



**PORT OF KINGSTON**

Serving what matters today, with a view for tomorrow.

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

**June 24, 2020 – 6:30 p.m.**

**Meeting called by:** Port of Kingston Commissioners  
**Type of meeting:** Regular Meeting  
**Location:** Zoom Remote Meeting

**Join Zoom Meeting**

<https://us02web.zoom.us/j/88389016940>

**Meeting ID: 883 8901 6940**

Welcome to the June 24, 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.



**PORT OF KINGSTON**

Serving what matters today, with a view for tomorrow.

- a. Approve March 17, 2020 Special Meeting Minutes
- b. Approve March 20, 2020 Special Meeting Minutes
- c. Approve May 27, 2020 Regular Meeting Minutes
- d. Approve June 3, 2020 Special Meeting Minutes
- e. Approve May/June 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

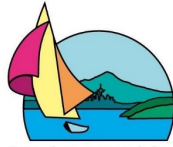
**8. COMMISSIONER REPORTS**

**9. STAFF REPORTS**

**10. NEXT REGULAR MEETING: July 29, 2020 at 1:00 p.m.**

**11. ADJOURN**

DRAFT



**PORT OF KINGSTON**

Serving what matters today, with a view for tomorrow.

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

**June 3, 2020 – 4:00 p.m.**

**Meeting called by:** Port of Kingston Commissioners  
**Type of meeting:** Special Meeting  
**Location:** Remote Meeting via Zoom

<https://us02web.zoom.us/j/86843098410>

**Commissioners Present**

Commissioner Steve Heacock  
Commissioner Mary McClure  
Commissioner Laura Gronnvoll

**Staff Present**

Executive Director, Greg Englin  
Controller, Wendie McDonald  
Executive Assistant, Tarrah Dofelmier

**Public Present**

None

**1. CALL TO ORDER:**

Meeting called to order by Commissioner Heacock at 4:07 p.m.

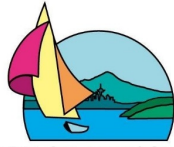
**2. APPROVAL OF AGENDA**

Motion: Approve Agenda as written  
Moved: Commissioner McClure  
Second: Commissioner Gronnvoll  
Vote: Pass 3-0

**3. ACTION ITEMS:**

- A. Approve Resolution 06-01-20 ratifying revision to Port of Kingston Rules and Regulations

Motion: Approve Resolution 06-01-20 ratifying revision to Port of Kingston Rules and Regulations



**PORT OF KINGSTON**

Serving what matters today, with a view for tomorrow.

Moved: Commissioner McClure  
Second: Commissioner Gronnvoll  
Vote: Pass 3-0

B. Discussion: Executive Director Englin gave a summary of resolution 06-01-20 ratifying revision to Port of Kingston Rules and Regulations.

**4. NEXT REGULAR MEETING:** The next regular Port of Kingston Commission meeting will be held on June 24, 2020 at 6:30 p.m.

**5. ADJOURN:**

Motion: Adjourn meeting at 4:15 p.m.  
Moved: Commissioner McClure  
Second: Commissioner Gronnvoll

DRAFT



**PORT OF KINGSTON**

Serving what matters today, with a view for tomorrow.

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

**May 27, 2020 – 1:00 p.m.**

**Meeting called by:** Port of Kingston Commissioners  
**Type of meeting:** Regular Meeting  
**Location:** Zoom Remote Meeting

**Commissioners Present**  
Steve Heacock  
Mary McClure  
Laura Gronnvoll

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

**Public Present**  
Ron Karzmar

**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 with revisions to add Agenda item 6B Resolution 05-02-2020 Providing for Defense and/or judgment or settlement

Moved: Commissioner McClure

Second: Commissioner Gronnvoll

Vote: Pass 3-0

**4. PUBLIC COMMENT:** No Public Comment

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

Motion: Approve consent agenda

Moved: Commissioner Gronnvoll

Second: Commissioner McClure

Vote: Pass 3-0



**PORT OF KINGSTON**

Serving what matters today, with a view for tomorrow.

**6. ACTION ITEMS**

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

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

Moved: Commissioner Gronnvoll

Second: Commissioner McClure

Vote: Pass 3-0

Executive Director Englin stated this resolution allows for staff and commissioners to sign documents electronically, which is a critical tool during a pandemic. Executive Assistant Dofelmier stated local agencies are authorized to use and accept electronic signatures, the electronic signature guidance and template was obtained from a recent training by MRSC. The Port will use DocuSign to process its electronic signatures.

**B. Resolution 05-02-2020 Providing for Defense and/or judgment or settlement**

Motion to Approve:

Moved: Commissioner Gronnvoll

Second: Commissioner McClure

Vote: Pass 3-0

Executive Director Englin reported the Port, including three Port employees were named in a lawsuit by Robin Hordin. Pursuant to RCW 53.08.208, The Port hereby authorizes Enduris and the Port's general counsel, Chmelik Sitkin & Davis, P.S., to defend the Employee Defendants in the Lawsuit.

**7. FINANCIAL REPORT**

Commissioner Gronnvoll inquired about the water bill increase reported at \$14,000.00. Controller McDonald advised that this was an error and should have been reported as \$1400.00. Controller McDonald noted the \$80,000.00 on the Profit & Loss was acquired from property taxes.

Executive Director Englin reported we are starting to see some of the effects of the pandemic in April from reduced parking, closed fuel dock and guest moorage.

**8. PUBLIC COMMENT: No Public Comment**



Serving what matters today, with a view for tomorrow.

## 9. COMMISSIONER REPORTS

Commissioner McClure reported that the Kingston Citizens Advisory Council (KCAC) Transportation subcommittee has been following various possible improvements to deal with Ferry traffic. The great concern is the two large projects, including the rerouting of the 104 traffic to the north. Kitsap County has applied for and received funds to acquire property through condemnation along the route. The County applied for federal funding for the project through the Puget Sound Regional Council Regional Competition but was not awarded funds. After discussions, it became clear that funding for major projects throughout the region will be significantly disrupted due to income and financial pressures from COVID-19. The County is preparing to expand property acquisition funds, but it could be another two years before they can reapply, and the committee has determined the project is too big to apply for the Countywide competition. In a recent meeting, Mark Libby commented that the Lindvog project is an important short-term fix for ferry traffic. The Commission heard a presentation and cost breakdown from the engineering firm Perteet which lead to questions about the feasibility of phasing the project to allow some utility as early as possible and determine what is necessary to get it going. The project has significant issues to address, which include stormwater and the ability to create a digital connection between the lot and the ferry holding lane. Commissioner McClure stated she is hopeful there is an opportunity to share the results of the study with the Kingston 104 working group, the stakeholders, and representatives from the Ferry and Transportation Advisory committees. She stated she is pleased with the project inching forward and making progress.

Commissioner Gronnvoll reported she has benefited greatly from the Washington Public Ports Association (WPPA) meetings and appreciates the support of the WPPA and the Port Staff. She has been attending weekly WPPA meetings and has learned helpful tips for holding meeting remotely as well as advice for reopening the Port.

Commissioner Heacock reported he attended the Parks, Trails and Open Space Committee, which is a subcommittee of KCAC. The Committee has developed a positive outcome in relation to the Lindvog project while working through a series of potential wetland mitigation projects. He explained having the wetland infilled and impacted is a critical design element required per County Code. Having the 30% design element will bring us further ahead for the idea of whether or not to do phasing or to seek additional funding for the holding lane which would bolster the holding lane system and allow us to apply for federal money. He added that he is encouraged by the thoroughness and reporting by Perteet.



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## 10. STAFF REPORTS

Controller McDonald reported she has been busy working on the annual financial report for the State Auditor's Office.

Harbormaster Carpenter reported that Port staff has slowly and carefully been reopening the Port with restrictions. He added his staff is using their customer service skills to reach out to customers and get them back to the marina. Outside staff is also doing a great job. They are focusing work on the restrooms and the RCO grant. He discussed some issues with the WA Blvd Project that are being corrected and reported parking numbers are down due to COVID-19.

Executive Director Dofelmier reported she has attended several WPPA roundtable meetings and they have been very beneficial in guiding us during the Pandemic. She is keeping the public informed on operational changes as they occur by updating the website and posting signage around the Port.

Executive Director Englin reported he reached out to the Kingston Cove Concert sponsors to notify them of the event cancellations and thank them for their support.

Port staff have been working closely with Marc Horton on the Recreation and Conservation (RCO) grant process. The Port is applying for funding through the WA state BIG (Boating Infrastructure Grant) and the Aquatic Lands Enhancement Grant (ALEA). Through these grants, the Port could secure approximately \$259,000.00 to rebuild the middle restroom. He added the Port plans to submit for the Boating Facilities Program BFP grant this fall

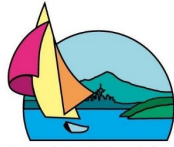
The Kingston Chamber of Commerce has terminated their lease and needed a new place to go. With guidance and approval from the Commission, the Port was able to rent out a space to the chamber, on a month to month basis.

Port staff has been working closely with volunteers on the beautification project. He thanked staff and community volunteers for setting up and maintain the flowerpots

The Port hired Bob McDonald to do an analysis based on the historical bathymetric surveys to determine the resedimentation rate within our marina. There will be a debrief and a report presented in an upcoming public session.

Commissioner McClure reported that both the 4<sup>th</sup> of July Committee and the Kingston Public Market Committee are working through different scenarios for their events and we are hoping to hear a decision from both groups soon.





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

**12. ADJOURN**

Motion: Adjourn meeting at 2:10 p.m.

Moved: Commissioner McClure

Second: Commissioner Gronnvoll

\_\_\_\_\_  
Board Chair, Commissioner Heacock

\_\_\_\_\_  
Board Vice Chair, Commissioner McClure

\_\_\_\_\_  
Board Secretary, Commissioner Gronnvoll

Attest:

\_\_\_\_\_  
Executive Director, Greg Englin



**PORT OF KINGSTON**

Serving what matters today, with a view for tomorrow.

**Port of Kingston Board of Commissioners  
Special Meeting - Emergency Port Business  
Agenda**

**March 20, 2020 – 3:00 p.m.**

**Commissioners Present**

Steve Heacock  
Mary McClure  
Laura Gronnvoll

**Staff Present**

Greg Englin

**Meeting called by:** Port of Kingston Commissioners  
**Type of meeting:** Special Meeting – Emergency Port Business  
**Location:** Remote Meeting

**1. CALL TO ORDER:**

Commissioner Heacock called the Meeting to order at 3:00 p.m.

**2. APPROVAL OF AGENDA**

Motion: Approve March 20, 2020 agenda as written  
Moved: Commissioner Gronnvoll  
Second: Commissioner McClure  
Vote: Pass 3-0

**3. PUBLIC COMMENT:** No Public Comment

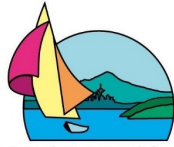
**4. ACTION ITEMS:**

**A. Approve Resolution 03-01-2020 Port Closure Policy & COVID-19 Port Closure Pay Policy.**

Executive Director Englin reported that the Port Closure Policy & COVID 19 Port Closure pay policy were drafted in response to the State of Emergency issued by the Washington State Governors Office. Legal counsel recommended we take these actions to formally adopt these items. This allows the Port to apply for Federal relief options in the future as well as provides clarity during an audit.

Motion: Adopt 03-01-2020 as written  
Moved: Commissioner Gronnvoll  
Second: Commissioner McClure  
Vote: Pass 3-0

**B. Approve Resolution 03-02-2020 Declaration of Emergency.**



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Executive Director Englin explained that Port Legal counsel recommended the Port adopt these laws and regulations formally due to the Coronavirus COVID-19 pandemic and information received from CDC and Sate of Washington.

Motion: Approve Resolution 03-02-2020 Declaration of Emergency.

Moved: Commissioner McClure

Second: Commissioner Gronnvoll

Vote: Pass 3-0

**5. NEXT REGULAR MEETING:**

March 25, 2020

**6. ADJOURN**

Motion: Adjourn March 20, 2020 Meeting at 3:18 p.m.

Moved: Commissioner Gronnvoll

Second: Commissioner McClure

\_\_\_\_\_  
Board Chair, Commissioner Heacock

\_\_\_\_\_  
Board Vice Chair, Commissioner McClure

\_\_\_\_\_  
Board Secretary, Commissioner Gronnvoll

Attest:

\_\_\_\_\_  
Executive Director, Greg Englin



**PORT OF KINGSTON**

Serving what matters today, with a view for tomorrow.

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

Location: Remote Via Zoom

**March 17, 2020 – 4:30 p.m.**

**Commissioners Present**

Steve Heacock  
Mary McClure  
Laura Gronnvoll

**Staff Present**

Greg Englin  
Wendie McDonald  
Tarrah Dofelmier

**1. CALL TO ORDER:**

Meeting called to order at 4:30 p.m. by Commissioner McClure

**2. APPROVAL OF AGENDA**

Motion: Approve March 17, 2020 Agenda as written

Moved: Commissioner Gronnvoll

Second: Commissioner McClure

Vote: Pass 2-0

**3. PUBLIC COMMENT:** No Public Comment

**4. ACTION ITEMS:**

- A. Approve delegation of authority to the Executive Director to make policy changes regarding human resources operational needs and rates and fees in response to Pandemic and Federal, state and local government recommendations.**

Motion: Commissioner Gronnvoll

Second: Commissioner McClure

Vote: Pass 2-0 (Commissioner Heacock not yet present)

Commission Gronnvoll noted that the decision to approve this motion is a result of discussion during today's work session and has all three commissioners support.



**PORT OF KINGSTON**

Serving what matters today, with a view for tomorrow.

**B. Approve Pandemic Flu Policy**

Executive Director Englin explained the revision to the Pandemic Flu which increased the administrative leave to 12 weeks. Port staff and Commissioners discussed the Family Medical Leave Act (FMLA) and the directive given by legal to Port Staff.

- Motion: Approve Pandemic Flu Policy
- Moved: Commissioner Gronnvoll
- Second: Commissioner Heacock
- Vote: Pass 3-0

Commissioner McClure extended her appreciation to Port staff for their urgency in putting this policy together to protect the Port.

Executive Director Englin added Port staff will be posting signage and instructions around Port property. Signage will be similar to what other ports and public agencies are posting.

Commissioner Heacock stated although he was not present for the earlier vote, he gives his full support for Agenda Item A to approve delegation of authority to the Executive Director to make policy changes regarding human resources operational needs and rates and fees in response to Pandemic and Federal, state and local government recommendations.

**5. NEXT REGULAR MEETING:** March 25, 2020

**6. ADJOURN:**

- Motion: Adjourn Meeting at 4:59 by Commissioner Gronnvoll
- Second: Commissioner Gronnvoll
- Vote: Pass 3-0

Attest:

\_\_\_\_\_  
Board Chair, Commissioner Heacock

\_\_\_\_\_  
Board Vice Chair, Commissioner McClure

\_\_\_\_\_  
Board Secretary, Commissioner Gronnvoll

\_\_\_\_\_  
Executive Director, Greg Englin

**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                     \$1,327.08                     and from the Port of Kingston Marina Revenue Fund, the           30                     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 \_\_\_\_\_

<b>Fund</b>	<b>Date</b>	<b>Micr No.</b>	<b>Warrant</b>	<b>Vendor</b>	<b>Comments</b>	<b>Amount</b>
88725	04/30/2020	1233088251234560	34894	Mary McClure	April Payroll	<u>\$1,327.08</u>
						<u><u>\$1,327.08</u></u>

Port of Kingston  
Payment Voucher

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Post Office Box 559  
Kingston, WA 98346

Kitsap County, WA      6/3/2020      (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      \$3,260.89      and from the Port of Kingston Marina Revenue Fund, this      6/3/2020      June      (receipt date)

\_\_\_\_\_  
Laura Gronnvoll, Commissioner

\_\_\_\_\_  
Steve Heacock, Commissioner

\_\_\_\_\_  
Mary McClure, Commissioner

Attest:

\_\_\_\_\_  
Wendie McDonald, Controller

Voucher #	Claimant	
EFT	May Credit Card Fees	\$3,260.89

Cash Transmittal Receipt Number      R00092642

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

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Post Office Box 559  
Kingston, WA 98346

Kitsap County, WA      6/3/2020      (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      \$8,111.78      and from the Port of Kingston Marina Revenue Fund, this      6/3/2020      June      (receipt date)

\_\_\_\_\_  
Laura Gronnvoll, Commissioner

\_\_\_\_\_  
Steve Heacock, Commissioner

\_\_\_\_\_  
Mary McClure, Commissioner

Attest:

\_\_\_\_\_  
Wendie McDonald, Controller

Voucher #	Claimant	
EFT	Semi-Monthly Payroll Taxes	\$8,111.78

Cash Transmittal Receipt Number      R00092641

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

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Post Office Box 559  
Kingston, WA 98346

Kitsap County, WA      6/11/2020      (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      6/11/2020      June      (receipt date)

\_\_\_\_\_  
Laura Gronnvoll, Commissioner

\_\_\_\_\_  
Steve Heacock, Commissioner

\_\_\_\_\_  
Mary McClure, Commissioner

Attest:

\_\_\_\_\_  
Wendie McDonald, Controller

Voucher #	Claimant	
EFT	Deferred Comp	\$1,020.50

Cash Transmittal Receipt Number      R00092941

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

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Post Office Box 559  
Kingston, WA 98346

Kitsap County, WA      6/16/2020      (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      \$12,750.70      and from the Port of Kingston Marina Revenue Fund, this      6/16/2020      June      (receipt date)

\_\_\_\_\_  
Laura Gronnvoll, Commissioner

\_\_\_\_\_  
Steve Heacock, Commissioner

\_\_\_\_\_  
Mary McClure, Commissioner

Attest:

\_\_\_\_\_  
Wendie McDonald, Controller

Voucher #	Claimant	
EFT	PERS and Deferred Comp	\$12,750.70

Cash Transmittal Receipt Number      R00093103

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

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Post Office Box 559  
Kingston, WA 98346

Kitsap County, WA      6/22/2020      (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      \$4,072.78      and from the Port of Kingston Marina Revenue Fund, this      6/22/2020      June      (receipt date)

\_\_\_\_\_  
Laura Gronnvoll, Commissioner

\_\_\_\_\_  
Steve Heacock, Commissioner

\_\_\_\_\_  
Mary McClure, Commissioner

Attest:

\_\_\_\_\_  
Wendie McDonald, Controller

Voucher #	Claimant	
EFT	First Quarter Leasehold Tax	\$4,072.78

Cash Transmittal Receipt Number      R00093282

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

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Post Office Box 559  
Kingston, WA 98346

Kitsap County, WA      5/27/2020      (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 \$280.04 and from the Port of Kingston Marina Revenue Fund, this 5/27/2020 and from the Port of Kingston May (receipt date)

\_\_\_\_\_  
Laura Gronnvoll, Commissioner

\_\_\_\_\_  
Steve Heacock, Commissioner

\_\_\_\_\_  
Mary McClure, Commissioner

Attest:

\_\_\_\_\_  
Wendie McDonald, Controller

Voucher #	Claimant	
EFT	Semi-Monthly Payroll Taxes	\$280.04

Cash Transmittal Receipt Number      R00092323

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

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Post Office Box 559  
Kingston, WA 98346

Kitsap County, WA      5/28/2020      (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      5/28/2020      May      (receipt date)

\_\_\_\_\_  
Laura Gronnvoll, Commissioner

\_\_\_\_\_  
Steve Heacock, Commissioner

\_\_\_\_\_  
Mary McClure, Commissioner

Attest:

\_\_\_\_\_  
Wendie McDonald, Controller

Voucher #	Claimant	
EFT	Deferred Comp	\$1,020.50

Cash Transmittal Receipt Number      R00092387

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

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Post Office Box 559  
Kingston, WA 98346

Kitsap County, WA      5/29/2020      (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 \$762.80 and from the Port of Kingston Marina Revenue Fund, this 5/29/2020 and from the Port of Kingston May (receipt date)

\_\_\_\_\_  
Laura Gronnvoll, Commissioner

\_\_\_\_\_  
Steve Heacock, Commissioner

\_\_\_\_\_  
Mary McClure, Commissioner

Attest:

\_\_\_\_\_  
Wendie McDonald, Controller

Voucher #	Claimant	
EFT	Department of Revenue	\$762.80

Cash Transmittal Receipt Number      R00092450

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 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 \$39,905.05 and from the Port of Kingston Marina Revenue Fund, the 5 day of June 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	06/05/2020	1233088251234560	34927	Windermere Real Estate	Refund of Donation for Kingston Cove Concerts	\$500.00
88725	06/05/2020	1233088251234560	34928	State Farm - Paula Weissinger	Refund of Donation for Kingston Cove Concerts	\$7,500.00
88725	06/05/2020	1233088251234560	34929	Amazon	Marina Supplies and Office Supplies	\$455.58
88725	06/05/2020	1233088251234560	34930	Blue Sky Printing	Printing	\$27.57
88725	06/05/2020	1233088251234560	34931	Chmelik Sitkin & Davis	Legal	\$1,978.50
88725	06/05/2020	1233088251234560	34932	Enduris	Equipment Insurance	\$539.00
88725	06/05/2020	1233088251234560	34933	Nextlevel	Phones	\$218.56
88725	06/05/2020	1233088251234560	34934	Pacific Office Automation	Copies and Copy Machine	\$312.44
88725	06/05/2020	1233088251234560	34935	Petrocard (Masco)	Fuel for Resale	\$25,757.92
88725	06/05/2020	1233088251234560	34936	Valley Nursery	Flowers for Marina	\$2,615.45
						<b><u>\$39,905.02</u></b>

**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 \$12,434.34 and from the Port of Kingston Marina Revenue Fund, the 16 day of June 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	06/17/2020	1233088251234560	34937	Steven Rodgers	Security Deposit Refund for Moorage	\$292.37
88725	06/17/2020	1233088251234560	34938	Mike Meyers	Security Deposit Refund for Moorage	\$210.31
88725	06/17/2020	1233088251234560	34939	Bob Kocourek	Security Deposit Refund for Moorage	\$174.74
88725	06/17/2020	1233088251234560	34940	Agate Pass Marine	Repair and Bottom Painting of Port Boat	\$2,399.80
88725	06/17/2020	1233088251234560	34941	Amazon	Safety Supplies, Cleaning Supplies and Office Supplies	\$379.53
88725	06/17/2020	1233088251234560	34942	Bremerton Backflow Services	Yearly Backflow Testing	\$700.00
88725	06/17/2020	1233088251234560	34943	Comcast	Internet	\$374.44
88725	06/17/2020	1233088251234560	34944	Henery Hardward	Repairs and Maintenance	\$1,930.93
88725	06/17/2020	1233088251234560	34945	Jeanette Swanson	Breakroom Supplies	\$50.00
88725	06/17/2020	1233088251234560	34946	Kitsap Bank Visa	Postage	\$52.46
88725	06/17/2020	1233088251234560	34947	Kitsap County Public Works	Dump Fee	\$31.40
88725	06/17/2020	1233088251234560	34948	OESD 114	Monthly IT Support	\$2,552.00
88725	06/17/2020	1233088251234560	34949	Olympic Springs	Office Supplies	\$34.66
88725	06/17/2020	1233088251234560	34950	Premier Rentals	Aerator Rental	\$92.65
88725	06/17/2020	1233088251234560	34951	Uline	Fire Extinguisher Signs	\$79.52
88725	06/17/2020	1233088251234560	34952	Vern's Organic Topsoil	Topsoil	\$28.34
88725	06/17/2020	1233088251234560	34953	Washington Tractor	John Deere Lawnmower Repairs	\$253.80
88725	06/17/2020	1233088251234560	34954	Westbay Auto Parts	Battery	\$100.65
88725	06/17/2020	1233088251234560	34955	Kitsap Bank Visa	Office and Postage	\$452.69
88725	06/17/2020	1233088251234560	34956	Verizon	Cell Phones	\$714.03
88725	06/17/2020	1233088251234560	34957	Kitsap Bank Visa	Miscellaneous Purchases	\$1,530.32
						<b><u>\$12,434.64</u></b>



**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 \$36,940.03 and from the Port of Kingston Marina Revenue Fund, the 28 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	05/28/2020	1233088251234560	34911	Bruce Stephenson	Security Deposit Refund for Moorage	\$189.03
88725	05/28/2020	1233088251234560	34912	Dennis Clark	Security Deposit Refund for Moorage	\$190.93
88725	05/28/2020	1233088251234560	34913	AET Construction Trust	June Medical	\$1,726.23
88725	05/28/2020	1233088251234560	34914	Joesph Krogh	Reimbursement for Office Supplies	\$30.20
88725	05/28/2020	1233088251234560	34915	Kitsap County Public Works	Sewer	\$3,323.56
88725	05/28/2020	1233088251234560	34916	KPUD	Water	\$1,347.86
88725	05/28/2020	1233088251234560	34917	Laura Gronnvoll	June Medical	\$1,408.27
88725	05/28/2020	1233088251234560	34918	Puget Sound Energy	Power	\$3,597.75
88725	05/28/2020	1233088251234560	34919	Regence	June Medical	\$18,257.92
88725	05/28/2020	1233088251234560	34920	Reliable Storage	June Storage	\$433.00
88725	05/28/2020	1233088251234560	34921	Staples	TP	\$652.96
88725	05/28/2020	1233088251234560	34922	Torey Grandt	OSHA Safety Course	\$195.20
88725	05/28/2020	1233088251234560	34923	Verizon	Cell Phones	\$705.97
88725	05/28/2020	1233088251234560	34924	Waste Management	Garbage	\$1,009.86
88725	05/28/2020	1233088251234560	34925	Mary McClure	Payroll May	\$1,208.86
88725	05/28/2020	1233088251234560	34926	Sara Walgren	Reimbursement for Moorage Overpayment	\$2,662.46
						<b><u>\$36,940.06</u></b>

Port of Kingston  
Payment Voucher

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Post Office Box 559  
Kingston, WA 98346

Kitsap County, WA      6/15/2020      (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 \$ 20,416.39 and from the Port of Kingston Marina Revenue Fund, this 6/15/2020 June 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	Anderson, Gregory	\$	647.70
EFT	Carpenter, Raymond	\$	2,828.87
EFT	Dofelmier, Tarrah	\$	1,904.48
EFT	Englin, Gregory	\$	2,720.55
EFT	Goff, Austin	\$	1,494.00
EFT	Grandt, Torey	\$	1,970.84
EFT	Krogh, Joseph	\$	1,635.65
EFT	McDonald, Wendie	\$	2,350.00
EFT	Moneypenny, Patrick	\$	506.93
EFT	Reese, Faith	\$	1,436.44
EFT	Robles, Marvin	\$	1,288.01
EFT	Swanson, Jeanette	\$	1,632.92

\_\_\_\_\_  
\$ 20,416.39

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

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Post Office Box 559  
Kingston, WA 98346

Kitsap County, WA      5/29/20/20      (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 \$ 22,549.23 and from the Port of Kingston Marina Revenue Fund, this 5/29/2020 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	Anderson, Gregory	\$	923.94
EFT	Carpenter, Raymond	\$	2,828.88
EFT	Dofelmier, Tarrah	\$	1,763.69
EFT	Englin, Gregory	\$	2,720.56
EFT	Goff, Austin	\$	1,815.25
EFT	Grandt, Torey	\$	1,970.84
EFT	Heacock, Steve	\$	898.44
EFT	Krogh, Joseph	\$	1,501.27
EFT	McDonald, Wendie	\$	2,349.99
EFT	Moneypenny, Patrick	\$	506.94
EFT	Reese, Faith	\$	1,478.00
EFT	Robles, Marvin	\$	1,589.54
EFT	Swanson, Jeanette	\$	1,513.85
EFT	Gronnvoll, Laura	\$	688.04
		<u>\$</u>	<u>22,549.23</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