



Serving what matters today, with a view for tomorrow.

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

**November 17, 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/89896376171>  
+1 253 215 8782 US (Tacoma)  
Meeting ID: 898 9637 6171

Welcome to the November 17, 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.



Serving what matters today, with a view for tomorrow.

**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 October 25, 2021 All Ports Meeting Minutes
- B. Approve October 26, 2021 Special Meeting Minutes
- C. Approve October 27, 2021 Regular Meeting Minutes
- D. Approve October 2021 Warrants

**6. FINANCIAL REPORT**

**7. ACTION ITEMS**

- A. Adopt Resolution 11-01-2021 - 2022 Budget
- B. Adopt Resolution 11-02-2021 - 2022 Capital Budget
- C. Adopt Resolution 11-03-2021 - 2022 Marina Rate Schedule
- D. Adopt Resolution 11-04-2021 - 2022 Tax Levy Certification
- E. Adopt Resolution 11-05-2021 - Port of Kingston Rules and Regulations
- F. Adopt Resolution 11-06-2021 – Delegation of Authority Policy

**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 December 15, 2021, at 6:30 p.m. Hybrid (Zoom & Village Greens Community Center)

**12. ADJOURN**

**Draft** minutes\* for  
 Quarterly Kitsap All Ports Meeting  
 October 25, 2021 at the Port of Brownsville

Attendees:

Lary Coppola	Allyn – staff via ZOOM
James Weaver	Bremerton - staff
Kathy Garcia	Bremerton – staff via ZOOM
Jack Bailey	Brownsville
Joseph DaBell	Brownsville – staff
Sally Hass	Brownsville - citizen
Jon Buesch	Illahee
John Burton	Illahee
Brian Watne	Keyport via ZOOM
Mary McClure	Kingston via ZOOM
Greg Englin	Kingston – staff via ZOOM
Robert Ballard	Manchester via ZOOM
James Strode	Manchester via ZOOM
Doug Kitchens	Silverdale
Caleb Reese	Silverdale
Ed Scholfield	Silverdale
Phil Best	Silverdale – attorney via ZOOM
Theresa Haaland	Silverdale, Tracyton, Illahee – staff
Randle Kuhn	Assoc of WA Business – via ZOOM
Troy Wood	Washington State DRN – via ZOOM

PLEDGE OF ALLEGIANCE – those in attendance stood for the pledge.

INTRODUCTIONS were made.

MUTUAL ITEMS OF INTEREST

Randle Kuhn, Association of Washington Business (AWB) Membership Manager, introduced himself ([randlek@awb.org](mailto:randlek@awb.org)). He explained that AWB (<https://www.awb.org/>) is basically the chamber of commerce for the State of Washington and they have a long history of partnering with Ports throughout Washington State. He would like to see every Port in the State of Washington become a member of AWB. Mr. Kuhn explained that AWB basically acts as a liaison between its members and the State, addressing issues that are of concern. He said that the membership pricing schedule is flexible and encouraged Port representatives to contact him with any questions and/or to become a member.

Troy Wood, Program Manager Derelict Vessel Removal Program, Aquatic

Resources Division, Washington State Department of Natural Resources (DNR), was introduced ([Troy.Wood@dnr.wa.gov](mailto:Troy.Wood@dnr.wa.gov)). Commissioner Jack Bailey provided those in attendance with a DNR “Sustainable Funding for Derelict Vessel Removals” handout. Mr. Wood provided the history of the DNR’s Derelict Vessel Removal Program (DVRP) [Recovering Derelict Vessels | WA - DNR](#) . It began in 2002 and there have been lots of changes through the years. Approximately \$3.00 of every vessel registration fee is added to the DVRP account. The programs biennial budget is approximately \$2.6 million. Last year 125 derelict vessels were safely removed from Washington State waters through the program. He explained that every derelict vessel within Washington State waters, that has been reported to the DNR, is prioritized by considering human safety and environmental risk on a one to five priority scale. One being an immediate threat to human safety and five is maybe just a boat tied to a buoy and not in danger of sinking. Authorized agencies, such as Ports, remove vessels within their jurisdiction and receive ninety percent reimbursement. The vessel first needs to meet criteria related to abandoned vessels, such as, it is in danger of sinking and/or running aground. If it meets any one of the definitions it can be added to the DNR’s DVRP database and then it gets prioritized. The number of derelict vessels continues to increase. There is a proposal to increase a portion of the watercraft excise tax of 15% to be added to the DVRP’s account. If approved, it will increase the program’s biennium budget with an additional \$5,000,000, increasing the total biennium budget to approximately 7.5 million. Mr. Wood said that currently the program only covers the expenses of one employee, although there are three DNR employees who work on the program. Mr. Wood explained that there is also a \$50,000 grant program for local law enforcement, so that they can be more involved with derelict vessels or soon-to-be derelict vessels on the water. It has been noticed that there is a drastic reduction of issues when law enforcement is involved and that is why the local law enforcement grant program is so important. The DNR also offers the Vessel Turn-In Program (VTIP) ([Vessel Turn-In Program | WA - DNR](#)) to owners of boats that are on the way to becoming a derelict and/or abandoned. There is no cost to the owners. It is estimated that each boat costs approximately \$4,000 to remove safely. It was asked if area residents can report vessels. Mr. Wood said yes, but reminded everyone that there are just three employees working this program and so they are unable to inventory the entire State. Apparently, there are anywhere between twenty to thirty derelict boats in Sinclair Inlet alone. Mr. Wood explained that they are only aware of eight vessels of concern in Sinclair Inlet. Commissioner Jon Buesch asked Mr. Wood if he finds a lot of commercial vessels that are basically at the end of their useful life getting sold for recreational purposes. Mr. Wood explained that once a commercial boat is sold to a private party it is no longer considered a commercial vessel. There was an instance where a tugboat was sold to a private individual. The DNR ended up calling the original owner and telling him/her that they would be required to pay for the removal, if the new owner was unable or

unwilling to pay. Commissioner Brian Watne said that Keyport has used the DNR DVRP. He thanked Mr. Wood for his help on that. He explained that it's a life saver for small Port's like Keyport. They currently have three more wooden vessels that they are very concerned about. Two of the three are not meeting Keyport's rules and regulations. He questioned if the Port has the authority to ask them to leave and who determines whether the vessel is a derelict or not. Mr. Wood explained that the Washington Administrative Code (WAC) 79.100.010 ([RCW 79.100.010: Definitions. \(wa.gov\)](#)) provides the definitions related to derelict vessels. He explained that if the vessels in question are actually tenants of the Port, then they wouldn't meet the definition because ultimately, they are moored with permission, but within the Port's rules and regulations they may be able to evict them and/or encourage them to take advantage of the DNR's VTIP. James Weaver, Director of Marine Facilities with the Port of Bremerton, said that he really appreciates the DNR's help. One big problem they have determined is that the United States Coast Guard (USCG) tows vessels in and ties them up at the public facilities and leaves without any information or notice and basically then the problem is left with the Port to figure out. Mr. Wood agreed that this is a problem and he has talked with upper management about it and they are trying to determine a way to alleviate this issue. The Federal rules allow for the USCG to bring vessels that are in trouble to the nearest safe haven. Mr. Wood said that once a vessel is dropped off at a Port, the Port can definitely begin the DVRP process. He would suggest, in this event, that the DNR be contacted at the onset because there is a good chance that the DNR has already been working on the vessel and if it isn't, they can help from there. Although, the staff that works on the DVRP and VTIP are quite busy, they are always there to help where they can. Kathy Garcia, with the Port of Bremerton, said that years ago she met with Mr. Wood, several other State Agency representatives as well as the Kitsap County Sheriff's Department and found the meeting to be very beneficial in learning the basics of derelict reporting, etc. She said that nowadays there are a lot of new players that don't understand the process, and that seems to create a lot of finger-pointing. She suggested a roundtable of some sort, not a gripe-session, be set up for those interested in learning more about the process so that we are all on the same page. Mr. Wood said that he is always willing to work on things, although his plate is so full right now especially with the grants and the pilot program, he would be willing to do it. He said that they used to have a taskforce meeting in Seattle at least once a year, sometimes twice a year. It included the Department of the Navy (DON) and the USCG and it does seem the information hasn't gotten passed to the next generation. It probably is time to build new relationships with new personnel and he agreed that he definitely would want to be part of that conversation. Ms. Garcia said that she is willing to help with some of the local contacts. Commissioner Ed Scholfield of Silverdale said that there were about twelve boats in the north end of Dyes Inlet prior to the storm we recently had. He gave an example of a family that had two boats that

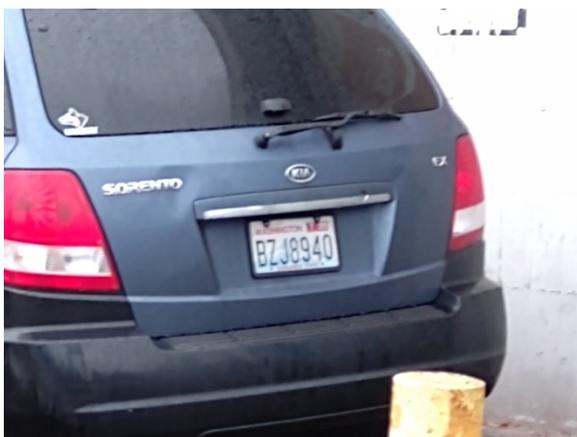
they were living on in 2020, both of which they ended up turning into the DNR after one ran aground during a storm. That same family has apparently been gifted two more boats and are back living on them in the Dyes Inlet area. Mr. Wood suggested Commissioner Scholfield talk to the Port of Kingston as they have had similar issues with liveaboards for the past two years. Mr. Wood explained that he basically works for the Governor, an elected official, and the governor has repealed the moratorium regarding evictions, so if there are issues a Port may be able to trespass individuals from being on Port property. He said that it's really a juggling act that he hasn't found the solution to, but one hopeful thing is if the grant for the local law enforcement is agreed to, it will help tremendously as there has been proof that the law enforcement presence out on the water helps, because they can even go out and ticket if a vessel registration is out-of-date. Commissioner Scholfield said that two of the boats have dragged anchor onto the Port of Silverdale DNR leased area and a third boat is beached, but not on Port property. Mr. Weaver said that he thinks the eviction moratorium ends on October 30<sup>th</sup> and from what he has heard it will not be extended, so at some point the moratorium will be lifted. Mr. Wood said that it's a definition issues because it's against the law to have a liveaboard on State-owned land, but it's semantics because if you say anything to the owners, they claim you are evicting them and goes against the eviction moratorium. Mr. Wood suggested any Port in this situation talk to their risk managers before taking any action and talk to the County about the problem. Mr. Wood thanked the Commissioners and told them to contact him with any further questions and/or issues regarding derelict boats.

Commissioner Bailey thanked Mr. Wood for attending the meeting and said that the Kitsap Ports appreciate the DVRP and the support of the DNR.

#### INDIVIDUAL PORT UPDATES

**Port of Silverdale** ([www.portofsilverdale.com](http://www.portofsilverdale.com)) – Commissioner Scholfield said that derelict boats are becoming more of an issue for the Port. A total of twelve showed up last night with a few that were already there. Three decided to tie up to the pier overnight, smashing into the finger piers all night. Two of the vessels were towed in by a motorboat and come to find out the owners of the two that were towed, were new to sailing. One was using gas cans as bumpers, which didn't work well. The owner of the big motorboat, that towed them in, seemed to be in a hurry to get out of there. Another item is that one of the Port's Clam Island Rowing (CIR) Program's chase boats caught fire, which totaled the boat and damaged the dock. The incident is under investigation as it is believed to be arson. It took place on/or around 3:20AM on Monday, October 4, 2021. At 4:22AM a Safe Security guard alerted the police of the fire. Thankfully, the engine was salvaged and undamaged. It is estimated that the repairs to the dock will be \$10,000. It looks as if someone poured gas, using the gas can that was in the boat, all over the boat with a stream of gas along the dock leading to the gangway. Commissioner Scholfield said that the surveillance in the Port's

parking lots showed several cars coming and going around the estimated time of the fire. Unfortunately, due to the construction in that area the surveillance camera on the dock is not up and running. Since it is an ongoing investigation the police report is not available at this time. Commissioner Caleb Reese reported that the Port continues to work with its architect, Patano Studio Architecture (PSA) on the future Waterfront Activities Center. Art Anderson Associates (AAA) is working on the design for the new partially grant-funded non-motorized float. There is an ongoing lawsuit for the dredge permit. When the Port applied for the Recreation Conservation Office (RCO) grants, one thing the RCO had asked is what is the Port doing to mitigate dredging. Commissioner Reese said that he and Commissioner Scholfield started talking more about dredging and the difficulties and expense of it, then the discussion moved to the possibility of moving the entire floating moorage facility out into deeper water, which would alleviate the need to dredge in the future. After reviewing the estimated costs from AAA, it has been decided to move forward with having AAA provide a design to move the facility out roughly 150 feet and including a slight rotation. Commissioner Reese said that the Port will be looking for a new attorney as Phil, who has worked for the Port for many years, has plans to retire on December 31, 2021. Commissioner Baily said that there are many attorneys in Old Town Silverdale, which could prove beneficial. He said that the arson sounds pretty serious. Commissioner Scholfield said that Island Lake also had a fire at their dock a couple weeks prior to Silverdale's fire. Commissioner John Burton said that on October 6<sup>th</sup> before daybreak he caught individuals on the Illahee dock and one was trying to start a fire. He confronted the individuals and heard two of them call the other one, that tried to start the fire, Jordan. They said something to the effect that he likes playing with fire and that he did the same thing in Port Orchard without incident. Commissioner Burton told them to leave Port property. He noticed they all got into two separate vehicles with Jordan entering one with the Washington license plate number BZJ8940 and the two other individuals entered a vehicle with the Washington license plate number BJJ8242. On October 8<sup>th</sup>, Commissioner Burton saw Jordan's car parked at the Illahee store parking area and Jordan seemed to be sleeping in the car while the engine was running. Commissioner Burton was able to take a picture of the vehicle showing the plate and vehicle make and model.



A sheriff deputy was in the area and Commissioner Burton was able to talk to him. He informed the deputy that there have been many complaints of drug selling/use activity within the area and also told the sheriff about the fire incident and that it was the individual who was sleeping in the nearby car. The sheriff informed Commissioner Burton that he couldn't do anything about the drug issues and offered to knock on the individual's car and ask him to move along, which he did. Commissioner Doug Kitchens told everyone that there was apparently an incendiary device found near the Silverdale Tractor Supply store. Apparently, the bomb squad was called in to take care of it. There seems to be a local problem. Commissioner Scholfield said that he plans to provide the Fire Marshall with the information Commissioner Burton shared.

**Port of Illahee** ([www.portofillahee.com](http://www.portofillahee.com)) – Commissioner Burton further explained the incident on October 6<sup>th</sup> when he confronted the individuals. He said that when he first saw them on the dock in the very early morning hour, he thought they were setting up to fish. As he watched he saw an open flame and another one shortly afterwards. That is when he took action and confronted them and told them to leave. Commissioner Burton explained that for quite sometime now, there have been complaints about drug activity in and around the dock parking lot and the Illahee store parking lot. Commissioner Scholfield said that drug activity is a very difficult issue the police can help on nowadays and basically it is up to the Port to enforce rules such as this area is closed after hours and you must leave.

Commissioner Burton reported that Illahee was successful in being awarded two RCO grants and is moving forward to a ninety percent design and permitting completion. Illahee is also starting to get reimbursement for the engineering costs up until this point. They hired John Piccone of SoundWest Engineering as the Port's grant writer and he is also an engineer and completing that work as well. Mr. Piccone has already submitted the long lead permit requests and will now move forward with the other required permits as well as following up with the tribes so that by November all of the initial permit requests should be submitted. It is estimated that by the third quarter 2022, bid requests will begin. In hearing about all the problems other Ports have had with the issuance of the Army Corps of Engineers (ACE) permit, Illahee, through Mr. Piccone, is trying to get ahead of it and get all the necessary engineering done. Commissioner Burton explained that there haven't been any major renovations with Illahee's facility in the past seventy years, so it is well past due for some major rebuilding and maintenance.

**Port of Bremerton** ([www.portofbremerton.org](http://www.portofbremerton.org)) – Mr. Weaver reported that they just lost one of their work boats recently. It was stolen while it was on its trailer. A brand-new Monsoon engine was on the boat. They retrieved the boat the next day – it was missing the engine. Ironically the boat and trailer were parked near the police station and this happened during daylight. Mr. Weaver explained that

lots of projects are taking place, including the roof replacement, which was the result from the boat fire of a Ranger tug that burned to the waterline. The \$15,000,000 breakwater project continues to move forward. They have partnered with Kitsap Transit to determine ways to lessen the wave action caused by Kitsap Transit's day-use ferry. They are installing enhanced programmable LED Christmas lights in and around the facilities, similar to the Port of Kingston. They plan to keep them up year-round, which will save staff time. Mr. Weaver asked if any other Ports are planning to attend the Seattle boat show. Masks will be mandatory to attend the event, so staff would have to wear masks all-day each of the ten days. Port of Bremerton staff are willing to do it and the Port has been a vendor at the event for many years now, but he was just curious if any other Kitsap Ports are planning to attend. He has heard that the Port of Anacortes has pulled out of the event. Ms. Garcia said that she has heard from another Port that the City of Des Moines is not joining in the boat show this year, she is still waiting to hear back from others. Mr. Weaver said that they are also taking an internal look at position descriptions and wages/benefits for many of the positions.

**Port of Kingston** ([www.portofkingston.org](http://www.portofkingston.org)) – Greg Englin, Executive Director of the Port of Kingston, reported that with the recent storm the owner of a 70' tender asked to be tied up to the Port facility. Kingston had to turn them away because the facility is not built to handle that kind of load. Kingston is looking to redevelop the uplands right across from the toll booth. The area used to be a couple of restaurants and a laundry mat. They have submitted for a rezone of the area to the County. Mr. Englin said that the County accepted an urban port overlay concept, which should be seen within the 2024 Comp Plan effort that begins next year. Kingston has also completed a moorage rate analysis and he will share that information to all the Ports. It is hoped it will give everyone an idea of where their rates fall and possibly make competitive changes. Mr. Englin explained that this is Kingston's third year of a three-year effort to raise their rates. Between ten to fifteen years Kingston is going to have to replace the entire marina. The revenue rates that were being charged were going to make it very difficult to rebuild the marina, simple arithmetic proved they would fall short and since Kingston doesn't have any bonding capacity it was important to get the rates up to the average rate. They also have the problem of bad debt and vessels that are slow in paying. Mr. Englin said that they will share information about that issue as well. Ms. Garcia commended Mr. Englin on his presentation at the recent marina committee meeting, he did an excellent job sharing the marina rates information and the process of it. Mr. Englin sees his efforts as a fiduciary responsibility to the future and planning for the replacement of the moorage facility is key.

**Port of Keyport** ([www.portofkeyport.com](http://www.portofkeyport.com)) – Commissioner Brian Watne reported that things are going pretty steady at Keyport. They are still in the process of the

marina pier upgrade project. The project includes a new boat ramp, pier renovations and floating walkway to launch boats. There were issues in receiving the ACE permit. ACE authorized an emergency permit for the boat ramp portion of the project only. The second phase of the project, pier renovations and the floating walkway, has taken approximately one and a half years with Mr. Piccone's help. So, phase two of the project will begin and include redoing the pier with installation of more pilings and new deck surface of the pier and floating walkway. Commissioner Bailey asked if Keyport received the mitigation report from National Marine Fisheries Service (NMFS). Commissioner Watne said that as far as he is aware it has not yet been received, but he has been out for the last three weeks as he had neck surgery (get well!). He thought Mr. Piccone might have the report. Commissioner Bailey suggested that Keyport have a marine biologist complete the report, because there are things a biologist knows how to say that will satisfy NMFS. Commissioner Watne said on a very sad note, former Port of Keyport Commissioner Jay Melrose, who was a lifetime resident of Keyport, was struck and killed by a car in the Keyport area yesterday. Condolences to Mr. Melrose's family and friends.

**Port of Allyn** ([www.portofallyn.com](http://www.portofallyn.com)) – Lary Coppola, Executive Director at the Port of Allyn reported that they have the staging area finished and had a ribbon cutting ceremony which is great. The main pump of the water system recently failed and now the Port is scrambling to find emergency funding to pay for it. They are working on the budget and update to the Port of Allyn's Comprehensive Plan, both of which should be completed this week. Mr. Coppola said that he too saw Mr. Englin's presentation at the marina committee meeting and also thought he did a great job and found it very comprehensive. A lawsuit that has been ongoing for the past six months is coming to an end with a summary judgment in the Port's favor, but it did hurt the Port's finances a lot, so the Port is trying to recover from that as well.

**Port of Manchester** ([www.portofmanchester.com](http://www.portofmanchester.com)) – Commissioners James Strode and Bob Ballard had nothing to report.

**Port of Brownsville** ([www.portofbrownsville.org](http://www.portofbrownsville.org)) – Commissioner Bailey said that last Monday evening sometime between 4:00PM and 5:00PM he was sitting in his living room and heard five large caliber shots go off believed to be from an automatic weapon. He looked out his window in the direction of the sound and saw a guy running out of the woods. The guy jumped into a car that was parked on the side of the road and he took off. Commissioner Bailey decided to get in his car and drive over to the area, because he was concerned someone may be injured in the woods. A police officer was stopped in the area when Commissioner Bailey approached. Commissioner Bailey told the police officer everything he knew. The police officer trekked up into the woods, but didn't find anything or anyone. So that was a concerning event that took place in the area

recently. Commissioner Bailey reported that Brownsville finally, after two and a half years, received the NMFS permit. He did a little digging and reviewed the last biological survey, which showed many errors made by the engineer. There are now questions regarding mitigation and costs. Brownsville is working on getting rid of the deadwood in the marina by pulling out many boats that are not paying. Joe DaBell, who is filling in for Port Manager Jerry Williams while he is on leave, reported that they have gotten rid of three derelict boats through the DNR's DVRP.

Commissioner Bailey asked if anyone attended the recent Washington Public Ports Association (WPPA) Small Ports Seminar in Leavenworth. Commissioners from the Ports of Illahee and Silverdale had all attended the seminar. Commissioner Reese said there were some really good, informative presentations. Commissioner Kitchens added that it was his first time attending and he found everything to be excellent and well done. Commissioner Bailey said that is how the WPPA does things. Commissioner Burton said that he found really good information about the importance of the Port's online presence and how to make it more affective and searchable. He also found information of businesses that provide website services for Ports on a regular basis and they understand all the rules and regulations that go with it. Commissioner Reese said that on Thursday morning there was an optional presentation that was separate from the seminar. It was related to employees and the COVID19 vaccine mandate. It outlined what can and can't be asked to employees. Commissioner Scholfield asked the others about employee health insurance. It seemed many Ports that have employees offer benefits.

Commissioner Kitchens asked Mr. Englin about Kingston's Tuesday morning work studies. Commissioner Englin said that he has been doing this for almost three years, ever since he began working for Kingston. It allows him to go over everything on a weekly basis with the Commissioners. It is conducted over Zoom and lasts about an hour and a half. It is open to the public as a lot of people have voiced that they want more public involvement, so this gives the public just one more opportunity to connect with the Port. Commissioner Bailey asked if Kingston posts the notice in the newspaper. Mr. Englin said that they post the notice on the office door and update the website regularly. The website seems to be the most effective way to communicate with the public as it is real time up-to-date information

Commissioner Bailey reminded everyone that the WPPA is hosting the Finance and Administration Seminar this December at the Hyatt Regency Hotel Bellevue ([Upcoming Events — Washington Public Ports Association \(washingtonports.org\)](https://www.washingtonports.org)). He suggested to those planning to attend, that they reserve their rooms soon as they are filling up quickly.

PUBLIC COMMENT

Sally Hass introduced herself. She explained that she attended the last Kitsap All Ports meeting and has a liveaboard at the Port of Brownsville. She helped found the Kitsap Peninsula National Water Trails. She reported that a boat trailer was recently stolen from the Port of Brownsville parking lot and later found at Evergreen Park in Bremerton. There is increased crime around the area. A citizens group has formed in the Brownsville area. It includes approximately 100 taxpaying members, who focus on stewardship. They report things to the Port that they think the Commissioners should be aware of. They are focused on governments and community building. Ms. Hass is meeting with the Keyport Improvement group next week to learn about the association and how it works with the Port of Keyport. She plans to contact other ports in the area to determine if they have partnerships with citizens groups that might help with the Ports. Ms. Hass informed everyone that the Brownsville Haunted Harbor will again be in full swing this year on Friday, October 29<sup>th</sup> from 6:00PM to 8:00PM. It is asked that brave little ghosts and goblins, planning to walk the haunted docks, bring a can of food to be donated to the Bremerton Food Bank. Commissioner Bailey said that he wasn't sure of <sup>1</sup>how many boats would be decorated for Halloween, but it is sure to be a fun family event.

The meeting adjourned at 8:17PM.

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Commissioner

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Commissioner

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Commissioner

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Serving what matters today, with a view for tomorrow.

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

**October 26, 2021, at 9:30 am**

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

**Commission in Attendance**

Laura Gronnvoll  
Steve Heacock  
Mary McClure

**Staff in Attendance**

Greg Englin

**1. CALL TO ORDER**

Meeting called to order at 9:34 a.m. by Commissioner Gronnvoll

**2. RECESS TO EXECUTIVE SESSION at 9:35 a.m.**

RCW 42.30.110 (d) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs. The executive session is expected to last 60 minutes and is not open to the public. After the executive session, the Commission will reconvene to the public portion of the commission meeting.

**3. RECONVENE TO SPECIAL MEETING at 10:23 a.m.**

No action taken

**4. NEXT REGULAR MEETING:** October 27, 2021 at 6:30 p.m. Hybrid

**5. ADJOURN**

Motion: Adjourn meeting at 10:24 a.m.

Moved: Commissioner McClure

Second: Commissioner Heacock

Vote: Pass 3-0

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Laura Gronnvoll, Commissioner

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Steve Heacock, Commissioner

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Mary McClure, Commissioner

Attest:

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Greg Englin, Commissioner



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

**October 27, 2021, at 6:30 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/88445855092>

**Commission in Attendance**  
Laura Gronnvoll  
Steve Heacock

Greg Englin  
Ray Carpenter  
Audra Trainer  
Tarrah Dofelmier  
Torey Grandt

**Public in Attendance**  
Ron Karzmar

**Staff in Attendance**

**1. CALL TO ORDER**

Meeting called to order at 6:36 pm by Commissioner Gronnvoll

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF AGENDA**

Motion: Approve Agenda with corrections:

1. Special Meeting date corrected to November 9, 2021

Moved: Commissioner Heacock

Second: Commissioner Gronnvoll

Vote: Pass 2-0

**4. PUBLIC COMMENT**

None

**5. CONSENT AGENDA**



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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 September 22, 2021, Regular Meeting Minutes
- B. Approve September 2021 Warrants

Motion: Approve Consent Agenda

Moved: Commissioner Heacock

Second: Commissioner Gronnvoll

Vote: Pass 2-0

## 6. FINANCIAL REPORT

Controller Audra Trainer reported that year-to-date our financials reflect Total Income of \$2.43M, Total Expenses of \$1.59M, resulting in Net Ordinary Income of \$323K. The Port still owes \$790K on our Limited Tax General Obligation Bond with the next payment due in December. The total cash reserves as of September 30 reached \$2.18M.

## 7. ACTION ITEMS

### A. Approved Updated Employee Handbook

Executive Director Englin gave a summary of the changes in the updated Employee Handbook including changes to the following sections:

- a. Definitions
- b. Vacation Leave Carryover
- c. Bereavement Leave
- d. Vacation Cash Out
- e. Holidays Observed
- f. Non-Worked Holidays
- g. Appearance and Dress Code, Operations and Maintenance Staff

Motion: Approved Updated Employee Handbook

Moved: Commissioner Heacock

Second: Commissioner Gronnvoll

Vote: Pass 2-0

### A. Approve Resolution 10-01-2021 Commissioner Compensation:

Resolution to address the apparent drafting mistake in the 2020 amendment to RCW 53.12.260 by maintaining the status quo for commissioner compensation for current and future commissioners.



Serving what matters today, with a view for tomorrow.

Motion: Approve Resolution 10-01-2021 Commissioner Compensation

Moved: Commissioner Heacock

Second: Commissioner Gronnvoll

Vote: Pass 2-0

## 8. PUBLIC COMMENT

Mr. Karzmar gave his thanks to the commission and staff for moving forward with the development in Kingston. The community needs to know more and it's time to raise public awareness.

## 9. COMMISSIONER REPORTS

**Commissioner Heacock** reported he recently attended presentations on Environment Rules, Carbon Footprint and Transportation in Washington from WPPA. He also attended the small ports seminar and highlighted the presentations on Port financing. He added that all the WPPA presentations will be provided and requested they be added to the Port of Kingston website.

## 10. STAFF REPORTS

**Tarrah Dofelmier** reported she has been finalizing the updated Employee Handbook and the revised Port Rules and Regulations. The October quarterly newsletter is completed, it is published on the Ports website, Facebook page, and it will be published in the Kingston Community News this Friday October 29th. The Port received a grant for approximately \$8000 to purchase a new high-powered printer/scanner. With the addition of this equipment, time spent scanning records will now be cut in half as scanning capacity will double. This not only supports the Port's records management plan, but also enables a quick and easy way to digitize and identify records. The Port currently has a contract through Pacific Office Automation, where we will be purchasing the equipment. Staff has been working on the budget including drafting notice to tenants, posting legal notices, scheduling a public hearing, and updating the website.

**Torey Grandt** reported that with the implementation of Smartsheet, he has put together a preventative maintenance program together across equipment and facilities. Smartsheet is a very useful tool. He is meeting with AMO which is the contractor that came in to secure the floats to discuss scheduling them to come back out. Guest dock Wi-Fi project is coming together and should be moving forward end of November. He will be meeting with a representative from the clean marina program to continue that compliance.

Mr. Karzmar commented on the status of the Hill House Dock and recommended that the Port give the community an update on the intent of the property.

Mr. Grant explained the permitting guidelines to ensure we do not lose the overwater footprint.



Serving what matters today, with a view for tomorrow.

Mr. Karzmar commented on the Property known as lot A and recommended the Port be more transparent about the reason it is closed.

Mr. Carpenter explained the reasons the park is currently closed including safety and homelessness.

**Ray Carpenter** reported that the Christmas Light staging is underway, and he will soon be purchasing a Christmas Tree. He thanked Tarrah for her assistance with employee development plans and performance check ins. The Fowl Weather Bluff Run was very successful. There is a lot of commercial fishing activity. The Poulsbo Yacht Club is coming in November and three more yacht clubs in December for the lights. Ray gave thanks to Port staff for all their hard work.

**Audra Trainer** reported that she continues to focus on business processes and developing best practices. She is working to complete reconciliations on all balance sheet accounts and help to identify control issues and/or training opportunities. She is reviewing expenses to see what changes will make the biggest impact such as Credit Card Fees & Leases to ensure proper reporting and invoicing. Once the initial clean up and processes are documented, we will be able to develop improved reporting including, peer comparisons, trend analysis, dashboards, establishing Key Performance indicators (KPI's) and much more.

**Greg Englin** gave kudos to Ray and staff for bringing the Fowl Weather Bluff event to Kingston and reported on the following topics:

Port Of Kingston Development & Rezone: On August 23, the Port submitted a request to Kitsap County to rezone some of our properties that are currently zoned as Neighborhood Commercial. We asked that they be rezoned to Urban Village Center. The Port commission had previously passed a resolution to request the rezone of this property earlier this year. The rezone application has now been accepted by the County as complete. This zoning request would result simply in a different classification of commercial use. The rezone would allow for potential development on some of the Port property. For example, around the tent pad and part of the parking area. It would allow for redevelopment for commercial uses at the appropriate scale for these assets. Tentative hearing date is February 10th. This effort is not a project. We are current just a planning effort and no decisions have been made. We are just exploring potential uses. We expect conceptual site plans and renderings to be developed by Keith Gurnee of GPlanz by November 9th.

Budget: We have a draft budget that is posted on our website along with a DRAFT Capital Plan. We will have a public budget hearing on November 9th. We will be requesting approval of the Budget and Capital Plan by the Commission at the regularly scheduled commission meeting November 17th.

Christmas In the Cove: This year Christmas in the Cove will be sponsored by the Kingston Cove Yacht Club and the Port will serve as the venue as usual. The event will be held on Saturday, Dec 4th. Danny Vernon will be performing as well according to the Yacht Club. Austin Goff, Marvin Robles, Joe Krogh, Greg Anderson are all working putting up the Christmas lights



Serving what matters today, with a view for tomorrow.

Redistricting: Because the Port has a position up for election we will not be redistricting until 2022. We have everything in place when the time comes to implement the redistricting.

RCO Grants: Staff received and signed the grant contracts with RCO for the two RCO grants  
We received an RCO grants totaling \$229,000

WPPA: He attended the Washington Public Ports Association conference and one of the best presentations was by Mike Folkers of the Port of Grays Harbor regarding Debt Financing. Learned about current trends and methods of handling, structuring, and issuing debt.

Mr. Karzmar recommended the Port educate and inform the community in the next newsletter on the Industrial District Development (IDD) concept

**11. NEXT SPECIAL MEETING**: Wednesday November 9, 2021, at 6:30 P.M. Hybrid (Zoom & Village Greens Community Center)

**12. NEXT REGULAR MEETING**: Wednesday November 17, 2021, at 1:00 p.m. Hybrid (Zoom & Village Greens Community Center)

**13. ADJOURN**

Motion: Adjourn meeting at 7:32 p.m.

Moved: Commissioner Heacock

Second: Commissioner Gronnvoll

Vote: Pass 2-0

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

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

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

Attest:

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

## 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 **\$32,376.06** from the Port of Kingston, Marina Revenue Fund, the 4th day of October 2021.

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Laura Gronnvoll, Commissioner

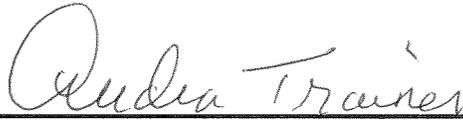
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Steve Heacock, Commissioner

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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
10/4/2021	35572	\$890.30	Amazon Capital Services
10/4/2021	35573	\$577.20	COMCAST
10/4/2021	35574	\$59.37	HENERY HARDWARE
10/4/2021	35575	\$627.70	INTERNATIONAL BELT & RUBBER
10/4/2021	35576	\$101.37	LAURA GRONNVOLL
10/4/2021	35577	\$342.35	NEW PIG CORPORATION
10/4/2021	35578	\$29,740.28	PETROCARD INC
10/4/2021	35579	\$37.49	PREMIER RENTALS LLC
		<hr/> <u>\$32,376.06</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 **\$36,974.02** from the Port of Kingston, Marina Revenue Fund, the 12th day of October 2021.

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Laura Gronnvoll, Commissioner

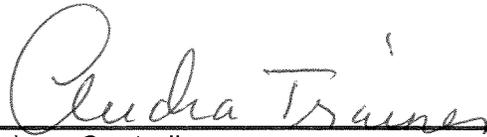
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Steve Heacock, Commissioner

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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.




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Audra Trainer, Controller

Date	Warrant	Amount	Vendor
10/12/2021	35580	\$246.45	Amazon Capital Services
10/12/2021	35581	\$575.00	ASSOCIATION OF WASHINGTON BUSINESS
10/12/2021	35582	\$1,252.50	CHMELIK SITKIN & DAVIS
10/12/2021	35583	\$8,010.00	HEARTHSTONE CPA GROUP PS
10/12/2021	35584	\$88.03	HENERY HARDWARE
10/12/2021	35585	\$1,297.10	King's Mobile Lock Inc
10/12/2021	35586	\$13,112.47	KITSAP BANK VISA
10/12/2021	35587	\$295.00	MARY MCCLURE
10/12/2021	35588	\$218.02	NEXTLEVEL INTERNET, INC.
10/12/2021	35589	\$100.00	OFFICE OF MINORITY & WOMEN'S BUSINESS
10/12/2021	35590	\$104.65	OLYMPIC SPRINGS, INC.
10/12/2021	35591	\$60.24	PACIFIC OFFICE AUTOMATION
10/12/2021	35592	\$497.72	PETROCARD INC
10/12/2021	35593	\$192.00	REDDY ICE
10/12/2021	35594	\$5,480.00	Staci Hebert
10/12/2021	35595	\$1,367.36	STAPLES ADVANTAGE
10/12/2021	35596	\$167.90	TACOMA SCREW PRODUCTS
10/12/2021	35597	\$150.00	TRIGG INSURANCE AGENCY, INC.
10/12/2021	35598	\$170.00	U. S. BANK
10/12/2021	35599	\$228.92	ULINE
10/12/2021	35600	\$2,042.50	WASHINGTON PROJECT CONSULTANTS, PLLC
10/12/2021	35601	\$1,084.92	WASTE MANAGEMENT
10/12/2021	35602	\$233.24	WESTBAY AUTO PARTS

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**\$36,974.02**

## 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 **\$72,518.15** from the Port of Kingston, Marina Revenue Fund, the 22nd day of October 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
10/22/2021	35603	\$2,066.19	AET CONSTRUCTION TRUST
10/22/2021	35604	\$26.00	ALL SHRED
10/22/2021	35605	\$387.00	ALLIANT INSURANCE SERVICES, INC.
10/22/2021	35606	\$717.90	Amazon Capital Services
10/22/2021	35607	\$377.73	COMCAST
10/22/2021	35608	\$708.54	DOGPOOPBAGS.COM
10/22/2021	35609	\$144.81	HENERY HARDWARE
10/22/2021	35610	\$2,210.39	KITSAP COUNTY PUBLIC WORKS
10/22/2021	35611	\$1,371.12	LAURA GRONNVOLL
10/22/2021	35612	\$5,214.00	OLYMPIC ESD 114
10/22/2021	35613	\$32,140.11	PETROCARD INC
10/22/2021	35614	\$2,785.57	PUGET SOUND ENERGY
10/22/2021	35615	\$21,280.47	REGENCE BLUESHIELD
10/22/2021	35616	\$1,179.17	SIGNS OF SEATTLE
10/22/2021	35617	\$296.50	STEVE HEACOCK
10/22/2021	35618	\$32.65	TACOMA SCREW PRODUCTS
10/22/2021	35619	\$60.00	VILLAGE GREEN COMMUNITY CENTER
10/22/2021	35620	\$1,520.00	WASHINGTON PUBLIC PORTS ASSOCIATION
		<u>\$72,518.15</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 **\$5,795.69** from the Port of Kingston, Marina Revenue Fund, the 29th day of October 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

<b>Date</b>	<b>Warrant</b>	<b>Amount</b>	<b>Vendor</b>
10/29/2021	35621	\$4,725.00	Cline Consutling, LLC
10/29/2021	35622	\$348.80	CRAIN PEST CONTROL, LLC
10/29/2021	35623	\$251.89	PACIFIC OFFICE AUTOMATION
10/29/2021	35624	\$470.00	Reliable Storage
		<u>\$5,795.69</u>	

Port of Kingston  
Payment Voucher

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Post Office Box 559  
Kingston, WA 98346

Kitsap County, WA

10/15/2021

(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 **\$32,694.59** from the Port of Kingston, Marina Revenue Fund, on 10/15/2021. (Receipt Date)

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Laura Gronnvoll, Commissioner

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Steve Heacock, Commissioner

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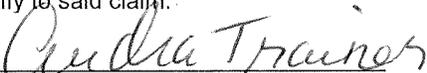
Mary McClure, Commissioner

Columbia Bank Electronic Payroll

10/15/2021

\$32,694.59

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

**Port of Kingston  
Payment Voucher**

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Post Office Box 559  
Kingston, WA 98346

Kitsap County, WA

10/29/2021

(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 **\$35,802.09** from the Port of Kingston, Marina Revenue Fund, on 10/29/2021. (Receipt Date)

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Laura Gronnvoll, Commissioner

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Steve Heacock, Commissioner

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Mary McClure, Commissioner

Columbia Bank Electronic Payroll

\$35,802.09

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

Port of Kingston  
Payment Voucher

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Post Office Box 559  
Kingston, WA 98346

Kitsap County, WA

10/4/2021

(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 \$7,070.98 and from the Port of Kingston Marina Revenue Fund, this 10/4/2021 October  
(receipt date)

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

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

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

Attest:

Audra Trainer  
Controller, Audra Trainer

Voucher #  
EFT

Claimant  
Merchant Settlement Services

\$7,070.98

Cash Transmittal Receipt Number R00201988, R00201986, R00201987

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

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Post Office Box 559  
Kingston, WA 98346

Kitsap County, WA

10/20/2021

(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 \$14,176.62 and from the Port of Kingston Marina Revenue Fund, this 10/20/2021 October  
(receipt date)

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

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

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

Attest:

Audra Trainer  
Controller, Audra Trainer

Voucher #	Claimant	
EFT	Washington State Department of Retirement	\$14,176.20

Cash Transmittal Receipt Number R00202289, R00202290

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

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Post Office Box 559  
Kingston, WA 98346

Kitsap County, WA

10/25/2021

(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           \$395.16           and from the Port of Kingston Marina Revenue Fund, this           1027/2021                     October            
(receipt date)

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

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

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

Attest.

*Audra Trainer*  
Controller, Audra Trainer

Voucher #	Claimant	
EFT	Department of Retirement Systems	\$395.16

Cash Transmittal Receipt Number                      R00202459

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

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Post Office Box 559  
Kingston, WA 98346

Kitsap County, WA

10/26/2021

(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 \$7,998.85 and from the Port of Kingston Marina Revenue Fund, this 10/27/2021 October  
(receipt date)

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

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

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

Attest:

Audra Trainer  
Controller, Audra Trainer

Voucher #  
EFT

Claimant  
Washington Sate Department of Revenue

\$7,998.85

Cash Transmittal Receipt Number

R00202458

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

## Profit &amp; Loss

October 2021

	<u>Oct 21</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
621-10-20 Moorage Base Rate	76,809.29
621-10-30 Moorage Cover Premium	7,760.20
621-12-00 Kayak	790.25
621-15-00 Moorage-Transient	9,673.67
621-16-00 Reservation Fees	290.00
621-22-22 Moorage - Seasonal	10,734.40
621-82-00 Electricity-Permanent	1,366.30
621-82-05 Electricity-Transient	405.66
621-89-00 Laundry Income	515.00
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	21,562.66
625-20-09 Reader Board	50.00
625-20-10 Kitsap Transit	2,031.12
625-22-01 Liveaboard	3,447.14
626-40-00 Unleaded fuel sold	15,470.84
626-45-00 Diesel fuel sold	14,714.59
629-00-00 Misc Income w/o tax	386.56
629-11-00 Retail Non Taxed	77.50
629-11-01 Retail Taxed	-7,115.88
699-10-00 Interest Income	307.16
699-20-00 Property Tax Receipts	73,660.73
699-22-00 Leasehold Excise Tax	0.00
699-40-00 Gain/Los Asset Dspstn	7,140.83
699-90-00 Service Chg Revenue	1,470.00
<b>Parking</b>	
625-20-01 Parking	25,096.75
625-20-02 Parking Tickets	75.00
625-20-03 Commuter Park Tenant	462.10
625-21-01 Leased Parking	5,503.44
<b>Total Parking</b>	<u>31,137.29</u>
<b>Total Income</b>	276,172.65
<b>Cost of Goods Sold</b>	
626-10-10 Retail Expense	49.91
626-40-10 Fuel Purchased	
Diesel fuel purchased	11,617.67
Unleaded fuel purchased	12,077.98
<b>Total 626-40-10 Fuel Purchased</b>	<u>23,695.65</u>
626-40-30 Fuel Credit Card Fees	971.93
<b>Total COGS</b>	<u>24,717.49</u>
<b>Gross Profit</b>	251,455.16
<b>Expense</b>	
721-10-00 Salaries and Wages	65,427.18

## PORT OF KINGSTON

## Profit &amp; Loss

October 2021

	<u>Oct 21</u>
721-20-00 Employee Medical	23,346.66
721-22-00 Pension Expense	6,346.46
721-33-00 Accounting	5,420.00
721-35-00 Consulting Fees	9,422.00
721-40-00 Operating Supplies	981.04
721-41-00 Office Supplies	3,149.77
721-41-01 Computer Expenses	1,167.78
721-42-00 Parking Lot Expense	1,158.87
721-72-00 Travel	394.12
721-73-00 Insurance	10,599.50
721-74-00 Advertising and Promo	1,520.00
721-74-01 Events	1,113.26
721-75-00 Dues & Publications	1,045.66
721-76-00 Training & Education	1,504.00
721-76-01 Commis Travel/trainin	975.67
721-81-00 Utilities	
721-81-01 Water	4,653.50
721-81-02 Sewer	2,210.39
721-81-00 Utilities - Other	1,084.92
<b>Total 721-81-00 Utilities</b>	<b>7,948.81</b>
721-82-00 Electricity	2,785.57
721-88-00 Telephone/Internet	1,194.70
721-90-00 Payroll Taxes	7,487.52
721-93-00 Excise & Prop Tax Exp	1,061.50
721-95-00 Office Ccard Fees	4,952.23
721-96-00 Miscellaneous	
721-96-01 Landscaping	137.36
721-96-02 Office CCard Fees	0.00
721-96-03 Storage	470.00
<b>Total 721-96-00 Miscellaneous</b>	<b>607.36</b>
721-97-00 Penalties and Fines	18.11
723-00-00 Repairs & Maint	2,056.33
781-10-00 Commiss Comp	4,571.12
999 Over/Short	-5.45
<b>Total Expense</b>	<b>166,249.77</b>
<b>Net Ordinary Income</b>	<b>85,205.39</b>
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
727-00-00 Depreciation	43,440.35
<b>Total Other Expense</b>	<b>43,440.35</b>
<b>Net Other Income</b>	<b>-43,440.35</b>
<b>Net Income</b>	<b>41,765.04</b>

**PORT OF KINGSTON**  
**Profit & Loss Budget vs. Actual by Month**  
January through October 2021

											<b>TOTAL</b>		
	<b>Jan 21</b>	<b>Feb 21</b>	<b>Mar 21</b>	<b>Apr 21</b>	<b>May 21</b>	<b>Jun 21</b>	<b>Jul 21</b>	<b>Aug 21</b>	<b>Sep 21</b>	<b>Oct 21</b>	<b>YTD October 2021</b>	<b>YTD Budget</b>	<b>\$ Over Budget</b>
	<b>Actual</b>												
<b>Ordinary Income/Expense</b>													
<b>Income</b>													
<b>397-40-00 Lindvog 104 Project</b>	0.00	0.00	0.00	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00		
<b>621-10-20 Moorage Base Rate</b>	76,502.94	76,404.64	76,222.77	76,287.38	76,830.56	77,234.48	76,441.72	74,660.50	76,390.26	76,809.29	763,784.54	671,596.68	92,187.86
<b>621-10-30 Moorage Cover Premium</b>	7,760.20	7,760.20	7,760.20	7,760.20	7,760.20	7,760.20	7,760.20	7,495.24	7,636.36	7,760.20	77,213.20	77,000.00	213.20
<b>621-12-00 Kayak</b>	654.00	626.75	626.75	613.13	654.00	627.92	626.75	626.75	626.75	790.25	6,473.05	6,231.00	242.05
<b>621-15-00 Moorage-Transient</b>	4,189.46	4,419.75	8,425.40	10,267.17	24,001.05	28,683.50	39,447.30	38,829.80	24,359.62	9,673.67	192,296.72	169,012.52	23,284.20
<b>621-16-00 Reservation Fees</b>	408.00	291.00	473.00	1,495.00	1,350.00	1,987.50	2,484.12	1,600.00	960.00	290.00	11,338.62	8,023.12	3,315.50
<b>621-17-00 Moorage Box Rental</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,800.00	-7,800.00
<b>621-22-22 Moorage - Seasonal</b>	12,439.36	10,432.07	8,867.76	9,205.76	7,619.96	2,950.00	6,364.05	6,434.43	7,528.07	10,734.40	82,575.86	29,533.72	53,042.14
<b>621-82-00 Electricity-Permanent</b>	4,390.69	5,615.62	5,357.51	4,796.31	4,010.40	2,622.40	1,747.00	1,324.05	1,128.73	1,366.30	32,359.01	30,147.30	2,211.71
<b>621-82-05 Electricity-Transient</b>	677.23	488.75	410.00	470.00	395.50	210.00	155.00	275.00	232.50	405.66	3,719.64	2,456.66	1,262.98
<b>621-89-00 Laundry Income</b>	0.00	573.50	295.00	20.00	0.00	315.00	530.00	530.00	0.00	515.00	2,778.50	1,752.75	1,025.75
<b>625-20-02 Hill House Lease</b>	1,772.42	1,772.42	472.42	3,072.42	1,772.42	1,772.42	1,772.42	1,772.42	1,772.42	1,772.42	17,724.20	17,724.18	0.02
<b>625-20-03 Yacht Club Land Lease</b>	1,312.63	1,312.63	1,312.63	1,312.63	1,312.63	1,312.63	1,312.63	1,312.63	1,312.63	1,312.63	13,126.30	13,126.68	-0.38
<b>625-20-04 Aviator Land Lease</b>	402.29	402.29	402.29	402.29	402.29	402.29	402.29	402.29	402.29	402.29	4,022.90	4,022.90	0.00
<b>625-20-05 Kingston Chamb. Lease</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	375.00	-375.00
<b>625-20-06 Farmers Market</b>	0.00	0.00	0.00	0.00	750.00	0.00	0.00	0.00	0.00	0.00	750.00	364.00	386.00
<b>625-20-08 WSDOT Land Lease</b>	17,886.60	17,886.60	17,886.60	17,886.60	17,886.60	17,886.60	17,886.60	17,886.60	17,886.60	21,562.66	182,542.06	176,046.68	6,495.38
<b>625-20-09 Reader Board</b>	1,200.00	25.00	350.00	0.00	0.00	0.00	100.00	0.00	25.00	50.00	1,750.00	875.00	875.00
<b>625-20-10 Kitsap Transit</b>	2,031.12	2,031.12	2,031.12	2,031.12	2,031.12	2,031.12	2,031.12	2,031.12	2,031.12	2,031.12	20,311.20	20,310.84	0.36
<b>625-22-01 Liveaboard</b>	2,850.00	2,350.00	2,550.00	2,550.00	2,383.56	1,350.00	1,750.00	1,900.00	1,766.75	3,447.14	22,897.45	27,833.32	-4,935.87
<b>626-40-00 Unleaded fuel sold</b>	5,701.62	7,289.56	8,404.77	12,425.95	28,390.04	41,968.43	88,649.67	72,278.58	40,396.82	15,470.84	320,976.28	269,816.79	51,159.49
<b>626-45-00 Diesel fuel sold</b>													
<b>626-45-01 Diesel w/o Tax</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	239,020.44	-239,020.44
<b>626-45-00 Diesel fuel sold - Other</b>	14,640.58	11,155.23	10,989.61	21,317.80	38,659.58	50,276.28	73,835.88	65,268.18	45,541.00	14,714.59	346,398.73	232,298.96	114,099.77
<b>Total 626-45-00 Diesel fuel sold</b>	14,640.58	11,155.23	10,989.61	21,317.80	38,659.58	50,276.28	73,835.88	65,268.18	45,541.00	14,714.59	346,398.73	471,319.40	-124,920.67
<b>629-00-00 Misc Income w/o tax</b>	386.56	744.06	1,321.56	386.56	478.30	386.56	404.06	436.56	1,486.56	386.56	6,417.34	9,600.78	-3,183.44
<b>629-10-00 Misc Income w/tax</b>	0.00	-70.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-70.41	580.59	-651.00
<b>629-11-00 Retail Non Taxed</b>	45.00	22.00	0.00	10.00	132.50	415.19	359.38	447.50	97.50	77.50	1,606.57	1,201.84	404.73
<b>629-11-01 Retail Taxed</b>	230.99	19.97	2,830.11	45.87	5,785.54	99.28	766.33	668.26	7,151.81	-7,115.88	10,482.28	891.00	9,591.28
<b>699-10-00 Interest Income</b>	419.06	388.18	370.38	323.50	283.86	286.79	341.04	289.72	284.94	307.16	3,294.63	11,948.96	-8,654.33
<b>699-20-00 Property Tax Receipts</b>	0.00	5,868.75	11,706.75	86,009.59	13,679.15	770.41	798.28	8,388.29	2,454.56	73,660.73	203,336.51	204,391.00	-1,054.49
<b>699-22-00 Leasehold Excise Tax</b>	504.40	0.00	0.00	605.29	270.13	834.55	78.40	0.00	0.00	0.00	2,292.77	1,821.88	470.89
<b>699-40-00 Gain/Los Asset Dspstn</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,140.83	7,140.83		
<b>699-90-00 Service Chg Revenue</b>	5,650.36	4,535.00	3,340.00	3,060.00	5,126.25	3,865.00	3,295.00	5,970.00	4,140.00	1,470.00	40,451.61	27,864.98	12,586.63
<b>Parking</b>													
<b>625-20-01 Parking</b>	13,136.97	9,109.83	15,741.89	16,139.03	26,617.66	29,501.67	50,682.07	46,426.34	37,860.66	25,096.75	270,312.87	174,545.84	95,767.03
<b>625-20-02 Parking Tickets</b>	68.82	87.17	215.63	298.21	266.09	389.97	275.28	564.30	252.33	75.00	2,492.80	5,634.50	-3,141.70
<b>625-20-03 Commuter Park Tenant</b>	0.00	135.00	0.00	0.00	111.12	0.00	0.00	0.00	156.79	462.10	865.01	3,177.50	-2,312.49

**PORT OF KINGSTON**  
**Profit & Loss Budget vs. Actual by Month**  
January through October 2021

											<b>TOTAL</b>		
	<b>Jan 21 Actual</b>	<b>Feb 21 Actual</b>	<b>Mar 21 Actual</b>	<b>Apr 21 Actual</b>	<b>May 21 Actual</b>	<b>Jun 21 Actual</b>	<b>Jul 21 Actual</b>	<b>Aug 21 Actual</b>	<b>Sep 21 Actual</b>	<b>Oct 21 Actual</b>	<b>YTD October 2021</b>	<b>YTD Budget</b>	<b>\$ Over Budget</b>
<b>625-21-01 Leased Parking</b>	3,985.86	2,991.00	2,751.72	3,110.64	3,230.28	3,634.04	5,125.22	5,742.72	4,586.20	5,503.44	40,661.12	66,323.32	-25,662.20
<b>625-21-03 Truck Trailer Pass</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,791.00	-1,791.00
<b>Parking - Other</b>	80.00	40.00	40.00	40.00	40.00	0.00	0.00	0.00	0.00	0.00	240.00		
<b>Total Parking</b>	<u>17,271.65</u>	<u>12,363.00</u>	<u>18,749.24</u>	<u>19,587.88</u>	<u>30,265.15</u>	<u>33,525.68</u>	<u>56,082.57</u>	<u>52,733.36</u>	<u>42,855.98</u>	<u>31,137.29</u>	<u>314,571.80</u>	<u>251,472.16</u>	<u>63,099.64</u>
<b>Total Income</b>	179,327.16	174,707.68	191,155.87	301,942.45	272,230.79	279,574.23	385,421.81	363,561.28	288,468.27	276,172.65	2,712,562.19	2,515,141.73	197,420.46
<b>Cost of Goods Sold</b>													
<b>626-10-10 Retail Expense</b>	-260.42	0.00	-2,700.00	0.00	0.00	143.32	231.84	288.19	254.79	49.91	-1,992.37	-48.00	-1,944.37
<b>626-40-10 Fuel Purchased</b>													
<b>Diesel fuel purchased</b>	9,785.53	8,358.96	9,714.55	16,401.53	29,249.75	44,585.18	58,656.18	60,648.35	29,876.54	11,617.67	278,894.24		
<b>Unleaded fuel purchased</b>	4,265.78	5,575.85	6,142.20	7,789.52	20,216.17	34,800.82	69,822.25	59,124.35	31,928.06	12,077.98	251,742.98		
<b>626-40-10 Fuel Purchased - Other</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	268,520.19	-268,520.19
<b>Total 626-40-10 Fuel Purchased</b>	<u>14,051.31</u>	<u>13,934.81</u>	<u>15,856.75</u>	<u>24,191.05</u>	<u>49,465.92</u>	<u>79,386.00</u>	<u>128,478.43</u>	<u>119,772.70</u>	<u>61,804.60</u>	<u>23,695.65</u>	<u>530,637.22</u>	<u>268,520.19</u>	<u>262,117.03</u>
<b>626-40-20 Invtry Variation-Fuel</b>	-9.92	-17.40	-11.13	258.39	14.26	-16.80	-1.28	0.00	0.00	0.00	216.12	15,911.50	-15,695.38
<b>626-40-30 Fuel Credit Card Fees</b>	215.23	404.86	206.74	387.14	0.00	767.89	1,074.25	2,060.28	1,817.30	971.93	7,905.62	8,166.27	-260.65
<b>Cost of Goods Sold</b>	<u>4.49</u>	<u>0.00</u>	<u>2,700.00</u>	<u>0.00</u>	<u>1,080.00</u>	<u>4.49</u>	<u>566.94</u>	<u>540.00</u>	<u>4.49</u>	<u>0.00</u>	<u>4,900.41</u>		
<b>Total COGS</b>	<u>14,000.69</u>	<u>14,322.27</u>	<u>16,052.36</u>	<u>24,836.58</u>	<u>50,560.18</u>	<u>80,284.90</u>	<u>130,350.18</u>	<u>122,661.17</u>	<u>63,881.18</u>	<u>24,717.49</u>	<u>541,667.00</u>	<u>292,549.96</u>	<u>249,117.04</u>
<b>Gross Profit</b>	165,326.47	160,385.41	175,103.51	277,105.87	221,670.61	199,289.33	255,071.63	240,900.11	224,587.09	251,455.16	2,170,895.19	2,222,591.77	-51,696.58
<b>Expense</b>													
<b>510-40-00 Lindvog SR104 Project</b>	0.00	762.50	6,797.50	8,510.00	9,010.00	1,545.00	955.00	0.00	0.00	0.00	27,580.00		
<b>721-10-00 Salaries and Wages</b>													
<b>721-11-10 Vac &amp; Sick Change</b>	61.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61.80		
<b>721-10-00 Salaries and Wages - Other</b>	<u>61,024.50</u>	<u>62,437.94</u>	<u>50,212.40</u>	<u>54,323.06</u>	<u>60,625.67</u>	<u>72,054.97</u>	<u>72,990.28</u>	<u>67,380.19</u>	<u>68,540.28</u>	<u>65,427.18</u>	<u>635,016.47</u>	<u>647,090.00</u>	<u>-12,073.53</u>
<b>Total 721-10-00 Salaries and Wages</b>	<u>61,086.30</u>	<u>62,437.94</u>	<u>50,212.40</u>	<u>54,323.06</u>	<u>60,625.67</u>	<u>72,054.97</u>	<u>72,990.28</u>	<u>67,380.19</u>	<u>68,540.28</u>	<u>65,427.18</u>	<u>635,078.27</u>	<u>647,090.00</u>	<u>-12,011.73</u>
<b>721-20-00 Employee Medical</b>	18,675.48	42,501.09	16,671.49	17,595.04	23,415.85	26,509.78	2,066.19	46,283.47	23,898.66	23,346.66	240,963.71	222,999.20	17,964.51
<b>721-22-00 Pension Expense</b>	7,475.29	7,073.81	6,154.80	6,464.92	7,339.60	8,579.31	7,854.14	6,383.26	6,571.05	6,346.46	70,242.64	82,630.82	-12,388.18
<b>721-33-00 Accounting</b>	3,145.00	4,355.00	0.00	4,095.00	4,225.00	8,890.00	2,700.00	4,180.00	13,490.00	5,420.00	50,500.00	17,051.68	33,448.32
<b>721-34-00 Audit</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,449.18	-12,449.18
<b>721-35-00 Consulting Fees</b>	2,552.00	4,452.00	2,552.00	6,542.00	5,449.50	3,549.50	7,267.50	5,415.00	8,249.50	9,422.00	55,451.00	23,869.18	31,581.82
<b>721-40-00 Operating Supplies</b>	1,884.42	6,920.55	3,255.12	1,374.67	1,948.80	3,346.45	1,742.30	1,775.37	1,616.44	981.04	24,845.16	49,904.18	-25,059.02
<b>721-41-00 Office Supplies</b>	966.43	2,473.63	1,275.66	2,823.59	2,081.45	2,488.77	2,104.28	1,269.41	5,487.93	3,149.77	24,120.92	17,190.00	6,930.92
<b>721-41-01 Computer Expenses</b>	2,904.16	5,460.61	749.67	6,439.87	868.82	3,011.87	384.41	714.37	3,711.57	1,167.78	25,413.13	2,518.32	22,894.81
<b>721-42-00 Parking Lot Expense</b>	957.51	652.36	476.37	575.04	0.00	825.45	963.84	1,641.31	1,775.09	1,158.87	9,025.84	18,692.35	-9,666.51
<b>721-50-00 Equipment Rental</b>	2,414.83	1,433.36	0.00	0.00	0.00	0.00	0.00	470.00	2,111.76	0.00	6,429.95	5,769.18	660.77
<b>721-72-00 Travel</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	714.90	394.12	1,109.02	676.68	432.34
<b>721-73-00 Insurance</b>	8,985.33	8,985.33	8,985.33	8,985.33	8,985.33	8,985.33	8,985.33	10,509.33	10,362.50	10,599.50	94,368.64	90,000.00	4,368.64
<b>721-74-00 Advertising and Promo</b>	775.00	0.00	0.00	0.00	6.00	357.45	893.00	2,100.00	5,130.86	1,520.00	10,782.31	27,412.00	-16,629.69
<b>721-74-01 Events</b>	0.00	0.00	0.00	0.00	0.00	1,000.00	80.51	500.00	0.00	1,113.26	2,693.77	1,105.00	1,588.77
<b>721-75-00 Dues &amp; Publications</b>	467.50	75.00	1,284.20	16,145.22	6,678.93	320.96	888.16	230.25	4,364.58	1,045.66	31,500.46	29,668.03	1,832.43
<b>721-76-00 Training &amp; Education</b>	0.00	96.99	0.00	0.00	0.00	734.00	325.00	380.00	2,050.13	1,504.00	5,090.12	14,176.68	-9,086.56
<b>721-76-01 Commis Travel/trainin</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	466.50	975.67	1,442.17	3,572.50	-2,130.33

**PORT OF KINGSTON**  
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											<b>TOTAL</b>		
	<b>Jan 21 Actual</b>	<b>Feb 21 Actual</b>	<b>Mar 21 Actual</b>	<b>Apr 21 Actual</b>	<b>May 21 Actual</b>	<b>Jun 21 Actual</b>	<b>Jul 21 Actual</b>	<b>Aug 21 Actual</b>	<b>Sep 21 Actual</b>	<b>Oct 21 Actual</b>	<b>YTD October 2021</b>	<b>YTD Budget</b>	<b>\$ Over Budget</b>
<b>721-81-00 Utilities</b>													
<b>721-81-01 Water</b>	1,266.28	5,543.47	0.00	3,620.50	0.00	6,065.60	0.00	9,095.80	0.00	4,653.50	30,245.15	23,128.32	7,116.83
<b>721-81-02 Sewer</b>	0.00	6,846.65	2,219.71	2,210.39	2,377.07	2,210.39	2,377.07	2,210.39	2,377.07	2,210.39	25,039.13	31,155.82	-6,116.69
<b>721-81-03 Garbage</b>	1,041.50	1,053.44	1,054.52	1,055.55	1,055.18	1,055.82	1,055.97	1,218.94	1,085.03	0.00	9,675.95	8,150.82	1,525.13
<b>721-81-04 KC Strmwtr Mngmnt Fee</b>	0.00	8,855.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,855.00	7,058.32	1,796.68
<b>721-81-00 Utilities - Other</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,084.92	1,084.92	3,378.32	-2,293.40
<b>Total 721-81-00 Utilities</b>	<b>2,307.78</b>	<b>22,298.56</b>	<b>3,274.23</b>	<b>6,886.44</b>	<b>3,432.25</b>	<b>9,331.81</b>	<b>3,433.04</b>	<b>12,525.13</b>	<b>3,462.10</b>	<b>7,948.81</b>	<b>74,900.15</b>	<b>72,871.60</b>	<b>2,028.55</b>
<b>721-82-00 Electricity</b>	6,399.20	11,182.53	8,060.41	7,750.53	4,086.43	3,162.65	2,635.75	2,294.02	2,613.62	2,785.57	50,970.71	45,062.50	5,908.21
<b>721-88-00 Telephone/Internet</b>	1,248.99	1,547.81	1,068.24	1,347.91	1,279.35	2,498.96	165.91	165.91	3,224.68	1,194.70	13,742.46	13,891.68	-149.22
<b>721-90-00 Payroll Taxes</b>	5,449.87	7,652.32	6,251.95	8,965.07	7,479.48	11,104.35	8,756.09	8,158.61	7,721.01	7,487.52	79,026.27	73,171.02	5,855.25
<b>721-93-00 Excise &amp; Prop Tax Exp</b>	0.00	0.00	1,389.64	653.12	-2,280.33	0.00	4,759.16	7,486.69	5,908.38	1,061.50	18,978.16	10,946.94	8,031.22
<b>721-95-00 Office Ccard Fees</b>	3,473.84	8,351.44	4,076.47	4,344.11	178.33	4,823.41	5,280.32	5,888.84	5,764.55	4,952.23	47,133.54	33,192.50	13,941.04
<b>721-96-00 Miscellaneous</b>													
<b>721-96-01 Landscaping</b>	257.48	386.02	1,829.05	606.62	3,258.67	2,313.86	83.81	134.39	0.00	137.36	9,007.26	6,221.04	2,786.22
<b>721-96-02 Office CCard Fees</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
<b>721-96-03 Storage</b>	470.00	940.00	470.00	470.00	470.00	470.00	470.00	470.00	470.00	470.00	5,170.00	3,425.00	1,745.00
<b>Total 721-96-00 Miscellaneous</b>	<b>727.48</b>	<b>1,326.02</b>	<b>2,299.05</b>	<b>1,076.62</b>	<b>3,728.67</b>	<b>2,783.86</b>	<b>553.81</b>	<b>604.39</b>	<b>470.00</b>	<b>607.36</b>	<b>14,177.26</b>	<b>9,646.04</b>	<b>4,531.22</b>
<b>721-97-00 Penalties and Fines</b>	0.00	0.00	3,543.19	180.90	3,684.93	40.00	737.16	0.00	0.00	18.11	8,204.29	1,256.68	6,947.61
<b>723-00-00 Repairs &amp; Maint</b>	2,217.84	4,881.30	9,072.77	8,476.01	4,661.69	3,366.49	455.64	1,775.40	7,030.94	2,056.33	43,994.41	53,430.14	-9,435.73
<b>724-00-01 Environmental Inspect</b>	0.00	0.00	0.00	650.00	455.00	0.00	0.00	0.00	0.00	0.00	1,105.00	6,125.82	-5,020.82
<b>781-10-00 Commiss Comp</b>	2,983.00	4,958.94	3,675.12	6,363.12	3,675.12	6,983.65	4,994.12	5,250.12	4,327.49	4,571.12	47,781.80	27,306.68	20,475.12
<b>799-91-10 Intrst Exp-17 Rev Bnd</b>	0.00	0.00	0.00	0.00	12,937.80	0.00	0.00	0.00	0.00	0.00	12,937.80	12,937.80	0.00
<b>799-92-00 Election Expense</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,809.00	-2,809.00
<b>998 Uncategorized Expenses</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
<b>999 Over/Short</b>	-48.00	-10.01	-4.98	-10.50	0.00	0.30	82.92	-19.51	-19.11	-5.45	-34.34	-71.68	37.34
<b>Bank Service Charges</b>	122.87	76.23	60.95	76.23	68.58	226.35	143.72	60.95	740.93	0.00	1,576.81	159.18	1,417.63
<b>Legal</b>													
<b>721-31-00 Chmelik Sitkin, Davis</b>	4,872.00	5,170.00	1,898.27	9,208.44	165.00	850.50	0.00	0.00	1,252.50	0.00	23,416.71	19,410.00	4,006.71
<b>Total Legal</b>	<b>4,872.00</b>	<b>5,170.00</b>	<b>1,898.27</b>	<b>9,208.44</b>	<b>165.00</b>	<b>850.50</b>	<b>0.00</b>	<b>0.00</b>	<b>1,252.50</b>	<b>0.00</b>	<b>23,416.71</b>	<b>19,410.00</b>	<b>4,006.71</b>
<b>Reconciliation Discrepancies</b>	0.00	0.00	-5.16	0.00	5,071.63	-1,162.16	2,916.84	-493.45	0.00	0.00	6,327.70		
<b>Total Expense</b>	<b>142,044.12</b>	<b>215,115.31</b>	<b>143,074.69</b>	<b>189,841.74</b>	<b>179,258.88</b>	<b>186,209.01</b>	<b>145,114.42</b>	<b>192,929.06</b>	<b>201,038.84</b>	<b>166,249.77</b>	<b>1,760,875.84</b>	<b>1,648,920.88</b>	<b>111,954.96</b>
<b>Net Ordinary Income</b>	<b>23,282.35</b>	<b>-54,729.90</b>	<b>32,028.82</b>	<b>87,264.13</b>	<b>42,411.73</b>	<b>13,080.32</b>	<b>109,957.21</b>	<b>47,971.05</b>	<b>23,548.25</b>	<b>85,205.39</b>	<b>410,019.35</b>	<b>573,670.89</b>	<b>-163,651.54</b>
<b>Other Income/Expense</b>													
<b>Other Expense</b>													
<b>727-00-00 Depreciation</b>	43,440.35	43,440.35	43,440.35	43,440.35	43,440.35	43,440.35	43,440.35	43,440.35	43,440.35	43,440.35	434,403.50	536,975.00	-102,571.50
<b>Total Other Expense</b>	<b>43,440.35</b>	<b>434,403.50</b>	<b>536,975.00</b>	<b>-102,571.50</b>									
<b>Net Other Income</b>	<b>-43,440.35</b>	<b>-434,403.50</b>	<b>-536,975.00</b>	<b>102,571.50</b>									
<b>Net Income</b>	<b>-20,158.00</b>	<b>-98,170.25</b>	<b>-11,411.53</b>	<b>43,823.78</b>	<b>-1,028.62</b>	<b>-30,360.03</b>	<b>66,516.86</b>	<b>4,530.70</b>	<b>-19,892.10</b>	<b>41,765.04</b>	<b>-24,384.15</b>	<b>36,695.89</b>	<b>-61,080.04</b>

Port of Kingston  
Kitsap County, WA

**RESOLUTION NO. 11-01-2021**

A Resolution of the Commission of the Port of Kingston

**RESOLUTION TO ADOPT 2022 BUDGET**

**BE IT RESOLVED** by the Board of Commissioners of the Port of Kingston that the Port adopts the proposed 2022 Port of Kingston Budget as the final for the fiscal year 2022. A copy of such budget in final form is attached and is part of this Resolution.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a Regular Meeting held this 17<sup>th</sup> day of November 2021.

**PORT OF KINGSTON  
KITSAP COUNTY, WASHINGTON**

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

Attest: \_\_\_\_\_

Greg Englin, Executive Director

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

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

PORT OF KINGSTON

Profit & Loss

January through December 2021

**DRAFT**

Ordinary Income/Expense

Income

397-40-00 Lindvog 104 Project

621-10-20 Moorage Base Rate

621-10-30 Moorage Cover Premium

621-12-00 Kayak

621-15-00 Moorage-Transient

621-16-00 Reservation Fees

621-22-22 Seasonal Moorage

621-82-00 Electricity-Permanent

621-82-05 Electricity-Transient

621-89-00 Laundry Income

625-20-02 Hill House Lease

625-20-03 Yacht Club Land Lease

625-20-04 Aviator Land Lease

625-20-06 Farmers Market

625-20-08 WSDOT Land Lease

625-20-09 Reader Board

625-20-10 Kitsap Transit

625-22-01 Liveaboard

626-40-00 Unleaded fuel sold

626-45-00 Diesel fuel sold

629-00-00 Misc Income w/o tax

629-10-00 Misc Income w/tax

629-11-00 Retail Non Taxed

629-11-01 Retail Taxed

699-10-00 Interest Income

699-20-00 Property Tax Receipts

699-22-00 Leasehold Excise Tax

699-90-00 Service Chg Revenue

Parking

625-20-01 Parking

625-20-02 Parking Tickets

625-20-03 Commuter Park Tenant

625-21-01 Leased Parking

Parking - Other

Total Parking

Total Income

Cost of Goods Sold

626-10-10 Retail Expense

626-40-10 Fuel Purchased

Diesel Fuel Purchased

Unleaded Fuel Purchased

	Jan 22 Budget	Feb 22 Budget	Mar 22 Budget	Apr 22 Budget	May 22 Budget	Jun 22 Budget	Jul 22 Budget	Aug 22 Budget	Sep 22 Budget	Oct 22 Budget	Nov 22 Budget	Dec 22 Budget	TOTAL 2022 Budget
397-40-00 Lindvog 104 Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
621-10-20 Moorage Base Rate	87,771.64	87,771.64	87,771.64	87,771.64	87,771.64	87,771.64	87,771.64	87,771.64	87,771.64	87,771.64	87,771.64	87,771.64	1,053,259.68
621-10-30 Moorage Cover Premium	8,225.81	8,225.81	8,225.81	8,225.81	8,225.81	8,225.81	8,225.81	8,225.81	8,225.81	8,225.81	8,225.81	8,225.81	98,709.74
621-12-00 Kayak	713.40	713.40	713.40	713.40	713.40	713.40	713.40	713.40	713.40	713.40	713.40	713.40	8,560.79
621-15-00 Moorage-Transient	4,192.44	4,500.00	8,500.00	10,500.00	25,000.00	32,000.00	42,000.00	42,000.00	27,000.00	12,000.00	9,000.00	4,500.00	221,192.44
621-16-00 Reservation Fees	400.00	290.00	470.00	1,500.00	1,350.00	1,980.00	2,480.00	1,600.00	1,500.00	470.00	410.00	400.00	12,850.00
621-22-22 Seasonal Moorage	12,430.00	12,430.00	12,430.00	12,430.00	0.00	0.00	0.00	0.00	0.00	12,430.00	12,430.00	12,430.00	87,010.00
621-82-00 Electricity-Permanent	4,390.69	5,615.62	5,357.51	4,796.31	4,010.40	2,622.40	1,747.10	1,324.05	1,324.05	5,357.51	5,615.62	4,390.69	46,551.95
621-82-05 Electricity-Transient	677.23	488.75	410.00	470.00	395.50	210.00	155.00	275.00	275.00	410.00	488.75	677.23	4,932.46
621-89-00 Laundry Income	0.00	573.50	295.00	20.00	0.00	315.00	530.00	530.00	530.00	530.00	530.00	530.00	4,383.50
625-20-02 Hill House Lease	1,772.42	1,772.42	472.42	3,072.42	1,772.42	1,772.42	1,772.42	1,772.42	1,772.42	1,772.42	1,772.42	1,772.42	21,269.04
625-20-03 Yacht Club Land Lease	1,312.63	1,312.63	1,312.63	1,312.63	1,312.63	1,312.63	1,312.63	1,312.63	1,312.63	1,312.63	1,312.63	1,312.63	15,751.56
625-20-04 Aviator Land Lease	402.29	402.29	402.29	402.29	402.29	402.29	402.29	402.29	402.29	402.29	402.29	402.29	4,827.48
625-20-06 Farmers Market	0.00	0.00	0.00	0.00	750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00
625-20-08 WSDOT Land Lease	17,886.60	17,886.60	17,886.60	17,886.60	17,886.60	17,886.60	17,886.60	17,886.60	17,886.60	17,886.60	17,886.60	17,886.60	214,639.20
625-20-09 Reader Board	1,200.00	25.00	350.00	0.00	0.00	0.00	100.00	100.00	100.00	100.00	100.00	100.00	2,175.00
625-20-10 Kitsap Transit	2,031.12	2,031.12	2,031.12	2,031.12	2,031.12	2,031.12	2,031.12	2,031.12	2,031.12	2,031.12	2,031.12	2,031.12	24,373.44
625-22-01 Liveaboard	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	36,000.00
626-40-00 Unleaded fuel sold	6,481.76	8,099.59	9,557.52	13,517.55	29,839.91	45,192.17	86,231.09	70,074.02	45,192.17	29,839.91	13,517.55	9,557.52	367,100.75
626-45-00 Diesel fuel sold	20,695.16	15,957.71	13,897.43	25,480.95	45,877.99	60,345.38	83,804.25	73,333.99	57,083.47	45,877.99	25,480.95	13,897.43	481,732.70
629-00-00 Misc Income w/o tax	386.56	744.06	1,321.56	386.56	478.30	386.56	404.06	436.56	436.56	436.56	436.56	436.56	6,290.46
629-10-00 Misc Income w/tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
629-11-00 Retail Non Taxed	45.00	22.00	0.00	10.00	132.50	415.19	359.38	447.50	359.38	0.00	0.00	0.00	1,790.95
629-11-01 Retail Taxed	230.99	19.97	2,830.11	45.87	5,785.54	99.28	766.33	668.26	800.00	800.00	800.00	800.00	13,646.35
699-10-00 Interest Income	419.06	388.18	370.38	323.50	283.86	286.79	341.04	289.72	350.00	350.00	350.00	350.00	4,102.53
699-20-00 Property Tax Receipts	0.00	5,868.75	11,706.75	86,009.59	13,679.15	770.41	798.28	1,688.08	3,000.00	77,770.00	18,000.00	3,000.00	222,291.01
699-22-00 Leasehold Excise Tax	504.40	0.00	0.00	605.29	270.13	834.55	78.40	0.00	0.00	0.00	0.00	0.00	2,292.77
699-90-00 Service Chg Revenue	5,650.36	4,535.00	3,340.00	3,060.00	5,126.25	3,870.00	3,300.00	5,975.00	3,000.00	3,000.00	3,000.00	3,000.00	46,856.61
<b>Parking</b>													
625-20-01 Parking	13,136.97	9,109.83	15,666.89	16,139.03	26,617.66	29,501.67	50,682.07	49,653.86	30,000.00	24,000.00	10,000.00	10,000.00	284,507.98
625-20-02 Parking Tickets	68.82	87.17	215.63	298.21	266.09	389.97	275.28	564.30	300.00	300.00	300.00	300.00	3,365.47
625-20-03 Commuter Park Tenant	0.00	135.00	0.00	0.00	111.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	246.12
625-21-01 Leased Parking	3,985.86	2,991.00	2,751.72	3,110.64	3,230.28	3,634.04	5,125.22	5,742.72	5,000.00	5,000.00	5,000.00	5,000.00	50,571.48
Parking - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Parking</b>	<b>17,191.65</b>	<b>12,323.00</b>	<b>18,634.24</b>	<b>19,547.88</b>	<b>30,225.15</b>	<b>33,525.68</b>	<b>56,082.57</b>	<b>55,960.88</b>	<b>35,300.00</b>	<b>29,300.00</b>	<b>15,300.00</b>	<b>15,300.00</b>	<b>338,691.05</b>
<b>Total Income</b>	<b>198,011.21</b>	<b>194,997.04</b>	<b>211,286.41</b>	<b>303,119.41</b>	<b>286,320.60</b>	<b>305,969.32</b>	<b>402,293.41</b>	<b>377,818.96</b>	<b>299,366.54</b>	<b>341,787.89</b>	<b>228,575.34</b>	<b>192,485.34</b>	<b>3,342,031.47</b>
<b>Cost of Goods Sold</b>													
626-10-10 Retail Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
626-40-10 Fuel Purchased													
Diesel Fuel Purchased	14,782.26	11,398.37	9,926.74	18,200.68	32,770.00	40,773.91	56,624.49	49,549.99	40,773.91	32,770.00	18,200.68	9,926.74	335,697.74
Unleaded Fuel Purchased	4,956.64	6,193.80	7,308.69	10,336.95	22,818.76	33,005.52	62,977.76	51,177.65	33,005.52	22,818.76	10,336.95	7,308.69	272,245.68

PORT OF KINGSTON

Profit & Loss

January through December 2021

**DRAFT**

	Jan 22 Budget	Feb 22 Budget	Mar 22 Budget	Apr 22 Budget	May 22 Budget	Jun 22 Budget	Jul 22 Budget	Aug 22 Budget	Sep 22 Budget	Oct 22 Budget	Nov 22 Budget	Dec 22 Budget	TOTAL 2022 Budget
<b>Total 626-40-10 Fuel Purchased</b>	19,738.90	17,592.17	17,235.43	28,537.62	55,588.75	73,779.42	119,602.26	100,727.64	73,779.42	55,588.75	28,537.62	17,235.43	607,943.42
<b>626-40-20 Invtry Variation-Fuel</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>626-40-30 Fuel Credit Card Fees</b>	737.44	737.44	737.44	737.44	737.44	737.44	737.44	737.44	737.44	737.44	737.44	737.44	8,849.26
<b>Cost of Goods Sold</b>	408.37	408.37	408.37	408.37	408.37	408.37	408.37	408.37	408.37	408.37	408.37	408.37	4,900.41
<b>Total COGS</b>	20,884.70	18,737.97	18,381.23	29,683.43	56,734.56	74,925.23	120,748.06	101,873.45	74,925.23	56,734.56	29,683.43	18,381.23	621,693.09
<b>Gross Profit</b>	177,126.51	176,259.07	192,905.18	273,435.98	229,586.04	231,044.09	281,545.35	275,945.51	224,441.31	285,053.33	198,891.91	174,104.11	2,720,338.38
<b>Expense</b>													
<b>510-40-00 Lindvog SR104 Project</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>721-10-00 Salaries and Wages</b>													
<b>721-11-10 Vac &amp; Sick Change</b>	61.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61.80
<b>721-10-00 Salaries and Wages - Other</b>	72,997.28	72,997.28	72,997.28	72,997.28	72,997.28	72,997.28	72,997.28	72,997.28	72,997.28	72,997.28	72,997.28	72,997.28	875,967.30
<b>Total 721-10-00 Salaries and Wages</b>	73,059.08	72,997.28	72,997.28	72,997.28	72,997.28	72,997.28	72,997.28	72,997.28	72,997.28	72,997.28	72,997.28	72,997.28	876,029.10
<b>721-20-00 Employee Medical</b>	24,500.00	24,500.00	24,500.00	24,500.00	24,500.00	24,500.00	24,500.00	24,500.00	24,500.00	24,500.00	24,500.00	24,500.00	294,000.00
<b>721-22-00 Pension Expense</b>	7,482.22	7,482.22	7,482.22	7,482.22	7,482.22	7,482.22	7,482.22	7,482.22	7,482.22	7,482.22	7,482.22	7,482.22	89,786.65
<b>721-33-00 Accounting</b>	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
<b>721-35-00 Consulting Fees</b>	5,500.00	5,500.00	5,500.00	5,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	42,000.00
<b>721-40-00 Operating Supplies</b>	2,500.00	4,000.00	2,500.00	6,500.00	5,500.00	3,500.00	4,000.00	4,000.00	1,187.50	1,500.00	1,500.00	1,500.00	38,187.50
<b>721-41-00 Office Supplies</b>	1,884.42	2,000.00	2,000.00	1,000.00	1,000.00	2,000.00	1,200.00	1,400.00	5,500.00	833.44	1,051.74	795.17	20,664.77
<b>721-41-01 Computer Expenses</b>	966.43	2,473.63	1,275.66	2,823.59	2,081.45	2,488.77	2,104.28	1,269.41	1,431.94	2,648.95	1,348.27	1,506.28	22,418.66
<b>721-42-00 Parking Lot Expense</b>	2,000.00	5,460.61	749.67	6,439.87	868.82	3,011.87	384.41	714.37	700.00	700.00	1,000.00	1,500.00	23,529.62
<b>721-50-00 Equipment Rental</b>	1,325.31	284.56	476.37	575.04	0.00	825.45	963.84	1,641.31	1,333.14	580.01	846.08	0.00	8,851.11
<b>721-72-00 Travel</b>	2,414.83	1,433.36	0.00	0.00	0.00	0.00	0.00	470.00	0.00	0.00	0.00	1,994.68	6,312.87
<b>721-73-00 Insurance</b>	10,208.33	10,208.33	10,208.33	10,208.33	10,208.33	10,208.33	10,208.33	10,208.33	10,208.33	10,208.33	10,208.33	10,208.33	122,500.00
<b>721-74-00 Advertising and Promo</b>	2,300.00	2,300.00	2,300.00	2,300.00	2,300.00	2,300.00	2,300.00	2,300.00	2,300.00	2,300.00	2,300.00	2,300.00	27,600.00
<b>721-74-01 Events</b>	775.00	0.00	0.00	0.00	6.00	357.45	893.00	2,100.00	0.00	295.08	0.00	800.00	5,226.53
<b>721-75-00 Dues &amp; Publications</b>	2,416.67	2,416.67	2,416.67	2,416.67	2,416.67	2,416.67	2,416.67	2,416.67	2,416.67	2,416.67	2,416.67	2,416.67	29,000.00
<b>721-76-00 Training &amp; Education</b>	467.50	75.00	1,284.20	16,145.22	6,678.93	320.96	888.16	230.25	390.13	4,176.82	1,082.82	832.81	32,572.80
<b>721-81-00 Utilities</b>													
<b>721-81-01 Water</b>	1,329.59	5,820.64	0.00	3,801.53	0.00	6,368.88	0.00	9,550.59	0.00	105.00	0.00	475.09	27,451.33
<b>721-81-02 Sewer</b>	0.00	7,188.98	2,330.70	2,320.91	2,495.92	2,320.91	2,495.92	2,320.91	2,320.91	2,320.91	2,320.91	2,320.91	30,757.89
<b>721-81-03 Garbage</b>	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	13,800.00
<b>721-81-04 KC Strmwtr Mngmnt Fee</b>	0.00	8,855.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00	18,855.00
<b>Total 721-81-00 Utilities</b>	2,479.59	23,014.63	3,480.70	7,272.43	3,645.92	9,839.79	3,645.92	13,021.50	13,470.91	3,575.91	3,470.91	3,946.00	90,864.22
<b>721-82-00 Electricity</b>	6,399.20	11,182.53	8,060.41	7,750.53	4,086.43	3,162.65	2,635.75	2,294.02	3,000.00	5,000.00	6,000.00	10,000.00	69,571.52
<b>721-88-00 Telephone/Internet</b>	1,248.99	1,547.81	1,068.24	1,347.91	1,279.35	2,498.96	165.91	165.91	1,300.00	1,300.00	1,300.00	1,300.00	14,523.08
<b>721-90-00 Payroll Taxes</b>	9,864.58	9,864.58	9,864.58	9,864.58	9,864.58	9,864.58	9,864.58	9,864.58	9,864.58	9,864.58	9,864.58	9,864.58	118,374.96
<b>721-93-00 Excise &amp; Prop Tax Exp</b>	423.28	416.18	483.80	541.08	1,075.96	1,250.60	1,837.94	1,721.85	1,166.19	1,166.19	1,075.96	541.08	11,700.09
<b>721-95-00 Office Ccard Fees</b>	7,688.34	4,136.94	4,076.47	4,344.11	178.33	4,823.41	5,280.32	5,888.84	5,000.00	5,000.00	5,000.00	5,000.00	56,416.76
<b>721-96-00 Miscellaneous</b>													
<b>721-96-01 Landscaping</b>	257.48	386.02	1,829.05	606.62	3,258.67	2,313.86	83.81	134.39	300.00	700.00	700.00	3,000.00	13,569.90
<b>721-96-03 Storage</b>	470.00	940.00	470.00	470.00	470.00	470.00	470.00	470.00	470.00	470.00	470.00	470.00	6,110.00
<b>Total 721-96-00 Miscellaneous</b>	727.48	1,326.02	2,299.05	1,076.62	3,728.67	2,783.86	553.81	604.39	770.00	1,170.00	1,170.00	3,470.00	19,679.90
<b>721-97-00 Penalties and Fines</b>	0.00	0.00	0.00	0.00	0.00	40.00	109.16	0.00	0.00	0.00	0.00	0.00	149.16

**PORT OF KINGSTON**  
**Profit & Loss**  
January through December 2021

**DRAFT**

	Jan 22 Budget	Feb 22 Budget	Mar 22 Budget	Apr 22 Budget	May 22 Budget	Jun 22 Budget	Jul 22 Budget	Aug 22 Budget	Sep 22 Budget	Oct 22 Budget	Nov 22 Budget	Dec 22 Budget	TOTAL 2022 Budget
<b>723-00-00 Repairs &amp; Maint</b>	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	96,000.00
<b>724-00-01 Environmental Inspect</b>	0.00	0.00	0.00	650.00	455.00	0.00	0.00	0.00	650.00	650.00	650.00	650.00	3,705.00
<b>781-10-00 Commiss Comp</b>	4,381.00	4,381.00	4,381.00	4,381.00	4,381.00	4,381.00	4,381.00	4,381.00	4,381.00	4,381.00	4,381.00	4,381.00	52,572.00
<b>799-91-10 Intrst Exp-17 Rev Bnd</b>	0.00	0.00	0.00	0.00	12,937.80	0.00	0.00	0.00	0.00	0.00	15,000.00	0.00	27,937.80
<b>998 Uncategorized Expenses</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>999 Over/Short</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Bank Service Charges</b>	-48.00	-10.01	-4.98	-10.50	0.00	0.30	82.92	-19.51	0.00	0.00	0.00	0.00	-9.78
<b>Legal</b>	122.87	76.23	60.95	76.23	68.58	226.35	143.72	60.95					835.88
<b>721-31-00 Chmelik Sitkin, Davis</b>	4,872.00	5,170.00	1,898.27	9,208.44	165.00	850.50	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	40,164.21
<b>Total Legal</b>	4,872.00	5,170.00	1,898.27	9,208.44	165.00	850.50	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	40,164.21
<b>Reconciliation Discrepancies</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	183,959.12	215,237.56	177,358.88	213,390.65	188,406.31	182,631.00	172,539.22	183,213.36	183,549.88	176,246.47	188,145.85	181,486.10	2,246,164.40
<b>Net Ordinary Income</b>	-6,832.61	-38,978.49	15,546.30	60,045.32	41,179.73	48,413.10	109,006.13	92,732.15	40,891.43	108,806.86	10,746.05	-7,381.99	474,173.98
<b>Other Income/Expense</b>													
<b>Other Expense</b>													
<b>727-00-00 Depreciation</b>	43,440.35	43,440.35	43,440.35	43,440.35	43,440.35	43,440.35	43,440.35	43,440.35	43,440.35	43,440.35	43,440.35	43,440.35	521,284.20
<b>Total Other Expense</b>	43,440.35	43,440.35	43,440.35	43,440.35	43,440.35	43,440.35	43,440.35	43,440.35	43,440.35	43,440.35	43,440.35	43,440.35	521,284.20
<b>Net Other Income</b>	-43,440.35	-43,440.35	-43,440.35	-43,440.35	-43,440.35	-43,440.35	-43,440.35	-43,440.35	-43,440.35	-43,440.35	-43,440.35	-43,440.35	-521,284.20
<b>Net Income</b>	<b>-50,272.96</b>	<b>-82,418.84</b>	<b>-27,894.05</b>	<b>16,604.97</b>	<b>-2,260.62</b>	<b>4,972.75</b>	<b>65,565.78</b>	<b>49,291.80</b>	<b>-2,548.92</b>	<b>65,366.51</b>	<b>-32,694.30</b>	<b>-50,822.34</b>	<b>-47,110.22</b>

Port of Kingston  
Kitsap County, WA

**RESOLUTION NO. 11-02-2021**

A Resolution of the Commission of the Port of Kingston

**RESOLUTION TO ADOPT 2022 CAPITAL BUDGET**

**BE IT RESOLVED** by the Board of Commissioners of the Port of Kingston that the Port adopts the proposed 2022 Port of Kingston Capital Budget as the final for the fiscal year 2022. A copy of such budget in final form is attached as part of this Resolution.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a Regular Meeting held this 17<sup>th</sup> day of November 2021.

**PORT OF KINGSTON  
KITSAP COUNTY, WASHINGTON**

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

Attest: \_\_\_\_\_  
Greg Englin, Executive Director

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

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



**PORT OF KINGSTON**

<b>CAPITAL PROJECT</b>	<b>PROJECT NO.</b>	<b>PHASE</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>TOTAL COSTS</b>
Building Bird Deterrents	16		5,000						0
Fast Ferry Non-Slip Access	46		17,615						0
Event Tent Purchase	8		10,000						0
Tenant (Office) Restrooms - Immediate Upgrades	15	A	15,000						0
Washington Blvd. Properties Development - Planning	41	A	20,000						0
West Kingston Properties Development - Survey and Planning	40	A	20,000						0
Marina WiFi			35,000						0
New Vehicle (Truck)			35,000						0
Float R&R - Float Leveling	45	A	24,000	25,000					25,000
Breakwater Rock Removal	37		15,000	40,000					40,000
RCO Middle Restroom - Design / Permitting	9	B	25,000	50,000					50,000
RCO Middle Restroom - Construction	9	C		278,000					278,000
Washington Blvd. Properties Development - PreDesign		B		100,000					100,000
Washington Blvd. Properties Development - Design		C		400,000					400,000
Bulkhead Repair (D-Dock)	19	A		15,000					15,000
Piling Replacements - Assess / Program / Permits	17	A		5,000					5,000
Dredge Permitting	5	A		5,000	10,000				15,000
Aquatic Lands Development - PMA Survey and Modification	42	A			10,000				10,000
Public Parking Improvements - Crack Seal	7	B			25,000				25,000
Washington Blvd. Properties Development - Permitting		D			10,000				10,000
Washington Blvd. Properties Development - Construction		E			4,500,000				4,500,000
Public Parking Improvements - Seal Coat / Restripe (post stormwater project)	7	C			50,000				50,000
Tenant (Office) Restrooms -Major Upgrades	15	B			50,000				50,000
Sailing float - Replacement (RCO)	10				150,000				150,000
Fast Ferry Barge (R&R)	39				300,000				300,000



**PORT OF KINGSTON**

<b>CAPITAL PROJECT</b>	<b>PROJECT NO.</b>	<b>PHASE</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>TOTAL COSTS</b>
Piling Replacements - Annual	17	B			50,000	50,000	50,000	50,000	200,000
Mooring Buoys						20,000			20,000
Dredge Marina	5	B					100,000		100,000
Marina Expansion (Planning)	44	A					10,000		10,000
Hill House Dock Replacement								50,000	50,000
Underground Storage Tank Replacement	29							350,000	350,000
Multi-Model Transportation Connective Facilities	20								0
Fast Ferry Barge (Deck Improvements)	23								0
Property Acquisition	24								0
Security Cameras, WiFi, and Lighting	25								0
Covered Small Craft Facility	27								0
Total Fast Ferry Dock Replacement	28								0
Fast Ferry Water	33								0
Fast Ferry Sewer	34								0
Fast Ferry Electrical	35								0
Fuel Dock Replacement	36								0
Float R&R - Surface Repair		B							0
Kyak Float Replacement									0
West Kingston Properties Development - Hill House / Other Deisgn		B							0
Public Fishing Pier- Repair & Replacement	22						50,000		50,000
Dock Gate Replacement									0
			<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>		<b>TOTAL COSTS</b>
<b>TOTAL</b>			<b>216,615</b>	<b>918,000</b>	<b>5,155,000</b>	<b>70,000</b>	<b>160,000</b>		<b>6,753,000</b>

Port of Kingston  
Kitsap County, WA

**RESOLUTION NO. 11-03-2021**

A Resolution of the Commission of the Port of Kingston

**RESOLUTION TO ADOPT 2022 RATE SCHEDULE**

**BE IT RESOLVED** by the Board of Commissioners of the Port of Kingston that the Port adopts the proposed 2022 Rate Schedule as the final for the fiscal year 2022. A copy of such Rate Schedule in final form is attached as part of this Resolution.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a Regular Meeting held this 17<sup>th</sup> day of October 2021.

**PORT OF KINGSTON  
KITSAP COUNTY, WASHINGTON**

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

Attest: \_\_\_\_\_  
Greg Englin, Executive Director

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

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



EFFECTIVE 01/01/2022

**DRAFT**

**2022 MARINA RATES**

**PERMANENT OPEN MOORAGE (MONTHLY):**

DOCK	SIZE* FT	\$/FT	BASE	+	LH TAX**	=	TOTAL
A DOCK	24	\$9.11	\$218.64	+	\$28.07	=	\$246.71
B DOCK	28	\$9.75	\$273.00	+	\$35.05	=	\$308.05
C DOCK	32	\$10.13	\$324.16	+	\$41.62	=	\$365.78
D DOCK	36	\$10.09	\$363.24	+	\$46.64	=	\$409.88
E DOCK	40	\$10.28	\$411.20	+	\$52.80	=	\$464.00
E DOCK	45	\$10.83	\$487.35	+	\$62.58	=	\$549.93
E DOCK	50	\$10.79	\$539.50	+	\$69.27	=	\$608.77
E DOCK	56	\$11.41	\$638.96	+	\$82.04	=	\$721.00
E DOCK	60	\$11.30	\$678.00	+	\$87.06	=	\$765.06
OVER 56'	60	\$11.30					

**PERMANENT COVERED MOORAGE (MONTHLY):**

DOCK	SIZE*	\$/FT	BASE	+	LH TAX**	=	TOTAL
C DOCK	32	\$14.23	\$455.36	+	\$58.47	=	\$513.83
D DOCK	36	\$14.25	\$513.00	+	\$65.87	=	\$578.87
E DOCK	40	\$14.47	\$578.80	+	\$74.32	=	\$653.12
E DOCK	50	\$15.02	\$751.00	+	\$96.43	=	\$847.43

**GUEST MOORAGE RATES:**

Daily: **PEAK SEASON (MAY 1 - SEP 30)**  
 \$1.50/FT for vessel 18' wide or less  
 \$3.00/FT for vessel 18' wide or more

**OFF SEASON (OCT 1 - APR 30)**  
 \$1.40/ft for vessel 18' wide or less  
 \$2.80/ft for vessel 18' wide or more

Monthly:

**OFF SEASON (OCT 1 - APR 30)**  
 \$11.00/FT per month + seasonal electric

**Seasonal Electric:**

Vessels 20'-29' LOA = \$30.00/month  
 Vessels 30'-40' LOA = \$35.00/month

Vessels 41'-50' LOA = \$40.00/month  
 Vessels Over 50' LOA = \$45.00/month

**MISC. RATES:**

**PERMANENT ELECTRICAL RATES** \$ .097 per Kilowatt hour (30 amp service)  
**ELECTRICAL METER READING** \$5.00 per month  
**COVERED KAYAK RACK** \$31.02/month + Leasehold tax\*\*  
**SMALL BOAT STORAGE** \$31.02/month + Leasehold tax\*\*

**FEES:**

**LIVE ABOARD** \$200.00 + LEASEHOLD TAX\*\*  
**IMPOUND FEE** \$100.00  
**EMERGENCY TOW** \$250.00 + SALES TAX † (prorated hourly)  
**NSF** \$35.00

**PARKING:**

**TRUCK & TRAILER** \$10.00 per 12 - Hour Period + SALES TAX †  
**DAILY COMMUTING** \$10.00 per 12 - Hour Period + SALES TAX †  
**MONTHLY PARKING PASS** \$135.00 per Month (LSH Tax Included)

\* Minimum size to be charged

\*\*12.84% Leasehold Tax

† 9% Sales Tax



Ordinance / Resolution No. 11-04-2021
RCW 84.55.120

WHEREAS, the Commisioners of The Port of Kingston has met and considered its budget for the calendar year 2022 ; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 217,622.00 ; and,

WHEREAS, the population of this district is less than 10,000; and now, therefore,

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2022 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ \$899 which is a percentage increase of 0.4131% . % from the previous year. This increase is exclusive of

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 17 day of November , 2022 .

Laura Gronnvoll, Commissioner

Mary McClure, Commissioner

Steve Heacock, Commissioner

Attest: Greg Englin, Executive Director

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

# Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I \_\_\_\_\_ (Name),  
 \_\_\_\_\_ (Title), for \_\_\_\_\_ (District name),  
 do hereby certify to the \_\_\_\_\_ (Name of county) County legislative authority  
 that the \_\_\_\_\_ (Commissioners, Council, Board, etc.) of said district requests  
 that the following levy amounts be collected in \_\_\_\_\_ (Year of collection) as provided in the district's  
 budget, which was adopted following a public hearing held on \_\_\_\_\_ (Date of public hearing).

## Regular levies

Levy	General levy	Other levy*
<b>Total certified levy request amount</b> , which includes the amounts below.		
Administrative refund amount		
Non-voted bond debt amount		
Other*		

## Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
<b>Total certified levy request amount</b> , which includes the amounts below.					
Administrative refund amount					
Other*					

\*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 2022 TAX YEAR LEVY LIMIT CALCULATION

PORT OF KINGSTON

District # 8830

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### **Previous Year's Levy Including Any Refunds & Canceled Taxes Levied = 217,622**

The district's resolution or ordinance must authorize any increase in terms of both the dollars and percentage over the previous year's levy. This increase is exclusive of new construction, increases in state assessed property (utilities), any annexations and refunds requested.

### **Highest Allowed Levy Since 1986 = 216,357**

Differences between this amount and the previous year's levy are refunds and canceled taxes levied last year which are not included in this amount and/or any banked capacity your district may have.

### **1% Increase to Highest Allowed Levy = 218,521**

This is the maximum allowed but may change to match what is authorized by resolution or is lawfully allowed for your district. It is exclusive of the items listed under the previous year's levy. The dollar and percent increase over the previous year's actual levy to collect this amount is \$899 and 0.4131%.

### **Amount due to New Construction = 3,120**

New construction assessed value 19,692,350 X .15843 (the prior year's levy rate) = 3,120

### **Amount due to Increase in Utilities = 0**

This amount will be zero until the values are received from the Department of Revenue. Since this amount may be unknown when you have your budget hearings, you may want to add an amount in your budget or levy certification in order to collect any unknown amount due to an increase in utilities.

### **AV of Annexed Property = 0**

### **Amount due to Annexations = 0**

The amount due for annexations is set when assessed values are final in January. Districts with annexations may want to add an amount in the budget or levy certification for any increases allowed.

### **Current Total Assessed Value = 1,588,153,838**

This amount may fluctuate until values are final in January.

### **Tax Refunds & Canceled Taxes less Supplements = 650**

Please include a dollar amount for refunds and canceled taxes in your budget and or levy certification to show the district's intent to collect these amounts.

### **Projected Levy Rate = .139559**

### **Maximum Levy Rate = .45**

Maximum levy rates for cities are estimated until final levy rates for Fire and Library Districts are known.

### **ESTIMATED TOTAL LEVY LIMIT AMOUNT = 222,291**

Port of Kingston

Kitsap County, Washington

**RESOLUTION 11-05-2021**

**A Resolution of the Commission of the  
Port of Kingston**

**WHEREAS**, the Rules and Regulations as revised by the Executive Director on November 17<sup>th</sup>, 2021 are attached hereto as Attachment A (the "Revised Rules")

**WHEREAS**, the Commission now wishes to provide an updated master policy directive on the Port Rules and Regulations and to repeal all prior resolutions dealing with the same subject matter

**THEREFORE, BE IT RESOLVED** by the Board of Commissioners for the Port of Kingston hereby ratifies and approves the revised Rules and Regulations.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a regular scheduled meeting held this 17th day of November 2021.

**PORT OF KINGSTON  
KITSAP COUNTY, WA**

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

**ATTEST:**

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

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

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



**PORT OF KINGSTON**

# **PORT OF KINGSTON**

## **RULES AND REGULATIONS**

*"Serving what matters today, with a view for tomorrow."*

25864 Washington Blvd  
PO Box 559  
Kingston, WA 98346  
360-297-3545

**Adopted and Updated by the Port of Kingston Commission**

*July 19, 1992*

*February 8, 2013*

*June 3, 2020*

*November 18, 2020*

*November 17, 2021*

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# **1. GENERAL PROVISIONS**

## **1.1. PURPOSE:**

To establish, implement, and maintain policies, rules, and regulations for the safe, secure, and efficient operation of the Port of Kingston and to provide fair and equitable service for all users of Port facilities.

## **1.2. SCOPE:**

The policies, rules, and regulations contained herein apply to all persons, vehicles, vessels, tenants, and licensees operating within or at the Port of Kingston and shall supersede all previous Rules and Regulations at the Marina.

## **1.3. STATEMENT OF POLICY**

The Port of Kingston provides marina services to the boating community, citizens of Kitsap County and the general public. Because many of these facilities and services are provided by public funds, all services and facilities are open to everyone, and tenants and guests are expected to respect and protect the public's interest in these facilities. When there are limitations in the availability of public facilities and services, the Port will operate on a first come, first served basis. Also, the Port is expected to manage the facilities to provide the best service to the greatest number while respecting the rights of all patrons. All patrons are expected to respect the rights of others and be particularly vigilant concerning the control of pets, safety of children, and the prevention of vandalism and theft.

## **1.4. NOTIFICATION OF REGULATIONS**

It is the Port's responsibility to formally adopt and publish the Rules and Regulations. It is the User's responsibility to maintain a copy of the Port Rules and Regulations issued by the Port. Copies are available in the Port Office and on the Port's website for all interested parties. A signed moorage agreement is evidence of the user's consent to these rules, and regulations and enforcement procedures. The Port reserves the right to change these regulations by formal amendment or resolution. Changes will be announced at scheduled Port meetings and available at the Port Office.

## **1.5. AUTHORIZATION TO ADMINISTER RULES AND REGULATIONS**

- A. The Port Commission authorizes the Executive Director to administer these rules and regulations by written or verbal instruction.
- B. The Executive Director may require persons who violate these regulations to leave the marina and/or obtain the assistance of law enforcement officers to protect property, lives, or preserve the peace. B. Differences of opinion regarding the interpretation of these rules and regulations, or their application, should be brought directly to the attention of the Harbormaster. If the matter cannot be satisfactorily resolved, then it should be submitted in writing to the Executive Director. If the Executive Director cannot resolve the matter, or if the proposed solution is not acceptable to the complainant, then the matter shall be referred to the Port Commission. In all cases, the decision of the Port Commission is final.

**1.6. SIGNATURE OF CONSENT**

Signatures are required by current and future tenants on the Port of Kingston’s Moorage Agreement and shall constitute Customer’s agreement to become familiar with these rules, regulations, and policies and to comply with same.

**1.7. CHANGES TO RULES AND REGULATIONS** The Port Commission and Executive Director reserve the right to modify, amend, or add rules or regulations to meet special or unusual conditions as they occur and maintain current and relevant controls.

**1.8. ENFORCEMENT**

If tenant fails to perform any of the terms or conditions herein contained or made reference to, the Port may at its option declare the tenant’s right to occupy ended. The Port is obligated to notify the tenant in writing describing the infraction. After seven (7) days from the date of the letter if there is not a satisfactory response, the Port may impose a daily monetary fee in accordance with the Ports current tariff. If the tenant fails to correct the infraction and/or fails to pay the imposed fee, the Port may proceed with termination of the berthage agreement.

**1.9. APPLICATION**

The regulations of the Port of Kingston apply to all users of Port facilities or equipment. Users shall comply with the regulations of the Port as well as all County, State and Federal regulations and laws. Generally accepted safety standards and requirements as promulgated by the United States Coast Guard or other appropriate agencies are also the safety standards of the Port and apply to the users of Port facilities. All boats or vehicles using facilities or space within the Port areas are subject to all of the charges and rules of the Port of Kingston. The Harbormaster or his designee may deny the use of any of the Port’s facilities to anyone when such use would not be in the best interest of the Port.

**1.10. NON-DISCRIMINATION**

The Port of Kingston will ensure that users of Port facilities are treated equally without regard to their race, color, religion, sex, disability, or national origin.

**1.11. ASSUMPTION OF RISK**

Anyone visiting the Port, or its facilities does so at his/her own risk. The Port does not assume any responsibility for loss or damage to property or personal injury except as such liability may be proven to have resulted from negligence by the Port or its employees.

**1.12. HOLD HARMLESS**

Each and every user of Port facilities agrees to hold the Port harmless, indemnify it and defend it against any claim brought as a result of the negligent or intentional act of the particular user of the Port facilities.

Each moorage tenant agrees that the Port is not responsible in any manner for a vessel's safekeeping or the condition of its tackle, fixtures, equipment, or furnishings.

**1.13. SIGNS ON PORT PROPERTY AND PUBLIC RIGHT-OF-WAYS**

**A. Intent and Purpose. The purpose and intent of this Regulation is to:**

- i. Promote the public health, safety, and welfare through a system of reasonable, effective, consistent, content-neutral, and nondiscriminatory temporary sign standards and requirements; and
- ii. Accommodate the need for orderly expression in traditional public forum areas, such as streets, parks and sidewalks by allowing temporary signs to be displayed.

**B. Applicability and Interpretations:**

- i. This Chapter states the intent, rules, regulations, and procedures regarding display and placement of temporary signs on Port property.
- ii. This Chapter is not intended to, and shall not be interpreted to, restrict or regulate speech on the basis of content, viewpoint, or message.

**C. Exemptions. The following signs are exempt from this Regulation:**

- i. Safety signs. Signs installed by the Port, City, County, or a federal or State government agency for the protection of the public health, safety, and general welfare, including but not limited to, the following:
- ii. Emergency and warning signs necessary for public safety;
- iii. Traffic and/or wayfinding signs erected and maintained by an authorized public agency;
- iv. Signs required to be displayed by law;
- v. Signs showing the location of public facilities including emergency medical services; and
- vi. Any sign, posting, notice, or similar sign placed by or required by a governmental agency in carrying out its responsibility to protect the public health, safety, and general welfare.
- vii. Event sponsor signs which are displayed seasonally per a license agreement with the Port.

**D. Traditional Public Forum Areas.**

- i. Applicability. This section applies only in traditional public forum areas as defined by this Regulation.
- ii. Display Right. Temporary signs expressing messages that are within the protection of the First Amendment may be displayed so long as the following is complied with:
  - a. Temporary signs must be personally held by a person, or personally attended by one or more persons;
  - b. Temporary signs must not be left unattended;
  - c. The maximum aggregate area of any temporary sign shall be 32 square feet;
  - d. The temporary sign must not be inflatable or air-activated, and may not be a sign prohibited under Subsection E;

- e. In order to serve the Port's interests in traffic and pedestrian flow and safety, persons displaying temporary signs pursuant to this section on public sidewalks must give at least five feet width clearance for pedestrians to pass by. Signs and persons holding temporary signs may not block the free and clear vision and travel of drivers, bicyclists and pedestrians;
- f. Temporary signs shall not be affixed in any manner that causes damage to Port property;
- g. During stage events at Mike Wallace Park, temporary signs shall not be displayed within a 25-foot area immediately in front of the stage. This restriction shall be in place commencing one hour before the start of the event until one hour following conclusion of the event.

**E. Prohibited Signs. The following signs may not be mounted, erected, maintained, or displayed on Port property:**

- i. Abandoned signs and abandoned sign structures. Any sign and/or sign structure that is left unattended by its owner.
- ii. Hazardous signs. Any sign that is dangerous or confusing to motorists or pedestrians, including any sign which by its color, wording, design, location, or illumination impedes the safe and efficient flow of traffic or pedestrian use of sidewalks or walkways.
- iii. Signs which impede free ingress and egress from any door, window or exit way required by building and/or fire code regulations.
- iv. electronic, animated, flashing, or illuminated signs.

**F. Enforcement**

- i. Any sign on Port property not meeting the requirements of this Regulation shall be deemed a violation.
- ii. The Port shall attempt to notify the owner of any sign in violation of this Regulation and request the owner to remove such sign within a reasonable amount of time. If the owner of the sign refuses to comply, the Port may take reasonable steps to remove the sign.
- iii. Any sign which is abandoned or not attended to by its owner is subject to immediate removal without notice.
- iv. Removed signs will be held by the Port for thirty (30) days. The Port will make reasonable attempts to contact the sign owner and provide the owner with ten days' notice to reclaim the sign upon recovery of Port's costs, if any. Removed signs, which remain unclaimed for thirty days, may be disposed of in any manner at the discretion of the Port.

**G. Definitions.**

- i. **"Sign"** means: Any visual communication device, structure, or fixture which is visible from any public place, that incorporates writing, graphics and/or symbols for the purposes of conveying a particular message or image to inform or attract the attention of the public.

- ii. **“Port property”** means those portions of real property owned by the Port including but not limited to: water, land, airspace above, and all buildings and facilities in or on Port-owned properties.
- iii. **“Traditional public forum areas”** means surfaces of Port-owned streets, Port-owned parks during hours that they are normally open to the public, and Port-owned sidewalks. In consultation with legal counsel for the Port, the Port shall interpret this phrase for compliance with the applicable jurisdiction’s court decisions. A map generally showing the Traditional Public Forum Areas is attached as Attachment A.
- iv. **“Temporary sign”** is a sign intended for short term display, not to exceed 24 hours.

#### **1.14. SECURITY AND DEPARTMENT**

- a. Only vessel owners, their guests, Port approved contractors and the Port staff is permitted through the security gates and onto the floats unless special arrangements are made with the Port office. Gate keys issued by the Port are intended for use by the tenants.
- b. Security cameras have been installed on Port property.
- c. Access to the permanent moorage docks should only be by use of a gate key. No propping open doors or gates.
- d. Going over or around gates & structures is not allowed.

#### **1.15. CHILDREN**

Children less than fourteen (14) years of age are not permitted on piers or floats unless accompanied by a parent or other responsible adult. Children under the age of five (5) shall wear life jackets on the piers.

#### **1.16. BEHAVIOR**

- a. Loud and boisterous conduct is not permitted on Port property. Behavior which disturbs others or creates a nuisance will lead to removal from the Port area of the persons creating such a nuisance. Repeated occurrences of such behavior by a marina tenant and/or guests will be subject to the revocation of their permanent or guest privileges and forfeiture of their slip assignment.
- b. Consumption of alcoholic beverages is prohibited except while within licensed premises, the designated guest dock areas, or aboard a private vessel.
- c. It is unlawful to smoke within 25’ of all public buildings on Port premises.
- d. All lessees shall be held responsible for their guest including vendors and repairmen actions within the Port of Kingston.
- e. No tenant or guest shall threaten or verbally abuse any employee of the Port. If the threat or verbal abuse is substantiated the tenant will be subject to the revocation of their permanent moorage or guest privileges and forfeiture of their slip assignment.

- f. There is no solicitation allowed on the Port premises except on authorized posting boards and the area allocated in the Port Office.

#### **1.17. SWIMMING AND FISHING**

- a. Swimming and water skiing in the marina are prohibited. Boat owners and contractors may enter the water for boat maintenance only after the Port Office has been notified. Students enrolled in the sailing program are allowed to enter the water as part of the formal instructions as approved by the Harbormaster or the Executive Director.
- b. Fishing in the marina is allowed for children less than 14 years of age, and handicapped persons in designated areas only. Any debris left behind such as fishing line, bait, etc. could result in the revocation of his/her privileges.

#### **1.18. PROHIBITED ACTIVITIES**

- a. Metal detecting on Port property is prohibited.
- b. The use of Drones within Port boundaries is not allowed.
- c. Bicycles, mopeds, and similar vehicles shall not be ridden in the Port area except upon streets or within the parking lots.
- d. No Skateboarding, Roller Skating, Rollerblading, or Similar Activity Area: No person shall ride, use, or propel any bicycle, skateboard, rollerblade, roller skate or other coaster device, whether powered by human or motorized means:
  - i. In or upon any port property including, but not limited to parking lots or structures;
  - ii. On any ramp designed or built to afford access to buildings or structures by disabled persons;
  - iii. In a manner which creates a nuisance While the bicycle, skateboard, rollerblade, roller skate or other coaster device, or the user or rider is attached or in any manner connected to any streetcar or vehicle on the roadway;
  - iv. While under the influence of an alcoholic beverage or any drug, or under the combined influence of an alcoholic beverage and any drug;
  - v. it shall be prohibited throughout Port property, for any person to ride or propel a skateboard, rollerblades, roller skates or coaster device in a luge, prone or sitting position or to ride or propel a skateboard, roller blades or coaster device in such a way as to make contact with a planter, retaining wall, wall, railing or other architectural feature of any kind.
  - vi. Signage shall not be necessary for enforcement of this subsection.

#### **1.19. PETS**

Pets must be kept on a leash at all times and in the control of a responsible person. Pet owners are responsible for the cleanup and disposal of animal wastes including waste on the docks. Any unattended pets will be subject to removal to the animal shelter.

#### **1.20. FIREWORKS**

The use of fireworks on Port premises is prohibited. Such behavior will result in the revocation of their permanent or guest moorage privileges and forfeiture of their slip assignment.

#### **1.21. GARBAGE AND REFUSE**

- a. All garbage and refuse shall be placed in the containers provided for that purpose. Depositing household refuse in Port containers is prohibited and violators will be reported to the Kitsap County enforcement agency.
- b. No garbage, trash, oil, fuel, debris, or other materials (liquid or solid) shall be deposited in the water, on the piers or on the land areas of the Port facilities.
- c. The Port does not accept waste oil, bilge water, gasoline, paint thinners or solvent for disposal. It is the vessel owner's responsibility to dispose of these materials.
- d. It is unlawful to leave hazardous materials and/or products on Port premises. Disposal facilities locations are available in Kitsap County.

#### **1.22. OVERBOARD DISCHARGE**

- a. Discharge of sewage, oil, oily water, soap, fuel or other materials, now or hereafter prohibited by lawful public authority from being discharged into the waters of Puget Sound, is not allowed. Vessels that willfully discharge such contaminants will be subject to the revocation of their permanent or guest privileges and forfeiture of their slip assignment as well as charges for any cleanup costs associated with the incident.
- b. WAC 173-228 The entire Puget Sound is classified as a NO DISCHARGE ZONE. No sewage (blackwater) can be discharged into the water, treated, or not treated. Live aboard tenants are required to show proof of holding tank pumpout monthly. Complete the pumpout log provided when the Port of Kingston pumpout system is used. If ANY petroleum product is discharged into the water the Port office MUST be notified.

#### **1.23. RESTROOM AND LAUNDRY COMPLEX**

- a. No pets are allowed in the restroom or laundry complex unless specifically used to assist the handicapped.
- b. Women and men shall use the separately designated facilities.
- c. Restrooms accessed by keys or codes are to be used by tenants or approved guests only.

#### **1.24. CARTS**

All carts shall be returned to the ramps immediately after use and shall not be removed from Port property. The user is responsible for any damage caused to a cart. Please make sure that the cart is returned in clean condition for the next user.

#### **1.25. FIRE EQUIPMENT**

The fire protection equipment located throughout the Port area is to be used only for firefighting, unauthorized usage of fire protection equipment is subject to the revocation of their moorage. If fire protection equipment is discharged, please notify the Port Office.

### **1.26. NO SMOKING AREAS**

The fuel pier, public restrooms, laundry compound, the Port Office, the Port Shop or within 25' of any public building are non-smoking areas.

### **1.27. BOAT LAUNCH**

- a. Vessels unattended for more than 15 minutes will be subjected to a impound fee/and or tow.
- b. No soap products or hull cleaning are allowed at the boat launch wash down area.
- c. Pressure washer use at boat launch facility is prohibited at all times.
- d. Washing or cleaning vehicles at the wash down area is not allowed

### **1.28. INVALIDITY OF PARTICULAR**

If any term or provision of these regulations or the application thereof to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of these regulations or the application of such term or provision to persons or circumstances other than as to which it is held invalid or unenforceable shall not be affected thereby and shall continue in full force and effect.

## **2. MOORAGE PROVISIONS**

### **2.1. VESSEL OWNERSHIP**

New Applicants. To accept a slip each applicant is required to provide proof of ownership of the vessel that will occupy their assigned slip. Original documents, including but not limited to the following may be required to establish proof of ownership:

- a. Current Certificate of Title showing the proper individual(s) as owner(s) of the vessel of record.
- b. Current State registration certificate showing the proper individual(s) as owner(s).
- c. Current U.S. Coast Guard documentation papers, showing the proper individual(s) as owner(s).
- d. Financing papers showing the proper individual(s) as owner(s).
- e. Executed Use Tax return.
- f. Pre-Authorization LOA inspection
- g. Insurance Documentation

### **2.2. SEAWORTHINESS**

- a. Vessels must be seaworthy and able to move under their own power at all times while moored in the Port.
- b. Vessels which do not meet Coast Guard regulations, and Port Regulations or which could be hazardous to marina property or to other vessels may be denied permission to moor or to remain in the Port area.

- c. At the Harbormaster's discretion an owner may be required to demonstrate that a vessel is operable. If the vessel is not operable, the Harbormaster will require the vessel owner to demonstrate operability within 90 days or risk forfeiture of moorage.
- d. Vessels will have an "entry to moorage inspection". The inspection conducted by Port staff will need to be scheduled within thirty days of arrival. Visual inspection will include: Overall vessel condition with photos, LOA & beam measurements, fuel capacity, Fire extinguisher readiness, bilge area along with engine space, holding tank wye valve properly secured to tank-no overboard discharge possible, shore power cord / AC power leakage test.

### **2.3. MOVING VESSELS**

- a. The Port of Kingston reserves the right to move vessels at any time for the protection of life or property or to enhance the safe and efficient operation of the Port. If possible, reasonable attempts to contact the vessel owner or operator will first be made.
- b. The Port reserves the right to use permanent moorage slips to serve visiting boaters when such slips are not in use or when necessary, under emergency conditions.
- c. The Port reserves the right to place endangered boats in vacant, permanent moorage slips when necessary, under emergency conditions.

### **2.4. ENFORCEMENT**

- a. The Harbormaster may require persons violating these regulations to leave the Port area. In the event any patron refuses to comply with the reasonable request of the Harbormaster or his designee, the Harbormaster is authorized by the Executive Director to consider that person a trespasser and to obtain the assistance of law enforcement officers to protect persons and property and also to preserve the peace.
- b. If a boat or other property is abandoned or left unattended in the Port area for a period of time not authorized by these Rules and Regulations, it may be impounded by the Port or removed by a private contractor. The owner will be assessed the entirety of the charges incurred for such movement or impounding before the boat or property is released to the owner.

### **2.5. VESSEL IDENTIFICATION**

All vessels entering the boat haven shall have a valid and clearly visible identification permanently affixed to the hull. Either a valid state registration number or a current documented name of the vessel and her hailing port shall be displayed. A vessel not complying with these identification requirements may be refused moorage and/or be subjected to the revocation of their permanent moorage or guest privileges.

### **2.6. MANEUVERING**

- a. Vessel operators will control their speed in the boat haven so as not to leave a wake and will be responsible for any wake damage. Four (4) miles per hour is the maximum permissible speed.
- b. No boat shall be moored within the boat haven with bowsprits, anchors, or other tackle protruding over the walkway or into the vessel maneuvering basin unless approved by the Harbormaster.

- c. Tenants shall report to Port management all incidents involving personal injury or property damage occurring on Port property.

## **2.7. LEASING A BOAT IN LIEU OF OWNERSHIP**

A moorage tenant may substitute a leased boat if he/she (slip lessee) provides the Port with sufficient proof the boat is properly leased.

## **2.8. SUBLEASING**

- a. Tenants may not sublease their slips in the Port of Kingston marina.
- b. Unauthorized subleasing may result in the immediate termination of moorage in the Port of Kingston marina.

## **2.9. TRANSFER OF OWNERHIP**

- a. A tenant who executed a moorage agreement prior to 5/30/99 may transfer his slip to the new owner along with the vessel. Moorage agreements executed after 5/30/99 may not be transferred to the new owner.
- b. The spouse of a deceased tenant will inherit transferability of a slip if the deceased was a tenant before 5/30/99. A beneficiary of the deceased other than the spouse can keep the slip but does not inherit transferability as long as the vessel is granted to that beneficiary in a will or other survivorship agreement.
- c. Partnerships must always have the original tenant and partner(s) on both the title and the insurance policy in order to retain moorage.
- d. If primary responsible party forfeits interest in partnership, the slip is not transferable to remaining partner or partners.

## **2.10. MOORAGE OF VESSELS**

- a. All vessels, especially when unattended, shall be securely moored with adequate lines. No lines, hoses, electrical cords, or other tripping hazards shall be led across walkways or finger piers.
- b. Tenants may be charged if the Port Staff or private contractor needs to clean or repair property due to the tenant's negligence.

## **2.11. RESPONSIBILITY**

- a. The Port accepts no responsibility for the well-being and maintenance of boats or personal property moored or stored on Port properties. At the same time, if the Port staff becomes aware that a vessel is flooding, that its mooring lines have parted, or that some other condition requires immediate attention, the Commissioners direct the Port staff to remedy such condition as promptly as is required and if time does not allow notice to the owner, without such notice. The owner shall be billed, as part of the moorage charges incurred, for any time spent providing such service to the boat or property.
- b. Maintenance of vessels includes zinc replacement.
- c. All vessels will always meet U.S. Coast Guard safety requirements.

## **2.12. OVERSIZE AND UNDERSIZED VESSELS**

- a. The LOA of all permanent moorage slips may not exceed the slip size by more than two (2) feet.
- b. The primary vessel must fill two thirds (2/3) of the size of the slip, unless approved by the Harbormaster.

## **2.13. STORAGE ON PIERS**

- a. No storage is permitted on piers or finger piers except in dock boxes or in other approved areas. Oily rags, paint cans, and other inflammable or explosive materials may not be stored in dock boxes.
- b. All boat owners, operators, crew or guests using the Port area or its facilities for moorage or otherwise shall keep boats, dock boxes, finger piers and the vicinity of each boat in a neat, clean and orderly condition.
- c. All dock boxes must be purchased through the Port office and maintained by the owner.

## **2.14. ACCESSORY EQUIPMENT**

- a. Rafts, nets, reels, and other items of equipment may be stored only aboard a vessel or in areas designated by the Port staff.
- b. Rowboats, skiffs, dinghies and other small watercraft may be stored in the water with the primary boat as long as such storage does not encroach upon space allocated to the adjacent tenant as approved by the Harbormaster. The Port accepts no responsibility for the safety or care of dinghies left in the water. Dinghies that are not being used need to be secured on the primary vessel or taken home for proper stowage. All dinghies and/or rowboats shall be identified in accordance with Coast Guard or State of Washington regulations.
- c. Any equipment or gear not properly stored will be impounded by the Port. After proper notice to the owner, the Port may dispose of such property. Hanging items off cleats or berthing area is not allowed.
- d. All portable heaters must be equipped with a tip-over switch and thermal cut- out. Portable heaters shall be operated at the lowest setting. Exposed heating elements and clip on lamps are not allowed within the marina. Electrical appliances should be properly secured to the vessel.
- e. No cleats may be added to any dock within the marina without prior permission of the Harbormaster.

## **2.15. FENDERS**

Fixed or permanent fenders may not be installed on floats or vertical stanchions without the prior permission of the Harbormaster. Fenders may be hung from cleats only. Additional fender material, dock wheels, or cleats may be used only after prior approval by the Harbormaster. The cost of installation and material will be paid by the lessee, but anything so installed shall become the property of the Port of Kingston.

**2.16. HALYARDS & MASTS**

Halyards and mast lines must be kept secured so as not to “flap” in the wind or make excessive noise.

**2.17. HOLDING TANKS**

Vessel Holding Tank Y Valve must be positioned to direct flow into holding tank.

**2.18. TARPS & COVERS**

Hardware-store type colored vinyl/plastic tarps if used, must be kept in good condition, well secured, and kept clear of the water.

The Vessel’s canvas package must be fitted and properly secured to the vessel. It is imperative that tarps and boat canvases be always kept clear of the marina waterways.

**2.19. LANDING STEPS**

Landing steps must be portable and shall not exceed one-half (1/2) the width of the finger pier. When not in use, they must be removed from the pier and stored aboard the vessel they are intended to serve. Upon approval from the Harbormaster, steps may be allowed for those tenants with physical limitations.

**2.20. WORKING ON VESSELS**

- a. Repairs may be performed on moored vessels if they will not cause debris to fall into the water. See the BMPs in the back of this section for more details.
- b. No work creating loud noise is allowed in the Port area between sunset and sunrise.
- c. See Paragraph G, 1 regarding commercial activity for work performed by a contracting business at the Port.
- d. Pressure washing, scraping or any other activities that could cause debris to run-off into the storm drains is strictly prohibited in the parking lot.
- e. The vessel owner doing any maintenance work on their vessel shall follow State and Federal laws which may include but are not limited to the use of protective devices, drop clothes, tarps, vacuums, and shrouding, which must be used to ensure debris and other solids are collected and managed to prevent their release into the environment. There must be no waste materials entering the waters of the State at any time per Washington Administrative Code (WAC) Chapter 473-226.

**2.21. WAITING LIST POLICIES**

- a. Moorage at the Port of Kingston is available on a first come, first served basis. As the demand for moorage is greater than the availability, it is normally necessary to go on a waiting list to receive a permanent mooring berth.
- b. A secondary name may only be allowed if the second person is a spouse or domestic partner.

- c. Each section of the waiting list shall be subdivided into 1) berth sizes and 2) covered or non-covered moorage.
- d. Current mooring tenants who want to change slips must fill out a Waiting/Transfer Form. Their priority on the waiting list will be based on the date of the Waiting/Transfer Form.
- e. The priority of all applicants on the waiting lists will be based solely on the date the Waiting/Transfer Form was received. The applicant will remain on all waiting lists (size of berths) until such time he/she is contacted by the Port office regarding the availability of a berth of each size requested.
- f. Each waiting list applicant may turn down one slip assignment without losing their position on the waiting list. When a slip comes up the second time the applicant must accept the slip or be removed from that portion of the waiting list. If an applicant does not accept a slip or cannot be contacted by telephone when a slip becomes available, the individual will be removed from that portion of the waiting list. Tenants will be given 48 hours to respond to the assignment once contacted by Port staff.
- g. It is the responsibility of the applicants to keep the Port advised of current address, telephone numbers and emergency contacts.
- h. The reassignment of slips on the same pier or the exchange of slips between different piers may be allowed if it would not impact the order of applicants on the waiting list or otherwise subvert the chronological moorage assignment process. This is only at the discretion of the Business Manager or the Harbormaster.
- i. If a tenant who holds a position as a transfer on the waiting list gives up their current slip, they must pay the waiting list fee before surrendering the slip to maintain position on the waiting list.
- j. There will be an annual fee of \$25 to remain on the wait list for all tenants.

## **2.22. PERMANENT MOORAGE ASSIGNMENT**

- a. To accept a moorage assignment, an applicant shall complete a Port Moorage
- b. Agreement within one (1) week of notification of slip availability and shall pay the appropriate fees.

## **2.23. BERTHAGE CHARGES**

- a. Moorage rents are invoiced on a monthly basis. Moorage is due and payable by the 10th day of each month. If moorage is not paid by the 10th of the month, a late fee is charged in the amount of \$50.00. If moorage is not paid by the 1st of the following month, the vessel will be physically chained to the dock and your boat will be posted and a processing fee of \$50.00 (or \$100.00 for the second offense) will be charged to your account.
- b. A charge will be imposed on each NSF check to cover the costs of handling the accounting. Any account paid with an NSF check will require all future payments to be made by cash, cashier check or money order, or by credit card. The NSF check/charges will be \$25.00 per occurrence.

## **2.24. TERMINATION**

- a. Moorage may be terminated by the tenant or the Port upon thirty (30) days advanced written notice. Tenant is responsible for paying a prorated share of moorage for the month(s) during which termination occurs.

- b. If a tenant does not pay the fees or other charges which have been incurred, the Port may, without notice, implement the provisions of RCW 53.08.320 (Intent to Obtain Custody).

## **2.25. LIVE-ABOARD TENANTS**

- a. Liveaboard status is considered a privilege and is granted to Port of Kingston moorage customers as a revocable license.
- b. The Port defines a “liveaboard” to be any person who uses their vessel as a primary full- time residence moored at the marina. Full-time residence is defined as an individual residing on the vessel for more than three nights out of seven consecutive nights. If the Port suspects a person may be an unregistered and unauthorized liveaboard individual, proof of residency may be requested and the Licensee’s moorage agreement and/or their Liveaboard License may be terminated.
- c. All Liveaboards must register with the Office Manager and execute a Liveaboard Agreement form, which then must be approved by the Port. Liveaboard licensees will pay all permanent moorage charges and other tariffs; including a liveaboard/parking fee as established by the Board of Commissioners for the Port of Kingston.
- d. The number of liveaboard licensees at the Port of Kingston is limited to five percent (5%) of the Port’s moorage slips in the marina. The Harbormaster may modify the 5% occupancy requirements to accommodate extraordinary circumstances.
- e. Liveaboards are limited to a maximum of two individuals per vessel.
- f. Liveaboard applicants may be subject to credit and/or criminal background checks at their expense. Existing licensees may be subject to annual credit/criminal background checks at the Port’s discretion if deemed by the Harbormaster to be necessary. Any individual residing on the vessel is also subject to a criminal background check prior to approval of their liveaboard status.
- g. All liveaboard applicants must pay a \$50 non-refundable administrative fee.
- h. Liveaboard applicants must provide valid, government issued photo identification for all adults intending to live aboard. Photos of children and pets intending to liveaboard must also be provided.
- i. Failure to file a liveaboard application or providing false information will result in immediate termination of the liveaboard privileges and Moorage Agreement.
- j. The Port reserves the right to amend the liveaboard rules and regulations at any time. Current liveaboard licensees will not be “grandfathered” in to previous liveaboard rules and regulations. All current liveaboard licensees will be required to comply with the updated liveaboard rules and regulations within 30 days’ time. Updated 11/28/18.
- k. The Liveaboard Agreement contains additional liveaboard policy and procedures.
- l. Live aboard tenants are required to show proof of holding tank pumpout monthly. Complete the pumpout log provided when the Port of Kingston pumpout system is used.

## **2.26. REMOVAL AND IMPOUNDMENT OF VESSELS (RCW 53.08.320)**

- a. Any vessel that must be moved by the Port or chained to the dock must pay the related moorage charges, late fees, and impoundment fee of \$100 in advance in order to obtain release of the vessel or restoration to her original moorage slip. The Port is not responsible for any damage that may occur due to chaining or moving the vessel.
- b. In the event the Port of Kingston removes a vessel from permanent moorage due to the delinquency in paying the monthly rental charges, late fees, and impound fee, the tenant may lose the permanent moorage assignment.

- c. If a vessel, the owner of which has been notified to remove the vessel from the marina, is not removed immediately, it may be impounded and removed from the mooring. Any charges for removal will be assessed against the vessel and its owner.
- d. The Harbormaster or their designees are authorized to move vessels ashore for storage within the Port area or for storage with private persons if the vessel is, in the opinion of Port personnel, a nuisance, in danger of sinking or creating other damage, or owes. Port charges. Costs of any such procedure shall be paid by the vessel owner.
- e. If a tenant's account balance is delinquent sixty (60) days and NO vessel is in the slip, the moorage will be terminated without notice.
- f. If the tenant's account balance is delinquent sixty (60) days and a vessel is occupying the slip, the vessel will be impounded and incur impound fees. When the account reaches ninety (90) days past due, moorage will be terminated immediately per RCW 53.08.320 and the process to obtain custody will begin. Moorage fees will continue to accrue throughout the process.
- g. After three impoundments of your vessel your moorage will be terminated and not reinstated.
- h. The Harbormaster or his subordinates are authorized to take reasonable measures, including the use of chains, ropes and locks, or removal from the water to secure vessels within the moorage facility so that the vessels are in the possession and control of the Port and cannot be removed from the moorage facility. These procedures may be used if an owner mooring or storing a vessel at the Port fails to make payment after being notified those charges are owed. Notification shall be by certified mail at the owner's last known address. In the case of a guest vessel or where no address was furnished by the owner, the Port need not give such notice prior to securing the vessel and an authorized Port employee shall attach to the vessel a visible notice. The notice shall contain the following information:
  - 1. The date and time the notice was attached.
  - 2. A statement that if the account is not paid within ninety (90) days from the date the notice is attached, the vessel may be sold at a public auction to satisfy the Port charges; and
  - 3. The address and telephone number where additional information may be obtained concerning the release of the vessel.
- i. If a vessel has been secured or moved ashore, the owner who is obligated to the Port for Port charges may regain possession of the vessel by:
  - 1. Making payment to the Port for all Port charges; or
  - 2. By posting with the Port a sufficient cash bond or other acceptable security, to be held in trust by the Port pending written agreement of the parties with respect to payment by the vessel's owner of the amount owing; or pending resolution of the matter of the charges in a civil action in a court of competent jurisdiction. After entry of judgment, including any appeals, in a court of competent jurisdiction or after the parties reach agreement with respect to a payment, the trust shall terminate and the Port shall receive so much of the bond or other security as is agreed, or as is necessary to satisfy any judgment, costs and interest as may be awarded to the Port. The balance shall be refunded immediately to the owner at his or her last known address.

**2.27. ABANDONED VESSELS**

- a. If a vessel has been secured by the Port and is not reclaimed by the owner within ninety (90) days after notification, or attempted notification of the owner, the vessel shall be conclusively presumed to have been abandoned by the owner.

## **2.28. SALE OF SEIZED, ABANDONED, OR DERELICT VESSELS (RCW 79.100)**

If a vessel moored or stored at the Port is abandoned, derelict, or seized, the Port's Harbormaster and his assigned subordinates may, by resolution of its authority, authorize the public sale of the vessel by authorized personnel to the highest and best bidder for cash as follows:

- a. Before the vessel is sold, the vessel owner, if known and able to be located, shall be given at least twenty (20) days' notice of the date and time of the sale. The notice shall contain the time and the place of the sale, a reasonable description of the vessel to be sold, and the amount of Port charges owed with respect to the vessel. The notice of the sale shall be published at least once. Publication shall be made not less than ten (10) but not more than twenty (20) days before the sale in a newspaper of general circulation in the county in which the moorage facility is located. Such notice shall include the name of the vessel, if any, the last known owner and address, and a reasonable description of the vessel to be sold. The Port may bid all or part of its Port charges at the sale and may become a purchaser at the sale.
- b. Before the vessel is sold, any person seeking to redeem impounded vessel under this section may commence a lawsuit in the Superior Court for the county in which the vessel was impounded to contest the validity of the impoundment or of the amount of Port charges owing. Such lawsuit must be commenced with ten (10) days of the date the notification was provided, or the right to a hearing shall be deemed waived and the owner shall be liable for any Port charges owing the Port. In the event of litigation, the prevailing party shall be entitled to reasonable attorney's fees and costs.
- c. The proceeds for a sale shall first be applied to the payment of Port charges. The balance, if any, shall be paid to the owner. If the owner cannot, in the exercise of due diligence, be located by the Port within one (1) year of the date of sale, the excess funds from the sale shall revert to the Department of Revenue pursuant to Chapter 63.29 RCW. If the sale is for a sum less than the applicable Port charges, the Port is entitled to assert a claim for a deficiency.

## **2.29. INSURANCE**

Proof of Insurance- All tenants shall provide proof of vessel insurance in accordance with the following:

- a. Comprehensive liability insurance of not less than \$500,000 for A & B Dock, and \$1,000,000 for C, D, & E Dock combined single limit for property damage, bodily injury or death.
- b. The Port shall be named as an Additional Named Insured and shall receive a Certificate of Insurance regarding such policy or policies of insurance before a tenant places a boat in the slip. The Port will allow 60 days for new tenants who have purchased a boat that came with moorage here at Kingston to transfer ownership and obtain the necessary insurance requirements. The address used for the proof of insurance will be PO Box 559 Kingston, WA 98346.

- c. Failure to maintain continuous coverage and proof of insurance is a default under the Moorage Agreement and shall cause termination of tenant's moorage.
- d. Tenants are required to submit annual insurance certificates to the office.

### **3. GUEST MOORAGE AND FUEL DOCK**

#### **3.1 GUEST MOORAGE & FUEL DOCK**

- a. Reservations are available for designated slips on the guest dock. Reservations require a minimum of 24 hours' notice, with a reservation fee of \$10.00. With this we will store your credit card on file for no show purposes. The first night's moorage and the daily reservation fee is non-refundable. To obtain a refund of guest moorage and electrical fees you must cancel your reservation at least 72 hours in advance of your scheduled visit. If your reservation is canceled within 72 or you don't arrive for your reservation, we will charge the first nights' moorage to the credit card on file.
- b. Reserved Slips will be marked with a sign at the end of the finger pier.
- c. The maximum consecutive stay on the guest dock is 14 days.
- d. All vessel owners are required to register with the Port Office and pay the appropriate fees. All dinghies staying on the guest dock are required to pay for moorage unless they belong to a boat that has already paid moorage.
- e. Vessel owners who pay for transient moorage on the transient moorage dock and leave the slip will be guaranteed their slip upon their return. However, vessel owners who plan to leave their slip and return to it should contact Port personnel prior to leaving for other possible arrangements if available.
- f. Vessel that do not register a vessel within 24 hours of arrival, and the Port Office needs to call the owner to collect payment, will be charged and additional \$20.00 administration fee on top of the current moorage fees. If the owner does not check in with the Port Office upon arrival and the Port is required to tow the vessel due to other customers arriving for reservations, the owner will be responsible for towing fees of \$50.00 per occurrence and an impound fee of \$100.00.
- g. The Port will impound any vessels left on the fuel dock, left in an inappropriate sized slip, in a reserved slip, or vessels left in any way the staff finds to be unsafe, obstructive, or in violation of Port rules. All fees must be paid in full prior to releasing the vessel.
- h. Reservations are not transferable to another vessel unless it has been previously approved by the Port Office.
- i. If you choose to go into the reciprocal slip instead of the slip that you had reserved, you are not eligible for a credit voucher and you are forfeiting any money paid to the Port of Kingston that was used to secure said reservation.
- j. No Cash payments will be accepted at the fuel dock. Credit or Debit cards only.

#### **3.2 CHECK-OUT TIME**

Check-out time is 12:00 p.m. Check-in time is one 1:00 pm.

#### **3.3 RAFTING**

All guest dock users are required to pay the appropriate fees whether they are in a slip, tied alongside a dock, or in a rafted position. Rafting is not permitted unless approved in advance by the Harbormaster or his designee.

### **3.4 BARBECUES**

No open flames or barbecues are allowed on the docks. Barbecue stands are available for public use in the marina park. Open flames are allowed on the vessel only.

### **3.5 PRIORITY OF MOORAGE**

If any dispute arises over entitlement to guest moorage at the Port of Kingston, a Marina Attendant shall make the determination of priority. If either party is not satisfied with that determination, an appeal may be made to the Harbormaster or his on-site designee, whose decision shall be final.

### **3.6 NON-REFUNDABLE FEES**

All transient moorage fees are non-refundable however this is under the Harbormaster or Business Manager's discretion.

### **3.7 FUELING**

- a. The fuel pier will be used only to fuel, take on water, or to use the pump-out station.
- b. No smoking is allowed on the fuel pier. All engines will be turned off before fueling vessels.
- c. No barbecues or open flames are allowed at the fuel pier.
- d. No unattended vessels may remain moored to the fuel pier. Unattended vessels may be moved by the Port staff and impounded and/or be fined.
- e. Customers shall pump their own fuel and follow all safety measures directed by the Port staff.

## **4. VESSELS ANCHORED IN THE COVE**

### **4.1. USE OF MARINA FACILITIES**

- a. Tenders, dinghies and or skiffs will moor in the designated areas on the guest dock at their own risk.
- b. The Port of Kingston will charge \$10.00 per day for use of the guest dock to tie up a tender, dinghy, or skiff 12' and under. For tenders, dinghies, or skiffs over 12' there will be a charged the current rate during the peak or non-peak season. All guest dock tenants are required to register with the Port Office upon arrival.

## **5. UTILITIES**

### **5.1. ELECTRICITY**

- a. Tenants shall pay for electrical service and other utilities or services at the rate established in the Commissioner's fee schedule.
- b. Any damage caused to the Port's electrical distribution system by a user's misuse or negligence will be repaired by the Port with such repair costs charged to the user.

- c. The electrical service cord to each vessel must comply with Port rules. Failure to comply with the requirements of this section may result in the immediate termination of power service.
- d. All electrical cords must be professionally manufactured and specified for marine use.
- e. Electrical cords must be a minimum of ten-gauge wire and SJ or SO rated insulation. 30-amp 125-volt cords are required.
- f. Electrical cords must be a single, continuously molded unit from the power pedestal to the vessel. Only marine grade, approved adapters and connectors will be allowed.
- g. Coiled cords on the docks or around the power pedestals are prohibited.
- h. Lock rings are required to prevent cords from falling in the water or becoming a tripping hazard.

## **5.2. WATER SERVICE**

- a. Water service is provided at several locations on each float.
- b. Water service may be turned off and drained in order to service the system or to protect the water lines from freezing in the winter. The Port does not guaranty uninterrupted water service.
- c. When using water on the floats, the tenants are required to disconnect and remove their hoses from the floats and outlets when finished with them.

## **6. PARKING**

- a. The Port of Kingston provides tenant parking on a first come first serve basis. The Port Office shall issue one parking placard to each marina tenant. The Office Manager shall maintain a file referencing the name of the tenant, the moorage space, and the placard number for each placard issued. Each placard is to be displayed on the rear-view mirror of the vehicle.
- b. Marina guests need to obtain from the Port office and display in their vehicle a temporary parking permit at all times.
- c. The placard is designed to fit behind your rear-view mirror and is easily transferred between vehicles.
- d. Any vehicle or tenant parking without a permit or in violation of signs or published Port Regulations will be ticketed and may be towed away and impounded.
- e. Overnight camping in vehicles, tents, restrooms, compounds, recreational vehicles and campers is not permitted absent advance written authorization by the Harbormaster. The storage of recreational vehicles, trailers and campers on Port land for long term parking is not permitted. The Harbormaster will have the authority to allow temporary parking or short- term parking if under extraordinary circumstances.
- f. All vehicles parking in the Port area must be in operating condition. Disabled vehicles left in the Port area without notice to the Port office will be towed or impounded.
- g. Boat trailers must be parked in the designated boat trailer parking area.
- h. Parking in the Port area is intended for use while moorage tenants are using Port facilities. A moorage tenant may, however, contract for the right to park within designated spaces during times unrelated to the use of Port facilities. Such parking will be in accordance with the terms and conditions of a month-to-month rental agreement with the Port and subject to a charge to be established and amended from time-to-time by the Port Commission.

- i. Live-Aboard moorage tenants are authorized to park in the Port parking lot without regard to limitations on the hours of parking.
- j. All vehicles parked in permit spaces without a permit visible or parked in paid spaces without paying the proper fees will be ticketed.
- k. All placards shall be returned to the Port of Kingston upon termination of the lease agreement within seven (7) days to avoid being charged.

## 7. VEHICLE STORAGE:

Storage of bicycles, motorcycles, mopeds, or similar vehicles is prohibited in the Port area except aboard the owner's vessel or in designated storage areas.

## 8. COMMERCIAL ACTIVITY ON PORT PROPERTY

- a. No commercial activity will be allowed on Port property unless permission for the activity has been granted by the Harbormaster or the Executive Director.
- b. Due to concerns regarding security, liability and environmental pollution, commercial activity of all types, but specifically including boat and engine repair, is prohibited in the Port area except by pre-qualified contractors.  
To qualify for access to the Port area, a commercial user must:
  - 1. Sign a hold-harmless agreement with the Port of Kingston.
  - 2. Provide proof of liability insurance with the Port of Kingston listed as an additional named insured in the amount of not less than \$1 million.
  - 3. Provide proof of compliance with applicable business regulations and laws, including, but not being limited to, providing a copy of Federal employer tax identification number, Labor and Industries registration, applicable business licenses and any specialty licenses required by law.
- c. Vendors who continuously conduct business at the Port of Kingston will be issued an access card. These vendors must meet the above requirements and demonstrate the need for access.
- d. Vendors who occasionally conduct business at the Port of Kingston will be issued a daily access card. The issuance of daily access cards will be on a case-by-case basis and at the sole discretion of the Harbormaster or Business Manager.

## 9. DEFINITIONS

- a. **Boat Haven:** An area protected from high winds and high seas providing safe moorage for waterborne vessels and also facilitating upland facilities for repair, provisions and accommodations.
- b. **Commercial Business:** A business which provides a service or markets a product to the general public.
- c. **Executive Director:** The individual assigned by the Port Commission to oversee all facets of Port operations.
- d. **Guest:** A person using the Port facility without having a permanent lease with the Port. Guests include but are not limited to vessels seeking refuge, day or overnight use of a Port facility, individuals using the park or patronizing a tenant's business premises.

- e. **Harbormaster:** The individual assigned by the Executive Director to oversee the marina operations of the Port.
- f. **Hull Length:** The length from the bow to the stern, not including any attachments such as swim platforms, bow sprits or other accoutrements.
- g. **Linear Areas:** Any side-tie area along a dock that is not a slip.
- h. **Live-Aboard:** A vessel used regularly as a residence.
- i. **LOA:** The length of a vessel from the farthest tip of any attachments on the bow through any overhangs from the stern of the vessel.
- j. **Marine Business:** Any person or company with a current business license involved in marine-related fields who is either working on Port property or advertising or soliciting for customers on Port property.
- k. **Moorage:** A designated area within a protected area to moor vessels with easy access to and from shore.
- l. **Permanent Moorage:** Moorage secured by a written contract for a specific slip in the marina.
- m. **Port:** The Port of Kingston, which is a Port District directed by its elected Port Commission.
- n. **Port Area:** Areas within the marina and other Port properties, including water, land, airspace above, and all buildings and facilities in or on Port properties.
- o. **Port Commission:** The three elected officials who make policy and oversee Port operations.
- l. **Slip:** A designated area of certain width and length with docks provided for easy access to shore, intended to meet the requirements of a vessel within a protected area, for its safekeeping.
- m. **Summer/Winter Months:** "Summer Months" are Memorial Day through Labor Day. "Winter Months" are from Labor Day until Memorial Day.
- n. **Tenant:** Any person, firm, partnership, corporation, association, organization or agent thereof, who contracts for use of Port facilities.
- o. **User:** Any person entering the Port area.
- p. **Waiting List:** That list of individuals maintained by the Port who are waiting for the assignment of permanent moorage within the Port of Kingston.

## 10. **BEST MANAGEMENT PRACTICES**

The Port of Kingston is committed to preserving the surrounding environment by implementing Best Management Practices (BMP's) in accordance with the guidelines issued by the Washington State Department of Ecology and the requirements of the Federal Clean Water Act. Marina management encourages all vessel owners to adhere to the following Best Management Practices:

### a. **COMMERCIAL ACTIVITY**

1. All contractors and divers must have Port approved insurance and a copy of the Port's BMP's before performing any work on Port property. Copies of the BMPs are available at the Port office.
2. Boat hulls with soft toxic anti-fouling paint (ablative and sloughing) may not be scrubbed or cleaned in the Marina by divers or scrub brushes. Approved haul-out facilities must be used. This applies to tenants as well.
3. Divers are not allowed to leave any sort of material in the water including film, debris, or zinc. All divers must sign-in at the Port office before performing any work. Contractors must dispose of their own waste off-site. The Port is not permitted to handle hazardous waste generated by commercial operators or maintenance contractors.

b. **ENGINES AND BILGES** \* See attached section on recycling locations and collection for waste

1. Use absorbent bilge pads to soak up oil and fuel.
2. Recycle uncontaminated oil and diesel properly.
3. Dispose of used oil filter properly.
4. DO NOT discharge bilge water if there is a sheen to it.
5. DO NOT dispose of any fuel or used oil in the Port dumpster.
6. DO NOT dispose of batteries in or around the Port dumpster.

c. **SURFACE PREPARATION**

1. Use biodegradable, phosphate free cleansers and teak cleaners.
2. Use a tarp to capture all scrapings, debris and drips.
3. Stretch tarp between side of boat and dock when working over water.
4. Vacuum dust and debris every time you move the tarp or every hour.
5. Reverse the boat in the slip to work on the far side.  
When sanding outside surfaces use vacuum sanders

d. **PAINTING AND VARNISHING**

1. Mix paints and epoxy in such a manner that it cannot enter the water if spilled.
2. Always use a drip pan (secondary containment) and drop cloth.
3. Spray painting is not allowed within the Marina.
4. When working over the water, use tape and visqueen or a tarp to cover the gap between the boat and dock.
5. Keep absorbent pads and thinner on hand in case of an emergency.
6. Use up remaining small amounts of paint by spreading on an old board.
7. No cans of paints or solvents are allowed to be stored on board boats, in boathouses or dock boxes. Remove all such items from the Port after each use.
8. Paint and solvents shall not be left unattended on the docks at any time.
9. DO NOT dispose of paint or solvent containers in the Port dumpster when any hazardous product is present. Containers must be completely clean and dry.

e. **BOAT FUELING**

1. Report both oil and fuel spills immediately to the Port office, Washington State's hotline at 1(800) OILS-911 and the National Response Center 1-800-424-8802. If you cause a spill, stop it at the source and start to clean it up immediately. Do not pour liquid detergent onto the spill; this is illegal, makes recovery impossible and makes the spill worse under the surface.
2. Do not "top-off" or overfill tanks. Know your fuel tank capacity and don't wait for fuel to spill out of the overflow vent to indicate full. Remember warm weather and direct sunlight can cause expansion and a fuel vent spill. In-line fuel/air separators and indicator whistles can be installed to reduce fuel vent spills. Place a no-spill container or an absorbent pad at the fuel vent in case of accidental overflow.

3. Do not hose down accidental fuel spills. Use absorbent pads when feasible. *\*Absorbent pads are available on the fuel dock during working hours*

**f. SEWAGE**

1. DO NOT discharge any sewage into the marina. Discharge within three (3) miles of the coast (or anywhere in the Puget Sound) is illegal and subject to fines up to \$2,000.
2. Use the permanent pump out station or the porta-dump station under the office stairs.
3. Use shore side restroom facilities whenever possible.
4. Y-valves must be safety wired to ensure sewage flows into holding tank only.
5. Live aboard tenants should log each sewage dump at the fuel dock.

**g. SOLID WASTE DISPOSAL**

1. Dispose of all non-contaminated garbage in the Port dumpster.
2. Mixed papers, aluminum cans, cardboard, glass and plastic may be disposed of in the appropriate recycling containers under the Port office/storage building or at local recycling centers.
3. Can be disposed of in the Port dumpster or taken to a recycling center.

**h. CHEMICAL STORAGE**

1. Purchase only the amount of chemicals / paints needed for the project.
2. Store chemicals / paints at home. DO NOT store chemicals or any hazardous substance on the boat, in a boathouse or in dock boxes. Spare fuel may be stored in approved containers on boats only.

**i. RECYCLING**

1. **Hansville Recycling and Garbage Facility** - Hours: 8:00am- 3:30pm Wed-Mon. Located: 7791 NE Ecology Rd, Kingston WA 98346. Phone: (360) 638-2710

Accept: Motor oil, oil filters, batteries, tires, antifreeze, glass, aluminum, tin cans, plastic bottles (soda and milk), newspaper, subscription magazines, corrugated cardboard, scrap metal, appliances.

2. **Bainbridge Island Transfer Station**- Hours: 10:00am- 4:00pm Wed.-Mon. Located: 7215 Vincent Road, Bainbridge Island, WA 98110 Phone: 206-842-0962

Accept: Oil and antifreeze, appliances, batteries, compact light bulbs, scrap metal, electronics.

3. **Silverdale Recycling and Garbage Facility** - Hours: 8:00am- 4:00pm Wed-Mon. Located: 8843 NW Dickey Rd, Silverdale WA 98383. Phone: (360) 779-1040

Accept: Motor oil, oil filters, batteries, glass, aluminum, tin cans, plastic bottles (soda and milk), newspaper, subscription magazines, corrugated cardboard, mixed paper, office paper, scrap metal, appliances.

4. **Household Hazardous Waste Collection Facility** - Hours: 10:00am- 4:00pm Thu. - Sat. Located: 5551 SW Imperial Way, Bremerton, WA 98312 Phone: (360) 337-5777

Accept: Motor oil, flammable liquids, antifreeze, batteries, fluorescent tubes, oil base paints, cleaning supplies.

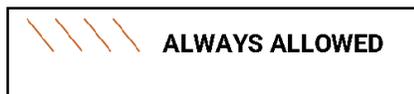
More information available: [www.kitsapgov.com/pw/Pages/wastefacilities.aspx](http://www.kitsapgov.com/pw/Pages/wastefacilities.aspx)



**Sign Regulation – Traditional Sign Public Forum**  
**Attachment A**

**Public Forum Areas Designated for Non-Commercial Signs**

- A-** Sidewalk is 5' from waters edge to inside edge of curb.
- B-** Sidewalk is 8' wide leaving 18" on either side of 3' on one side of main walkway.
- C-** Outer Edge of concrete is 8' from edge of stage. During stage events at mike Wallace Park, signs shall not be displayed within a 25' area immediately in front of the stage. This restriction shall be in place commencing one hour before the start and one hour following the conclusion of the event.
- D-** Sidewalk is 4' wide – add 1' or 12" toward grass and follow to steps up to Aviator.
- E-** Sidewalk is 4' wide – add 1' or 12" of grass toward stage (inside diameter)
- F-** 5' from Building
- G-** Allowed area up to wall.



Port of Kingston  
Kitsap County, WA

**RESOLUTION NO. 11-06-2021**

A Resolution of the Commission of the Port of Kingston

**RESOLUTION TO AMEND PORT OF KINGSTON DELEGATION OF AUTHORITY POLICY**

**WHEREAS**, RCW 53.12.270 authorizes the Commission to delegate administrative powers and duties to the Executive Director; and

**WHEREAS**, the Commission of the Port of Kingston has in the past adopted policy directives delegating administrative powers and duties to the Executive Director and designees for the purpose of expeditious administration of the Port; and

**WHEREAS**, the Commission has from time to time found it necessary to amend and revise such directives due to changes in law and/or operations of the Port; and

**WHEREAS**, the Commission now wishes to provide an updated master policy directive on the delegated administrative powers and duties of the Executive Director and designees and to repeal all prior resolutions dealing with the same subject matter;

**THEREFORE, BE IT RESOLVED**, by the Board of Commissioners for the Port of Kingston adopts the following:

**Section 1.** The master policy directive of the Commission of the Port of Kingston as set forth herein, is adopted for the purpose of establishing the delegated administrative powers and duties of the Executive Director and designees. This policy directive will remain in effect until it is repealed or amended.

**Section 2.** All portions of resolutions heretofore approved by the Commission pertaining to the subject matters contained in this resolution are hereby repealed.

**Section 3.** The Revised Code of Washington 53.08.090 authorizes the Commission to delegate by resolution to the Executive Director the authority to sell and convey Port personal property, with this section to be renewed annually.

**Section 4.** The following policy directive on the delegated administrative powers and duties of the Executive Director is hereby adopted.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a Special Meeting held this 17<sup>th</sup> day of November 2021.

**PORT OF KINGSTON  
KITSAP COUNTY, WASHINGTON**

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

Attest: \_\_\_\_\_  
Greg Englin, Executive Director

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

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



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Title: **Delegation of Authority Policy**

Date Approved:

Approved By:

**November 17, 2021**

**The Commission of the Port of Kingston**

**I. Preamble:**

a. The following policy is adopted by the Commission of the Port of Kingston for the purpose of establishing the administrative powers and duties of the Executive Director who is responsible for Port operations. The Executive Director may delegate to Port personnel such administrative authority or reporting requirements herein established as is necessary and advisable in the efficient exercise of the Executive Director's powers and duties.

b. This policy sets forth specific delegations of power and duties from the Commission to the Executive Director. This policy shall not be interpreted to limit the duties or responsibilities of the Executive Director as those duties are determined from time-to-time by the Commission. In case of absence, the Executive Director may designate one or more senior Port staff to act in the place of the Executive Director with regard to the powers and duties herein. Subject to the limits within this delegation, the responsibility for all administration and operations of the Port rests with the Executive Director.

c. To implement delegations of authority to Port personnel, the Executive Director shall promulgate policy and procedural manuals, monetary and budgetary directives and others such documents as personnel position descriptions, affirmative action plans, safety manuals, etc. which shall provide a clear span of authority and responsibility to the designees of the Executive Director.

d. Any Commission directives or initiatives shall be made through the Executive Director and shall be made only by the Commission acting as a body of the whole. Those directives include, but are not limited to, the separately adopted travel policy, tariff schedules, financial guidelines, and standard rental rates/practices.

e. The phrase "administration and Port operations", as used herein, means the regular day-to-day business of the Port, including, but not limited to, operating, maintaining, and administering all of its properties, leasehold



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properties, facilities services and programs; including the implementation of construction work, alterations, repairs, maintenance, and improvements of the Port's real estate and physical facilities; and, the necessary planning incidental thereto; the conduct of financial accounting and legal matters as they relate to the Port's operation; the administration of all other operations which include personnel administration (i.e., hiring, firing, salary and benefits, training, grievance procedures, task and project assignments, employee training and incentive programs, etc.); the execution and administration of contracts; publish legal notices; and, all other pertinent functions.

f. The Executive Director shall inform the Commission regarding significant information, incidents, and business transactions by methods agreeable to the Commission. The Executive Director shall report to the Commission those actions as within this delegation. The Executive Director is the managing official of the Port, appointed by the Commission, and holds office as their representative. Nothing herein should be construed in any way as abrogating the duties and the responsibilities of the Commission.

## **II. Policy Governing Real Property and the Terminals:**

a. Lease Arrangements: All real property when available for leasing shall, except as otherwise provided herein below, be leased only under an appropriate written lease instrument, executed by the Commission, and accompanied by a lease bond or other form of security in accordance with law. However, the Executive Director may execute short term leases (terms less than five years) subject to all of the following conditions:

1. The appropriate lease surety must be in place consistent with statutory requirements and the Port's standard form of lease, with the exception of State and Federal leases that require the use of the tenant's lease form as long as the content of the lease form does not materially change the Port's intent in its standard lease form.

2. The arrangements for short term occupancy shall be evidenced by the Port's standard form of lease (except that any clearly inapplicable provision or provisions inconsistent with the policy herein set out shall be deleted from the standard form).



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3. The amount of the rental shall be in accordance with the rental revenue standards adopted by the Commission for similar Port property of the same or similar class and type and devoted to similar uses.
  4. The use to which the property may be put by the tenant shall be expressly stated and shall be in accordance with the standards of use adopted by the Commission for the same or similar Port property or properties.
  5. The lease may not be renewed or otherwise extended beyond five years without Commission approval.
- b. Sublease Procedures: Leases, concession agreements, operating agreements, and related contracts between the Port and its tenants, concessionaires, and other parties shall include restrictions on the subleasing and require at a minimum the prior written consent of the Port to such subleases. Subject to the provisions of the lease or agreement, the Executive Director is authorized to grant consents to subleases, which for the purposes hereof shall include sub operating agreements and sub concession agreements.
- c. Other Lease Documents: The Executive Director is authorized to execute the following property instruments, subject to the terms specified herein:
1. Temporary and permanent easements for purposes of utility installments only.
  2. Business Licenses and Licenses to Operate.
  3. Aquatic land leases with the Washington State Department of Natural Resources to accommodate leasehold property leases consistent with the Port Management Agreement.
  4. Binding site plans and short plats consistent with Port master plans in order to activate leasehold interests.
  5. Changes in name of responsible party to the lease if all other conditions, including primary ownership, remain the same.



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d. Lease Renewals: The Executive Director is authorized to renew leases for terms less than five years provided such renewals are provided for in the basic lease; all other substantive terms of the lease remain unchanged; rental adjustments provided for in the lease are made; and, the lease is in good standing.

e. Lease Enforcement and Lease Terminations: The Executive Director is authorized to enforce all terms and conditions of Port leases. The Executive Director is authorized to issue all appropriate notices of default and/or notices of termination with regard to Port leases. The Executive Director is authorized to terminate any lease under the terms and conditions therein. Upon termination, the Executive Director is authorized to take all steps necessary to retake possession of the leasehold and recover for the Port all sums due the Port pursuant to the lease and the law. The Executive Director shall keep the Commission informed with respect to lessees that are issued default notices or termination notices.

f. Realtors Compensation Program: The Executive Director is authorized to make payments for real estate services consistent with the lease authority of Section II, a.

### **III. Policy Governing Contracts for Performance of Public Work:**

a. Public Work Contract Award: The Executive Director shall have the responsibility for following all required statutory procedures in connection with all public work contracts. The Executive Director is authorized to carry out all procedures required by applicable statutes preliminary to the acts required to be performed by the Commission at an open meeting. The Executive Director may, without prior Commission approval, execute on behalf of the Port public work contracts for \$25,000 or less so long as the expenditure is within the limits of overall budgetary authority. In addition, the Executive Director may, without prior Commission approval, execute on behalf of the Port, public work contracts for public work identified in a specific budgetary line item and where the contract price and all other charges do not exceed the amount authorized in that specific budgetary line item by ten percent (10%), but in no case in excess of \$50,000.



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b. Emergency Public Work Contracts: When any emergency shall require the immediate execution of a public work contract, the Executive Director, pursuant to the procedures of RCW 39.04.020 (and as amended), is authorized to make a finding of the existence of such emergency and execute any public work contract necessary to respond to the existing emergency, provided that the Executive Director shall, at the first Commission meeting following the Executive Director's finding of the existence of an emergency, request Port Commission ratification of the finding of an emergency and any contract awarded or executed pursuant to this authority. From the inception of any such emergency, the Executive Director shall continuously advise the Commission of the status of the emergency situation and the progress of any such public work contracts executed to remedy the emergency. Emergency public work contracts executed pursuant to the authority herein shall contain a clause which states that the contract is subject to ratification by the Commission and that if ratification does not follow, the contract shall terminate, and the Contractor shall be compensated for his work and materials used to the time of termination.

c. Change Orders: In the instances where public work contracts have been awarded and under which the work is in progress, and individual changes in plans and/or specifications are necessitated in order to properly accomplish the work, the Executive Director is authorized, without prior Commission approval, to execute individual change orders to the contract if the following conditions are met:

1. The estimated cost of the aggregate changes in plans and/or specifications and all other charges will not exceed the specific budgetary line item, or, in cases requiring Commission approval for public works contracts, the authorized amount.
2. The contract provides for issuance of change orders.

#### **IV. Policy Governing Contracts for Performance of Public Work:**

a. Items Acquired for Normal Maintenance and Operations in the Open Market: The Executive Director shall have the responsibility for following all required statutory procedures, where applicable, in connection with all contracts for the acquisition of utilities, materials, equipment, and supplies; provided, however, that where utilities, materials, equipment, and supplies are acquired on the open market or pursuant to published tariffs and used or are necessary in



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normal maintenance and operations of the Port, no prior approval shall be required but shall where appropriate be approved as a part of normal monthly expenses, and further, provided that in all cases where a statutory requirement exists for award of contracts following competitive bidding.

b. Budgeted Acquisitions or Acquisitions of \$25,000 or less: The Executive Director may, without prior Commission approval, execute on behalf of the Port, contracts for materials, equipment, and supplies (where the acquisition does not meet the criteria of Section A above) for \$25,000.00 or less so long as the expenditure is within the limits of overall budgetary constraints. In addition, the Executive Director may, without prior Commission approval, execute on behalf of the Port, contracts for materials, equipment, or supplies identified in a specific budgetary line item and where the contract price does not exceed the amount authorized in that specific budgetary line item by ten percent (10%).

c. Emergency Contracts for Acquisition of Materials, Equipment, Supplies, and Services: When an emergency shall require the immediate acquisition of materials, equipment, supplies, and services, the Executive Director is authorized to make a finding of the existence of such emergency and execute any contract for acquisition of materials, equipment, supplies, and services (subject to the Port of Bellingham Personal Service Agreement and Contracting Policy) necessary to respond to the existing emergency, provided that the Executive Director shall, at the first Commission meeting following the Executive Director's finding of the existence of an emergency, request Port Commission ratification of the finding of an emergency and any contract awarded or executed pursuant to this authority. From the inception of any such emergency, the Executive Director shall continuously advise the Commission of the status of the emergency situation and the progress of any such public work contracts executed to remedy the emergency. Emergency acquisition contracts executed pursuant to the authority herein shall contain a clause which states that the contract is subject to ratification by the Commission and that if ratification does not follow, the contract shall terminate, and the Contractor shall be compensated for his work and materials used to the time of termination.

**V. Policy Governing Adjustments and Settlement of Claims and Penalties Excepting those Covered by Paragraph XIV Below:**



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a. Procedure for Settling Claims: The Executive Director shall be responsible for the implementation of necessary procedures for the settlement of all claims, either against or on behalf of the Port. Procedures in the handling of such claims shall, at a minimum, include the following:

1. For purpose of this Paragraph V, “claim” shall mean the assertion of any position, penalty, right, or responsibility by or against the Port, its Commissioners, or employees, but not including uncollectible accounts only to the extent as covered in Paragraph X herein.

2. No claims against the Port shall be considered unless and until proper written notice has been provided to the Port.

3. All claims for or against the Port may be processed in all respects (except for their final approval and payment) by the Executive Director or Legal Counsel.

4. Except as provided under Section B below, no claims shall be finally approved for settlement except by the Commission and no claim shall be paid except as authorized by the Commission.

b. Executive Director’s Authority to Settle Claims: The Executive Director may, with the written concurrence of legal counsel, negotiate and settle claim(s) asserted against the Port or claims asserted by the Port for an amount not to exceed \$25,000 for a single incident; provided that the claim(s) seek only money damages and do not personally name or assert a claim against a Commissioner. The Executive Director may settle claims against the Port or claims asserted by the Port arising from operations for an amount not exceeding \$2,000 without consultation of Legal Counsel. All claims when settled shall be reported to the Commission.

## **VI. Policy Governing Arrangements for Professional and Consultant Services:**



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- a. Procedure: The Executive Director shall be responsible for the Port's compliance with the Port of Kingston Personal Service Agreement and Contracting Policy.
- b. Executive Director's Authority: When necessary in the conduct of Port operations, the Executive Director may, without prior Commission approval, execute on behalf of the Port, contracts for professional and consultant services for \$25,000 or less so long as the expenditure is within the limits of overall budgetary constraints in compliance with the Port of Kingston Personal Service Agreement and Contracting Policy. In addition, the Executive Director may, without prior Commission approval, execute on behalf of the Port, contracts for professional services specified in RCW 39.80 identified in a specific budgetary line item and where the contract price does not exceed the amount authorized in that specific budgetary line item by ten percent (10%), but in no case in excess of \$50,000.

**VII. Policy Governing Travel of Employees and Other Authorized Representatives of the Port:**

- a. Executive Director's Authority: The Executive Director is authorized to approve travel within the United States by employees and/or other authorized representatives of the Port in order to effectuate necessary Port operations, in conformity to the travel policy adopted by the Commission, provided that the travel expenses are within the annual budget approved by the Commission. The Commission shall approve all requests for and prior to any travel outside the United States (excluding Canada) by employees and/or other authorized representatives of the Port.

**VIII. Policy Governing Staff and Employee Administration:**

- a. Executive Director's Authority: The Executive Director shall have the authority to manage all personnel matters for Port employees and staff which includes hiring, firing, training, grievance procedures, employee benefits, and administration of the employee salary schedule and incentive programs. The Executive Director shall carry out these responsibilities according to guidelines and policies to be established by the Executive Director and within overall budgetary constraints.



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**IX. Policy Governing Staff and Employee Administration:**

a. Executive Director's Authority for Acquisitions Authorized by the Commission: When the Port Commission authorizes the acquisition of real property by purchase or condemnation, the Executive Director shall take all necessary steps, including the securing of appraisals, to secure title of such property for the Port. Acquisition price of individual properties (or ownerships) shall in no case exceed the Port's appraisal by ten percent (10%), nor shall the total price paid for all properties exceed the estimates of the Port Commission's authorization without further specific Commission authorization.

b. Execution of Documents of Sale: The sale of real property is reserved to the specific Commission authorization. When the Commission authorizes the sale of real property, the Executive Director shall take all necessary steps to complete the transaction, including, but not limited to, accepting deposits, opening escrow, and signing all necessary documents.

**X. Policy Governing Disposition of Uncollectible Accounts:**

a. Definition of "Write-off": The term "write-off" means the adjustment of the accounting records of the Port to reflect the fact that the account is uncollectible in the normal course of operations. The Executive Director may authorize Legal Counsel to initiate or continue with legal action to collect an account without regard to whether the account has been written off the accounting records of the Port.

b. Procedures: The Executive Director is authorized to establish procedures for and to write off any uncollectible account in the amount \$5,000 or less subject to the following general guidelines:

1. Prior to writing off any account receivable or uncollectible, the Executive Director shall be satisfied that every reasonable effort has been made by the Port to accomplish the collection of the account.



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2. Any account in excess of \$5,000 of annual operating revenues of the last complete fiscal year which is deemed to be uncollectible shall be referred to the Port Commission for final write-off.

**XI. Policy Governing Lease Surety, Surety Bonds, Rental Deposits, and Insurance Policies:**

a. Authority of the Executive Director: The Executive Director or his designee is authorized to take all necessary actions on behalf of the Commission in connection with lease surety, lease surety bonds, assignments of accounts, rental deposits, or insurance coverage required pursuant to any leases of the Port, including any of the following actions:

1. Where the lease is not in default, to release any surety, surety bond, or rental deposit where an adequate substitute surety or rental deposit has been provided.
2. To approve any surety, surety bond, rental deposit, certificate of insurance, or insurance policies submitted in fulfillment of the requirements of any lease, including substitute or replacement coverage for any terminated bond, surety, or rental insurance.
3. To approve any substitute or modifications of surety or insurance coverage, and to release any surety or insurance company when substitute or replacement insurance coverage has been provided in connection with any outstanding lease of the Port.

**XII. Policy Governing Sale of Personal Property:**

a. Sale of Property Pursuant to RCW 53.08.090: The Executive Director or his designee is authorized, pursuant to RCW 53.08.090, to sell and convey surplus personal property of the Port subject to the following conditions:

1. that the market value of such personal property does not exceed \$10,000; and



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2. that prior to any such sale or conveyance, the Executive Director shall itemize and list the property to be sold and make written certification to the Commission that the listed property is no longer needed for Port purposes; and
3. that offers for purchase are solicited from at least three (3) parties whenever possible; and
4. that any large block of such property having a value in excess of \$10,000 shall not be divided into components of a lesser value and sold unless done so by public competitive bid; and
5. that no property which is part of the comprehensive plan of improvement or modification thereof shall be disposed of until the comprehensive plan has been modified pursuant to RCW 53.20.010 and until such property is found to be surplus to Port needs; and
6. that in no case shall surplus personal property be sold to any Port official or employee or members of their families without the specific approval of the Commission.

b. The Executive Director shall develop and implement policies and practices regarding the circumstances in which Port officials, employees, or members of their families, may participate in the purchase of surplus personal property.

**XIII. Policy Governing Investment of Temporarily Idle Port Funds:**

- a. Authority of the Executive Director: For purposes of this paragraph, "Temporarily Idle Port Funds" shall mean those funds which are not required for immediate expenditure. In accordance with applicable law relating to the investment of public funds, the Executive Director is authorized to direct the investment of temporarily idle Port funds. These directives shall permit, but shall not be limited to, investments in authorized government securities, sale of such investment and necessary interfund transfers. A summary report of all investments, sales, and interfund transfers shall be provided to the Commission quarterly.



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#### **XIV. Litigation:**

- a. Management and Supervision of Litigations: The Executive Director and the Port's Legal Counsel (appointed by the Commission) shall be responsible for the procedures necessary for management and supervision of all litigation in which the Port has an interest, direct or indirect. For purposes of this section, "litigation" shall mean the assertion or potential assertion of any position, right, or responsibility by or against the Port, including actions which have been filed in any court or any quasi-judicial or administrative forum.
- b. Special Legal Services: The Executive Director, on consultation with the Port's Legal Counsel, is authorized to retain other such special counsel at fees as may be negotiated to assist in the handling of any claims, litigation, or other matters necessary to attend to the legal affairs of the Port, within overall budgetary constraints.
- c. Engagement of Experts: The Executive Director may engage or cause to be engaged through Legal Counsel, such experts as may be necessary for the orderly support of claims or litigation in which the Port has a direct or indirect interest, without limitations otherwise prescribed in Paragraph X of this resolution. Such engagement shall be upon authorization given by Legal Counsel after having satisfied himself that such expenditure is necessary to the adequate preparation and representation of the Port's position in such litigation or claim and shall, wherever practicable, include evaluation of the litigation or claim and an estimate of the probable cost of such experts.
- d. Consultation with Commission: In instances of litigation in which the value has, or is likely to .05% (exceed % of annual operating revenues of the last complete fiscal year), the Executive Director will, in conjunction with the Port's Legal Counsel, consult with the Commission regarding strategy and the economic impact of litigation.



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**XV. Policy Governing Interlocal Agreements for Use of the Port Property for Training Purposes and Event Site Use Agreements for One Day Events:**

- a. Executive Director's Authority: The Executive Director is authorized to execute agreements with other public agencies for purposes of conducting training exercises related to police, fire, and public health and safety issues.
  
- b. Executive Director's Authority: The Executive Director is authorized to execute event and site use agreements with organizations for one-day events conducted by the organizations on Port property.