,926.29	566.53	93.58	3,955.57
721-50-00 Equipment Rental	1,564.15	2,143.83	0.00	0.00	3,707.98
721-73-00 Insurance	8,011.58	8,087.58	8,011.58	8,011.58	32,122.32
721-74-00 Advertising and Promo	851.04	1,844.56	507.30	0.00	3,202.90
721-74-01 Events	891.26	0.00	434.94	0.00	1,326.20
721-75-00 Dues & Publications	23,612.52	1,426.40	725.21	902.82	26,666.95
721-76-00 Training & Education	992.89	-125.00	0.00	448.45	1,316.34
721-76-01 Commis Travel/trainin	0.00	0.00	23.00	0.00	23.00
721-81-00 Utilities					
721-81-01 Water	0.00	2,955.58	0.00	15,812.86	18,768.44
721-81-02 Sewer	3,282.00	3,166.87	3,323.56	3,166.20	12,938.63
721-81-03 Garbage	1,021.93	1,011.77	1,011.21	33.55	3,078.46
721-81-00 Utilities - Other	0.00	0.00	0.00	1,010.38	1,010.38
Total 721-81-00 Utilities	4,303.93	7,134.22	4,334.77	20,022.99	35,795.91
721-82-00 Electricity	10,641.78	6,740.81	6,031.43	5,535.50	28,949.52
721-88-00 Telephone/Internet	1,821.45	1,102.94	1,181.76	405.24	4,511.39
721-90-00 Payroll Taxes	7,320.43	7,315.92	6,957.33	7,219.13	28,812.81
721-93-00 Excise & Prop Tax Exp	389.61	445.47	958.63	251.02	2,044.73
721-95-00 Office Ccard Fees	2,924.44	3,053.03	2,818.75	2,605.53	11,401.75

10:55 AM

05/22/20

Accrual Basis

PORT OF KINGSTON
Profit & Loss
January through April 2020

	Jan 20	Feb 20	Mar 20	Apr 20	TOTAL
721-96-00 Miscellaneous					
721-96-01 Landscaping	0.00	817.45	0.00	272.39	1,089.84
721-96-03 Storage	459.03	179.00	696.00	433.00	1,767.03
Total 721-96-00 Miscellaneous	459.03	996.45	696.00	705.39	2,856.87
723-00-00 Repairs & Maint	10,005.05	6,291.87	5,358.82	6,117.23	27,772.97
724-00-01 Environmental Inspect	0.00	0.00	5,901.10	0.00	5,901.10
781-10-00 Commiss Comp	2,048.00	1,664.00	3,840.00	3,200.00	10,752.00
799-92-00 Election Expense	0.00	60.18	0.00	0.00	60.18
999 Over/Short	-0.02	0.01	0.01	0.00	0.00
Legal					
721-31-00 Chmelik Sitkin, Davis	0.00	-282.37	0.00	2,024.50	1,742.13
Total Legal	0.00	-282.37	0.00	2,024.50	1,742.13
Total Expense	294,269.99	253,806.57	197,097.90	151,925.94	897,100.40
Net Ordinary Income	-82,949.47	-59,500.61	174,109.23	67,811.78	99,470.93
Other Income/Expense					
Other Expense					
727-00-00 Depreciation	53,871.04	53,871.04	53,871.04	53,871.04	215,484.16
Total Other Expense	53,871.04	53,871.04	53,871.04	53,871.04	215,484.16
Net Other Income	-53,871.04	-53,871.04	-53,871.04	-53,871.04	-215,484.16
Net Income	-136,820.51	-113,371.65	120,238.19	13,940.74	-116,013.23

PORT OF KINGSTON
CASH FLOW SUMMARY

Balance of Cash	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20
101-10-00 Petty Cash Port	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
101-20-00 Cash in Register Port	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00
101-30-00 Marina Revenue 88725	\$519,245.55	\$425,906.99	\$484,465.88	\$487,942.93	\$434,408.62
101-40-00 Columbia Bank	\$4,185.78	\$38,933.34	\$13,167.81	\$57,596.40	\$2,753.70
101-60-00 88722 General Fund	\$306,277.77	\$306,561.14	\$311,919.10	\$321,330.22	\$401,281.61
101-65-00 88722 Gen Fund Invest	\$27,911.06	\$27,951.80	\$27,990.25	\$28,025.28	\$28,052.06
101-70-00 88725 Investment Pool	\$1,133.37	\$1,135.02	\$1,136.58	\$1,138.00	\$1,139.09
142-10-00 88727 Marina Rehab Invest	\$878,979.41	\$880,230.51	\$881,441.38	\$935,053.07	\$935,946.50
	<u>\$1,738,207.94</u>	<u>\$1,681,193.80</u>	<u>\$1,720,596.00</u>	<u>\$1,831,560.90</u>	<u>\$1,804,056.58</u>
Income/Expense	Jan-20	20-Feb	20-Mar	Apr-20	
Income	\$226,963.14	\$235,461.29	\$405,371.28	\$215,094.37	
Disbursement	\$285,270.77	\$197,309.97	\$295,554.52	\$243,519.99	
Interest Income	\$1,293.49	\$1,250.88	\$1,148.14	\$921.30	
Net Cash Receipts(Disbursements)	<u>\$1,681,193.80</u>	<u>\$1,720,596.00</u>	<u>\$1,831,560.90</u>	<u>\$1,804,056.58</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 _____ and from the Port of Kingston Marina Revenue Fund, the _____ 20 _____ day of _____ April _____ 2020

\$45,186.78

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	04/20/2020	1233088251234560	34859	Comcast	Internet	\$177.22
88725	04/20/2020	1233088251234560	34860	Enduris	Quarterly Payment for Insurance	\$23,814.75
88725	04/20/2020	1233088251234560	34861	George Broom's Sons, Inc	Fuel Pump Covers	\$955.66
88725	04/20/2020	1233088251234560	34862	Gravitech Systems, Inc	Annual OSHA Lifeline Inspection	\$5,901.10
88725	04/20/2020	1233088251234560	34863	Henery Hardware	Marina Supplies and Repairs	\$467.97
88725	04/20/2020	1233088251234560	34864	Kingston Lumber	Marina Supplies and Repairs	\$1,542.81
88725	04/20/2020	1233088251234560	34865	Kingston Mail and Print	FedEx Return to Ventek	\$15.24
88725	04/20/2020	1233088251234560	34866	Kitsap Bank Visa	Misc Supplies	\$712.96
88725	04/20/2020	1233088251234560	34867	Olympic ESD 114	Monthly IT Support	\$2,552.00
88725	04/20/2020	1233088251234560	34868	Pacific Office Automation	Copy Machine	\$27.38
88725	04/20/2020	1233088251234560	34869	Pacific Welding Supplies	Marina Supplies and Repairs	\$640.76
88725	04/20/2020	1233088251234560	34870	Peninsula Fire	Yearly Fire Extinguisher Inspection	\$709.54
88725	04/20/2020	1233088251234560	34871	Premier Rentals	Propane	\$14.97
88725	04/20/2020	1233088251234560	34872	Verizon Wireless	Port Cell Phones	\$706.53
88725	04/20/2020	1233088251234560	34873	Westbay Auto Parts	WiFi	\$113.33
88725	04/20/2020	1233088251234560	34874	Kitsap Bank Visa	Misc Supplies	\$6,497.25
88725	04/20/2020	1233088251234560	34875	Kitsap Bank Visa	Misc Supplies	\$337.31
						\$45,186.78

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 \$39,258.95 and from the Port of Kingston Marina Revenue Fund, the 28 day of April 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	04/28/2020	1233088251234560	34876	Laura Dangel	Tenant Deposit Refund	\$19.01
88725	04/28/2020	1233088251234560	34877	AET Construction Trust	May Medical	\$1,726.23
88725	04/28/2020	1233088251234560	34878	CHS	Fertilizer	\$272.39
88725	04/28/2020	1233088251234560	34879	Global Equipment Company	Delcer and Public Restroom Repair	\$590.05
88725	04/28/2020	1233088251234560	34880	Grainger	Key Padlocks	\$305.05
88725	04/28/2020	1233088251234560	34881	Kitsap County Public Works	Sewer	\$3,199.75
88725	04/28/2020	1233088251234560	34882	Laura Gronnvoll	May Medical	\$1,475.85
88725	04/28/2020	1233088251234560	34883	Nextlevel Internet	Phones	\$218.02
88725	04/28/2020	1233088251234560	34884	Olympic Springs	Office Supplies	\$69.32
88725	04/28/2020	1233088251234560	34885	Pacific Office Automation	Copy Machines	\$193.20
88725	04/28/2020	1233088251234560	34886	Puget Sound Energy	Power	\$5,535.50
88725	04/28/2020	1233088251234560	34887	Regence Blueshield	May Medical	\$18,257.92
88725	04/28/2020	1233088251234560	34888	Scribble Software	Marina Software	\$115.00
88725	04/28/2020	1233088251234560	34889	SME Solutions	Repairs and Labor for Fuel Pumps	\$3,449.77
88725	04/28/2020	1233088251234560	34890	Washington Project Consultants	Contracted Engineering	\$2,327.50
88725	04/28/2020	1233088251234560	34891	Waste Management	Garbage	\$1,010.38
88725	04/28/2020	1233088251234560	34892	Blue Tarp Financial	Northern Tool - Marina Supplies	\$61.01
88725	04/28/2020	1233088251234560	34893	Reliable Storage	Monthly Storage	\$433.00
						<u>\$39,258.95</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 \$17,175.87 and from the Port of Kingston Marina Revenue Fund, the 14 day of May 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	05/14/2020	1233088251234560	34895	Chmelik Sitkin & Davis	Legal	\$2,024.50
88725	05/14/2020	1233088251234560	34896	Comcast	Internet	\$187.22
88725	05/14/2020	1233088251234560	34897	Global Equipment Company	Marina Supplies and Repairs	\$579.15
88725	05/14/2020	1233088251234560	34898	Henery Hardware	Marina Supplies and Repairs	\$91.21
88725	05/14/2020	1233088251234560	34899	Jeanette Swanson	Reimbursement for Kitchen Supplies	\$47.73
88725	05/14/2020	1233088251234560	34900	Kitsap Bank Visa	Misc Supplies	\$165.00
88725	05/14/2020	1233088251234560	34901	Olympic ESD 114	Monthly IT Support	\$2,552.00
88725	05/14/2020	1233088251234560	34902	Pacific Office Automation	Copy Machine	\$27.38
88725	05/14/2020	1233088251234560	34903	Scribble Software	Marina Software	\$115.00
88725	05/14/2020	1233088251234560	34904	Dept of Retirement Systems	Yearly OASI Fee	\$60.00
88725	05/14/2020	1233088251234560	34905	Torey Grandt	Reimbursement for Port Boat Repairs	\$102.54
88725	05/14/2020	1233088251234560	34906	VenTek International	Yearly Parking Machine Fees	\$4,259.55
88725	05/14/2020	1233088251234560	34907	Washington Project Consultants	Contracted Port Engineering	\$5,415.00
88725	05/14/2020	1233088251234560	34908	Kitsap Bank Visa	Misc Supplies	\$1,197.00
88725	05/14/2020	1233088251234560	34909	Kitsap Bank Visa	Misc Supplies	\$309.00
88725	05/14/2020	1233088251234560	34910	Tarah Dofelmier	Reimbursement for Office Supplies	\$43.59
						<u>\$17,175.87</u>

Port of Kingston
Payment Voucher

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA 5/20/2020 (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 \$ 1,278.54 and from the Port of Kingston Marina Revenue Fund, this 5/20/2020 May 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	Nicle Curtis	\$ 1,278.52

Columbia Bank Electronic Payroll QuickBooks Deail attached \$ 1,278.52

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 4/30/2020 (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 \$ 21,621.14 and from the Port of Kingston Marina Revenue Fund, this 4/29/2020 April 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	\$	259.95
EFT	Carpenter, Raymond	\$	2,828.88
EFT	Dofelmier, Tarrah	\$	1,621.90
EFT	Englin, Greg	\$	2,720.55
EFT	Goff, Austin	\$	1,621.90
EFT	Grandt, Torey	\$	1,970.84
EFT	Gronnvoll, Laura	\$	1,003.64
EFT	Heacock, Steve	\$	1,209.08
EFT	Krogh, Joseph	\$	1,526.40
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	\$	1,513.85
EFT			
		\$	<u>21,621.14</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 5/15/2020 (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 \$ 20,715.24 and from the Port of Kingston Marina Revenue Fund, this 5/15/2020 May 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	\$	503.90
EFT	Carpenter, Raymond	\$	2,828.87
EFT	Nicole Curtis	\$	1,278.52
EFT	Dofelmier, Tarrah	\$	1,621.90
EFT	Englin, Greg	\$	2,720.56
EFT	Goff, Austin	\$	1,621.90
EFT	Grandt, Torey	\$	1,805.68
EFT	Krogh, Joseph	\$	1,362.88
EFT	McDonald, Wendie	\$	2,350.01
EFT	Moneypenny, Patrick	\$	506.92
EFT	Reese, Faith	\$	1,317.32
EFT	Robles, Marvin	\$	1,414.01
EFT	Swanson, Jeanette	\$	1,382.77
EFT			
		\$	<u>20,715.24</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 4/22/2020 (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 \$7,394.00 and from the Port of Kingston Marina Revenue Fund, this 4/22/2020 April (receipt date)

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

Mary McClure, Commissioner

Attest:

Wendie McDonald, Controller

Voucher #	Claimant	
EFT	Semi-Monthly Payroll Tax Payment	\$7,394.00

Cash Transmittal Receipt Number R00091092

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 4/23/2020 (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 \$5,410.35 and from the Port of Kingston Marina Revenue Fund, this 4/23/2020 April (receipt date)

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

Mary McClure, Commissioner

Attest:

Wendie McDonald, Controller

Voucher #	Claimant	
EFT	Monthly Excise Tax Payment	\$5,410.35

Cash Transmittal Receipt Number R00091123

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 4/29/2020 (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 \$2,809.71 and from the Port of Kingston Marina Revenue Fund, this 4/29/2020 April (receipt date)

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

Mary McClure, Commissioner

Attest:

Wendie McDonald, Controller

Voucher #	Claimant	
EFT	Monthly Excise Tax Payment	\$2,809.71

Cash Transmittal Receipt Number R00091313

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 4/30/2020 (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 \$2,808.63 and from the Port of Kingston Marina Revenue Fund, this 4/30/2020 April (receipt date)

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

Mary McClure, Commissioner

Attest:

Wendie McDonald, Controller

Voucher #	Claimant	
EFT	1st Qtr Employment Security	\$2,808.63

Cash Transmittal Receipt Number R00091362

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 5/1/2020 (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 \$4,078.87 and from the Port of Kingston Marina Revenue Fund, this 5/1/2020 May
(receipt date)

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

Mary McClure, Commissioner

Attest:

Wendie McDonald, Controller

Voucher #	Claimant	
EFT	1st Qtr Labor and Industries	\$4,078.87

Cash Transmittal Receipt Number R00091418

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 5/4/2020 (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 \$535.90 and from the Port of Kingston Marina Revenue Fund, this 5/4/2020 May (receipt date)

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

Mary McClure, Commissioner

Attest:

Wendie McDonald, Controller

Voucher #	Claimant	
EFT	1st Qtr Paid Family Leave	\$535.90

Cash Transmittal Receipt Number R00091479

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 5/6/2020 (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 \$7,758.58 and from the Port of Kingston Marina Revenue Fund, this 5/6/2020 May (receipt date)

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

Mary McClure, Commissioner

Attest:

Wendie McDonald, Controller

Voucher #	Claimant	
EFT	Semi-Monthly Payroll Taxes	\$7,758.58

Cash Transmittal Receipt Number R00091573

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 5/15/2020 (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 \$12,223.48 and from the Port of Kingston Marina Revenue Fund, this 5/15/2020 May (receipt date)

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

Mary McClure, Commissioner

Attest:

Wendie McDonald, Controller

Voucher #	Claimant	
EFT	PERS & Deferred Comp	\$12,223.48

Cash Transmittal Receipt Number R00091955

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 5/20/2020 (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 \$7,207.36 and from the Port of Kingston Marina Revenue Fund, this 5/20/2020 May (receipt date)

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

Mary McClure, Commissioner

Attest:

Wendie McDonald, Controller

Voucher #	Claimant	
EFT	Semi-Monthly Payroll Taxes	\$7,207.36

Cash Transmittal Receipt Number R00092121

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 5/4/2020 (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 \$2,791.89 and from the Port of Kingston Marina Revenue Fund, this 5/4/2020 May (receipt date)

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

Mary McClure, Commissioner

Attest:

Wendie McDonald, Controller

Voucher #	Claimant	
EFT	April Credit Card Fees	\$2,791.89

Cash Transmittal Receipt Number R00091489

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 4/30/2020 (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 \$11,799.46 and from the Port of Kingston Marina Revenue Fund, this 4/30/2020 April (receipt date)

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

Mary McClure, Commissioner

Attest:

Wendie McDonald, Controller

Voucher #	Claimant	
EFT	PERS & Deferred Comp	\$11,799.46

Cash Transmittal Receipt Number R00091365

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