



Serving what matters today, with a view for tomorrow.

Port of Kingston Board of Commissioners Regular Meeting Agenda

March 24, 2021 at 6:30 p.m.

Meeting called by: Port of Kingston Commissioners
Type of meeting: Special Meeting
Location: Zoom Meeting
<https://us02web.zoom.us/j/83449746822>
Meeting ID: 834 4974 6822
Dial by your location +1 253 215 8782 US (Tacoma)

Welcome to the March 24, 2021 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.



Serving what matters today, with a view for tomorrow.

- A. Approve February 24, 2021 Regular Meeting Minutes
- B. Approve Warrants – February 2021

6. ACTION ITEMS

- A. Approve 2021 Greater Kingston Chamber of Commerce Visionary Membership of \$15,000.00

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:** Wednesday April 28, 2021 at 1:00 p.m. via Zoom

12. ADJOURN



Serving what matters today, with a view for tomorrow.

Port of Kingston Board of Commissioners Regular Meeting Minutes

February 24, 2021 at 1:00 p.m.

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

Commissioners Present
Mary McClure
Laura Gronnvoll
Steve Heacock

Staff Present
Greg Englin
Ray Carpenter
Wendie McDonald
Tarrah Dofelmier

Public Present
Ron Karzmar

1. CALL TO ORDER

Commissioner McClure called the meeting to order at 1:17 p.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

Motion: Approve Agenda with the addition of two items:

1. Agenda item 6 – Executive Session
2. Agenda item 7D - Master Plan Discussion

Moved: Commissioner Gronnvoll

Second: Commissioner McClure

Vote: Pass 3-0

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 January 27, 2021 Regular Meeting Minutes
- B. Approve January 25, 2021 Kitsap All Ports Meeting Minutes
- C. Approve Warrants – January 2021



Serving what matters today, with a view for tomorrow.

Motion: Approve Consent Agenda
Moved: Commissioner Heacock
Second: Commissioner Gronnvoll
Vote: Pass 3-0

6. EXECUTIVE SESSION

Recess to Executive Session at 1:25 p.m. To review negotiations on the performance of publicly bid contracts - RCW 42.30.110{1}(D)

The Commission will now adjourn into an executive session to review negotiations on the performance of publicly bid contracts pursuant to RCW 42.30.110(I)(d). The executive session is expected to last 20 minutes. Executive sessions are not open to the public. After the executive session, the Commission will reconvene to the public portion of the commission meeting. It is anticipated that the Commission may take final action in the public portion of the meeting.

Reconvene from Executive Session at 1:55 p.m.

7. DISCUSSION

A. Public Records Act Compliance – Discussion Item

Executive Director Englin distributed a letter to staff and Commission from Port legal counsel regarding public records acts principles and practices. The commission discussed the importance of Public Records Act compliance including the use of Port issued phones and laptops for Port business. They discussed the importance of checking email accounts regularly for public records requests.

ACTION ITEMS

B. Approve Revision to 2021 Commissioner Officer Election

- I. President – Laura Gronnvoll
- II. Vice President – Steve Heacock
- III. Secretary – Mary McClure

Motion: Approve Revision to 2021 Commissioner Officer Election
Moved: Commissioner Heacock
Second: Commissioner Gronnvoll
Vote: Pass 3-0



Serving what matters today, with a view for tomorrow.

C. Approve Contract for 2021-2022 Olympic Educational Service District 114

Motion: Approve Contract for 2021-2022 Olympic Educational Service District 114

Moved: Commissioner McClure

Second: Commissioner Heacock

Vote: Pass 3-0

D. Approve Resolution 02-01-21 to Rescind Resolution 07-01-2020 and Appoint New Port Auditor

Executive Director Englin reported The Port has contracted Wendie McDonald as interim controller and Port Auditor.

Motion: Approve Resolution 02-01-21 to Rescind Resolution 07-01-2020 and Appoint New Port Auditor

Moved: Commissioner McClure

Second: Commissioner Heacock

Vote: Pass 3-0

E. Hire a service consultant in reference to federal transportation funding process with at contract not to exceed \$15,000.00

Motion: Hire a service consultant in reference to federal transportation funding process with at contract not to exceed \$15,000.00

Moved: Commissioner McClure

Second: Commissioner Heacock

Vote: Pass 3-0

Commissioner McClure discussed the established transportation groups within Kitsap Regional Coordinated Council (KRCC). She stated this will be a complicated year and decisions will need to be made on boundaries and various funding processes. Because of these reasons, it is important to have a technically skilled and geographical experienced person to participate on the KRCC TransTAC board on behalf of the Port of Kingston.

F. Motion to proceed with Port of Kingston Master Planning Process not to exceed \$25,000.00

Motion: Motion to proceed with Port of Kingston Master Planning Process not to exceed \$25,000.00

Move: Commissioner Heacock

Second: Commissioner McClure



Serving what matters today, with a view for tomorrow.

Vote: Pass 3-0

Commissioner McClure reiterated the importance that the facilitator selected for the board retreat also be involved with the overall Master and strategic planning process. This task will require a lot of knowledge and information of Commission priorities and thoughts. Commissioner Gronnvoll recommended any facilitator suggestions be forwarded to Greg

8. PUBLIC COMMENT: Mr. Karzmar stated there is a lot of excitement regarding the Port Strategic Plan and he is looking forward to getting more detail and a timeline for the plan.

9. COMMISSIONER REPORTS

Commissioner McClure reported she attended the Kitsap Economic Development Alliance Decision Maker Breakfast which provided great information on COVID transmission. She discussed the importance of continued focus on restrictions and enforcement. The Kitsap Public Market is rebooting this season with a later start date planned. The group is enthusiastic about the Port's support. The group is reviewing other public markets to come up with a workable and enforceable set of rules.

Commissioner Heacock reported he attended the Parks Trails and Open Space Meeting to discuss trail connectivity to Barbara Cutoff Road and the Safe Routes to Schools program. The Kitsap County Public Works Superintendent attended to discuss the importance of getting the project on the Transportation Improvement Program (TIP).

Commissioner Heacock also attended the Kitsap Citizens Advisory Council (KCAC) to discuss the Council's work plan for coming year. He stated there are some vacancies for Member At Large positions that will need to be filled. Commissioner McClure added that KCAC approved the letter to State Legislators regarding traffic control spending.

Commissioner Gronnvoll reported she attended KCAC and Kiwanis meetings. She stated she is pleased at the direction the Port is heading and gave kudos to the fellow commissioners and staff.

10. STAFF REPORTS

Tarrah Dofelmier reported she is working on organizing the Port's electronic and paper filing systems and digitizing paper records. She is working with Ray on employee development and training plans. She added the Port will begin recruiting for a Customer Service Coordinator in the next few weeks.



Serving what matters today, with a view for tomorrow.

Harbormaster Carpenter reported that staff is working on maintenance projects including pressure washing and dock repair. He attended a planning meeting with the Kingston Public Market. He is working with staff on development and training.

Executive Director Englin discussed the recent maintenance concerns from the recent snow event. He gave a status report on the WSP dive team breakwater and added results on that report will be coming soon. He gave a grant presentation for the Boating Facilities Program (BFP) the WA State Recreation and Conversation Office (RCO) Board.

Mr. Englin gave recognition to local Community members for their involvement in the Community Meals Program.

Mr. Englin reported the Greater Kingston Chamber Director has moved on to a new opportunity. As a board member of the Chamber, he is working closely with the organization to discuss future options for Kingston.

11. NEXT REGULAR MEETING: Wednesday April 28, 2021 at 1:00 p.m. via Zoom

12. ADJOURN

Motion: Adjourn at 2:45 p.m.

Moved: Commissioner Heacock

Second: Commissioner McClure

PORT OF KINGSTON
Profit & Loss
 January through February 2021

	Jan - Feb 21
Ordinary Income/Expense	
Income	
621-10-20 Moorage Base Rate	152,907.58
621-10-30 Moorage Cover Premium	15,520.40
621-12-00 Kayak	1,280.75
621-15-00 Moorage-Transient	8,609.21
621-16-00 Reservation Fees	699.00
621-22-22 Seasonal Moorage	22,871.43
621-82-00 Electricity-Permanent	10,006.31
621-82-05 Electricity-Transient	1,165.98
621-89-00 Laundry Income	573.50
625-20-02 Hill House Lease	3,544.84
625-20-03 Yacht Club Land Lease	2,625.26
625-20-04 Aviator Land Lease	804.58
625-20-08 WSDOT Land Lease	35,773.20
625-20-09 Reader Board	1,225.00
625-20-10 Kitsap Transit	4,062.24
625-22-01 Liveaboard	5,200.00
626-40-00 Gas Sales	12,697.04
626-45-00 Diesel and Oil Sales	25,928.79
629-00-00 Misc Income w/o tax	1,130.62
629-10-00 Misc Income w/tax	-70.41
629-11-00 Retail Non Taxed	64.50
629-11-01 Retail Taxed	250.96
699-10-00 Interest Income	807.24
699-20-00 Property Tax Receipts	5,868.75
699-22-00 Timber/Lshld Exc Tx	504.40
699-90-00 Service Chg Revenue	10,185.36
Parking	
625-20-01 Parking	22,439.46
625-20-02 Parking Tickets	155.99
625-20-03 Commuter Park Tenant	135.00
625-21-01 Leased Parking	6,857.22
Parking - Other	120.00
Total Parking	29,707.67
PureRetail Test Revenue	2.50
Total Income	353,946.70

PORT OF KINGSTON
Profit & Loss
 January through February 2021

	Jan - Feb 21
Cost of Goods Sold	
626-40-10 Fuel Sold	
Diesel fuel sold	24,442.81
Unleaded gas sold	21,621.66
Total 626-40-10 Fuel Sold	46,064.47
626-40-20 Invtry Variation-Fuel	-29,627.32
626-40-30 Fuel Credit Card Fees	200.63
Cost of Goods Sold	4.49
PureRetail Test COGS	1.09
Total COGS	16,643.36
Gross Profit	337,303.34
Expense	
510-40-00 Lindvog SR104 Project	762.50
721-10-00 Salaries and Wages	
721-11-10 Vac & Sick Change	61.80
721-10-00 Salaries and Wages - Other	123,462.44
Total 721-10-00 Salaries and Wages	123,524.24
721-20-00 Employee Medical	62,522.51
721-22-00 Pension Expense	14,549.10
721-33-00 Accounting	7,500.00
721-35-00 Consulting Fees	1,900.00
721-40-00 Operating Supplies	9,942.60
721-41-00 Office Supplies	5,136.99
721-42-00 Parking Lot Expense	994.24
721-50-00 Equipment Rental	3,823.66
721-73-00 Insurance	17,970.66
721-74-00 Advertising and Promo	775.00
721-75-00 Dues & Publications	1,738.14
721-76-00 Training & Education	96.99
721-81-00 Utilities	
721-81-01 Water	1,266.28
721-81-02 Sewer	6,846.65
721-81-03 Garbage	1,041.50
721-81-04 KC Strmwtr Mngmnt Fee	8,855.00
721-81-00 Utilities - Other	1,053.44
Total 721-81-00 Utilities	19,062.87
721-82-00 Electricity	17,581.73
721-88-00 Telephone/Internet	2,796.80
721-90-00 Payroll Taxes	13,102.19
721-95-00 Office Ccard Fees	4,277.47

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03/22/21

Accrual Basis

PORT OF KINGSTON
Profit & Loss
January through February 2021

	<u>Jan - Feb 21</u>
721-96-00 Miscellaneous	
721-96-01 Landscaping	643.50
721-96-03 Storage	1,410.00
	<hr/>
Total 721-96-00 Miscellaneous	2,053.50
723-00-00 Repairs & Maint	7,157.56
781-10-00 Commiss Comp	6,016.00
998 Uncategorized Expenses	0.00
999 Over/Short	-58.01
Legal	
721-31-00 Chmelik Sitkin, Davis	10,042.00
	<hr/>
Total Legal	10,042.00
	<hr/>
Total Expense	333,268.74
	<hr/>
Net Ordinary Income	4,034.60
	<hr/>
Net Income	<u><u>4,034.60</u></u>

PORT OF KINGSTON
Profit & Loss
 January 2021

	Jan 21
Ordinary Income/Expense	
Income	
621-10-20 Moorage Base Rate	76,502.94
621-10-30 Moorage Cover Premium	7,760.20
621-12-00 Kayak	654.00
621-15-00 Moorage-Transient	4,189.46
621-16-00 Reservation Fees	408.00
621-22-22 Seasonal Moorage	12,439.36
621-82-00 Electricity-Permanent	4,390.69
621-82-05 Electricity-Transient	677.23
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	17,886.60
625-20-09 Reader Board	1,200.00
625-20-10 Kitsap Transit	2,031.12
625-22-01 Liveaboard	2,850.00
626-40-00 Gas Sales	5,627.70
626-45-00 Diesel and Oil Sales	14,628.28
629-00-00 Misc Income w/o tax	386.56
629-11-00 Retail Non Taxed	42.50
629-11-01 Retail Taxed	230.99
699-10-00 Interest Income	419.06
699-20-00 Property Tax Receipts	0.00
699-22-00 Timber/Lshld Exc Tx	504.40
699-90-00 Service Chg Revenue	5,650.36
Parking	
625-20-01 Parking	13,136.97
625-20-02 Parking Tickets	68.82
625-21-01 Leased Parking	3,866.22
Parking - Other	80.00
Total Parking	17,152.01
PureRetail Test Revenue	2.50
Total Income	179,121.30
Cost of Goods Sold	
626-40-10 Fuel Sold	
Diesel fuel sold	16,979.19
Unleaded gas sold	16,784.24
Total 626-40-10 Fuel Sold	33,763.43

PORT OF KINGSTON
Profit & Loss
January 2021

	Jan 21
626-40-20 Invtry Variation-Fuel	-11,230.54
626-40-30 Fuel Credit Card Fees	200.63
Cost of Goods Sold	4.49
PureRetail Test COGS	1.09
Total COGS	22,739.10
Gross Profit	156,382.20
Expense	
721-10-00 Salaries and Wages	
721-11-10 Vac & Sick Change	61.80
721-10-00 Salaries and Wages - Other	61,024.50
Total 721-10-00 Salaries and Wages	61,086.30
721-20-00 Employee Medical	18,390.48
721-22-00 Pension Expense	7,475.29
721-33-00 Accounting	3,145.00
721-40-00 Operating Supplies	2,766.29
721-41-00 Office Supplies	3,433.92
721-42-00 Parking Lot Expense	994.24
721-50-00 Equipment Rental	2,414.83
721-73-00 Insurance	8,985.33
721-74-00 Advertising and Promo	775.00
721-75-00 Dues & Publications	1,355.32
721-81-00 Utilities	
721-81-01 Water	1,266.28
721-81-03 Garbage	1,041.50
Total 721-81-00 Utilities	2,307.78
721-82-00 Electricity	6,399.20
721-88-00 Telephone/Internet	1,248.99
721-90-00 Payroll Taxes	5,449.87
721-95-00 Office Ccard Fees	4,232.09
721-96-00 Miscellaneous	
721-96-01 Landscaping	257.48
721-96-03 Storage	470.00
Total 721-96-00 Miscellaneous	727.48
723-00-00 Repairs & Maint	4,126.65
781-10-00 Commiss Comp	2,688.00
998 Uncategorized Expenses	0.00
999 Over/Short	-48.00

2:11 PM

03/22/21

Accrual Basis

PORT OF KINGSTON
Profit & Loss
January 2021

	<u>Jan 21</u>
Legal	
721-31-00 Chmelik Sitkin, Davis	<u>4,872.00</u>
Total Legal	<u>4,872.00</u>
Total Expense	<u>142,826.06</u>
Net Ordinary Income	<u>13,556.14</u>
Net Income	<u><u>13,556.14</u></u>

PORT OF KINGSTON
Profit & Loss
February 2021

	Feb 21
Ordinary Income/Expense	
Income	
621-10-20 Moorage Base Rate	76,404.64
621-10-30 Moorage Cover Premium	7,760.20
621-12-00 Kayak	626.75
621-15-00 Moorage-Transient	4,419.75
621-16-00 Reservation Fees	291.00
621-22-22 Seasonal Moorage	10,432.07
621-82-00 Electricity-Permanent	5,615.62
621-82-05 Electricity-Transient	488.75
621-89-00 Laundry Income	573.50
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	17,886.60
625-20-09 Reader Board	25.00
625-20-10 Kitsap Transit	2,031.12
625-22-01 Liveaboard	2,350.00
626-40-00 Gas Sales	7,069.34
626-45-00 Diesel and Oil Sales	11,300.51
629-00-00 Misc Income w/o tax	744.06
629-10-00 Misc Income w/tax	-70.41
629-11-00 Retail Non Taxed	22.00
629-11-01 Retail Taxed	19.97
699-10-00 Interest Income	388.18
699-20-00 Property Tax Receipts	5,868.75
699-22-00 Timber/Lshld Exc Tx	0.00
699-90-00 Service Chg Revenue	4,535.00
Parking	
625-20-01 Parking	9,302.49
625-20-02 Parking Tickets	87.17
625-20-03 Commuter Park Tenant	135.00
625-21-01 Leased Parking	2,991.00
Parking - Other	40.00
Total Parking	12,555.66
Total Income	174,825.40
Cost of Goods Sold	
626-40-10 Fuel Sold	
Diesel fuel sold	7,463.62
Unleaded gas sold	4,837.42
Total 626-40-10 Fuel Sold	12,301.04

PORT OF KINGSTON
Profit & Loss
February 2021

	Feb 21
626-40-20 Invtry Variation-Fuel	-18,396.78
Total COGS	-6,095.74
Gross Profit	180,921.14
Expense	
510-40-00 Lindvog SR104 Project	762.50
721-10-00 Salaries and Wages	62,437.94
721-20-00 Employee Medical	44,132.03
721-22-00 Pension Expense	7,073.81
721-33-00 Accounting	4,355.00
721-35-00 Consulting Fees	1,900.00
721-40-00 Operating Supplies	7,176.31
721-41-00 Office Supplies	1,703.07
721-50-00 Equipment Rental	1,408.83
721-73-00 Insurance	8,985.33
721-75-00 Dues & Publications	382.82
721-76-00 Training & Education	96.99
721-81-00 Utilities	
721-81-02 Sewer	6,846.65
721-81-04 KC Strmwtr Mngmnt Fee	8,855.00
721-81-00 Utilities - Other	1,053.44
Total 721-81-00 Utilities	16,755.09
721-82-00 Electricity	11,182.53
721-88-00 Telephone/Internet	1,547.81
721-90-00 Payroll Taxes	7,652.32
721-95-00 Office Ccard Fees	45.38
721-96-00 Miscellaneous	
721-96-01 Landscaping	386.02
721-96-03 Storage	940.00
Total 721-96-00 Miscellaneous	1,326.02
723-00-00 Repairs & Maint	3,030.91
781-10-00 Commiss Comp	3,328.00
998 Uncategorized Expenses	0.00
999 Over/Short	-10.01

2:11 PM

03/22/21

Accrual Basis

PORT OF KINGSTON
Profit & Loss
February 2021

	<u>Feb 21</u>
Legal	
721-31-00 Chmelik Sitkin, Davis	<u>5,170.00</u>
Total Legal	<u>5,170.00</u>
Total Expense	<u>190,442.68</u>
Net Ordinary Income	<u>-9,521.54</u>
Net Income	<u><u>-9,521.54</u></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 \$54,734.87 and from the Port of Kingston Marina Revenue Fund, the 3 day of February 2021

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
88725	2/3/2021	1233088251234560	35194	\$0.00	VOID
88725	2/3/2021	1233088251234560	35195	\$0.00	VOID
88725	2/3/2021	1233088251234560	35196	\$39.99	Blue Tarp Financial, Inc
88725	2/3/2021	1233088251234560	35197	\$5,826.14	Cardmember Services
88725	2/3/2021	1233088251234560	35198	\$3,145.00	Hearthstone CPA Group, PS
88725	2/3/2021	1233088251234560	35199	\$21,685.92	Petrocard Inc
88725	2/3/2021	1233088251234560	35200	\$21,640.51	Regence Blueshield
88725	2/3/2021	1233088251234560	35201	\$580.00	AET Construction Trust
88725	2/3/2021	1233088251234560	35202	\$1,817.31	AET Construction Trust
				\$54,734.87	

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 \$22,872.07 and from the Port of Kingston Marina Revenue Fund, the 12 day of February 2021

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
88725	2/12/2021	1233088251234560	35203	\$0.00	VOID
88725	2/12/2021	1233088251234560	35204	\$0.00	VOID
88725	2/12/2021	1233088251234560	35205	\$0.00	VOID
88725	2/12/2021	1233088251234560	35206	\$0.00	VOID
88725	2/12/2021	1233088251234560	35207	\$0.00	VOID
88725	2/12/2021	1233088251234560	35208	\$1,751.60	ACE TANK & FUELING EQUIPMENT
88725	2/12/2021	1233088251234560	35209	\$592.54	AMAZON CAPITAL SERVICES
88725	2/12/2021	1233088251234560	35210	\$4,872.00	CHMELIK SITKINS & DAVIS
88725	2/12/2021	1233088251234560	35211	\$196.18	CHS
88725	2/12/2021	1233088251234560	35212	\$0.00	VOID
88725	2/12/2021	1233088251234560	35213	\$352.99	FERGUSON ENTERPRISES INC
88725	2/12/2021	1233088251234560	35214	\$1,265.05	KITSAP BANK VISA
88725	2/12/2021	1233088251234560	35215	\$295.00	MARY MCCLURE
88725	2/12/2021	1233088251234560	35216	\$7,656.00	OLYMPIC ESD 114
88725	2/12/2021	1233088251234560	35217	\$57.99	OLYMPIC SPRINGS INC
88725	2/12/2021	1233088251234560	35218	\$154.55	PREMIER RENTALS LLC
88725	2/12/2021	1233088251234560	35219	\$398.51	STAPLES ADVANTAGE
88725	2/12/2021	1233088251234560	35220	\$4,129.86	STAR RENTALS INC
88725	2/12/2021	1233088251234560	35221	\$857.63	ULINE
88725	2/12/2021	1233088251234560	35222	\$248.58	WESTBAY AUTO PARTS
88725	2/12/2021	1233088251234560	35223	\$43.59	CHAD PETRAKIS
				<u>\$22,872.07</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 \$27,070.45 and from the Port of Kingston Marina Revenue Fund, the 24 day of February 2021

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
88725	2/24/2021	1233088251234560	35224	\$10.00	SHARON NUSS
88725	2/24/2021	1233088251234560	35225	\$186.55	KASEY WEISS & JOHN BUTLER
88725	2/24/2021	1233088251234560	35226	\$265.92	PHILIP MANN
88725	2/24/2021	1233088251234560	35227	\$76.75	GREATER KINGTON KIWANIS CLUB
88725	2/24/2021	1233088251234560	35228	\$234.44	MARY AND JOHN HATCHER
88725	2/24/2021	1233088251234560	35229	\$293.22	ANDREW WOECK
88725	2/24/2021	1233088251234560	35230	\$108.93	AMAZON CAPITAL SERVICES
88725	2/24/2021	1233088251234560	35231	\$596.98	BMC DBA KINGSTON LUMBER SUPPLY CO INC
88725	2/24/2021	1233088251234560	35232	\$13,786.87	CHASE CARD SERVICES
88725	2/24/2021	1233088251234560	35233	\$632.36	HENERY HARDWARE
88725	2/24/2021	1233088251234560	35234	\$12.00	JEANETTE SWANSON
88725	2/24/2021	1233088251234560	35235	\$6,846.65	KITSAP COUNTY PUBLIC WORKS
88725	2/24/2021	1233088251234560	35236	\$1,335.94	LAURA GRONNVOLL
88725	2/24/2021	1233088251234560	35237	\$8.84	STATE OF WA DEPARTMENT OF LICENSING
88725	2/24/2021	1233088251234560	35238	\$775.00	VERNON PUBLICATIONS INC
88725	2/24/2021	1233088251234560	35239	\$1,900.00	WASHINGTON PROJECT CONSULTANTS PLLC
				\$27,070.45	

Port of Kingston
Payment Voucher

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA

2/12/21

(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 \$ 31,473.71 and from the Port of Kingston Marina Revenue Fund, this 2/11/2021 February 2021
(receipt date)

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

Mary McClure, Commissioner

Attest:

Executive Director, Greg Englin

<u>Type</u>	<u>Claimant</u>		<u>Amount</u>
EFT	Anderson, Gregory	\$	634.87
EFT	Carpenter, Raymond	\$	3,274.69
EFT	Dofelmier, Tarrah	\$	2,298.06
EFT	Englin, Gregory	\$	3,741.32
EFT	Goff, Austin	\$	1,574.34
EFT	Grandt, Torey	\$	2,242.75
EFT	Krogh, Joseph	\$	1,743.25
EFT	Moneypenny, Patrick	\$	507.93
EFT	Robles, Marvin	\$	1,616.84
EFT	Swanson, Jeanette	\$	1,682.73
EFT	Carpenter, Raymond	\$	3,544.31
EFT	US Treasury Taxes	\$	8,590.82
EFT		\$	-
EFT		\$	-
EFT		\$	21.80
EFT	Service Fees	\$	<u>21.80</u>
		\$	<u>31,473.71</u>

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.

Executive Director - Greg Englin

ACH

Wendy McDonald

From: Peter Boissonneau <pboissonneau@co.kitsap.wa.us>
Sent: Thursday, February 11, 2021 7:49 AM
To: Controller
Subject: Outgoing Wire Cash Transmittal #R00102179 has been Approved

Outgoing Wire Cash Transmittal #R00102179

CT Status Approved

Message

Processor Peter Boissonneau, (360) 337-7139

Repeat Code 1091784

Wire Date 2/11/2021

Wire Memo Direct Deposit to Columbia Bank

Funds Breakdown

Fund Name	Fund Number	Account	Subledger	T Code	Amount	Memo
Marina General Fund	88725	2370			(\$31,473.71)	payroll deposit

Owner Wendie McDonald
Organization Port of Kingston
Comments

This message was sent from the Cash Transmittal Application

QuickBooks Payroll Services

Sent: 02/10/2021

Subject: Details of Funds to be Withdrawn

Actual funds to be withdrawn:	
Payroll service fee	\$21.80
Direct Deposit	\$22861.09
Taxes	\$8590.82

Total payment	\$31473.71

to be withdrawn from 101-40-00 Columbia Bank.

Payroll Run Summary for 02/12/2021:

Paychecks	Gross Wages	Net Pay	Direct Deposit
Total	30,430.73	0.00	22,861.09
DD1618 ANDERSON, GREGORY E.	741.60	0.00	634.87
DD1619 CARPENTER, RAYMOND A.	4,375.00	0.00	3,274.69
DD1620 DOFELMIER, TARRAH D	3,125.00	0.00	2,298.06
DD1621 ENGLIN, GREGORY L.	5,537.38	0.00	3,741.32
DD1622 GOFF, AUSTIN O.	2,120.00	0.00	1,574.34
DD1623 GRANDT, TOREY L	2,833.33	0.00	2,242.75
DD1624 KROGH, JOSEPH S.	2,352.00	0.00	1,743.25
DD1625 MONEYPENNY, PATRICK J.	555.42	0.00	507.93
DD1626 ROBLES, MARVIN F.	2,112.00	0.00	1,616.84
DD1627 SWANSON, JEANETTE E.	2,304.00	0.00	1,682.73
DD1628 CARPENTER, RAYMOND A.	4,375.00	0.00	3,544.31

Tax Adjustments:

Tax	Amount
Social Security Company	\$0.01
Social Security Employee	\$0.01
WA - Employment Admin. Fund	\$0.02
WA - Unemployment Company	\$0.01

Total:	\$0.05

Modified employee: CARPENTER, RAYMOND A.
Modified employee: GOFF, AUSTIN O.
Modified employee: ANDERSON, GREGORY E.
Modified employee: ROBLES, MARVIN F.
Modified employee: SWANSON, JEANETTE E.
Modified employee: KROGH, JOSEPH S.
Modified employee: MONEYPENNY, PATRICK J.
Modified employee: ENGLIN, GREGORY L.
Modified employee: GRANDT, TOREY L
Modified employee: DOFELMIER, TARRAH D
Added 1 liability payment or adjustment transaction.

Port of Kingston
Payment Voucher

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA

02/26/21

(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 \$ 31,799.41 and from the Port of Kingston Marina Revenue Fund, this 2/25/2021 February 2021
(receipt date)

Laura Gronnvoll, Commissioner

Attest:

Steve Heacock, Commissioner

Executive Director, Greg Englin

Mary McClure, Commissioner

<u>Type</u>	<u>Claimant</u>		<u>Amount</u>
EFT	Anderson, Gregory	\$	622.04
EFT	Carpenter, Raymond	\$	3,274.68
EFT	Dofelmier, Tarrah	\$	2,298.06
EFT	Englin, Gregory	\$	3,741.32
EFT	Goff, Austin	\$	1,913.92
EFT	Grandt, Torey	\$	2,242.75
EFT	Gronnvoll, Larua	\$	1,079.86
EFT	Heacock, Steve	\$	1,183.07
EFT	Krogh, Joseph	\$	1,671.50
EFT	McClure, Mary	\$	1,270.07
EFT	Moneypenny, Patrick	\$	507.94
EFT	Robles, Marvin	\$	1,850.30
EFT	Swanson, Jeanette	\$	1,558.58
EFT	US Treasury Taxes	\$	8,556.98
EFT		\$	-
EFT		\$	28.34
EFT	Service Fees	\$	<u>31,799.41</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.

Executive Director - Greg Englin

Wendie McDonald

From: Peter Boissonneau <pboissonneau@co.kitsap.wa.us>
Sent: Thursday, February 25, 2021 8:41 AM
To: Controller
Subject: Outgoing Wire Cash Transmittal #R00102628 has been Approved

Outgoing Wire Cash Transmittal #R00102628

CT Status Approved

Message

Processor Peter Boissonneau, (360) 337-7139

Repeat Code 1091784

Wire Date 2/25/2021

Wire Memo Direct Deposit to Columbia Bank

Funds Breakdown

Fund Name	Fund Number	Account	Subledger	T Code	Amount	Memo
Marina General Fund	88725	2370			(\$31,799.41)	payroll deposit

Owner Wendie McDonald
Organization Port of Kingston
Comments

This message was sent from the Cash Transmittal Application

QuickBooks Payroll Services

Sent: 02/24/2021

Subject: Details of Funds to be Withdrawn

Actual funds to be withdrawn:	
Payroll service fee	\$28.34
Direct Deposit	\$23214.09
Taxes	\$8556.98

Total payment	\$31799.41

to be withdrawn from 101-40-00 Columbia Bank.

Payroll Run Summary for 02/26/2021:

Paychecks	Gross Wages	Net Pay	Direct Deposit
Total	30,816.83	0.00	23,214.09
DD1629 ANDERSON, GREGORY E.	727.70	0.00	622.04
DD1630 CARPENTER, RAYMOND A.	4,375.00	0.00	3,274.68
DD1631 DOFELMIER, TARRAH D	3,125.00	0.00	2,298.06
DD1632 ENGLIN, GREGORY L.	5,537.38	0.00	3,741.32
DD1633 GOFF, AUSTIN O.	2,650.00	0.00	1,913.92
DD1634 GRANDT, TOREY L	2,833.33	0.00	2,242.75
DD1635 GRONNVOLL, LAURA E.	1,309.00	0.00	1,079.86
DD1636 HEACOCK, STEVE	1,437.00	0.00	1,183.07
DD1637 KROGH, JOSEPH S.	2,254.00	0.00	1,671.50
DD1638 MCCLURE, MARY S.	1,437.00	0.00	1,270.07
DD1639 MONEYPENNY, PATRICK J.	555.42	0.00	507.94
DD1640 ROBLES, MARVIN F.	2,464.00	0.00	1,850.30
DD1641 SWANSON, JEANETTE E.	2,112.00	0.00	1,558.58

Modified employee: CARPENTER, RAYMOND A.
 Modified employee: GOFF, AUSTIN O.
 Modified employee: ANDERSON, GREGORY E.
 Modified employee: ROBLES, MARVIN F.
 Modified employee: MCCLURE, MARY S.
 Modified employee: SWANSON, JEANETTE E.
 Modified employee: KROGH, JOSEPH S.
 Modified employee: GRONNVOLL, LAURA E.
 Modified employee: HEACOCK, STEVE
 Modified employee: MONEYPENNY, PATRICK J.
 Modified employee: ENGLIN, GREGORY L.
 Modified employee: GRANDT, TOREY L
 Modified employee: DOFELMIER, TARRAH D
 Added 1 liability payment or adjustment transaction.

Port of Kingston
Payment Voucher

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA

2/3/2021

(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 \$4,782.93 and from the Port of Kingston Marina Revenue Fund, this 2/2/2021 February
(receipt date)

Laura Gronnvoll, Commissioner

Attest:

Steve Heacock, Commissioner

Executive Director - Greg Englin

Mary McClure, Commissioner

Voucher #	Claimant	
EFT	January Credit Card Fees	\$4,782.92

Cash Transmittal Receipt Number R00101921

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.

Executive Director - Greg Englin

ACH

Controller

From: Debbie Waterbury <dwaterbu@co.kitsap.wa.us>
Sent: Wednesday, February 3, 2021 3:39 PM
To: Controller
Subject: Withdrawal Cash Transmittal #R00101921 has been Approved

Withdrawal Cash Transmittal #R00101921

Approved 2/3/2021
Withdrawal Total (\$4,782.93)
CT Status Approved

Message

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

Withdrawals

Date	Payee	Purpose	Amount	Memo
2/2/2021	GLOBAL	CREDIT CARD FEE	(\$4,214.50)	#8788242867957 OFFICE
2/2/2021	GRAVITY	CREDIT CARD FEE	(\$367.80)	(#1365566) BANKCARD 8710
2/3/2021	PCS	CREDIT CARD FEE	(\$200.63)	#497204082885 PCS

Funds Breakdown

Fund Name	Fund Number	Account	Subledger	T Code	Amount	Memo
	88725	5493			(\$4,782.93)	

Owner Wendie McDonald
Organization Port of Kingston
Comments

This message was sent from the Cash Transmittal Application

Port of Kingston
Payment Voucher

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA

2/19/2021

(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 \$11,272.11 and from the Port of Kingston Marina Revenue Fund, this 2/19/2021 February
(receipt date)

Laura Gronnvoll, Commissioner

Attest:

Steve Heacock, Commissioner

Executive Director - Greg Englin

Mary McClure, Commissioner

Voucher #
EFT

Claimant
January PERS Contribution

\$11,272.11

Cash Transmittal Receipt Number

R00102444

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.

Executive Director - Greg Englin

ACH

Wendie McDonald

From: Debbie Waterbury <dwaterbu@co.kitsap.wa.us>
Sent: Friday, February 19, 2021 9:35 AM
To: Controller
Subject: Withdrawal Cash Transmittal #R00102444 has been Approved

Withdrawal Cash Transmittal #R00102444

Approved 2/19/2021

Withdrawal Total (\$11,272.11)

CT Status Approved

Message

Processor Debbie Waterbury, (360) 337-4940

Type ACH/EFT

Withdrawals

Date	Payee	Purpose	Amount	Memo
2/19/2021	DRS	Retirement	(\$11,272.11)	PERS Retirement

Funds Breakdown

Fund Name	Fund Number	Account	Subledger	T Code	Amount	Memo
Marina Revenue	88725	2370			(\$11,272.11)	PERS

Owner Wendie McDonald
Organization Port of Kingston
Comments

This message was sent from the Cash Transmittal Application