



Serving what matters today, with a view for tomorrow.

## Port of Kingston Board of Commissioners Regular Meeting Agenda

**June 23, 2021, at 6:30 pm**

**Meeting called by:** Port of Kingston Commissioners  
**Type of meeting:** Regular Meeting  
**Location:** Zoom Meeting <https://us02web.zoom.us/j/82393926651>  
Meeting ID: 823 9392 6651  
One tap mobile+12532158782,82393926651# US (Tacoma)

Welcome to the June 23, 2021 Regular Meeting of the Port of Kingston 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. 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 May 26, 2021 Regular Meeting Minutes
- B. Approve June 4, 2021 Special Meeting Minutes
- C. Approve May 2021 Warrants



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**5. PUBLIC COMMENT**

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

**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:** Wednesday July 28, 2021, at 6:30 p.m. Via Zoom

**10. ADJOURN**

DRAFT



Serving what matters today, with a view for tomorrow.

## Port of Kingston Board of Commissioners Regular Meeting Minutes

**May 26, 2021, at 6:30 p.m.**

**Meeting called by:** Port of Kingston Commissioners

**Type of meeting:** Special Meeting

**Location:** Zoom Meeting

### **Commissioners in Attendance**

Laura Gronnvoll  
Steve Heacock  
Mary McClure

### **Staff in Attendance**

Greg Englin  
Ray Carpenter  
Audra Trainer  
Wendie McDonald  
Tarrah Dofelmier

### **Public in Attendance**

Chris Gilbreath  
Tony Clark  
Nancy Langwith  
Steve Young  
Glenn Malin  
Ron Karzmar  
Nancy

#### **1. CALL TO ORDER**

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

#### **2. PLEDGE OF ALLEGIANCE**

#### **3. APPROVAL OF AGENDA**

**Motion:** Approve Agenda as written

**Moved:** Commissioner McClure

**Second:** Commissioner Heacock

**Vote:** Pass 3-0

#### **4. PUBLIC COMMENT:** Citizens may address the Commission regarding any item related to Port business, including items on the agenda.

- Chris Gilbreath: On behalf of the Citizens Beautification (CBC) and the Rotary, we would like to extend thanks to the Port for partnering with us to ensure the flower baskets are still a feature of Kingston.
- Tony Clark: Introduced himself as the owner of Kingston Ale House and a past commodore of the Kingston Yacht Club. He stated he is here to speak on behalf of the 4<sup>th</sup> of July Committee. The committee is awaiting guidance from the Port and the governor to define a safe way to move forward and host the annual 4<sup>th</sup> of July events and parade. Mr. Clark discussed the parade history and emphasized the committees concern for safety. This event would be a huge morale boost for the community and requested the Port's guidance and support.



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## 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 April 26, 2021, All Ports Meeting Minutes**
- B. Approve April 28, 2021, Regular Meeting Minutes**
- C. Approve May 6, 2021, Special Meeting Minutes**
- D. Approve Warrants – April 2021**

**Motion:** Approve Consent Agenda as written

**Moved:** Commissioner McClure

**Second:** Commissioner Heacock

**Vote:** Pass 3-0

## 6. ACTION ITEMS

- A. Rescind Resolution 02-01-2021 & Approve Resolution 05-02-2021 To Appoint New Port Auditor.**

**Motion:** Rescind Resolution 02-01-2021 & Approve Resolution 05-02-2021 To Appoint New Port Auditor

**Discussion:** Executive Director, Greg Englin welcomed and introduced new Controller, Audra Trainer. She comes to us after 24 years at Kitsap Credit Union and we are fortunate to have her. This resolution before you appoint her as the Port Auditor. Mr. Englin gave thanks to Wendie McDonald who stepped in and served as Interim Controller and Port Auditor. We appreciate being able to count on her when we needed her.

**Moved:** Commissioner McClure

**Second:** Commissioner Heacock

**Vote:** Pass 3-0

- B. Rescind Resolution 07-02-2020 & Approve Resolution 05-03-2021 To Update the Authorized Visa Credit Cards**

**Motion:** Rescind Resolution 07-02-2020 & Approve Resolution 05-03-2021 to Update the Authorized Visa Credit Cards.

**Discussion:** This resolution updates the authorized staff and approval limits for the Visa credit cards.

**Moved:** Commissioner McClure

**Second:** Commissioner Heacock

**Vote:** Pass 3-0

- C. Motion to Communicate Action Regarding Phase 3 Guidelines for Spectator Events at the Port of Kingston.**



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**Motion:** Communicate Action Regarding Phase 3 Guidelines for Spectator Events at the Port of Kingston

**Discussion:** Executive Director Englin stated staff is requesting that the Commission pass a motion that clarifies the Port's position regarding spectator events. A motion would help clarify the Port's position for the benefit of the public since there is some uncertainty regarding the Port's role. The Port is complying with Phase 3 guidelines from the State in response to the pandemic. Port staff have four priorities that come into play here:

- a) Public safety: Including people's health and lives, safety of property and safeguarding the environment.
- b) Regulatory compliance: The Port is not an enforcement agency, but as a public agency, we must follow the rules. The Port is following best practices under the State's Phase 3 guidelines.
- c) Managing risk and manage liability: The Port has liability because it serves as a venue. Our legal counsel, Chmelik, Sitkin and Davis, who serves as legal counsel for WPPA, multiple Ports and Fire Districts has set the standards and has directed the Port to follow the rules to the letter.
- d) Economic development and promoting tourism: The Port truly want events like the Fourth of July Celebration to occur. They are important to everyone, and we love these events.

Commissioner McClure stated there is less lead time with a firework display, which makes the decision very difficult. She agreed with Mr. Clark that is it heartbreaking but unfortunately out of their control.

Commissioner Gronnvoll expressed her enjoyment for the 4<sup>th</sup> of July festivities. She is hopeful that some festivities will be allowed under phase 3. We do not know what the phase 4 regulations will look like. She emphasized the Port is not an enforcement agency but must follow the rules.

Steve Heacock added there is a difficulty in the unknown of the phase 4 regulations. He emphasized the need to follow the rules as a government agency. He is hopeful that we will get additional guidance, but at this point we are locked in.

**Moved:** Commissioner McClure

**Second:** Commissioner Heacock

**Vote:** Pass 3-0

## 7. FINANCIAL REPORT

Director Englin Reported the Lindvog 104 Project is listed under both revenue and expense so if we back out that, our gross revenue this year is up over last year from \$768K to \$864K



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– despite parking revenue being down from last year by \$48K. Expenses for this year come in at \$645K, YTD. Again, backing out the Lindvog 104 Project expense gives us an adjusted expense of \$607K. where we arrive at an adjusted Net Ordinary Income of \$145K this year versus \$161K last year, a decrease of \$16K. In summary, both adjusted gross revenue and expense are up this year over 2020 but NOI is slightly down. The decrease in NOI can be accounted for by lost parking revenue and higher utilities, especially water usage. About our balance sheet and cash reserves, we took a snapshot of our reserves on May 24th and found we had about \$2.06M in our accounts. If we paid all debt off, we would still be positive \$1.28M which is a good position to be in.

Controller McDonald reported the Port collected \$86K for the first half of the year where last year we collected 81K.

**8. PUBLIC COMMENT:** Citizens may address the Commission regarding any item related to Port business, including items on the agenda.

Steve Young: Mr. Young inquired about the planning for “Concerts on the Cove”. Executive Director Englin reported the event tent is up and the Port is situated to move forward as soon as we can.

Ron Karzmar: Mr. Karzmar asked for staff to please address the status of the Kingston Community News and the importance of updating the community monthly.

Nancy Langwith: Nancy stated she understands the phase 3 guidelines are highly restrictive and difficult to operate within. She added Mr. Clark was reaching out to seek a partnership with the Port to ensure we are working together. She recommended the Port continue to keep good relations with the community groups.

**9. COMMISSIONER REPORTS**

Commissioner McClure reported she attended the WPPA Spring Seminar and participated in a presentation on energy sources. She brought the information to Executive Director Englin to determine feasibility and is looking forward to hearing the outcome. On a local level, she thanked Mr. Englin for partnering with the Community Beautification Committee (CBC).

Commissioner Heacock reported he is pleased with the progress of the Lindvog project and the CBC. He encouraged all to become a contributing member of the CBC. There is an initial fee of \$100 fee and a \$30 annual fee. The CBC is doing great work and is a badge of pride for the Kingston community.

Commissioner Gronnvoll attended the WPPA Spring Seminar where she attended a presentation by representative Kilmer. He discussed the impact of COVID-19 on the job market and his solution to personally reach out to citizens. She also attended a presentation by Brandi Kruse called Bridge the Divide which touched on the state of politics



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in America, and what be done to restore civility. Commissioner Gronnvoll attended the Legislative updates seminar and reported on Federal Funds that have come available to include \$5.2B for Federal Transportation for Carbon Reducing Projects, \$72.2M for MACA, \$426M for broadband projects and \$50M for CERB projects.

## 10. STAFF REPORTS

Harbormaster Carpenter reported it is a big weekend for the Port with three yacht clubs visiting. He reported the Tribal commercial fisherman will be working through Friday. His staff is doing well and gave kudos to Ashley Ferguson. He extended a welcome to new Controller, Audra Training and gave thanks to Wendie McDonald. He addressed the concerns regarding the 4<sup>th</sup> of July festivities and stated we are looking forward to getting the Concerts on the Cove going. He added that he appreciated Mr. Clarks statement and added we all enjoy the firework display. He thanked the CBC and rotary for organizing the flower baskets.

Controller, Audra Trainer stated she loves the Kingston area and enjoys working at the Port. She thanked the staff and Commission for welcoming her. She gave special thanks to Wendie McDonald for assisting her with her training.

Wendie McDonald reported she has enjoyed working with Audra. She thanked staff and Commission for welcoming her back to the Port.

Administrative Services Manager, Tarrah Dofelmier reported she has been working to develop the new Greater Kingston Chamber of Commerce website. The Port recently completed its recruitment for a Customer Service coordinator and that person will start on June 9<sup>th</sup>. She reported Port staff assisted the Public Market complete all their permitting requirements and the event is going well. She attended the WPPA Spring Seminar and the WAPRO Spring Conference to keep up to date on Public Records Requirements.

Commissioner Gronnvoll added that the Commissioners are required to renew their Open Government Training course every 4 years.

Executive Director Englin reported that staff has a draft put together and it should come into the next issue. We have been putting most of our efforts into high priority grants and the Chamber website. In January and February of this year we finished our application and presented to obtain grant funds from Recreation and Conservation Office (RCO). We have been tentatively approved for two grants including the Boating Facilities Program (BFP) and Boating Infrastructure Grant (BIG). The BFP grant covers both the Guest Restroom in the middle of the park and the Transient Moorage Float project. The BIG Tier 1 helps fund the restroom only. The combined total for the two grant is around \$700K. We will have to wait until the State legislature approves the budget on June 30<sup>th</sup>, but we have received confirmation from RCO that both grants will be funded. This was a great team effort, but special recognition goes to our own Administrative Services Manager, Tarrah Dofelmier



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and Marc Horton of Washington Project Consultants. They did a superlative job getting us across the finish line! They are consummate professionals and I want to thank them both.

A partner workshop for the SR104 Holding Lanes & ATMS is scheduled for the week of June 7th and the final draft report is being written as we speak.

Executive Director Englin gave an update on the Greater Kingston Chamber of Commerce. The Chamber is steadily gaining momentum and reopening along with all the other businesses. The board members and volunteers are reaching out to new and existing members as part of our membership drive. Port staff have been working on developing a new website for the Chamber and we expect it will go live by June 11th or earlier. Again, I really need to give recognition to Tarrah Dofelmier for her hard work and contributions to the development of the website. Also, the Chamber is still looking to hire an administrative staff person and any candidates should reach out to Micki Monroe, Shana Ramirez or Methia Gordon who serve as the Executive committee.

Mr. Englin thanked the Fourth of July Committee. Ray and I attended the most recent meeting, it was well-managed & constructive. He thanked Ray and Tarrah as well as the KC Fire Marshall, representative Angela Donn for getting the Public Market launched. Also, Austin Goff deserves recognition as he was our Port representative for the market. He helped keep it together, and as usual can be counted on to make things happen. Great job Austin!

Commissioner Gronnvoll asked that Port staff reach out to Mr. Clark to see what events may be accomplished in Phase 3 and emphasized the importance of partnership.

**11. NEXT REGULAR MEETING:** Wednesday June 23, 2021, at 1:00 p.m. via Zoom

**12. ADJOURN**



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## Port of Kingston Board of Commissioners Regular Meeting Minutes

**June 4, 2021, at 8:30 am**

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

### **Commission in Attendance**

Laura Gronnvoll  
Steve Heacock  
Mary McClure

### **Staff in Attendance**

Greg Englin  
Tarah Dofelmier

### **1. CALL TO ORDER**

Meeting called to order by Commissioner Gronnvoll at 8:36 a.m.

### **2. PLEDGE OF ALLEGIANCE**

### **3. APPROVAL OF AGENDA**

**Motion:** Approve Agenda as written

**Moved:** Commissioner McClure

**Second:** Commissioner Heacock

**Vote: Pass 3-0**

### **4. PUBLIC COMMENT**

No public present.

### **5. ACTION ITEMS**

**A. Approve Resolution 06-01-2021 to Authorize the Port's Certificate of Applicant Match in the amount of \$57,400.00, for the Recreation and Conversation Office (RCO) Aquatic Land Enhancement Account (ALEA) Guest Restroom Facility Project.**

**Motion:** Approve Resolution 06-01-2021

Discussion: Executive Director Englin reported that this is the third in the series of three grants applied for through the Recreation and Conservation District



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(RCO) to help developed the guest restroom. Amounts are prorated for each project according to what was appropriate for each user group. The Commission previously approved the ALEA Authorizing Resolution which delegates authority to the Executive Director, The Certificate of Applicant Match is brought before the commission for awareness of grant award and transparency.

**Moved:** Commissioner Heacock

**Second:** Commissioner McClure

**Vote: Pass 3-0**

**6. ADJOURN**

**Motion:** Adjourn meeting at 8:40 a.m.

**Moved:** Commissioner McClure

**Second:** Commissioner Heacock

**Vote: Pass 3-0**

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

Attest:

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

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

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

**Port of Kingston  
Payment Voucher**

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Post Office Box 559  
Kingston, WA 98346

Kitsap County, WA

5/15/2021

(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 **\$25,848.03** from the Port of Kingston, Marina Revenue Fund, on 5/11/2021. (Receipt Date)

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

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

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

Attest:



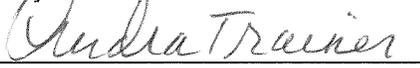
Controller, Audra Trainer

<u>Type</u>	<u>Claimant</u>	<u>Amount</u>
EFT	Anderson, Gregory	\$497.90
EFT	Carpenter, Raymond	\$3,274.68
EFT	Dofelmier, Tarrah	\$2,298.06
EFT	Englin, Gregory	\$2,078.32
EFT	Ferguson, Ashley	\$1,455.88
EFT	Goff, Austin	\$1,574.34
EFT	Grandt, Torey	\$2,242.75
EFT	Krogh, Joseph	\$1,454.22
EFT	Moneypenny, Patrick	\$507.94
EFT	Poole, Lester	\$428.84
EFT	Robles, Marvin	\$1,498.09
EFT	Swanson, Jeanette	\$1,427.44
EFT		
EFT	US Treasury Taxes	\$7,047.77
EFT		\$0.00
EFT	Service Fees	\$61.80
		<u>\$25,848.03</u>

Columbia Bank Electronic Payroll

QuickBooks Derail 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, Audra Trainer

ACH

# QuickBooks Payroll Services

Sent: 05/11/2021

Subject: Details of Funds to be Withdrawn

Actual funds to be withdrawn:	
Payroll service fee	\$61.80
Direct Deposit	\$18738.46
Taxes	\$7047.77
	-----
Total payment	\$25848.03

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

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Payroll Run Summary for 05/14/2021:

Paychecks	Gross Wages	Net Pay	Direct Deposit
Total	27,313.91	0.00	18,738.46
DD1691 ANDERSON, GREGORY E.	593.28	0.00	497.90
DD1692 CARPENTER, RAYMOND A.	4,375.00	0.00	3,274.68
DD1693 DOFELMIER, TARRAH D	3,125.00	0.00	2,298.06
DD1694 ENGLIN, GREGORY L.	5,537.38	0.00	2,078.32
DD1695 FERGUSON, ASHLEY R	1,840.00	0.00	1,455.88
DD1696 GOFF, AUSTIN O.	2,120.00	0.00	1,574.34
DD1697 GRANDT, TOREY L	2,833.33	0.00	2,242.75
DD1698 KROGH, JOSEPH S.	1,960.00	0.00	1,454.22
DD1699 MONEYPENNY, PATRICK J.	555.42	0.00	507.94
DD1700 POOLE, JR., LESTER O.	518.50	0.00	428.84
DD1701 ROBLES, MARVIN F.	1,936.00	0.00	1,498.09
DD1702 SWANSON, JEANETTE E.	1,920.00	0.00	1,427.44

Tax Adjustments:

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

Modified employee:	CARPENTER, RAYMOND A.
Modified employee:	GOFF, AUSTIN O.
Modified employee:	ANDERSON, GREGORY E.
Modified employee:	POOLE, JR., LESTER O.
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
Modified employee:	HUSTLER, JULIA E
Modified employee:	FERGUSON, ASHLEY R

**Wendie McDonald**

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**From:** Peter Boissonneau <pboissonneau@co.kitsap.wa.us>  
**Sent:** Thursday, May 13, 2021 7:14 AM  
**To:** Controller  
**Subject:** Outgoing Wire Cash Transmittal #R00105496 has been Approved

# Outgoing Wire Cash Transmittal #R00105496

**CT Status**      Approved

**Message**

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

**Repeat Code**    1091784

**Wire Date**      5/13/2021

**Wire Memo**      Direct Deposit to Columbia Bank

**Funds Breakdown**

Fund Name	Fund Number	Account	Subledger	T Code	Amount	Memo
Marina General Fund	88725	2370			(\$25,848.03)	payroll deposit

**Owner**            Wendie McDonald  
**Organization**   Port of Kingston  
**Comments**

This message was sent from the Cash Transmittal Application

**Port of Kingston  
Payment Voucher**

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Post Office Box 559  
Kingston, WA 98346

Kitsap County, WA

5/29/2021

(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 **\$34,359.56** from the Port of Kingston, Marina Revenue Fund, on 5/27/2021. (Receipt Date)

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

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

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

Attest:

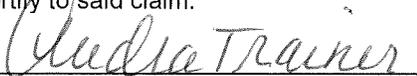
  
\_\_\_\_\_  
Controller, Audra Trainer

<u>Type</u>	<u>Claimant</u>	<u>Amount</u>
EFT	Anderson, Gregory	\$497.89
EFT	Carpenter, Raymond	\$3,274.69
EFT	Dofelmier, Tarrah	\$2,298.05
EFT	Englin, Gregory	\$2,078.32
EFT	Ferguson, Ashley	\$1,591.28
EFT	Goff, Austin	\$1,710.37
EFT	Grandt, Torey	\$2,242.76
EFT	Gronnvoll, Laura	\$1,285.28
EFT	Krogh, Joseph	\$1,599.75
EFT	Money penny, Patrick	\$507.92
EFT	Poole, Lester	\$397.44
EFT	Robles, Marvin	\$1,498.10
EFT	Swanson, Jeanette	\$1,558.58
EFT	Heacock, Steve	\$1,079.86
EFT	Trainer, Audra	\$3,232.62
EFT		
EFT	US Treasury Taxes	\$9,473.95
EFT		\$0.00
EFT	Service Fees	\$32.70
		<u>\$34,359.56</u>

Columbia Bank Electronic Payroll

QuickBooks Detail 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, Audra Trainer

ACH

# QuickBooks Payroll Services

Sent: 05/24/2021

Subject: Details of Funds to be Withdrawn

Actual funds to be withdrawn:	
Payroll service fee	\$32.70
Direct Deposit	\$24852.91
Taxes	\$9473.95
	-----
Total payment	\$34359.56

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

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Payroll Run Summary for 05/28/2021:

Paychecks	Gross Wages	Net Pay	Direct Deposit
Total	35,521.24	0.00	24,852.91
DD1703 ANDERSON, GREGORY E.	593.28	0.00	497.89
DD1704 CARPENTER, RAYMOND A.	4,375.00	0.00	3,274.69
DD1705 DOFELMIER, TARRAH D	3,125.00	0.00	2,298.05
DD1706 ENGLIN, GREGORY L.	5,537.38	0.00	2,078.32
DD1707 FERGUSON, ASHLEY R	2,024.00	0.00	1,591.28
DD1708 GOFF, AUSTIN O.	2,332.00	0.00	1,710.37
DD1709 GRANDT, TOREY L	2,833.33	0.00	2,242.76
DD1710 GRONNVOLL, LAURA E.	1,565.00	0.00	1,285.28
DD1711 HEACOCK, STEVE	1,309.00	0.00	1,079.86
DD1712 KROGH, JOSEPH S.	2,156.00	0.00	1,599.75
DD1713 MONEYPENNY, PATRICK J.	555.42	0.00	507.92
DD1714 POOLE, JR., LESTER O.	484.50	0.00	397.44
DD1715 ROBLES, MARVIN F.	1,936.00	0.00	1,498.10
DD1716 SWANSON, JEANETTE E.	2,112.00	0.00	1,558.58
DD1717 TRAINER, AUDRA F	4,583.33	0.00	3,232.62

Tax Adjustments:

Tax	Amount
Social Security Company	\$0.01
Social Security Employee	\$0.01
WA - Employment Admin. Fund	\$0.01
WA - Unemployment Company	\$0.01
	-----
Total:	\$0.04

Added employee:	TRAINER, AUDRA F
Modified employee:	CARPENTER, RAYMOND A.
Modified employee:	GOFF, AUSTIN O.
Modified employee:	ANDERSON, GREGORY E.
Modified employee:	POOLE, JR., LESTER O.
Modified employee:	ROBLES, MARVIN F.
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.

**Audra Trainer**

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**From:** Becky Stack <bstack@co.kitsap.wa.us>  
**Sent:** Thursday, May 27, 2021 8:18 AM  
**To:** Audra Trainer  
**Subject:** Outgoing Wire Cash Transmittal #R00106012 has been Approved

## Outgoing Wire Cash Transmittal #R00106012

**Approved** 5/27/2021  
**Wire Total** (\$34,359.56)  
**CT Status** Approved  
**Message**  
**Processor** Becky Stack, (360) 337-4941  
**Repeat Code** 1091784  
**Wire Date** 5/27/2021  
**Wire Memo** Direct Deposit to Columbia Bank

**Funds Breakdown**

Fund Name	Fund Number	Account	Subledger	T Code	Amount	Memo
Marina General Fund	88725	2370			(\$34,359.56)	payroll deposit

**Owner** Audra Trainer  
**Organization** Port of Kingston  
**Comments** Direct Deposit

This message was sent from the Cash Transmittal Application

## Port of Kingston Warrant List

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington do hereby certified the merchandise for services hereinafter specified have been received and the vouchers listed below are approved for payment in the amount of **\$48,448.26** from the Port of Kingston, Marina Revenue Fund, the 26th day of May 2021.

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Laura Gronnvoll, Commissioner

---

Steve Heacock, Commissioner

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Mary McClure, 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.

  
\_\_\_\_\_  
Audra Trainer, Controller

<b>Date</b>	<b>Warrant</b>	<b>Amount</b>	<b>Vendor</b>
5/26/2021	35331	\$1,853.52	AET CONSTRUCTION TRUST
5/26/2021	35332	\$550.91	AMAZON CAPITAL SERVICES
5/26/2021	35333	\$2,377.07	KITSAP COUNTY PUBLIC WORKS
5/26/2021	35334	\$3,620.50	KPUD-KITSAP PUBLIC UTILITY
5/26/2021	35335	\$4,086.43	PUGET SOUND ENERGY
5/26/2021	35336	\$240.00	REDDY ICE
5/26/2021	35337	\$20,056.23	REGENCE BLUESHIELD
5/26/2021	35338	\$470.00	RELIABLE STORAGE
5/26/2021	35339	\$2,756.37	VALLEY NURSERY, INC.
5/26/2021	35340	\$4,259.55	VENTEK INTERNATIONAL
5/26/2021	35341	\$2,897.50	WASHINGTON PROJECT CONSULTANTS, PLLC.
5/26/2021	35342	\$1,055.18	WASTE MANAGEMENT
5/26/2021	35343	\$4,225.00	WENDIE MCDONALD BOOKKEEPING

\$48,448.26

## Port of Kingston Warrant List

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington do hereby certified the merchandise for services hereinafter specified have been received and the vouchers listed below are approved for payment in the amount of **\$11,900.92** from the Port of Kingston, Marina Revenue Fund, the 19th day of May 2021.

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Laura Gronnvoll, Commissioner

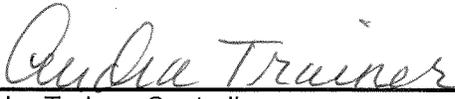
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Steve Heacock, Commissioner

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Mary McClure, 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.

  
\_\_\_\_\_  
Audra Trainer, Controller

Date	Warrant	Amount	Vendor
5/19/2021	35323	\$954.37	HENERY HARDWARE
5/19/2021	35324	\$149.38	ACE TANK & FUELING EQUIPMENT
5/19/2021	35325	\$26.00	ALL ASHRED
5/19/2021	35326	\$968.96	AMAZON CAPITAL SERVICES
5/19/2021	35327	\$2,115.59	CARDMEMBER SERVICES
5/19/2021	35328	\$3,763.50	CHMELICK SITKIN & DAVIS
5/19/2021	35329	\$1,371.12	LAURA GRONNVOLL
5/19/2021	35330	\$2,552.00	OLYMPIC ESD 114
		<u>\$11,900.92</u>	

## Port of Kingston Warrant List

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington do hereby certified the merchandise for services hereinafter specified have been received and the vouchers listed below are approved for payment in the amount of **\$25,208.58** from the Port of Kingston, Marina Revenue Fund, the 5th day of May 2021.

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Laura Gronnvoll, Commissioner

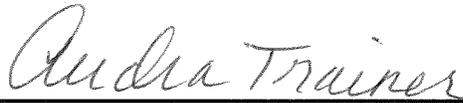
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Steve Heacock, Commissioner

---

Mary McClure, 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.



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Audra Trainer, Controller

Date	Warrant	Amount	Vendor
5/5/2021	35310	\$348.03	DONOVAN FREDERICK
5/5/2021	35311	\$1,506.10	AET CONTRUCTION TRUST
5/5/2021	35312	\$145.29	BMC DBA KINGSTON LUMBER SUPPLY CO INC
5/5/2021	35313	\$279.97	COMCAST
5/5/2021	35314	\$6,431.00	COULTAS MAIN
5/5/2021	35315	\$628.54	KITSAP BANK VISA
5/5/2021	35316	\$8,510.00	PERTEET
5/5/2021	35317	\$25.00	STATE OF WASHINGTON DEPT OF RET SYSTEMS
5/5/2021	35318	\$516.23	ULINE
5/5/2021	35319	\$2,158.83	KITSAP BANK VISA
5/5/2021	35320	\$3,901.34	KITSAP BANK VISA
5/5/2021	35321	\$719.31	KITSAP BANK VISA
5/5/2021	35322	\$39.24	WESTBAY AUTOPARTS

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\$25,208.88

Port of Kingston  
Payment Voucher

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Post Office Box 559  
Kingston, WA 98346

Kitsap County, WA

5/3/2021

(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 \$5,174.28 and from the Port of Kingston Marina Revenue Fund, this 5/3/2021 May  
(receipt date)

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

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

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

Attest:

Audra Trainer  
Controller, Audra Trainer

Voucher #  
EFT

Claimant  
May Credit Card Fees

\$5,174.28

Cash Transmittal Receipt Number

R00105137

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.

Audra Trainer  
Controller, Audra Trainer

ACH

**Wendie McDonald**

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**From:** Debbie Waterbury <dwaterbu@co.kitsap.wa.us>  
**Sent:** Monday, May 3, 2021 3:03 PM  
**To:** Controller  
**Subject:** Withdrawal Cash Transmittal #R00105137 has been Approved

## Withdrawal Cash Transmittal #R00105137

**Approved** 5/3/2021  
**Withdrawal Total** (\$5,174.28)  
**CT Status** Approved

**Message**

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

**Withdrawals**

Date	Payee	Purpose	Amount	Memo
5/3/2021	GLOBAL	CREDIT CARD FEE	(\$4,212.10)	#8788242867957 OFFICE
5/3/2021	GRAVITY	CREDIT CARD FEE	(\$575.04)	(#1365566) BANKCARD 8710
5/3/2021	PCS	CREDIT CARD FEE	(\$387.14)	#497204082885 PCS

**Funds Breakdown**

Fund Name	Fund Number	Account	Subledger	T Code	Amount	Memo
	88725	5493			(\$5,174.28)	

**Owner** Wendie McDonald  
**Organization** Port of Kingston  
**Comments**

This message was sent from the Cash Transmittal Application

Port of Kingston  
Payment Voucher

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Post Office Box 559  
Kingston, WA 98346

Kitsap County, WA

5/12/2021

(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 \$42,578.86 and from the Port of Kingston Marina Revenue Fund, this 5/12/2021 Jan-March  
(receipt date)

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

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

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

Attest:

Audra Trainer  
Controller, Audra Trainer

Voucher #	Claimant	
EFT	Leasehold Excise Taxes Q1 2021	\$39,063.17
EFT	Penalty	\$3,515.69

Cash Transmittal Receipt Number R00105570

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.

Audra Trainer  
Controller, Audra Trainer

ACH

**Wendie McDonald**

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**From:** Debbie Waterbury <dwaterbu@co.kitsap.wa.us>  
**Sent:** Friday, May 14, 2021 10:12 AM  
**To:** Controller  
**Subject:** Withdrawal Cash Transmittal #R00105570 has been Approved

## Withdrawal Cash Transmittal #R00105570

**Approved** 5/14/2021

**Withdrawal Total** (\$42,578.86)

**CT Status** Approved

**Message**

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

**Type** ACH/EFT

**Withdrawals**

Date	Payee	Purpose	Amount	Memo
5/14/2021	Department of Revenue	Leasehold Tax	(\$42,578.86)	Leasehold Tax

**Funds Breakdown**

Fund Name	Fund Number	Account	Subledger	T Code	Amount	Memo
Marina Revenue Fund	88725	2370			(\$42,578.86)	Leasehold Tax

**Owner** Wendie McDonald  
**Organization** Port of Kingston  
**Comments** Quarterly Leasehold Tax 2021

This message was sent from the Cash Transmittal Application

Port of Kingston  
Payment Voucher

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Post Office Box 559  
Kingston, WA 98346

Kitsap County, WA

5/6/2021

(transaction date)

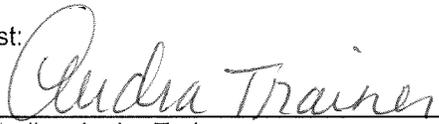
We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of           \$8,876.63           and from the Port of Kingston Marina Revenue Fund, this           5/6/2021                     May            
(receipt date)

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

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

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

Attest:

  
Controller, Audra Trainer

Voucher #  
EFT

Claimant  
PERS Retirement

\$8,876.63

Cash Transmittal Receipt Number

R00105283

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, Audra Trainer

ACH

**Wendie McDonald**

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**From:** Debbie Waterbury <dwaterbu@co.kitsap.wa.us>  
**Sent:** Thursday, May 6, 2021 1:13 PM  
**To:** Controller  
**Subject:** Withdrawal Cash Transmittal #R00105283 has been Approved

## Withdrawal Cash Transmittal #R00105283

**Approved** 5/6/2021  
**Withdrawal Total** (\$8,876.63)  
**CT Status** Approved

**Message**

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

**Withdrawals**

Date	Payee	Purpose	Amount	Memo
5/5/2021	DRS	Retirement	(\$8,847.05)	PERS Retirement
5/5/2021	DRS	Retirement	(\$7.71)	PERS Retirement
5/5/2021	DRS	Retirement	(\$21.87)	PERS Retirement

**Funds Breakdown**

Fund Name	Fund Number	Account	Subledger	T Code	Amount	Memo
Marina Revenue	88725	2370			(\$8,876.63)	PERS

**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

5/14/2021

(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 \$2,049.63 and from the Port of Kingston Marina Revenue Fund, this 5/14/2021 May  
(receipt date)

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

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

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

Attest:

Audra Trainer  
Controller, Audra Trainer

Voucher #	Claimant	
EFT	Department of Revenue Excise Tax Return	\$2,049.63

Cash Transmittal Receipt Number R00105568

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.

Audra Trainer  
Controller, Audra Trainer

ACH

**Wendie McDonald**

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**From:** Debbie Waterbury <dwaterbu@co.kitsap.wa.us>  
**Sent:** Friday, May 14, 2021 10:08 AM  
**To:** Controller  
**Subject:** Withdrawal Cash Transmittal #R00105568 has been Approved

## Withdrawal Cash Transmittal #R00105568

**Approved** 5/14/2021

**Withdrawal Total** (\$2,049.63)

**CT Status** Approved

**Message**

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

**Type** ACH/EFT

**Withdrawals**

Date	Payee	Purpose	Amount	Memo
5/14/2021	Department of Revenue	Excise/Use Tax payment	(\$2,049.63)	Excise Tax

**Funds Breakdown**

Fund Name	Fund Number	Account	Subledger	T Code	Amount	Memo
Marina Revenue Fund	88725	2370			(\$2,049.63)	Excise Tax

**Owner** Wendie McDonald  
**Organization** Port of Kingston  
**Comments**

This message was sent from the Cash Transmittal Application