



Serving what matters today, with a view for tomorrow.

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

September 22, 2021, at 1:00 pm

Meeting called by: Port of Kingston Commissioners
Type of meeting: Regular Meeting
Location: Hybrid
A. In Person:
Village Green Community Center
Windermere Room
26159 Dulay Rd NE
Kingston, WA 98346
B. Virtual via Zoom:
<https://us02web.zoom.us/j/83704224990>
Dial by your location 1-253 215 8782 US (Tacoma)

Welcome to the September 22, 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. PUBLIC COMMENT

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



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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 August 25, 2021, Regular Meeting Minutes
- B. Approve August 2021 Warrants

6. FINANCIAL REPORT

7. PUBLIC COMMENT

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

8. COMMISSIONER REPORTS

9. STAFF REPORTS

10. NEXT REGULAR MEETING:

Wednesday October 27, 2021, at 6:30 p.m. Hybrid (Zoom & Village Greens Community Center)

11. ADJOURN



Serving what matters today, with a view for tomorrow.

**Port of Kingston Board of Commissioners
Regular Meeting Minutes
August 25, 2021, at 6:30 pm**

Meeting called by: Port of Kingston Commissioners
Type of meeting: Regular Meeting
Location: Hybrid

Commissioners In Attendance
Laura Gronnvoll
Steve Heacock
Mary McClure

Staff In Attendance
Greg Englin
Ray Carpenter
Audra Trainer
Tarah Dofelmier

Public In Attendance
Brenda Franklin
Kaili Campbell
Annie Perry

1. CALL TO ORDER

Commissioner Gronnvoll called the meeting to order at 6:32 p.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

Motion: Approve agenda

Moved: Commissioner McClure

Second: Commissioner Heacock

Vote: Pass 3-0

4. PUBLIC COMMENT

Annie Perry introduced herself as an attorney who has served on Kingston Citizens Advisory Council and a Kingston resident since 2015. Her experience includes working with tribes to solve their trash problems and helping communities deal with solid waste issues. She is familiar with the history of the trash issues in Kingston and recommended changes to the Port's role. She requested that the Port of Kingston step up and advocate for Kingston and work with the County to maintain a trash service for the community.

Brenda Franklin introduced herself as a Better Homes & Gardens Real Estate Agent and the president of the Greater Kingston Community Chamber of Commerce. She also introduced Kaili Campbell, the new Administrative Coordinator for the Chamber. They thanked Port staff and Commissioners for their support and allowing staff time to work on the website and events. She is looking forward to working with the Port to achieve common goals including economic development.

5. CONSENT AGENDA



Serving what matters today, with a view for tomorrow.

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 June 23, 2021, Regular Meeting Minutes
- B. Approve July 28, 2021, Regular Meeting Minutes
- C. Approve July 2021 Warrants

Motion: Approve Consent Agenda

Moved: Commissioner Heacock

Second: Commissioner McClure

Vote: Pass 3-0

6. ACTION ITEMS

A. Approve Resolution 08-01-2021 to Adopt the Updated 2021-2026 Comprehensive Plan of Harbor Improvements.

Staff is requesting commission approval of a revised Comprehensive Plan. The Port's Comprehensive Plan has been updated only for Appendix B: Options and Opportunities. The appendix is being updated to ensure other potential options for development are explicitly called out under the plan. These added options include Resorts, Camping, Event or Conference Center, and Post-Secondary Educational Facilities.

Motion: Approve Resolution 08-01-2021 to Adopt the Updated 2021-2026 Comprehensive Plan of Harbor Improvements.

Moved: Commissioner Heacock

Second: Commissioner McClure

Vote: Pass 3-0

B. Approve Resolution 08-02-2021 to Approve the 2021-2022 Enduris Insurance Renewal Premium

Staff is requesting commission approval to renew our insurance with ENDURIS. ENDURIS is the risk pool manager for many ports and fire districts throughout the State of Washington. Our policy year is from September to August of the next year. Our annual premium increased from \$107, 824 for the 20-21 policy year to \$122,550 annually for 21-22. This amounts to an increase of \$14,726 or a 13.66% increase in premiums. Staff recommends that the commission approve this resolution and renews with ENDURIS. In a nutshell, rates have climbed globally due to losses all over the world. Both liability and property claims have continued to increase significantly so member rates for both property (10-15%) and liability (5-10%) have risen significantly. Property reinsurance costs have increased (42%) for example. Secondly, our loss claim ratio is very poor over the past 5-6 years because we had some expensive claims. As a result, our individual contributions have also increased



Serving what matters today, with a view for tomorrow.

Motion: Approve Resolution 08-02-2021 to Approve the 2021-2022 Enduris Insurance Renewal Premium

Moved: Commissioner Heacock

Second: Commissioner McClure

Vote: Pass 3-0

7. FINANCIAL REPORT

Controller, Audra Trainer provided the Commission with the Year-to-date Profit and Loss report. She reported that the Port is doing well; moorage numbers for example are equal to 2019, pre covid. The financials provided reflect a Total Income of \$1.785M with Total Expenses of \$1.179M and \$302K of Net Ordinary Income. Also, as of the end of July, our total cash reserves stand at \$2.1M. The Port still owes \$790K on our Limited Tax General Obligation Bond and our ending cash position, if all debt was paid off, would be \$1.31M

8. PUBLIC COMMENT: None

9. COMMISSIONER REPORTS

Commissioner Heacock attended recent Chamber events and commended the Chamber on their organization and thoughtfulness. He reported that he is encouraged by the Marina Outreach Plan and is pleased with the community outreach efforts.

Commissioner McClure reported on her involvement with Marina Outreach and Master Plan. She stated she is pleased with the early concepts Keith Gurnee our consultant has come up with. She added there is a good array of information to put something amazing together that will serve the whole community.

Commissioner Gronnvoll stated she has enjoyed working on the Master Plan with Keith Gurnee and Marc Horton and she appreciate Greg's wisdom on the topic. She added that the process has been a great learning experience.

10. STAFF REPORTS

Controller, Audra Trainer reported she is cleaning up processes and procedures and working with the CPA to get financials closed out. She is working to map out transactions to ensure things are accounted for.

Administrative Services Manager, Tarrah Dofelmier reported she is working with Audra to transition payroll over to her. This last month, she has been working on event administration including marketing, publications, and outreach. She has been working with Greg to transition the website over to the chamber. Internally she is working with staff to develop a Parking process to ensure tickets and tracked and collected.



Serving what matters today, with a view for tomorrow.

Harbormaster, Ray Carpenter gave kudos to chamber, and its volunteers and gave special recognition to Rita Nicolson for her work with the Wine and Brew Fest. Rita brought together a good array of food vendors and created a fun experience for everyone. He also gave recognition to the Galbreath's for their volunteer work in the community including the flowers and the Rotary events. Her reported boating and fishing are going well, and the tenants are happy. There are some great events coming up, so we are working on promoting those. He gave kudos to Torey Grandt and Joe Krogh for their help with the Wine and Brew fest.

Executive Director, Greg Englin reported The Port submitted a request to Kitsap County to rezone some of our properties that are currently zoned as Neighborhood Commercial. We want to rezone them to Urban Village Center. The Port commission had previously passed a resolution to request the rezone of this property earlier this year. The rezone would be consistent with the adjacent property which is already zoned Urban Village Center. The rezone would allow for potential development on some of the Port property around the tent pad and part of the parking area for example. It would allow for redevelopment for commercial uses and at the appropriate scale for these assets. This change would align with State of Washington's Urban Growth Area designation, Kitsap County's Comprehensive Plan and the Port's own Comprehensive Plan approved here today. The timeline for review of this application by the County currently looks to be around 3-4 months from now. He gave recognition to Ray and the whole Port staff for all they do to serve our customers.

11. NEXT REGULAR MEETING: Wednesday September 22, 2021, at 1:00 p.m. Hybrid (Zoom & Village Greens Community Center)

12. ADJOURN

Motion to adjourn at 7:04 p.m.
Commissioner McClure
Commissioner Heacock
Vote: Pass 3-0

PORT OF KINGSTON
Profit & Loss

August 2021
Aug 21

Ordinary Income/Expense

Income

621-10-20 Moorage Base Rate	74,660.50
621-10-30 Moorage Cover Premium	7,495.24
621-12-00 Kayak	626.75
621-15-00 Moorage-Transient	38,829.80
621-16-00 Reservation Fees	1,600.00
621-22-22 Seasonal Moorage	6,434.43
621-82-00 Electricity-Permanent	1,324.05
621-82-05 Electricity-Transient	275.00
621-89-00 Laundry Income	530.00
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
625-20-10 Kitsap Transit	2,031.12
625-22-01 Liveaboard	1,900.00
626-40-00 Unleaded fuel sold	72,278.58
626-45-00 Diesel fuel sold	65,268.18
629-00-00 Misc Income w/o tax	436.56
629-11-00 Retail Non Taxed	447.50
629-11-01 Retail Taxed	668.26
699-10-00 Interest Income	289.72
699-20-00 Property Tax Receipts	1,688.08
699-22-00 Leasehold Excise Tax	0.00
699-90-00 Service Chg Revenue	5,975.00

Parking

625-20-01 Parking	49,653.86
625-20-02 Parking Tickets	564.30
625-21-01 Leased Parking	5,742.72

Total Parking 55,960.88

Total Income 360,093.59

Cost of Goods Sold

626-10-10 Retail Expense	288.19
626-40-10 Fuel Purchased	
Diesel fuel purchased	60,648.35
Unleaded fuel purchased	59,124.35
Total 626-40-10 Fuel Purchased	<u>119,772.70</u>
626-40-30 Fuel Credit Card Fees	2,060.28
Cost of Goods Sold	<u>540.00</u>

Total COGS 122,661.17

Gross Profit 237,432.42

Expense

721-10-00 Salaries and Wages	67,380.19
721-20-00 Employee Medical	47,949.59

PORT OF KINGSTON
Profit & Loss

August 2021

Aug 21

721-22-00 Pension Expense	6,383.26
721-33-00 Accounting	4,180.00
721-35-00 Consulting Fees	5,415.00
721-40-00 Operating Supplies	1,775.37
721-41-00 Office Supplies	1,269.41
721-41-01 Computer Expenses	714.37
721-42-00 Parking Lot Expense	1,641.31
721-50-00 Equipment Rental	470.00
721-73-00 Insurance	10,509.33
721-74-00 Advertising and Promo	2,100.00
721-74-01 Events	500.00
721-75-00 Dues & Publications	230.25
721-76-00 Training & Education	380.00
721-81-00 Utilities	
721-81-01 Water	9,095.80
721-81-02 Sewer	2,210.39
721-81-03 Garbage	1,218.94
Total 721-81-00 Utilities	12,525.13
721-82-00 Electricity	2,294.02
721-88-00 Telephone/Internet	165.91
721-90-00 Payroll Taxes	8,158.61
721-95-00 Office Ccard Fees	5,888.84
721-96-00 Miscellaneous	
721-96-01 Landscaping	134.39
721-96-03 Storage	470.00
Total 721-96-00 Miscellaneous	604.39
723-00-00 Repairs & Maint	1,830.58
781-10-00 Commiss Comp	3,584.00
999 Over/Short	-19.51
Bank Service Charges	60.95
Reconciliation Discrepancies	-493.45
Total Expense	185,497.55
Net Ordinary Income	51,934.87
Other Income/Expense	
Other Expense	
727-00-00 Depreciation	43,440.35
Total Other Expense	43,440.35
Net Other Income	-43,440.35
Net Income	8,494.52

Port of Kingston Warrant List

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington, do hereby certify the merchandise for services hereinafter specified have been received and the warrants listed below are approved for payment in the amount of **\$51,705.54** from the Port of Kingston, Marina Revenue Fund, the 6th day of August 2021.

Laura Gronnvoll, Commissioner

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.



Audra Trainer, Controller

Date	Warrant	Amount	Vendor
8/6/2021	35477	\$2,858.60	Amazon Capital Services
8/6/2021	35478	\$84.62	BLUE SKY PRINTING
8/6/2021	35479	\$850.50	CHMELIK SITKIN & DAVIS
8/6/2021	35480	\$226.43	FISHERIES SUPPLY
8/6/2021	35481	\$4,007.94	KITSAP BANK VISA
8/6/2021	35482	\$307.50	OLYMPIC SPRINGS, INC
8/6/2021	35483	\$2,072.50	PERTEET
8/6/2021	35484	\$33,044.48	PETROCARD INC
8/6/2021	35485	\$255.00	REDDY ICE
8/6/2021	35486	\$2,289.00	SMARTSHEET
8/6/2021	35487	\$1,392.35	STAPLES ADVANTAGE
8/6/2021	35488	\$55.18	TACOMA SCREW PRODUCTS
8/6/2021	35489	\$105.00	VILLAGE GREEN COMMUNITY CENTER
8/6/2021	35490	\$325.00	WASHINGTON FINANCE OFFICERS ASSOCIATION
8/6/2021	35491	\$2,612.50	WASHINGTON PROJECT CONSULTANTS, PLLC
8/6/2021	35492	\$1,218.94	WASTE MANAGEMENT
		<hr/> \$51,705.54 <hr/>	

Port of Kingston Warrant List

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington, do hereby certify the merchandise for services hereinafter specified have been received and the warrants listed below are approved for payment in the amount of **\$862.65** from the Port of Kingston, Marina Revenue Fund, the 11th day of August 2021.

Laura Gronnvoll, Commissioner

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.



Audra Trainer, Controller

Date	Warrant	Amount	Vendor
8/11/2021	35493	\$139.87	AET CONSTRUCTION TRUST
8/11/2021	35494	\$165.91	COMCAST
8/11/2021	35495	\$116.63	HENERY HARDWARE
8/11/2021	35496	\$60.24	PACIFIC OFFICE AUTOMATION
8/11/2021	35497	\$380.00	WASHINGTON PUBLIC PORTS ASSOCIATION
		<hr/> \$862.65 <hr/>	

Port of Kingston Warrant List

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington, do hereby certify the merchandise for services hereinafter specified have been received and the warrants listed below are approved for payment in the amount of **\$500.00** from the Port of Kingston, Marina Revenue Fund, the 21st day of August 2021.

Laura Gronnvoll, Commissioner

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.



Audra Trainer, Controller

Date	Warrant	Amount	Vendor
8/21/2021	35498	\$500.00	DAVID NELSON
		<u>\$500.00</u>	

Port of Kingston Warrant List

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington, do hereby certify the merchandise for services hereinafter specified have been received and the warrants listed below are approved for payment in the amount of **\$45,435.19** from the Port of Kingston, Marina Revenue Fund, the 24th day of August 2021.

Laura Gronnvoll, Commissioner

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.



Audra Trainer, Controller

Date	Warrant	Amount	Vendor
8/24/2021	35499	\$26.00	ALL SHRED
8/24/2021	35500	\$355.20	Amazon Capital Services
8/24/2021	35501	\$186.72	Genisys Corporation
8/24/2021	35502	\$2,700.00	HEARTHSTONE CPA GROUP PS
8/24/2021	35503	\$233.87	HENERY HARDWARE
8/24/2021	35504	\$2,210.39	KITSAP COUNTY PUBLIC WORKS
8/24/2021	35505	\$179.85	KITSAP GARAGE DOOR CO
8/24/2021	35506	\$1,371.12	LAURA GRONNVOLL
8/24/2021	35507	\$355.42	NEW PIG CORPORATION
8/24/2021	35508	\$620.21	PACIFIC OFFICE AUTOMATION
8/24/2021	35509	\$33,016.79	PETROCARD INC
8/24/2021	35510	\$32.13	PREMIER RENTALS LLC
8/24/2021	35511	\$2,294.02	PUGET SOUND ENERGY
8/24/2021	35512	\$207.00	REDDY ICE
8/24/2021	35513	\$893.00	SOUND PUBLISHING, INC
8/24/2021	35514	\$78.84	Tarrah Dofelmier
8/24/2021	35515	\$674.63	ULINE

\$45,435.19

Port of Kingston Warrant List

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington, do hereby certify the merchandise for services hereinafter specified have been received and the warrants listed below are approved for payment in the amount of **\$175,143.05** from the Port of Kingston, Marina Revenue Fund, the 26th day of August.

Laura Gronnvoll, Commissioner

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.



Audra Trainer, Controller

Date	Warrant	Amount	Vendor
8/26/2021	35516	\$552.00	ALLIANT INSURANCE SERVICES, INC.
8/26/2021	35517	\$800.00	Danny Vernon
8/26/2021	35518	\$100.00	DAVID CARSON
8/26/2021	35519	\$122,550.00	ENDURIS
8/26/2021	35520	\$27.24	HENERY HARDWARE
8/26/2021	35521	\$30,640.58	PETROCARD INC
8/26/2021	35522	\$19,624.13	REGENCE BLUESHIELD
8/26/2021	35523	\$470.00	Reliable Storage
8/26/2021	35524	\$229.64	SUPERIOR PRESS
8/26/2021	35525	\$125.25	Torey Grandt
8/26/2021	35526	\$24.21	WESTBAY AUTO PARTS

\$175,143.05

Port of Kingston
Payment Voucher

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA

8/3/2021

(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 \$335.46 and from the Port of Kingston Marina Revenue Fund, this 8/3/2021 August
(receipt date)

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

Mary McClure, Commissioner

Attest:

 Audra Trainer
Controller, Audra Trainer

Voucher #
EFT

Claimant
Department of Natural Resources

\$335.46

Cash Transmittal Receipt Number

R00200469

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

Port of Kingston
Payment Voucher

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA

8/19/2021

(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 \$9,543.38 and from the Port of Kingston Marina Revenue Fund, this 8/19/2021 August
(receipt date)

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

Mary McClure, Commissioner

Attest:

Audra Trainer
Controller, Audra Trainer

Voucher #
EFT

Claimant
Global Bankcard Services

\$9,543.38

Cash Transmittal Receipt Number R00200284, R00200281, R00200280

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

Port of Kingston
Payment Voucher

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA

8/25/2021

(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 \$17,100.11 and from the Port of Kingston Marina Revenue Fund, this 8/25/2021 August
(receipt date)

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

Mary McClure, Commissioner

Attest:

Audra Trainer
Controller, Audra Trainer

Voucher #
EFT

Claimant
WA State DOR

\$17,100.11

Cash Transmittal Receipt Number

R00200736

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

Port of Kingston
Payment Voucher

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA

8/30/2021

(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 \$433.31 and from the Port of Kingston Marina Revenue Fund, this 8/27/2021 August
(receipt date)

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

Mary McClure, Commissioner

Attest:

Audra Trainer
Controller, Audra Trainer

Voucher #
EFT

Claimant
Department of Natural Resources

\$433.31

Cash Transmittal Receipt Number

R00200797

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

**Port of Kingston
Payment Voucher**

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA

8/10/2021

(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 \$32,656.21 from the Port of Kingston, Marina Revenue Fund, on 8/13/2021. (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	\$3,327.06
EFT	Dofelmier, Tarrah	\$2,335.19
EFT	Englin, Gregory	\$2,144.60
EFT	Ferguson, Ashley	\$1,618.45
EFT	Goff, Austin	\$1,599.99
EFT	Grandt, Torey	\$2,281.38
EFT	Krogh, Joseph	\$1,724.55
EFT	Moe, Claire	\$455.15
EFT	Money penny, Patrick	\$507.93
EFT	Orcutt, Rose	\$1,855.87
EFT	Poole, Lester	\$492.48
EFT	Robles, Marvin	\$1,616.82
EFT	Trainer, Audra	\$3,286.20
EFT	US Treasury Taxes	\$8,763.31
EFT	Tax Adjustments	\$0.00
EFT	Service Fees	\$149.33
		\$32,656.21

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: 08/10/2021

Subject: Details of Funds to be Withdrawn

Actual funds to be withdrawn:	
Payroll service fee	\$149.33
Direct Deposit	\$23743.57
Taxes	\$8763.31

Total payment	\$32656.21

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

Payroll Run Summary for 08/13/2021:

Paychecks	Gross Wages	Net Pay	Direct Deposit
Total	33,623.21	0.00	23,743.57
DD1783 ANDERSON, GREGORY E.	593.28	0.00	497.90
DD1784 CARPENTER, RAYMOND A.	4,375.00	0.00	3,327.06
DD1785 DOFELMIER, TARRAH D	3,125.00	0.00	2,335.19
DD1786 ENGLIN, GREGORY L.	5,537.38	0.00	2,144.60
DD1787 FERGUSON, ASHLEY R	2,024.00	0.00	1,618.45
DD1788 GOFF, AUSTIN O.	2,120.00	0.00	1,599.99
DD1789 GRANDT, TOREY L	2,833.33	0.00	2,281.38
DD1790 KROGH, JOSEPH S.	2,284.63	0.00	1,724.55
DD1791 MOE, CLAIRE	492.84	0.00	455.15
DD1792 MONEYPENNY, PATRICK J.	555.42	0.00	507.93
DD1793 ORCUTT, ROSE K	2,392.00	0.00	1,855.87
DD1794 POOLE, JR., LESTER O.	595.00	0.00	492.48
DD1795 ROBLES, MARVIN F.	2,112.00	0.00	1,616.82
DD1796 TRAINER, AUDRA F	4,583.33	0.00	3,286.20

Tax Adjustments:

Tax	Amount
Medicare Company	\$0.01
Medicare Employee	\$0.01

Total:	\$0.02

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:	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:	MOE, CLAIRE
Modified employee:	FERGUSON, ASHLEY R
Modified employee:	TRAINER, AUDRA F
Modified employee:	ORCUTT, ROSE K
Added payroll item:	Bereavement Salary

**Port of Kingston
Payment Voucher**

Post Office Box 559
Kingston, WA 98346

Kitsap County, WA

8/27/2021

(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 **\$36,374.29** from the Port of Kingston, Marina Revenue Fund, on 8/30/2021. (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	\$3,327.06
EFT	Dofelmier, Tarrah	\$2,335.18
EFT	Englin, Gregory	\$2,144.59
EFT	Ferguson, Ashley	\$1,618.43
EFT	Goff, Austin	\$1,738.29
EFT	Grandt, Torey	\$2,281.37
EFT	Gronnvoll, Laura	\$1,183.08
EFT	Heacock, Steve	\$1,285.28
EFT	Krogh, Joseph	\$1,738.36
EFT	McClure, Mary	\$1,270.06
EFT	Money Penny, Patrick	\$507.94
EFT	Orcutt, Rose	\$1,446.22
EFT	Poole, Lester	\$561.98
EFT	Robles, Marvin	\$1,498.10
EFT	Trainer, Audra	\$3,286.20
EFT	US Treasury Taxes	\$9,619.36
EFT	Tax Adjustments	\$0.01
EFT	Service Fees	\$34.88
		\$36,374.29

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: 08/27/2021

Subject: Details of Funds to be Withdrawn

Actual funds to be withdrawn:	
Payroll service fee	\$34.88
Direct Deposit	\$26720.05
Taxes	\$9619.36

Total payment	\$36374.29

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

Payroll Run Summary for 08/31/2021:

Paychecks	Gross Wages	Net Pay	Direct Deposit
Total	37,156.74	0.00	26,720.05
DD1797 ANDERSON, GREGORY E.	593.28	0.00	497.90
DD1798 CARPENTER, RAYMOND A.	4,375.00	0.00	3,327.06
DD1799 DOFELMIER, TARRAH D	3,125.00	0.00	2,335.19
DD1800 ENGLIN, GREGORY L.	5,537.38	0.00	2,144.59
DD1801 FERGUSON, ASHLEY R	2,024.00	0.00	1,618.43
DD1802 GOFF, AUSTIN O.	2,332.00	0.00	1,738.29
DD1803 GRANDT, TOREY L	2,833.33	0.00	2,281.39
DD1804 GRONNVOLL, LAURA E.	1,437.00	0.00	1,183.08
DD1805 HEACOCK, STEVE	1,565.00	0.00	1,285.28
DD1806 KROGH, JOSEPH S.	2,303.00	0.00	1,738.36
DD1807 MCCLURE, MARY S.	1,437.00	0.00	1,270.06
DD1808 MONEYPENNY, PATRICK J.	555.42	0.00	507.92
DD1809 ORCUTT, ROSE K	1,840.00	0.00	1,446.22
DD1810 POOLE, JR., LESTER O.	680.00	0.00	561.98
DD1811 ROBLES, MARVIN F.	1,936.00	0.00	1,498.10
DD1812 TRAINER, AUDRA F	4,583.33	0.00	3,286.20

Tax Adjustments:

Tax	Amount
Medicare Company	\$0.01
Medicare Employee	\$0.01
Social Security Company	\$0.01
Social Security Employee	\$0.01
WA - Unemployment Company	-\$0.01

Total:	\$0.03

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:	MCCLURE, MARY S.
Modified employee:	KROGH, JOSEPH S.
Modified employee:	GRONNVOLL, LAURA E.
Modified employee:	HEACOCK, STEVE
Modified employee:	MONEYPENNY, PATRICK J.