



Serving what matters today, with a view for tomorrow.

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

**January 26, 2022 at 1:00pm**

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

A. In Person:  
Kingston Cove Yacht Club  
25815 Washington Blvd NE  
Kingston, WA 9834

B. Virtual via Zoom:  
Join Zoom Meeting  
<https://us02web.zoom.us/j/86729037124>  
Meeting ID: Meeting ID: 867 2903  
7124

Welcome to the January 26, 2022, 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. OATH OF OFFICE**
- 3. OFFICER ADOPTION**
- 4. PLEDGE OF ALLEGIANCE**



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**5. APPROVAL OF AGENDA**

**6. PUBLIC COMMENT**

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

**7. 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 December 15, 2021 Regular Meeting Minutes
- B. Approve December 28, 2021 Regular Meeting Minutes
- C. Approve December 2021 Warrants

**8. FINANCIAL REPORT**

**9. PUBLIC COMMENT**

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

**10. COMMISSIONER REPORTS**

**11. STAFF REPORTS**

**12. RECESS TO EXECUTIVE SESSION:**

- A. Executive Session per RCW 42.30.110(1)(g) "To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

**13. RECONVENE TO REGULAR MEETING**



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**Port of Kingston Board of Commissioners  
Regular Meeting Minutes  
December 15, 2021, at 6:30 pm**

**Meeting called by:** Port of Kingston Commissioners  
**Type of meeting:** Regular Meeting  
**Location:** Hybrid/Village Green Community Center/Zoom

<b>Commission in Attendance</b>	<b>Staff in Attendance</b>	<b>Public in Attendance</b>
Laura Gronnvoll	Greg Englin	Marti Lawrence Grant
Steve Heacock	Ray Carpenter	Nancy Langwith
Mary McClure	Audra Trainer	Ron Karzmar
	Tarrah Dofelmier	

**1. CALL TO ORDER**

Meeting called to order by Commissioner Gronnvoll at 6:37 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF AGENDA**

**Motion:** Approve agenda as written

**Moved:** Commissioner Heacock

**Second:** Commissioner Gronnvoll

**Vote:** Pass 2-0

**4. PUBLIC COMMENT**

Marti Lawrence Grant, owner of Sourdough Willy's Pizzeria stated she received a letter form Greg Englin in October regarding rezoning plans which include constructing a large building/restaurant. She voiced her concerns that the building will block the view of her restaurant and compete with other restaurants in Kingston. Commissioner Gronnvoll invited Ms. Lawrence to attend a Tuesday work session with the commission to discuss her concerns further.

Nancy Langwith, chair of the Kingston Cove Christmas provided an event summary. Ms. Langwith thanked Ray Carpenter, Micki Monroe, Port staff, volunteers, KCYC members, the Chamber, and the community partners. Kingston Cove Christmas is well loved by all, and the event really brought back the spirit of community. The event drew over 2000 people in person and reached 22,000 people on Facebook. The event, which positively promoted the Yacht Club, and the Port of Kingston was on the front page of Kingston Community News and the North Kitsap Herald. The event is a great example of the partnership and collaboration within the community. Ms. Langwith gave a summary of event



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earnings and donations. She provided written guidance to the Chamber to help them manage the event next year.

## 5. CONSENT AGENDA

- A. Approve November 9, 2021 Special Meeting Minutes
- B. Approve November 17, 2021 Regular Meeting Minutes
- C. Approve November 2021 Warrants

**Motion:** Approve agenda as written

**Moved:** Commissioner McClure

**Second:** Commissioner Heacock

**Vote:** Pass 3-0

## 6. FINANCIAL REPORT

The Financial Report provided covers year to date through the end of November.

The Total Operating Revenue comes in at \$2.9M and the Total Operating Expenses are \$2.5M.

This provides \$408K in Net Operating Income year to date. The results look strong year to date.

Our reserves are just below \$2.3M. Staff expects to come in at these levels at the end of the year.

## 7. ACTION ITEMS

### A. Adopt Resolution 12-01-2021 – Industrial Development District Resolution 12-01-2021

Mr. Englin reported the proposed resolution creates an Industrial Development District using the whole port district as the boundary for the industrial development district.

Industrial Development Districts are often referred to by their acronym - IDD. This resolution only establishes the legal construct for an IDD per RCW 53.25.040. It does not levy a tax of any sort. The establishment of an IDD would allow a Port commission to pass a levy sometime in the future if the Port commission determines the need for doing so. To levy a tax in the future would require additional due diligence and commission action. As a matter of interest, tax levy funds are usually used for capital facilities improvements such as docks, buildings, and transportation infrastructure and repayment of general obligation bond debt. These improvements are designed to produce more economic activity in the Port District community, directly and indirectly benefiting taxpayers in the form of jobs, commerce, and tourism. Currently the Port tax levy for 2022 is 14 cents per \$1,000 of assessed value of taxable property. The average Port District taxpayer pays \$59.92 or \$5.00 per month in taxes to the Port based on an average home value of \$428,000. The levy can only be increased 1% annually per law.

**Motion:** Adopt Resolution 12-01-2021 – Industrial Development District with corrections as discussed

**Moved:** Commissioner McClure

**Second:** Commissioner Heacock

**Vote:** Pass 3-0



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**B. Approve Washington Projects Consultants 2022-2023 Contract**

Item 7 B is a request for commission approval for a new contract for Washington Project Consultants. Marc Horton is the principal for WPC, and he serves as our contracted Port Engineer. Marc has been an integral and invaluable part of our success here in Kingston. He was former Deputy Director of the Department of Ecology and is a certified professional engineer. He has helped us assess our assets, navigate stormwater issues, apply for grants, and develop a procurement policy to name a few of the projects.

**Motion:** Approve Washington Projects Consultants 2022-2023 Contract

**Moved:** Commissioner McClure

**Second:** Commissioner Heacock

**Vote:** Pass 3-0

**8. PUBLIC COMMENT**

Nancy Langwith thanked Commissioner McClure for the presentation to the Stakeholders. The presentation was excellent and the discussion to follow was a very good.

**9. COMMISSIONER REPORTS**

Commissioner McClure reported she has presented on the Port's Master Plan at several community meetings including the Kingston Citizens Advisory Council, the Greater Kingston Chamber of Commerce, the Kingston Stakeholders, and the Rotary.

She reported there is an ongoing conversation throughout the County and within Kingston regarding Affordable Housing. Several members of the Kingston Affordable Housing Work Group gave testimony to the County Commission at a recent Public Hearing regarding the 1/10th of 1% sales tax for affordable housing. The County Commissioners extended the public comment period to December 31<sup>st</sup> for written testimony.

She represented the Port at the League of Women Voters panel discussion on the definitions and impacts of affordable housing and growth overall. These conversations will become more detailed as the County Commissioners decide on the sales tax levy, along with the basic requirements for eligibility. She added that she appreciates the opportunity to connect with the community on what the Port is doing and looks forward to doing it more.

She reported the Port is sponsoring the Kingston Community Conversation events which will be held virtually via Zoom on the third Saturday of each month for three months beginning January 22. The Port will advertise these events via the web and community sign.

She attended the Kitsap Regional Coordinating Council (KRCC) meeting and emphasized the importance of identifying population, residential, and job growth within the boundaries between now and 2050. Kitsap County is responsible for setting the projections for Kingston as an Urban Growth Area (UGA). She anticipates there will be future conversations with Puget Sound Regional Council (PSRC) and KRCC on these topics.



Serving what matters today, with a view for tomorrow.

Commissioner Heacock gave thanks to Commission McClure's and acknowledge her excellent presentation on the Master Plan. He attended the Kingston Cove Christmas tree lighting event and thanked all involved for a phenomenal event.

Commissioner Gronnvoll gave thanks to Commission McClure for her presentations on the Master Plan. She attended a WPPA conference in early December where Mr. Englin gave a fabulous presentation. She also attended a Tax Increment Financing (TIF) presentation where Pasco has taken the lead as the first to implement this.

She attended a presentation by Chief Economist Matthew Gardner on population growth, housing prices, legislature budget, and Workforce housing vs. affordable housing. She also attended a presentation from retired Port Director's on "Things they wish they would have done", Which focused on feedback for Executive Director's and the evaluation process.

## 10. STAFF REPORTS

Audra Trainer gave thanks to Greg and the Commission for allowing Staci Hebert and her to attend the WPPA Finance and Administration Seminar. They participated in some important networking with other Ports. The State Auditors Seminar was beneficial, it included useful checklists and insurance risk assessments to improve business continuity. Future SAO audits will be conducted remotely so it will be important to scan and index documents to easily provide information digitally. Other seminars included employee engagement tools, leadership, development, and training for staff. She gave special thanks to the Port Financial Analyst, Staci Hebert.

Tarrah Dofelmier gave thanks to Ray and Staff, the Yacht Club, and the Chamber for all their work on the Kingston Cove Christmas. Internally she reported staff are working on end of year checklists, employee performance evaluations and the January Quarterly newsletter.

Ray Carpenter thanked Nancy and Port Staff on the Kingston Cove Christmas. He reported the upcoming Salish 100 event will bring 110 boats to Kingston. He reported the staff is busy filling the guest dock and back filling slips.

Greg Englin provided the following Maintenance Report on behalf of Maintenance Manager Torey Grandt:

- Snow and Ice removal plan has been reviewed. The "after hours" labor rotation needs to be discussed. Equipment is ready, ice melt has been staged at various locations including both ends of the Fish Pier.
- Landscaping equipment will be on the work bench through the holidays and into the beginning of January. Equipment will undergo basic "tweek and tune" so it will be ready in the spring.
- The Men's restroom / shower room door will be repaired by Chessy Door, (Lynnwood, WA) The door and frame are not square. The door is extremely difficult to open and occasionally is not secure when closed. Frame and door will be removed, bonding material installed, new frame and door installed. The deposit has been paid, waiting for scheduling.



Serving what matters today, with a view for tomorrow.

- AMO Construction, Last Friday, we discussed guest dock and finger piers that will be next areas to be adjusted and leveled. Ray & I have designated 17 finger piers & 4 dock areas as PRIORITY 1 (need work ASAP for safety reasons). Those have been mapped and given to AMO. Work on the guest dock might begin next week but AMO has deadlines to meet at Edmonds. I will update when actual work and schedule is determined.
- Holiday decorations are holding up very well through the wind and rain.
- SMARTSHEET is growing, and we are adapting well.

Greg Englin gave thanks to all the Port staff, our amazing group of volunteers, the Kingston Cove Yacht Club, the Chamber of Commerce, d'Vine Wines and all the participants of the Kingston Cove Christmas. He enjoyed seeing the families get out and have a special experience.

He attended the WPPA Annual meeting where he participated in some great networking with other Ports.

Mr. Englin gave an update on the RCO GRANTS:

- Staff received and signed the grant contracts with RCO for the two RCO grants.
- Due to the historical designation on the restrooms, the Port will be issuing a Request for Proposal (RFP) for a Cultural Resources Assessment.

Commissioners and staff responded to Mr. Karzmar's questions via Zoom chat:

1. Define TIF: A Tax increment financing (TIF) is a public financing method that is used as a subsidy for redevelopment, infrastructure, and other community-improvement.
2. Will the Commissioners consider PPP as a funding source? Yes
3. How will affordable housing impact our Urban Growth Area (UGA)? Commissioner McClure stated there is a possibility that jurisdictions may agree to identify the types of housing that belong in each community. There will be complicated in depth discussions occurring over the next year where different approaches and ideas will be discussed. Commissioner Heacock explained how the Urban population growth is calculated through the UGA.

**11. NEXT SPECIAL MEETING:** Tuesday December 28, 2021 @ 8:30 a.m. Hybrid  
**NEXT REGULAR MEETING:** Wednesday January 26, 2021, at 1:00 p.m. Hybrid

## 12. ADJOURN

Motion: Adjourn meeting at 7:49 p.m.

Moved: Commissioner McClure

Second: Commissioner Heacock

Vote: Pass 3-0



Serving what matters today, with a view for tomorrow.

**Port of Kingston Board of Commissioners  
Special Meeting Minutes  
December 28, 2021 at 08:30 a.m.**

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

A. In Person: Port of Kingston Conference Room  
Virtual via Zoom: <https://us02web.zoom.us/j/85044989231>

1. **CALL TO ORDER:** Meeting called to order by Commissioner Gronnvoll at 8:39 a.m.

2. **APPROVAL OF AGENDA**

**Motion:** Approve agenda as written

**Moved:** Commissioner McClure

**Second:** Commissioner Heacock

**Vote:** Pass 3-0

A. **RECESS TO EXECUTIVE SESSION:**

- i. Recess to Executive Session at 8:40 a.m.
- ii. The executive session is expected to last 45 minutes
- iii. **RCW 42.30.110, (g)** To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

B. **RECONVENE TO SPECIAL MEETING:**

- i. Reconvene to special meeting at 10:28 a.m.

3. **NEXT REGULAR MEETING:** Wednesday January 26, 2022 at 1:00 p.m. Hybrid - Zoom/Kingston Cove Yacht Club

4. **ADJOURN**

**Motion:** Adjourn meeting at 10:28 a.m.

**Moved:** Commissioner McClure

**Second:** Commissioner Heacock

5. **Vote:** Pass 3-0

## 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 **\$800.00** from the Port of Kingston, Marina Revenue Fund, the 2nd day of December 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
12/2/2021	35661	\$800.00	Danny Vernon
		<hr/> <u>\$800.00</u>	

## Port of Kingston Warrant List

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington, do hereby certify the merchandise for services hereinafter specified have been received and the warrants listed below are approved for payment in the amount of **\$56,740.84** from the Port of Kingston, Marina Revenue Fund, the 10th day of December 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
12/10/2021	35662	\$301.72	A SMARTSIGN STORE
12/10/2021	35663	\$459.22	Amazon Capital Services
12/10/2021	35664	\$279.12	BMC dba KINGSTON LUMBER SUPPLY CO. INC.
12/10/2021	35665	\$1,100.00	CHMELIK SITKIN & DAVIS
12/10/2021	35666	\$294.69	COMCAST
12/10/2021	35667	\$1,770.99	GLOBAL EQUIPMENT COMPANY
12/10/2021	35668	\$443.30	HENERY HARDWARE
12/10/2021	35669	\$100.00	Judith Ryan Photography
12/10/2021	35670	\$5,203.02	KITSAP BANK VISA
12/10/2021	35671	\$295.00	MARY MCCLURE
12/10/2021	35672	\$2,607.00	OLYMPIC ESD 114
12/10/2021	35673	\$92.66	OLYMPIC SPRINGS, INC.
12/10/2021	35674	\$265.00	PACIFIC COAST CONGRESS OF HARBORMASTERS
12/10/2021	35675	\$30.12	PACIFIC OFFICE AUTOMATION
12/10/2021	35676	\$31,160.79	PETROCARD INC
12/10/2021	35677	\$39.45	PREMIER RENTALS LLC
12/10/2021	35678	\$140.00	PUGET SOUND CLEAN AIR AGENCY
12/10/2021	35679	\$382.50	RANDY-KAN PORTABLE RESTROOMS
12/10/2021	35680	\$119.63	RAYMOND CARPENTER
12/10/2021	35681	\$3,520.00	Staci Hebert
12/10/2021	35682	\$583.56	ULINE
12/10/2021	35683	\$321.53	VALLEY NURSERY, INC.
12/10/2021	35684	\$16.33	VERIZON WIRELESS
12/10/2021	35685	\$2,327.50	WASHINGTON PROJECT CONSULTANTS, PLLC
12/10/2021	35686	\$3,751.00	WASHINGTON PUBLIC PORTS ASSOCIATION
12/10/2021	35687	\$1,085.75	WASTE MANAGEMENT
12/10/2021	35688	\$50.96	WESTBAY AUTO PARTS

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**\$56,740.84**

## Port of Kingston Warrant List

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington, do hereby certify the merchandise for services hereinafter specified have been received and the warrants listed below are approved for payment in the amount of **\$45,376.17** from the Port of Kingston, Marina Revenue Fund, the 23rd day of December 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

<b>Date</b>	<b>Warrant</b>	<b>Amount</b>	<b>Vendor</b>
12/23/2021	35689	\$324.00	ACTIVTRAK
12/23/2021	35690	\$26.00	ALL SHRED
12/23/2021	35691	\$1,127.31	Amazon Capital Services
12/23/2021	35692	\$41.79	BLUE SKY PRINTING
12/23/2021	35693	\$185.86	COMCAST
12/23/2021	35694	\$103.54	GRAINGER
12/23/2021	35695	\$1,090.00	HEARTHSTONE CPA GROUP PS
12/23/2021	35696	\$2,210.39	KITSAP COUNTY PUBLIC WORKS
12/23/2021	35697	\$2,525.00	KITSAP REGIONAL COORDINATING COUNCIL
12/23/2021	35698	\$32.62	KITSAP SUN
12/23/2021	35699	\$1,923.57	LAURA GRONNVOLL
12/23/2021	35700	\$259.20	NEW PIG CORPORATION
12/23/2021	35701	\$2,607.00	OLYMPIC ESD 114
12/23/2021	35702	\$4,818.58	PUGET SOUND ENERGY
12/23/2021	35703	\$26,549.54	REGENCE BLUESHIELD
12/23/2021	35704	\$1,395.68	ULINE
12/23/2021	35705	\$79.30	VALLEY NURSERY, INC.
12/23/2021	35706	\$76.79	Ernst Von Isbch
		<hr/> <b>\$45,376.17</b>	

## 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 **\$2,613.83** from the Port of Kingston, Marina Revenue Fund, the 30th day of December 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

<b>Date</b>	<b>Warrant</b>	<b>Amount</b>	<b>Vendor</b>
12/30/2021	35707	\$780.22	A SMARTSIGN STORE
12/30/2021	35708	\$1,833.61	AET CONSTRUCTION TRUST
		<hr/> <b>\$2,613.83</b> <hr/>	

Port of Kingston  
Payment Voucher

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Post Office Box 559  
Kingston, WA 98346

Kitsap County, WA

12/2/2021

(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           \$1,083.00           and from the Port of Kingston Marina Revenue Fund, this           12/2/2021                     December            
(receipt date)

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

Attest:

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

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

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

Voucher #	Claimant	
EFT	Department of Retirement Systems	\$1,083.00

Cash Transmittal Receipt Number                      R00203422

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

12/2/2021

(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           \$1,083.00           and from the Port of Kingston Marina Revenue Fund, this           12/2/2021                     December            
(receipt date)

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

Attest:

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

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

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

Voucher #	Claimant	
EFT	Department of Retirement Systems	\$1,083.00

Cash Transmittal Receipt Number                      R00203422

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

12/3/2021

(transaction date)

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of           \$5,669.79           and from the Port of Kingston Marina Revenue Fund, this           12/3/2021                     December            
(receipt date)

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

Attest:

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

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

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

Voucher #	Claimant	
EFT	Merchant Settlement Fees	\$5,669.79

Cash Transmittal Receipt Number    R00203461, R00203460, R00203526

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

12/6/2021

(transaction date)

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of           \$965.00           and from the Port of Kingston Marina Revenue Fund, this           12/6/2021                     December            
(receipt date)

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

Attest:

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

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

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

Voucher #	Claimant	
EFT	Department of Retirement Systems	\$965.00

Cash Transmittal Receipt Number                      R00203491

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

12/16/2021

(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 \$10,762.15 and from the Port of Kingston Marina Revenue Fund, this 12/16/2021 December  
(receipt date)

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

Attest:

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

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

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

Voucher #  
EFT

Claimant  
Department of Retirement Systems

\$10,762.15

Cash Transmittal Receipt Number

R00203816

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

12/23/2021

(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           \$55,000.00           and from the Port of Kingston Columbia Bank, this           12/23/2021                     December            
(receipt date)

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

Attest:

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

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

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

Voucher #  
EFT

Claimant  
POK Marina Revenue Fund

\$55,000.00

Cash Transmittal Receipt Number

R00204021

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

12/29/2021

(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           \$3,549.32           and from the Port of Kingston Marina Revenue Fund, this           12/29/2021                     December            
(receipt date)

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

Attest:

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

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

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

Voucher #	Claimant	
EFT	Washington State Department of Revenue	\$3,549.32

Cash Transmittal Receipt Number

R00204106

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

12/14/2021

(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 **\$38,007.32** from the Port of Kingston, Marina Revenue Fund, on 12/14/2021. (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

12/15/2021

\$38,007.32

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.

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Controller, Audra Trainer

ACH

**Port of Kingston  
Payment Voucher**

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Post Office Box 559  
Kingston, WA 98346

Kitsap County, WA

12/28/2021

(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 **\$37,080.92** from the Port of Kingston, Marina Revenue Fund, on 11/29/2021. (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

12/30/2021

\$37,080.92

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.

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Controller, Audra Trainer

ACH