



**PORT OF KINGSTON**

Serving what matters today, with a view for tomorrow.

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

**September 23, 2020 – 1:00 p.m.**

**Meeting called by:** Port of Kingston Commissioners  
**Type of meeting:** Regular Meeting  
**Location:** Zoom Remote Meeting  
<https://us02web.zoom.us/j/86532895505>  
Meeting ID: 865 3289 5505  
Dial by your location  
+1 253 215 8782 US (Tacoma)

Welcome to the September 23, 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**

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- A. Approve August 26, 2020 Regular Meeting Minutes
- B. Approve Warrants – August 2020

**6. PUBLIC COMMENT:**

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

**7. COMMISSIONER REPORTS**

**8. STAFF REPORTS**

**9. NEXT REGULAR MEETING: October 21, 2020 at 1:00 p.m.**

**10. ADJOURN**

DRAFT



**PORT OF KINGSTON**

Serving what matters today, with a view for tomorrow.

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

**August 26, 2020 – 6:30 p.m.**

**Meeting called by:**  
**Type of meeting:**  
**Location:**

**Port of Kingston Commissioners  
Regular Meeting  
Zoom Remote Meeting**

<https://us02web.zoom.us/j/88355614826>

**Commissioners  
Present**

Steve Heacock  
Mary McClure  
Laura Gronnvoll

**Staff Present**

Greg Englin  
Ray Carpenter  
Julia Hustler  
Tarrah Dofelmier

**Public Present**  
Ron Karzmar

**1. CALL TO ORDER**

August 26, 2020 Regular Meeting called to order at 6:35 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF AGENDA**

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

**4. PUBLIC COMMENT:**

No public comment

**5. CONSENT AGENDA:**

- A. Approve July 22, 2020 Regular Meeting Minutes
- B. Approve July 28, 2020 Special Meeting Minutes
- C. Approve August 12, 2020 Special Meeting Minutes
- D. Approve Warrants – July 2020

Motion: Approve consent agenda as presented



**PORT OF KINGSTON**

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

Comments by Commissioners that staff was very responsive and efficient in answering their questions.

**6. ACTION ITEMS**

- A. Commission Approval of payment to Enduris for the annual general liability and property insurance premium in the amount of \$107,824.00 for the effective dates September 1, 2020 to August 31, 2021.

Motion: Approve payment to Enduris for the annual general liability and property insurance premium in the amount of \$107,824.00 for the effective dates September 1, 2020 to August 31, 2021

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

**7. PUBLIC COMMENT:**

No public comment.

**8. COMMISSIONER REPORTS**

Commissioner Gronnvoll commented on the recent bathymetric study. Input from staff was key. Ray was very knowledgeable and guided everyone through the process to ensure we had a clear picture. Due to the decrease in sediment build up, we won't have to dredge as often. It was a fabulous study and will aid in other things the port is doing.

Commissioner Gronnvoll reported she recently attended the Kitsap Regional Coordinating Council (KRCC) TransPOL meeting. She highlighted a presentation by Sequim regarding project funding including different avenues for funding sources. She requested the commission review the upcoming TransPOL agenda at their regular Tuesday work session.

Commissioner Heacock reported he met with the Kitsap Community Advisory Committee (KCAC) and was glad to see all commissioners in attendance. He stated it is great to see all the things that the group has going. Commissioner Heacock reported the SR-104 community meeting led by County Commissioner



Serving what matters today, with a view for tomorrow.

Gelder went well. He stated he was pleased to see new road signage in Kingston which directed people to move to shoulder when in queue for the ferry. He also attended the KRCC TransPOL meeting and stated he was pleased to see next efforts for future grants.

Commissioner McClure commented on the importance of looking at the Perteet recommendations carefully to determine the most short-term inexpensive options

## 9. STAFF REPORTS

Harbormaster Carpenter thanked staff for all their hard work during these difficult times. He gave kudos to marina staff for keeping the marina full while continuing to provide high quality work. He is currently working on the budget with port management staff.

Controller Hustler reported she is continuing to work on improving processes and increasing efficiencies while getting to know the books and working through financials and reporting. She is gearing up to work on the budget and developing incremental changes to payroll

Executive Assistant Dofelmier reported she completed the Port's Emergency Action Guide and distributed it to staff and commissioners. She is working with Marina staff on Marina Software training to develop procedures and process improvement.

Executive Director Englin thanked the staff for working together as a team. He stated he appreciates the accurate and timely financial reporting and the process improvement efforts implemented by staff. He stated given the pandemic, we are still doing well. Guest moorage revenue exceeded that of what it was in 2019. Although parking revenue is down, we are still making money. He reported he is working through the current asset list to make updates. He reported that the submittal process for the Boating Infrastructure Grant and the Aquatic Land Enhancements is completed. He thanked Marc Horton for his assistance and added the Recreation and Conservation Office staff has been fantastic to work with.

Staff and Commissioners discussed the Kingston Cove Christmas. Due to the pandemic, the tree lighting is very unlikely but discussed ideas of having a small light display or a tree as a beacon of hope.

Commissioner Heacock discussed state of the port during the pandemic including how less commuting and more teleworking will affect business.

**10. NEXT REGULAR MEETING: September 23, 2020 at 1:00 p.m.**

**11. ADJOURN**



**PORT OF KINGSTON**

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Motion: Adjourn Meeting at 7:28 p.m.

Moved: Commissioner Heacock

Second: Commissioner Gronnvoll

Vote: Pass 2-0

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

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

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

Attest:

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

DRAFT

FUND	ISSUE DATE	MICR NO	WARRANT NO	VENDOR	AMOUNT
88725	08/07/2020	1233088251234560	35014	Kitsap Bank	5,552.50
88725	08/07/2020	1233088251234560	35015	Kitsap Bank	83.38
88725	08/07/2020	1233088251234560	35016	Amazon Capital Services	351.48
88725	08/07/2020	1233088251234560	35017	ENDURIS	23,814.75
88725	08/07/2020	1233088251234560	35018	HENERY HARDWARE	223.51
88725	08/07/2020	1233088251234560	35019	Kitsap Towing	343.35
88725	08/07/2020	1233088251234560	35020	PETROCARD INC	20,310.86
88725	08/07/2020	1233088251234560	35021	PUGET SOUND ENERGY	5,839.42
88725	08/07/2020	1233088251234560	35022	STAPLES ADVANTAGE	400.08
88725	08/07/2020	1233088251234560	35023	SWIFT PLUMBING AND HEATING INC.	5,868.45
					\$62,787.78

### Port of Kingston Payment Voucher

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 \$ 62,787.78 and from the Port of Kingston Marina Revenue Fund, on the 7 day of August, 2020.

Port Commissioner \_\_\_\_\_

Port Commissioner \_\_\_\_\_

Port Commissioner \_\_\_\_\_

Attest \_\_\_\_\_

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 said claim. am authorized to authenticate and certify to said claim.

Controller \_\_\_\_\_  
 Julia Hustler

FUND	ISSUE DATE	MICR NO	WARRANT NO	AMOUNT	VENDOR
88725	08/21/2020	1233088251234560	35024		209.55 Failla, Michael
88725	08/21/2020	1233088251234560	35025		1,228.98 AET CONSTRUCTION TRUST
88725	08/21/2020	1233088251234560	35026		331.99 Amazon Capital Services
88725	08/21/2020	1233088251234560	35027		107,824.00 ENDURIS
88725	08/21/2020	1233088251234560	35028		3,166.20 KITSAP COUNTY PUBLIC WORKS
88725	08/21/2020	1233088251234560	35029		1,475.85 LAURA GRONNVOLL
88725	08/21/2020	1233088251234560	35030		1,252.50 MOTT MACDONALD GROUP, INC.
88725	08/21/2020	1233088251234560	35031		302.91 PAPE MATERIAL HANDLING
88725	08/21/2020	1233088251234560	35032		1,303.01 PDC Identicard
88725	08/21/2020	1233088251234560	35033		56.68 VERN'S ORGANIC TOPSOIL
88725	08/21/2020	1233088251234560	35034		2,042.50 WASHINGTON PROJECT CONSULTANTS, PLLC
88725	08/21/2020	1233088251234560	35035		1,041.10 WASTE MANAGEMENT
88725	08/21/2020	1233088251234560	35036		51.80 WESTBAY AUTO PARTS
				\$120,287.07	

### Port of Kingston Payment Voucher

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 \$ 120,287.07 and from the Port of Kingston Marina Revenue Fund, on the 7 day of August, 2020.

Port Commissioner \_\_\_\_\_

Port Commissioner \_\_\_\_\_

Port Commissioner \_\_\_\_\_

Attest \_\_\_\_\_

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 said claim. am authorized to authenticate and certify to said claim.

Controller \_\_\_\_\_  
 Julia Hustler



**Julia Hustler**

**From:** Debbie Waterbury <dwaterbu@co.kitsap.wa.us>  
**Sent:** Monday, August 3, 2020 3:56 PM  
**To:** Julia Hustler  
**Subject:** Withdrawal Cash Transmittal #R00095000 has been Approved

# Withdrawal Cash Transmittal #R00095000

**Approved** 8/3/2020

**Withdrawal Total** (\$51.30)

**CT Status** Approved

**Message**

**Processor** Debbie Waterbury, (360) 337-4940

**Type** ACH/EFT

**Withdrawals**

Date	Payee	Purpose	Amount	Memo
8/3/2020	GLOBAL	verified customer refund	(\$51.30)	

**Funds Breakdown**

Fund Name	Fund Number	Account	Subledger	T Code	Amount	Memo
	88725	5493			(\$51.30)	Verified customer refund

**Owner** Julia Hustler  
**Organization** Port of Kingston  
**Comments** Verified customer refund

### Port of Kingston Payment Voucher

This r  
e undersigned Board of Commissioners of the Port of Kingston, Kitsap County, Washington, do hereby certify that the merchandise  
services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of  
\$ 51.30 and from the Port of Kingston Marina Revenue Fund, on the 3 day of August, 2020.

Port Commissioner \_\_\_\_\_

Port Commissioner \_\_\_\_\_

Port Commissioner \_\_\_\_\_

Attest \_\_\_\_\_

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 said claim. am authorized to authenticate and certify to said claim.

Controller \_\_\_\_\_  
Julia Hustler

**Julia Hustler**

**From:** Debbie Waterbury <dwaterbu@co.kitsap.wa.us>  
**Sent:** Monday, August 3, 2020 10:14 AM  
**To:** Julia Hustler  
**Subject:** Withdrawal Cash Transmittal #R00094974 has been Approved

# Withdrawal Cash Transmittal #R00094974

**Approved** 8/3/2020  
**Withdrawal Total** (\$6,294.41)  
**CT Status** Approved



**Message**  
**Processor** Debbie Waterbury, (360) 337-4940  
**Type** ACH/EFT

**Withdrawals**

Date	Payee	Purpose	Amount	Memo
8/3/2020	GLOBAL	CREDIT CARD FEE	(\$3,649.80)	#8788242867957 OFFICE
8/3/2020	GRAVITY	CREDIT CARD FEE	(\$1,019.22)	(#1365566) BANKCARD 8710
8/3/2020	PCS	CREDIT CARD FEE	(\$1,625.39)	#497204082885 PCS

**Funds Breakdown**

Fund Name	Fund Number	Account	Subledger	T Code	Amount	Memo
	88725	5493			(\$6,294.41)	

**Owner** Julia Hustler

### Port of Kingston Payment Voucher

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 \$ 6294.41 and from the Port of Kingston Marina Revenue Fund, on the 3 day of August, 2020.

Port Commissioner \_\_\_\_\_

Port Commissioner \_\_\_\_\_

Port Commissioner \_\_\_\_\_

Attest \_\_\_\_\_

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 said claim. am authorized to authenticate and certify to said claim.

Controller \_\_\_\_\_

Julia Hustler

**Julia Hustler**

**From:** Debbie Waterbury <dwaterbu@co.kitsap.wa.us>  
**Sent:** Tuesday, August 4, 2020 9:52 AM  
**To:** Julia Hustler  
**Subject:** Withdrawal Cash Transmittal #R00095036 has been Approved

# Withdrawal Cash Transmittal #R00095036

**Approved** 8/4/2020

**Withdrawal Total** (\$1,020.50)

**CT Status** Approved

**Message**

**Processor** Debbie Waterbury, (360) 337-4940

**Type** ACH/EFT

**Withdrawals**

Date	Payee	Purpose	Amount	Memo
8/4/2020	DRS	Retirement	(\$1,020.50)	Deferred Comp

**Funds Breakdown**

Fund Name	Fund Number	Account	Subledger	T Code	Amount	Memo
Marina Revenue	88725	2370			(\$1,020.50)	July 10 2020 PR DCP deferral

**Owner** Julia Hustler  
**Organization** Port of Kingston  
**Comments** July 15 2020 PR DCP deferral

### Port of Kingston Payment Voucher

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 \$ 1020.50 and from the Port of Kingston Marina Revenue Fund, on the 4 day of August, 2020.

Port Commissioner \_\_\_\_\_

Port Commissioner \_\_\_\_\_

Port Commissioner \_\_\_\_\_

Attest \_\_\_\_\_

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 said claim. am authorized to authenticate and certify to said claim.

Controller \_\_\_\_\_

Julia Hustler

**Julia Hustler**

**From:** Debbie Waterbury <dwaterbu@co.kitsap.wa.us>  
**Sent:** Tuesday, August 4, 2020 10:05 AM  
**To:** Julia Hustler  
**Subject:** Withdrawal Cash Transmittal #R00095040 has been Approved

# Withdrawal Cash Transmittal #R00095040

**Approved** 8/4/2020  
**Withdrawal Total** (\$419.52)  
**CT Status** Approved

**Message**

**Processor** Debbie Waterbury, (360) 337-4940  
**Type** ACH/EFT

**Withdrawals**

Date	Payee	Purpose	Amount	Memo
8/4/2020	Employment Security	Q2 2020 PFML pymt	(\$419.52)	

**Funds Breakdown**

Fund Name	Fund Number	Account	Subledger	T Code	Amount	Memo
Marina Revenue Fund	88725	2370			(\$419.52)	Q2 2020 PFML pymt

**Owner** Julia Hustler  
**Organization** Port of Kingston  
**Comments** Q2 2020 PFML pymt

This message was sent from the Cash Transmittal Application

### Port of Kingston Payment Voucher

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 \$ 419.52 and from the Port of Kingston Marina Revenue Fund, on the 4 day of August, 2020.

Port Commissioner \_\_\_\_\_

Port Commissioner \_\_\_\_\_

Port Commissioner \_\_\_\_\_

Attest \_\_\_\_\_

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 said claim. am authorized to authenticate and certify to said claim.

Controller \_\_\_\_\_  
Julia Hustler

**Julia Hustler**

**From:** Debbie Waterbury <dwaterbu@co.kitsap.wa.us>  
**Sent:** Wednesday, August 5, 2020 9:58 AM  
**To:** Julia Hustler  
**Subject:** Withdrawal Cash Transmittal #R00095079 has been Approved

# Withdrawal Cash Transmittal #R00095079

**Approved** 8/5/2020

**Withdrawal Total** (\$14,019.27)

**CT Status** Approved

**Message**

**Processor** Debbie Waterbury, (360) 337-4940

**Type** ACH/EFT

**Withdrawals**

Date	Payee	Purpose	Amount	Memo
8/5/2020	DRS	Retirement	(\$14,019.27)	July 2020 PERS retirement

**Funds Breakdown**

Fund Name	Fund Number	Account	Subledger	T Code	Amount	Memo
Marina Revenue	88725	2370			(\$14,019.27)	July 2020 PERS retirement

**Owner** Julia Hustler  
**Organization** Port of Kingston  
**Comments** July 2020 PERS retirement

This message was sent from the Cash Transmittal Application

### Port of Kingston Payment Voucher

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 \$ 14,019.27 and from the Port of Kingston Marina Revenue Fund, on the 5 day of August, 2020.

Port Commissioner \_\_\_\_\_

Port Commissioner \_\_\_\_\_

Port Commissioner \_\_\_\_\_

Attest \_\_\_\_\_

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 said claim. am authorized to authenticate and certify to said claim.

Controller \_\_\_\_\_

Julia Hustler

**Julia Hustler**

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**From:** Peter Boissonneau <pboissonneau@co.kitsap.wa.us>  
**Sent:** Wednesday, August 12, 2020 7:47 AM  
**To:** Julia Hustler  
**Subject:** Outgoing Wire Cash Transmittal #R00095325 has been Approved

# Outgoing Wire Cash Transmittal #R00095325

**CT Status** Approved

**Message**

**Processor** Peter Boissonneau, (360) 337-7139

**Repeat Code** 1091784

**Wire Date** 8/12/2020

**Wire Memo** Direct Deposit to Columbia Bank

**Funds Breakdown**

Fund Name	Fund Number	Account	Subledger	T Code	Amount	Memo
Marina General Fund	88725	2370			(\$23,153.93)	payroll deposit

**Owner** Julia Hustler  
**Organization** Port of Kingston  
**Comments**

This message was sent from the Cash Transmittal Application

### Port of Kingston Payment Voucher

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 \$ 23153.93 and from the Port of Kingston Marina Revenue Fund, on the 12 day of August, 2020.

Port Commissioner \_\_\_\_\_

Port Commissioner \_\_\_\_\_

Port Commissioner \_\_\_\_\_

Attest \_\_\_\_\_

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 said claim. am authorized to authenticate and certify to said claim.

Controller \_\_\_\_\_  
Julia Hustler

**Julia Hustler**

**From:** Debbie Waterbury <dwaterbu@co.kitsap.wa.us>  
**Sent:** Friday, August 14, 2020 10:30 AM  
**To:** Julia Hustler  
**Subject:** Withdrawal Cash Transmittal #R00095478 has been Approved

# Withdrawal Cash Transmittal #R00095478

**Approved** 8/14/2020  
**Withdrawal Total** (\$8,125.28)  
**CT Status** Approved

**Message**

**Processor** Debbie Waterbury, (360) 337-4940  
**Type** ACH/EFT

**Withdrawals**

Date	Payee	Purpose	Amount	Memo
8/14/2020	US Treasury	Semi-Monthly Tax Payment	(\$8,125.28)	Semi-monthly Tax Payment

**Funds Breakdown**

Fund Name	Fund Number	Account	Subledger	T Code	Amount	Memo
Marina Revenue Fund	88725	2370			(\$8,125.28)	

**Owner** Julia Hustler  
**Organization** Port of Kingston  
**Comments**

This message was sent from the Cash Transmittal Application

### Port of Kingston Payment Voucher

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 \$ 8,125.28 and from the Port of Kingston Marina Revenue Fund, on the 14 day of August, 2020.

Port Commissioner \_\_\_\_\_  
Port Commissioner \_\_\_\_\_

Port Commissioner \_\_\_\_\_  
Attest \_\_\_\_\_

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 said claim. am authorized to authenticate and certify to said claim.

Controller \_\_\_\_\_  
Julia Hustler

**Julia Hustler**

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**From:** Debbie Waterbury <dwaterbu@co.kitsap.wa.us>  
**Sent:** Friday, August 14, 2020 11:54 AM  
**To:** dwaterbu@co.kitsap.wa.us; Julia Hustler  
**Subject:** Correction Cash Transmittal #R00095485 has been Approved

# Correction Cash Transmittal #R00095485

**Approved** 8/14/2020  
**Correction Total** (\$175.00)  
**CT Status** Approved

**Message**

**Processor** Debbie Waterbury, (360) 337-4940

**Corrections**

Type	Correction Amount	Fee Amount	Date	Original CT #	Memo
Deposit Correction	(\$1,995.93)	\$0.00	7/14/2020	R00094120	To reverse incorrect CT
Deposit Correction	\$1,955.93	\$0.00	7/14/2020		To correct CT
Deposit Correction	(\$899.41)	\$0.00	7/14/2020	R00094120	To reverse incorrect CT
Deposit Correction	\$764.41	\$0.00	7/14/2020		To correct CT

**Funds Breakdown**

Fund Name	Fund Number	Account	Subledger	T Code	Amount	Memo
Marina Revenue Fund	88725	3860			(\$175.00)	

**Owner** Julia Hustler

*Fixed credit card deposits - customer refunds*

### Port of Kingston Payment Voucher

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 \$ 175 and from the Port of Kingston Marina Revenue Fund, on the 14 day of August, 2020.

Port Commissioner \_\_\_\_\_

Port Commissioner \_\_\_\_\_

Port Commissioner \_\_\_\_\_

Attest \_\_\_\_\_

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 said claim. am authorized to authenticate and certify to said claim.

Controller \_\_\_\_\_

Julia Hustler



**Julia Hustler**

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**From:** Peter Boissonneau <pboissonneau@co.kitsap.wa.us>  
**Sent:** Friday, August 28, 2020 7:40 AM  
**To:** Julia Hustler  
**Subject:** Outgoing Wire Cash Transmittal #R00096007 has been Approved

## Outgoing Wire Cash Transmittal #R00096007

**CT Status** Approved

### Message

**Processor** Peter Boissonneau, (360) 337-7139

**Repeat Code** 1091784

**Wire Date** 8/28/2020

**Wire Memo** Direct Deposit to Columbia Bank

### Funds Breakdown

Fund Name	Fund Number	Account	Subledger	T Code	Amount	Memo
Marina General Fund	88725	2370			(\$25,732.72)	payroll deposit

**Owner** Julia Hustler  
**Organization** Port of Kingston  
**Comments**

This message was sent from the Cash Transmittal Application

### Port of Kingston Payment Voucher

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 \$ 25,732.72 and from the Port of Kingston Marina Revenue Fund, on the 28 day of August, 2020.

Port Commissioner \_\_\_\_\_

Port Commissioner \_\_\_\_\_

Port Commissioner \_\_\_\_\_

Attest \_\_\_\_\_

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 said claim. am authorized to authenticate and certify to said claim.

Controller \_\_\_\_\_  
Julia Hustler

**Julia Hustler**

**From:** Debbie Waterbury <dwaterbu@co.kitsap.wa.us>  
**Sent:** Friday, August 28, 2020 9:52 AM  
**To:** Julia Hustler  
**Subject:** Withdrawal Cash Transmittal #R00096030 has been Approved

# Withdrawal Cash Transmittal #R00096030

**Approved** 8/28/2020

**Withdrawal Total** (\$8,665.92)

**CT Status** Approved

**Message**

**Processor** Debbie Waterbury, (360) 337-4940

**Type** ACH/EFT

**Withdrawals**

Date	Payee	Purpose	Amount	Memo
8/28/2020	US Treasury	Semi-Monthly Tax Payment	(\$8,665.92)	Semi-monthly Tax Payment

**Funds Breakdown**

Fund Name	Fund Number	Account	Subledger	T Code	Amount	Memo
Marina Revenue Fund	88725	2370			(\$8,665.92)	

**Owner** Julia Hustler  
**Organization** Port of Kingston  
**Comments**

### Port of Kingston Payment Voucher

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 \$ 8665.92 and from the Port of Kingston Marina Revenue Fund, on the 28 day of August, 2020.

Port Commissioner \_\_\_\_\_

Port Commissioner \_\_\_\_\_

Port Commissioner \_\_\_\_\_

Attest \_\_\_\_\_

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 said claim. am authorized to authenticate and certify to said claim.

Controller \_\_\_\_\_  
Julia Hustler