



**PORT OF KINGSTON**

Serving what matters today, with a view for tomorrow.

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

**July 14, 2020 – 10:00 a.m. to 10:30 a.m.**

**Meeting called by:** Port of Kingston Commissioners  
**Type of meeting:** Special Meeting  
**Location:** Zoom Remote Meeting  
Meeting ID: 827 4940 1301  
<https://us02web.zoom.us/j/82749401301>  
Dial by your location +1 253 215 8782 US (Tacoma)

Welcome to the July 14, 2020 Special 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. ACTION ITEMS**

- A. Approve Resolution 07-01-2020 Amend Resolution 08-02-2019 to Appoint new Port Auditor
- B. Approve Resolution 07-02-2020 rescinding resolution 10-02-2019 and 10-04-2019 to update and authorize the visa credit cards filed through Kitsap bank.



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**6. PUBLIC COMMENT:**

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

**7. NEXT REGULAR MEETING: July 22, 2020 at 1:00 p.m.**

**8. ADJOURN**

DRAFT

Port of Kingston  
Kitsap County, WA

**RESOLUTION NO. 07-01-2020**

A Resolution of the Commission of the Port of Kingston  
**AMEND RESOLUTION 08-02-2019 TO APPOINT NEW PORT AUDITOR**

**WHEREAS**, on August 28, 2019 the Port of Kingston Board of Commissioners adopted resolution 08-02-2019 appointing Wendie McDonald as Auditor for the Port of Kingston.

**WHEREAS**, Controller Wendie McDonald's employment with the Port of Kingston was terminated is July 10, 2020.

**WHEREAS**, Controller, Julia Hustler began employment with the Port of Kingston on July 6, 2020.

**WHEREAS**, to provide the necessary check and balance system to ensure accountability of Port funds, the legislature has established an auditing process to monitor expenditures. RCW 53.36.010 requires the Port Commission to appoint a Port Auditor for that purpose. This position reports directly to the Commission, serves the following primary functions:

1. Reviews and recommends to the Commission payment of all warrants. The review includes measuring compliance with State law and Port policies.
2. Maintains control over all designated cash funds not invested. These funds include petty cash and incidental cash.
3. Provide oversight for the Commission regarding all variance from compliance guidelines and with regards to action of Port employees and officials.

**THEREFORE, BE IT RESOLVED**, by the Commissioners of the Port of Kingston that Julia Hustler is hereby appointed as Auditor for the Port of Kingston. Such appointment shall be effective as of July 22, 2020.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a regular meeting held this 22nd day of July 2020

**PORT OF KINGSTON  
KITSAP COUNTY, WASHINGTON**

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

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Mary McClure, Commissioner

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Laura Gronnvoll, Commissioner

Attest:

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

**RESOLUTION NO. 07-02-2020**

A Resolution of the Commission of the Port of Kingston

**RESCINDING RESOLUTION 10-02-2019 AND 10-04-2019 TO AUTHORIZE  
THE VISA CREDIT CARDS FILED WITH KITSAP BANK**

**WHEREAS**, Commissioners Laura Gronnvoll, Mary McClure, Steve Heacock are currently listed as having signature authority for banking purposes with Kitsap Bank; and

**WHEREAS**, on October 23, 2019 the Port of Kingston Board of Commissioners adopted Resolution 10-02-2016 authorizing a credit card account to be opened for the Controller, Wendie McDonald with a limit of \$8,000.

**WHEREAS**, on October 23, 2019 the Port of Kingston Board of Commissioners adopted Resolution 10-04-2016 authorizing a credit card account to be opened for the Harbormaster, Ray Carpenter with a limit of \$5,000.

**WHEREAS**, Controller, Wendie McDonald terminated employment with the Port of Kingston on July 10, 2020.

**WHEREAS**, Controller, Julia Hustler began employment with the Port of Kingston on July 6, 2020.

**WHEREAS**, it is determined by the Port of Kingston, it is in the best interest of the Port to open an additional Visa credit card account with Kitsap Bank in the name of Executive Assistant, Tarrah Dofelmier with a limit of \$5,000.

**THEREFORE, BE IT RESOLVED**, by the Board of Commissioners for the Port of Kingston that resolution 10-02-2019 and 10-04-2019 be rescinded and resolved as follows:

1. Controller, Wendie McDonald's Visa card through Kitsap Bank will be cancelled, and a new Visa card will be issued in the name of Controller, Julia Hustler with a credit limit of \$10,000;
2. The Kitsap Bank Visa card issued in the name of Ray Carpenter through Kitsap Bank will have a credit limit of \$10,000;
3. A new Kitsap Bank Visa card will be issued in the name of Executive Assistant, Tarrah Dofelmier with a credit limit of \$5,000.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington  
at a Regular Meeting held this 22<sup>th</sup> day of July 2020.

**PORT OF KINGSTON**  
**KITSAP COUNTY, WASHINGTON**

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

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Mary McClure, Commissioner

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Laura Gronnvoll, Commissioner

Attest:

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Executive Director, Greg Englin