



Serving what matters today, with a view for tomorrow.

Port of Kingston Board of Commissioners Regular Meeting Agenda

June 22, 2022 at 6:30 p.m.

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/83465279054> Meeting ID: 834 6527 9054

Welcome to the June 22, 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. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

4. PUBLIC COMMENT

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



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5. CONSENT AGENDA

These matters are routine and will be enacted by one motion of the Commission with no separate discussion. If discussion is desired, that item may be removed from the Consent Agenda by a Commissioner.

- A. Approve April 25, 2022 All Ports Meeting Minutes
- B. Approve May 24, 2022 Special Meeting Minutes
- C. Approve May 25, 2022 Regular Meeting Minutes

6. ACTION ITEMS

- A. Approve credit card accounts to be issued through Kitsap Bank for use by designated Port Employees.
- B. Approve Executive Director, Controller and Financial Analyst authority to create, modify, close, and/or transfer funds between accounts, and otherwise manage bank accounts in full.

7. DISCUSSION ITEMS

- A. Columbia Bank Deposit Transfers.

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. NEXT REGULAR MEETING: Wednesday July 27, 2022 at 1:00 p.m. Hybrid

13. ADJOURN



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Port of Kingston Board of Commissioners Special Meeting Minutes

May 24, 2022 at 8:30 a.m.

Meeting called by: Port of Kingston Commissioners
Type of meeting: Special Meeting
Location: Hybrid – Port of Kingston Admin Conf. Rm./Zoom

Commission in Attendance
Steve Heacock
Laura Gronnvoll
Mary McClure

Staff in Attendance
Greg Englin

Public in Attendance
None

1. CALL TO ORDER

Commissioner Heacock called the meeting to order at 8:39 a.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

Motion to approve agenda as written.
Moved: Commissioner Gronnvoll
Second: Commissioner McClure
Vote: Pass 3-0

4. RECESS TO EXECUTIVE SESSION

Commissioner Heacock recessed the meeting into Executive Session at 8:43 a.m. per RCW 42.30.110 (c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public. He stated that the Commission would be in Executive Session until 9:30 a.m. and is not expected to take further action following this session.



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5. RECONVENE TO SPECIAL MEETING

Commissioner Heacock reconvened to the special meeting at 9:07 a.m.

6. PUBLIC COMMENT

No public present for comment.

7. NEXT REGULAR MEETING: Wednesday May 25, 2022 at 6:30 p.m. Hybrid

8. ADJOURN

Without objection the meeting adjourned at 9:10 a.m.

DRAFT



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

May 25, 2022, at 6:30 p.m.

Meeting called by: Port of Kingston Commissioners
Type of meeting: Regular Meeting
Location: Hybrid – Kingston Cove Yacht Club/Zoom

Commission in Attendance
Steve Heacock
Laura Gronnvoll
Mary McClure

Staff in Attendance
Greg Englin
Ray Carpenter
Rose Orcutt

Public in Attendance
None

Agenda Topics

1. CALL TO ORDER

Commissioner Heacock called the meeting to order at 6:31p.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

Motion to approve agenda as written.
Moved: Commissioner McClure
Second: Commissioner Gronnvoll
Vote: Pass 3-0

4. PUBLIC COMMENT

No public present to comment.

5. CONSENT AGENDA



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- A. Approve April 27, 2022, Regular Meeting Minutes
- B. Approve May 17, 2022, Special Meeting Minutes

Motion: Approve Consent Agenda as presented.

Moved: Commissioner McClure

Second: Commissioner Gronnvoll

Vote: Pass 3-0

6. ACTION ITEMS

A. Approve Resolution NO. 2022-05-25-1 Negotiation for Architectural Services.

Mr. Englin stated that the Port issued a Request for Qualifications in January for architectural services for the commercial development of the property along Washington Boulevard. He reported that Statements of Qualifications (SOQ's) were received from six respondents. He shared that the SOQ's were reviewed, four firms were interviewed at the end of March, and a consensus was reached regarding those four firms. Englin conveyed that Port staff is now seeking direction from the Port commission to negotiate an agreement with an architectural firm; the negotiated contract will then be brought before the Port commission for approval no later than the regular session in June. Englin added that a rough scope of work has been included as part as part of the resolution.

Motion: Adopt Resolution NO. 2022-05-25-1.

Moved: Commissioner Gronnvoll

Second: Commissioner McClure

Vote: Pass 3-0

B. Approve Resolution NO. 2022-05-25-2 Retention Bonus for Full Time Employees

Mr. Englin explained that the cost of living has been incredibly high and is expected to stay high through the end of this year and possibly into 2023 adding that inflation has hit 8.5% in March and 8.3% in April. He shared that due to this fact the Port thinks it is important to recognize the staff and that this bonus would help alleviate the effects of the rise in inflation. Englin expressed that the Port has a valuable team, he closed



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by extending thanks to the Port staff. Commissioner McClure commented that in addition to retention, the bonus is to show appreciation and a desire to support staff. Commissioner Heacock noted the importance of recognizing the staff's hard work and commitment.

Motion: Adopt Resolution No. 2022-05-25-2

Moved: Commissioner McClure

Second: Commissioner Gronnvoll

Passed without Objection

7. FINANCIAL REPORT

Executive Director, Greg Englin presented the Financial Report on behalf of Controller, Audra Trainer. Englin reported that the Total Operating Revenue is nearly \$920K through the end of April, stating that the Port has exceeded last year's overall results by nearly \$65K and are slightly over budget. He added that fuel sales have been down from last year, noting that it is likely due to the increase in price. Englin stated that parking has continued to strengthen and has more than made up for the shortage in fuel sales adding that the port is up over \$50K for year-to-date parking revenue. He shared that Transient Moorage was also stronger than expected though Seasonal Moorage is below last year's levels whereas Lease revenue is exactly on track as expected. He explained that Total Operating Expense came in at \$758K sharing that this is very close to the same expense levels as last year and below budget estimate. He stated that this meant the Port was doing a good job of controlling expenses while increasing revenue, which is what they strive to accomplish. Englin shared that the resulting Net Operating Income (NOI) was \$161K stating that this is almost twice the NOI the Port generated in 2021. Outlining the Balance Sheet, Englin reported that the Port's cash reserves have grown to \$2.42M. He explained that this total includes the reconciliation for Excise Taxes and income from utilities that have now been collected. He expressed the need for continual growth of the Port's reserves adding that a focus on commercial development and strengthening the performance of the Port's existing lines of business will help to accomplish the long-term goals for financial sustainability. Englin stated that Annual Financials for 2021 are completed and ready for submission noting that they are due by the end of May. He commented on his appreciation for Audra Trainer and Staci Hebert's assembly of this work, adding that he has complete confidence in the accuracy of it.



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Commissioner McClure requested that Mr. Englin address the purpose of the Port's Cash Reserves for the record. Mr. Englin stated that these reserves were for the purpose of being prepared for operational and/or environmental emergencies, possible legal action and for quarterly contributions to the Capital Projects Fund. McClure further inquired if the Capital Projects Fund is for long-term maintenance and potential future facility replacements and Mr. Englin confirmed that it is. He touched on the Cash Flow Model Ms. Trainer and Ms. Hebert have compiled and its relation to the Capital Projects Fund, stating that it shows continuity of profits. Commissioner McClure shared that some tenants are concerned that moorage will be the source for funding these Capital Projects and stressed the importance of explaining how the funds relate to the development of Marina property. Discussion ensued regarding the commercial development and the priority to keep boating accessible to the community.

Commissioner Gronnvoll referenced vacating tenant refund checks shown on the Financial Reports and questioned current moorage turnover; Harbormaster Ray Carpenter responded that he believes there has been a decrease in moorage turnover recently. He also commented on the length of the Moorage Waitlists. Discussion ensued regarding how boating will be affected this season due to rising fuel prices and how boating in general has changed over the past few years and the possible effect on business at the Port. Commissioner Heacock highlighted the importance of Port staff's outreach to potential visiting yacht clubs during these times when we're seeing a potential decrease in boating. Mr. Carpenter added the Kingston Cove Yacht Club's involvement in this process as well.

8. PUBLIC COMMENT

None.

9. COMMISSIONER REPORTS

Commissioner Laura Gronnvoll shared her experience at the Washington Public Ports Association Conference she attended with Controller Audra Trainer the weekend of May 3-6. Commissioner Gronnvoll stated that she enjoyed her experience and outlined key points from presentations that stood out to her. After touching on the importance of branding, Commission and staff discussed ideas that Kingston could be known for and possible events for the community. Commissioner McClure acknowledged that Mr. Carpenter was an asset to the Port in terms of community



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engagement. Kingston Public Market, Fourth of July and the Christmas Lighting Festival were all mentioned as events that the Port and Kingston are known for.

Commissioner Steve Heacock reported that the Kingston Curiosity Walk was a success. He outlined the route that was traveled and noted organizations that participated. Commissioner Heacock and Commissioner McClure hosted a booth at the event. Heacock stated that during the walk the community expressed interest in electric vehicle charging stations and dry stack storage for small watercrafts. Commission and staff then discussed these suggestions expressing interest in it being a future possibility.

Commissioner Mary McClure had no report.

10. STAFF REPORTS

Harbormaster, Ray Carpenter reported that staff has been busy preparing the facilities for the summer. He acknowledged upcoming events that will affect business such as Memorial Day weekend and opening of fishing season which will bring an increase in recreational boating as well as commercial activity. Carpenter remarked on his enjoyment of working with the Kingston Cove Yacht Club, the Chamber of Commerce, and the Kingston Fourth of July committee on events for the coming season. He announced the newest addition to Port staff, Seasonal Marina Attendant, Nick Fasano shared that he is pleased with his performance so far. Carpenter expressed his anticipation for Kingston's Fourth of July, noting that it will be the only display around. Commission and staff discussed the Fourth of July and the events for the day. Carpenter expanded on Commissioner Heacock's mention of electric vehicle charging stations and stated that him and Maintenance Manager, Torey Grandt had discussed this option previously and they believed there were grant options. He also added that cash machines had been previously mentioned as a possible asset to Port facilities.

Customer Service Coordinator Rose Orcutt expressed excitement for being involved in the commission meetings recently. She reported that staff is preparing for the upcoming Kiwanis Brewfest which will be held on June 4th. She shared that her and Ashley Ferguson are in the process of completing an audit of all Monthly Parking customers and have revised the agreement to better comply with current business practices. Orcutt noted that the Community Newsletter is due the following Tuesday



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and requested input for content. Commissioner Heacock responded by suggesting a promotion for the Kingston Historical Society's book.

Executive Director Greg Englin began by recognizing the staff's hard work and expressing appreciation to them, specifically Ray Carpenter who recently celebrated 13 years of working for the Port. He also noted that Rose Orcutt's one year anniversary of employment was coming up on June 9th. Englin continued by reporting on the Chamber of Commerce, stating that they are working with Washington State Ferries to install an informational kiosk at the ferry terminal for visitors to stop and learn about the local businesses. He shared that the Chamber has reestablished an office front at their previous location in the Cholmley Building across from the Kiwanis Park. Englin then announced the following upcoming events: the Chamber Luncheon on June 2, sponsored by the Washington Department of Labor and Industries, the annual Kingston Kiwanis Brewfest on June 4, the annual Swing for Rotary Golf Tournament at Whitehorse, June 10, Concerts on the Cove kicking off July 23 with the Tropics. the Chamber's Wine and Brew Fest July 29 and 30, and the Kingston Public Market every Sunday until October at Mike Wallace Park. Commissioner Gronnvoll asked for information about the Salmon Derby event; Ray Carpenter responded that he has been in contact with the organizers and outlined the current details, including that it will be held Saturday September 24th. He noted that this will be the only fishing derby in the area. Commissioner McClure commented on the importance of notifying the public of these upcoming events, specifically the Fourth of July and the Salmon Derby. Discussion ensued regarding use of the Electronic Reader Board and other options for advertising.

11. NEXT REGULAR MEETING: Wednesday June 22, 2022, at 6:30 p.m. Hybrid

12. Motion to Adjourn

Commissioner Heacock adjourned the meeting at 7:44 p.m.

Kitsap All Ports Meeting
Held at the Port of Brownsville
April 25, 2022 6:30pm

Meeting called to order by Commissioner Shaun Nye

Pledge of Allegiance

Attendees: Shaun Nye – Brownsville, Jerry Williams – Brownsville (staff), Joe DaBell – Brownsville (staff), Jack Bailey - Citizen Brownsville, Caleb Reese - Silverdale, Doug Kitchens - Silverdale, John Burton - Illahee, James Strode - Manchester, Bob Ballard - Manchester, Melissa Shumake - Kitsap County Department of Community Development (DCD),

Zoom Attendees: Casey Guthrie - Waterman, Greg Englin – Kingston (staff), Steve Heacock - Kingston

Presentation of appreciation by Caleb Reese to Jack Bailey, recognition for years of service.

Jack Bailey: 22 years is a long time to be doing this, but I enjoyed doing this. This group is the best group for sharing ideas and getting things done.

Melissa Shumake- of DCD presented proposed regulations for bicycle rack and EV charging stations.

She explained that this is for new construction and applicable redevelopment. They are working through survey process and discussion with development community to refine. The goal is to establish a minimum standard for EV charging. State building code has some. Current standards are extremely minimal. The County is working on locations, dimensions, design, how many etc. as well adding definitions to the code. These are actually due by the end of 2024. She is hoping to have it done by June. Commissioners don't want to wait that long. We want to encourage healthy and resilient communities, reduce greenhouse gas emissions and help the Puget Sound counsel's vision 2050 as well as county-wide planning policies and our own climate change assessments and goals

There is a website available with information. There is an email list available as well.

In between stage 1 & stage 2. Surveys going out soon. The new codes will come from a draft proposal which will be available via community workshops and public input. Goal is to have adoption in January of 2023.

It was asked if these stations are pay to use facilities?

Melissa – Most of them would be. There are several different charging networks available, which the property owner can choose. Developers would have to decide which network would be utilized.

Commissioner asks for definition of networks.

Melissa – Network is different companies that would own or lease or would install or manage the charging stations.

Nye – asked about the logistics of putting in such a network. He is concerned that it would be a large undertaking to small ports.

John Burton says it was a comment on their building permit that required an explanation why they would not be putting in these facilities. John says that this type of set up would only create income for the provider at the expense of the port.

Caleb is concerned that if a port was just redoing their parking spaces, then they would have to provide a certain amount of EV parking spaces.

John – for future, is this going to be a requirement for any commercial or community interest that are putting in for a permit which requires parking, is this going to be a requirement to put in EV parking?

Melissa – In her opinion it is more geared toward large commercial spaces, although these things are still undefined.

Nye – are these going to be more for places like gas stations where conveniences are located?

Melissa – Feedback from Community is largely for facilities at retail and transportation facilities.

John asked about the EV stations at the local Safeway and if they are paid by grants?

Greg shares that the advertising on the (Safeway) screens creates the revenue to pay for the stations.

Bailey – Port of Poulsbo has one. It is very busy during events. People want to have the security of being able to charge as they come from far away as most EV's have a short travel range between charges.

Greg Kingston – Thank you to Melissa for her assistance in helping the Port of Kingston navigate through these items for them.

Items of common interest - Port reports

Caleb – Theresa has traditionally taken the notes for these meetings but she is tasked with too many things to do this at this time. Brownsville has agreed to take notes for this meeting. Suggestions for Ports to volunteer to take turns or perhaps hire a temp person to take this on for each meeting.

Discussion around the table. Silverdale has been doing this for a long time. Perhaps someone else can take this on for a while.

Greg – Just lost their admin person but agrees that we could figure something out. Would perhaps need to have an Interlocal Agreement (ILA) for co-op payment. Greg says he will take on the task for July's meeting.

Caleb – Theresa will continue to be the contact point, set up the agenda, etc.

Individual port updates:

Caleb- Silverdale- 5 boats tagged to take possession. One of them has been on the rocks in front of Spiro's pizza. County is not interested in helping at all. One 35' sailboat sank and its mast stayed out of water in low tide. One on the beach. Owner pulled off but it came back. Someone cut the keel off and dragged it up over the wetlands in the middle of the night.

One out in the bay. Person paid off the expenses to keep the boat and moved it to a different marina.

All boats pulled from water. The one on the beach had played musical owners. The last owner of record filed suit against Silverdale but he filed through Pollution Control Hearing Board (PCHB) who seemed to be more concerned about whether Silverdale did the process right than who was responsible. Silverdale's attorney to file motion to dismiss because it's in the wrong court.

They are designing a new building to go over where the old pub is. Just acquired a small property that was kind of a "hole" in their properties.

Jim @ Manchester - getting ready for fisherman to influx. Trying to work with Fish & Wildlife to work with the erosion issues. Eroded out a lot of property during those king tides. Trying to work with county to get some logs or other measures to help.

Larry Coppola – is now a Commissioner for Manchester as well as maintaining his position as Director of Allyn.

John @ Illahee – Got some power washing done. They have a grant to replace aged pilings but it is proving to be difficult to get the permitting process done. John Piconne is their engineer. County has a third-party contractor reviewing the permits. Meetings set up trying to get the process to move along. The county is not answering all of their questions and concerns. One of those was about the potential EV charging stations. Getting a lot of comments including they want us to put in a 5' bike lane and a 6' sidewalk on a 25' wide road. At the recent meeting, they have learned that the Dept of Ecology (ECY) & United State Army Corps of Engineers (USACOE) is informing them that the Suquamish Tribe is challenging their permits. We don't yet know what their demands are but are hoping to have a list from them May 11. We have already lost 2-3 months because of these demands. They can't finish their engineering until they have this info. Preliminary demands, some of the items they are asking for will exceed the cost of the entire project.

Their ramp is a hand launch only ramp (small ramp), but the requirement of one of the grants is for small motorized access. This will require loss of parking and other items. One of the general comments from the tribe is how are you going to compensate us for change to fishery. Would be concerned about EV parking requirement and people coming there just to use that because it's there.

Manchester - Question about putting out buoy. Does anyone have experience putting out a buoy that could be used for guest moorage revenue but could also be used to tie up a derelict vessel that could otherwise do damage to their dock.

Illahee- the Department of Natural Resources (DNR) lease barely covers the dock itself at their place. Getting a buoy out would likely require extension of footprint from DNR.

Bailey – Can always ask for an extension for more from DNR. Port of Brownsville did this and gained 500' beyond dock. This took a couple of years and a survey. Worked with Don Olmstead for Port Management agreement.

Kingston - You would have to go into parcel viewer, look at titles, GIS, go to DNR and try to establish a Port Management Agreement (PMA) and see if they would work with that. This can help Port's with managing and even create income in some cases. Helps to control abandoned vessels etc. Will be talking to the State about their PMA soon and will try to gather information that could be helpful for all of us.

Had the old 90' Soss Bros tug that was in fear of sinking. DNR & Attorney General's (AG) office took custody of the vessel but couldn't get the people off of it. The boat broke loose and went ashore. Coast Guard ended up taking the people off of the boat. Boat has been in Kingston area since 2018. Landlord/tenant issues came to play and moratorium bound them up.

DNR program got funded for \$4M for the derelict/abandoned boat program. A lot of people came together to make that happen.

Brownsville – Introduction. Jerry Williams recently appointed as Executive Director.

Mr. Bailey recently resigned. Actively seeking interim commissioner. In process of completing redistricting. Getting close to being complete. Also dealing with derelict boats. Managed to get rid of quite a few of them. Still have a couple to deal with and a couple of people living on boats (sneak aboards). Putting pressure on those folks. Recently had illegal dumping on port property. Two pickup truck loads of roofing materials and an abandoned 4-wheeler that the port now will have to eat the expense of disposal. The vandal cut a heavy chain to access the property that is accessible via Old Brownsville Hwy

Kingston – The county may be willing to provide a free dump ticket. Contact Kitsap One (county).

Talk to code compliance person. They will send out a person to check it out and potentially issue a free dump ticket.

Kingston – upcoming Skamania – DNR and Pacific Northwest Waterways (PNW) will be at marina committee. There will be reports from USACOE & National fisheries service to help cut through permit issues. Also, eel grass and kelp to help with mitigation. Guy Glenn has left for private sector. A word of thanks to him for all that he has done and help with obtaining grants etc. We just rezoned some property down at the park near the toll booth. All urban village center now so that allows other types of uses. Interviewing architectural firms for designs to use the property. Kitsap Transit looking at Kingston to analyze safer boarding. Hired Moffat & Nichol. Port of Kingston is also going to put Moffat on payroll for their side. The Port has hired Director of Finance and a Finance Analyst. Have built out a cash flow model for the Port.

Steve – Redistricting is completed. Hired outside person for that. Kingston grew from 5000 residents to 7000 residents in 10 years. Sammamish Data did a great job.

Casey with Waterman – Our fishing pier is still standing and is wonderful. Recent inspection by maintenance crew discovered massive amounts of pigeon waste. Luckily discovered before too much damage was done. Will need to do some galvanizing and installing bird blocks. Watch those pigeons!!

Having to move the occasional boat that drifts into their pier. Recently reviewed years of records that had been stored in a basement.

Caleb – We had won our case against Sound Action. Now they have appealed us to the next higher court. This all started in 2018 and we still can't dredge.

Commissioner Nye – Any public comments? None

Next meeting will be Monday the 25th (July) at Port of Brownsville

Motion to adjourn meeting, Seconded. Meeting adjourned.

Commissioner

Commissioner

Commissioner

RESOLUTION NO. 2022-06-22-01

A Resolution of the Commission of the Port of Kingston

**RESCIND RESOLUTION 05-03-2021 & APPROVE RESOLUTION 2022-06-22-01 TO
UPDATE THE AUTHORIZED VISA CREDIT CARDS**

WHEREAS, Commissioners Laura Gronnvoll, Steve Heacock and Mary McClure are currently listed as having signature authority for banking purposes;

WHEREAS, The Port of Kingston Commissioners authorize credit card accounts to be issued through Kitsap Bank for use by designated Port Employees;

THEREFORE, BE IT RESOLVED, by the Board of Commissioners for the Port of Kingston that resolution 05-03-2021 be rescinded and resolved as follows:

1. All Visa cards issued through JP Morgan Chase Bank have been cancelled.
2. Port of Kingston Board of Commissioners authorize credit card accounts through Kitsap Bank for use by the following Port employees:
 - A. **Controller**, Audra Trainer with a limit of \$10,000.00 each.
 - B. **Executive Director**, Greg Englin with a limit of \$10,000.00 each.
 - C. **Maintenance Manager**, Torey Grandt with a limit of \$10,000.00 each
 - D. **Harbormaster**, Ray Carpenter with a limit of \$5,000.00 each.
 - E. **Administrative Services Manager**, with a limit of \$5,000.00 each.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a Regular Meeting held this 22nd day of June 2022.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

Mary McClure, Commissioner

Attest:

Executive Director, Greg Englin

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 2022-06-22-02

A Resolution of the Commission of the Port of Kingston

**RESCIND RESOLUTION 07-22-2019 & APPROVE RESOLUTION 2022-06-22-02 TO DELEGATE
AUTHORITY OF PORT BANK ACCOUNTS**

WHEREAS, The Port of Kingston maintains separate bank accounts with Kitsap Bank, Columbia Bank, The Kitsap County Treasurer’s Office and Key Bank; and

WHEREAS, this resolution authorizes and directs the Executive Director, Controller, and Financial Analyst the authority to create, modify, close, and/or transfer funds between accounts, and otherwise manage the accounts in full; and

THEREFORE, BE IT RESOLVED, by the 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 powers and duties of the Executive Director, Controller, and the Financial Analyst over the Port’s bank accounts listed above.

Section 2. The following policy and directive of the delegated authority of the Port’s bank accounts is hereby adopted.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a Regular Meeting held this 22nd day of June, 2022.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Steve Heacock, Commissioner

Attest: _____
Greg Englin, Executive Director

Mary McClure, Commissioner

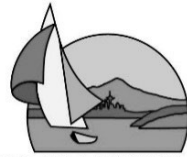
Laura Gronnvoll, Commissioner

PORT OF KINGSTON

Balance Sheet

As of May 31, 2022

	<u>May 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	2,447,383.94
Accounts Receivable	5,876.79
Other Current Assets	113,136.93
Total Current Assets	<u>2,566,397.66</u>
Fixed Assets	
Building and Structures	4,403,020.27
Construction in Progress	56,817.38
Land	1,948,064.37
Machinery and Equipment	38,331.56
Other Improvements	1,100,166.10
Total Fixed Assets	<u>7,546,399.68</u>
Other Assets	685,073.51
TOTAL ASSETS	<u><u>10,797,870.85</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	877,813.24
Long Term Liabilities	2,061,615.65
Total Liabilities	<u>2,939,428.89</u>
Equity	7,858,441.96
TOTAL LIABILITIES & EQUITY	<u><u>10,797,870.85</u></u>



PORT OF KINGSTON

Voucher Certification and Approval

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, 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/Port Auditor

Date

Date	Claimant	Amount	Purpose	Cash Transmittal
05/02/2022	Merchant Settlement Fee	6,005.86	CC Fees - Office	R00207388
05/02/2022	Merchant Settlement Fee	954.37	CC Fees - Parking	R00207373
05/02/2022	Merchant Settlement Fee	301.79	CC Fees - Fuel	R00207559
05/10/2022	Department of Retirement Systems	7,082.02	PERS 2/3	R00207646
05/13/2022	Transfer to Columbia Bank	34,743.18	Payroll May 1-15	R00207630
05/19/2022	Department of Retirement Systems	2,466.00	DCP	R00207767
05/25/2022	Washington State DOR	5,815.02	Excise and Use Taxes	R00207956
05/27/2022	Transfer to Columbia Bank	41,328.28	Payroll May 16-31	R00208014
		<u>\$ 98,696.52</u>		

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

Mary McClure, Commissioner

I, the undersigned, do hereby certify under penalty of perjury that the expenses incurred as described herein and all claims are just, due, and paid obligations against the Port of Kingston and that I am authorized to authenticate and certify to said claims.

Audra Trainer, Controller/Port Auditor

PORT OF KINGSTON Profit & Loss Budget vs. Actual January through May 2022

						TOTAL		
	Jan 22	Feb 22	Mar 22	Apr 22	May 22	YTD May 2022	YTD Budget	\$ Over Budget
Ordinary Income/Expense								
Income								
621-10-20 Moorage Base Rate	85,600.27	86,299.26	86,172.46	85,624.13	87,448.12	431,144.24	438,858.20	-7,713.96
621-10-30 Moorage Cover Premium	8,229.00	8,229.00	8,196.20	8,229.00	8,229.00	41,112.20	41,129.07	-16.87
621-12-00 Kayak	899.58	713.46	713.46	713.46	713.46	3,753.42	3,566.99	186.43
621-15-00 Moorage-Transient	9,280.59	5,460.76	9,207.56	14,128.02	17,614.15	55,691.08	52,692.44	2,998.64
621-16-00 Reservation Fees	2,232.00	940.00	910.00	520.00	1,210.00	5,812.00	4,010.00	1,802.00
621-22-22 Moorage - Seasonal	7,632.52	9,485.74	9,876.16	8,007.27	5,195.49	40,197.18	49,720.00	-9,522.82
621-82-00 Electricity-Permanent	4,657.75	6,130.68	5,333.88	4,348.69	3,931.90	24,402.90	24,170.53	232.37
621-82-05 Electricity-Transient	348.38	304.12	381.59	212.96	198.42	1,445.47	2,441.48	-996.01
621-82-10 Electricity Lessees	0.00	4,593.99	0.00	2,446.85	1,892.72	8,933.56		
621-89-00 Laundry Income	692.00	0.00	400.00	0.00	0.00	1,092.00	888.50	203.50
622-91-00 Deposits Forfeited	0.00	0.00	0.00	-2,615.78	10.00	-2,605.78		
625-20-02 Hill House Lease	1,772.42	1,772.42	1,772.42	1,772.42	1,772.42	8,862.10	8,862.10	0.00
625-20-03 Yacht Club Land Lease	1,312.63	1,312.63	1,312.63	1,312.63	1,312.63	6,563.15	6,563.15	0.00
625-20-04 Aviator Land Lease	402.29	402.29	402.29	402.29	402.29	2,011.45	2,011.45	0.00
625-20-06 Public Market	0.00	0.00	0.00	0.00	750.00	750.00	750.00	0.00
625-20-08 WSDOT Land Lease	18,101.24	18,101.24	18,101.24	18,101.24	18,101.24	90,506.20	89,433.00	1,073.20
625-20-09 Reader Board	0.00	1,825.00	25.00	350.00	-250.00	1,950.00	1,575.00	375.00
625-20-10 Kitsap Transit	1,926.02	1,926.02	1,926.02	1,926.02	1,926.02	9,630.10	10,155.60	-525.50
625-22-01 Liveaboard	3,360.08	3,413.32	3,400.00	3,200.00	2,226.74	15,600.14	15,000.00	600.14
626-40-00 Unleaded fuel sold	7,429.57	7,276.97	12,423.43	13,412.71	32,258.20	72,800.88	67,496.32	5,304.56
626-45-00 Diesel fuel sold	5,198.15	6,585.60	17,324.68	13,974.00	29,257.24	72,339.67	121,909.25	-49,569.58
629-00-00 Misc Income w/o tax	536.56	386.56	386.56	386.56	184.28	1,880.52	3,317.04	-1,436.52
629-10-00 Misc Income w/tax	0.00	0.00	0.00	20.00	100.00	120.00		
629-11-00 Retail Non Taxed	42.50	45.00	80.00	72.50	52.50	292.50	209.50	83.00
629-11-01 Retail Taxed	0.00	0.00	5.99	5.00	0.00	10.99	8,912.48	-8,901.49
699-10-00 Interest Income	322.08	302.12	383.11	465.48	649.68	2,122.47	1,784.98	337.49
699-20-00 Property Tax Receipts	542.19	6,044.20	13,179.77	84,089.24	18,390.82	122,246.22	117,264.24	4,981.98
699-22-00 Leasehold Excise Tax	4.79	684.12	0.00	0.00	700.64	1,389.55	1,379.82	9.73
699-90-00 Service Chg Revenue	5,040.00	2,135.00	1,726.74	1,932.00	2,994.00	13,827.74	21,711.61	-7,883.87
Parking								
625-20-01 Parking	19,826.76	22,727.67	25,329.32	31,737.98	35,627.24	135,248.97	80,670.38	54,578.59
625-20-02 Parking Tickets	125.00	275.00	0.00	25.00	275.00	700.00	935.92	-235.92

PORT OF KINGSTON Profit & Loss Budget vs. Actual January through May 2022

	TOTAL							
	Jan 22	Feb 22	Mar 22	Apr 22	May 22	YTD May 2022	YTD Budget	\$ Over Budget
625-20-03 Commuter Park Tenant	43.95	0.00	185.78	0.00	0.00	229.73	246.12	-16.39
625-21-01 Leased Parking	5,569.05	5,692.89	5,605.37	5,996.04	5,691.06	28,554.41	16,069.50	12,484.91
Total Parking	25,564.76	28,695.56	31,120.47	37,759.02	41,593.30	164,733.11	97,921.92	66,811.19
Total Income	191,127.37	203,065.06	224,761.66	300,795.71	278,865.26	1,198,615.06	1,193,734.67	4,880.39
Cost of Goods Sold								
626-10-10 Retail Expense	27.37	264.78	51.52	196.09	33.81	573.57		
626-40-10 Fuel Purchased								
Diesel fuel purchased	4,178.55	5,065.35	11,867.30	10,119.89	23,077.84	54,308.93	87,078.02	-32,769.09
Unleaded fuel purchased	5,700.17	5,630.74	8,673.77	9,512.42	23,766.80	53,283.90	51,614.83	1,669.07
Total 626-40-10 Fuel Purchased	9,878.72	10,696.09	20,541.07	19,632.31	46,844.64	107,592.83	138,692.85	-31,100.02
626-40-30 Fuel Credit Card Fees	234.96	170.30	182.22	256.84	301.79	1,146.11	3,687.20	-2,541.09
Cost of Goods Sold	0.00	0.00	4.49	0.00	0.00	4.49	2,041.82	-2,037.33
Total COGS	10,141.05	11,131.17	20,779.30	20,085.24	47,180.24	109,317.00	144,421.87	-35,104.87
Gross Profit	180,986.32	191,933.89	203,982.36	280,710.47	231,685.02	1,089,298.06	1,049,312.80	39,985.26
Expense								
721-10-00 Salaries and Wages								
721-11-10 Vac & Sick Change	0.00	0.00	0.00	0.00	0.00	0.00	61.80	-61.80
721-12-15 Covid-19 Leave	970.80	0.00	0.00	0.00	0.00	970.80		
721-10-00 Salaries and Wages - Other	64,570.64	74,508.41	70,451.30	74,748.06	73,321.71	357,600.12	369,975.97	-12,375.85
Total 721-10-00 Salaries and Wages	65,541.44	74,508.41	70,451.30	74,748.06	73,321.71	358,570.92	370,037.77	-11,466.85
721-20-00 Employee Medical	26,487.84	26,733.37	26,838.52	23,622.04	22,798.49	126,480.26	126,292.75	187.51
721-22-00 Pension Expense	5,962.15	7,237.77	6,808.34	7,284.40	6,799.97	34,092.63	37,922.52	-3,829.89
721-33-00 Accounting	0.00	140.00	850.00	0.00	0.00	990.00	5,000.00	-4,010.00
721-35-00 Consulting Fees	3,959.50	4,032.00	4,917.00	2,892.00	3,604.50	19,405.00	24,500.00	-5,095.00
721-40-00 Operating Supplies	1,807.15	1,505.26	266.84	0.00	1,248.56	4,827.81	21,000.00	-16,172.19
721-41-00 Office Supplies	1,572.69	2,597.40	1,044.25	1,187.14	498.33	6,899.81	7,884.42	-984.61
721-41-01 Computer Expenses	1,128.68	7,069.60	1,455.07	2,695.28	0.00	12,348.63	9,620.76	2,727.87
721-42-00 Parking Lot Expense	0.00	607.29	-60.00	0.00	-40.00	507.29	15,518.97	-15,011.68
721-50-00 Equipment Rental	2,819.56	4,441.90	368.00	368.00	1,532.24	9,529.70	2,661.28	6,868.42
721-72-00 Travel	0.00	41.54	248.46	1,527.03	433.83	2,250.86	3,848.19	-1,597.33
721-73-00 Insurance	10,212.50	10,212.50	10,212.50	10,212.50	10,212.50	51,062.50	51,041.69	20.81
721-74-00 Advertising and Promo	969.60	1,360.25	0.00	2,919.50	1,560.00	6,809.35	11,500.00	-4,690.65
721-74-01 Events	68.59	0.00	0.00	0.00	0.00	68.59	781.00	-712.41

PORT OF KINGSTON Profit & Loss Budget vs. Actual January through May 2022

						TOTAL		
	Jan 22	Feb 22	Mar 22	Apr 22	May 22	YTD May 2022	YTD Budget	\$ Over Budget
721-75-00 Dues & Publications	25.00	125.25	3,446.89	371.64	4,385.79	8,354.57	12,083.31	-3,728.74
721-76-00 Training & Education	0.00	0.00	30.00	1,667.85	0.00	1,697.85	24,650.85	-22,953.00
721-76-01 Commis Travel/trainin	0.00	0.00	745.38	496.92	305.51	1,547.81		
721-81-00 Utilities								
721-81-01 Water	0.00	4,385.80	0.00	2,884.96	0.00	7,270.76	10,951.77	-3,681.01
721-81-02 Sewer	2,377.07	2,956.96	3,133.50	3,055.14	3,133.50	14,656.17	14,336.51	319.66
721-81-03 Garbage	0.00	0.00	1,094.56	1,094.52	3,274.39	5,463.47	5,750.00	-286.53
721-81-04 KC Strmwtr Mngmnt Fee	0.00	9,625.00	0.00	0.00	0.00	9,625.00	8,855.00	770.00
721-81-00 Utilities - Other	1,088.13	1,089.73	0.00	0.00	-2,177.86	0.00		
Total 721-81-00 Utilities	3,465.20	18,057.49	4,228.06	7,034.62	4,230.03	37,015.40	39,893.28	-2,877.88
721-82-00 Electricity	9,045.64	7,739.00	6,589.57	4,693.28	4,053.84	32,121.33	37,479.10	-5,357.77
721-88-00 Telephone/Internet	1,426.89	1,531.21	1,471.22	1,470.79	1,448.45	7,348.56	6,492.30	856.26
721-90-00 Payroll Taxes	1,451.71	9,070.06	6,548.65	8,520.89	8,426.92	34,018.23	49,322.90	-15,304.67
721-93-00 Excise & Prop Tax Exp	681.35	0.00	1,084.79	-212.29	1,377.70	2,931.55	2,940.28	-8.73
721-95-00 Office Ccard Fees	5,645.44	6,761.14	6,510.86	6,759.81	7,055.66	32,732.91	33,145.00	-412.09
721-96-00 Miscellaneous								
721-96-01 Landscaping	201.64	447.23	219.66	3,712.10	1,212.85	5,793.48	6,337.84	-544.36
721-96-03 Storage	470.00	502.00	502.00	502.00	502.00	2,478.00	2,820.00	-342.00
Total 721-96-00 Miscellaneous	671.64	949.23	721.66	4,214.10	1,714.85	8,271.48	9,157.84	-886.36
721-97-00 Penalties and Fines	40.93	21.98	0.00	0.61	0.00	63.52	0.00	63.52
723-00-00 Repairs & Maint	4,209.04	1,566.33	3,123.14	5,760.82	1,144.57	15,803.90	40,000.00	-24,196.10
723-10-00 Building Maintenance	94.05	4,608.01	27.01	746.82	810.85	6,286.74		
724-00-01 Environmental Inspect	0.00	0.00	0.00	741.16	0.00	741.16	1,105.00	-363.84
781-10-00 Commiss Comp	2,024.15	4,928.15	4,773.52	4,672.15	5,331.73	21,729.70	21,905.00	-175.30
799-91-10 Intrst Exp-17 Rev Bnd	0.00	0.00	0.00	0.00	0.00	0.00	12,937.80	-12,937.80
799-91-20 Interest Exp GO Bond	2,035.80	2,035.80	2,035.80	2,035.80	2,035.80	10,179.00		
999 Over/Short	-3.57	-1.32	1.69	-8.01	-9.97	-21.18		
Bank Service Charges	73.59	126.23	70.95	86.23	76.23	433.23	-73.49	506.72
Legal								
721-31-00 Chmelik Sitkin, Davis	302.50	0.00	1,530.00	3,282.00	0.00	5,114.50	21,313.71	-16,199.21
Legal - Other	0.00	0.00	0.00	0.00	0.00	0.00	404.86	-404.86
Total Legal	302.50	0.00	1,530.00	3,282.00	0.00	5,114.50	21,718.57	-16,604.07
Reconciliation Discrepancies	699.93	9.98	0.00	0.00	0.00	709.91		
Total Expense	152,418.99	198,015.83	166,339.47	179,791.14	164,358.09	860,923.52	1,000,367.09	-139,443.57

PORT OF KINGSTON
Profit & Loss Budget vs. Actual
 January through May 2022

	TOTAL							
	<u>Jan 22</u>	<u>Feb 22</u>	<u>Mar 22</u>	<u>Apr 22</u>	<u>May 22</u>	<u>YTD May 2022</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>
Net Ordinary Income	28,567.33	-6,081.94	37,642.89	100,919.33	67,326.93	228,374.54	48,945.71	179,428.83
Other Income/Expense								
Other Expense								
727-00-00 Deprec-Build&Struct	41,144.12	41,350.98	41,266.56	41,540.93	-19,922.16	145,380.43	217,201.75	-71,821.32
727-00-01 Deprec-Other Imp	0.00	0.00	0.00	0.00	54,095.49	54,095.49		
727-00-02 Deprec-Mach&Equip	0.00	0.00	0.00	0.00	7,439.87	7,439.87		
Total Other Expense	<u>41,144.12</u>	<u>41,350.98</u>	<u>41,266.56</u>	<u>41,540.93</u>	<u>41,613.20</u>	<u>206,915.79</u>	<u>217,201.75</u>	<u>-10,285.96</u>
Net Other Income	<u>-41,144.12</u>	<u>-41,350.98</u>	<u>-41,266.56</u>	<u>-41,540.93</u>	<u>-41,613.20</u>	<u>-206,915.79</u>	<u>-217,201.75</u>	<u>10,285.96</u>
Net Income	<u><u>-12,576.79</u></u>	<u><u>-47,432.92</u></u>	<u><u>-3,623.67</u></u>	<u><u>59,378.40</u></u>	<u><u>25,713.73</u></u>	<u><u>21,458.75</u></u>	<u><u>-168,256.04</u></u>	<u><u>189,714.79</u></u>

PORT OF KINGSTON
Profit & Loss
 January through May 2022

	Jan - May 22
Ordinary Income/Expense	
Income	
621-10-20 Moorage Base Rate	431,144.24
621-10-30 Moorage Cover Premium	41,112.20
621-12-00 Kayak	3,753.42
621-15-00 Moorage-Transient	55,691.08
621-16-00 Reservation Fees	5,812.00
621-22-22 Moorage - Seasonal	40,197.18
621-82-00 Electricity-Permanent	24,402.90
621-82-05 Electricity-Transient	1,445.47
621-82-10 Electricity Lessees	8,933.56
621-89-00 Laundry Income	1,092.00
622-91-00 Deposits Forfeited	-2,605.78
625-20-02 Hill House Lease	8,862.10
625-20-03 Yacht Club Land Lease	6,563.15
625-20-04 Aviator Land Lease	2,011.45
625-20-06 Public Market	750.00
625-20-08 WSDOT Land Lease	90,506.20
625-20-09 Reader Board	1,950.00
625-20-10 Kitsap Transit	9,630.10
625-22-01 Liveaboard	15,600.14
626-40-00 Unleaded fuel sold	72,800.88
626-45-00 Diesel fuel sold	72,339.67
629-00-00 Misc Income w/o tax	1,880.52
629-10-00 Misc Income w/tax	120.00
629-11-00 Retail Non Taxed	292.50
629-11-01 Retail Taxed	10.99
699-10-00 Interest Income	2,122.47
699-20-00 Property Tax Receipts	122,246.22
699-22-00 Leasehold Excise Tax	1,389.55
699-90-00 Service Chg Revenue	13,827.74
Parking	
625-20-01 Parking	135,248.97
625-20-02 Parking Tickets	700.00
625-20-03 Commuter Park Tenant	229.73
625-21-01 Leased Parking	28,554.41
Total Parking	164,733.11
Total Income	1,198,615.06
Cost of Goods Sold	
626-10-10 Retail Expense	573.57
626-40-10 Fuel Purchased	
Diesel fuel purchased	54,308.93
Unleaded fuel purchased	53,283.90
Total 626-40-10 Fuel Purchased	107,592.83
626-40-30 Fuel Credit Card Fees	1,146.11
Cost of Goods Sold	4.49
Total COGS	109,317.00
Gross Profit	1,089,298.06
Expense	
721-10-00 Salaries and Wages	
721-12-15 Covid-19 Leave	970.80
721-10-00 Salaries and Wages - Other	357,600.12
Total 721-10-00 Salaries and Wages	358,570.92

PORT OF KINGSTON
Profit & Loss
 January through May 2022

	<u>Jan - May 22</u>
721-20-00 Employee Medical	126,480.26
721-22-00 Pension Expense	34,092.63
721-33-00 Accounting	990.00
721-35-00 Consulting Fees	19,405.00
721-40-00 Operating Supplies	4,827.81
721-41-00 Office Supplies	6,899.81
721-41-01 Computer Expenses	12,348.63
721-42-00 Parking Lot Expense	507.29
721-50-00 Equipment Rental	9,529.70
721-72-00 Travel	2,250.86
721-73-00 Insurance	51,062.50
721-74-00 Advertising and Promo	6,809.35
721-74-01 Events	68.59
721-75-00 Dues & Publications	8,354.57
721-76-00 Training & Education	1,697.85
721-76-01 Commis Travel/trainin	1,547.81
721-81-00 Utilities	
721-81-01 Water	7,270.76
721-81-02 Sewer	14,656.17
721-81-03 Garbage	5,463.47
721-81-04 KC Strmwtr Mngmnt Fee	9,625.00
721-81-00 Utilities - Other	0.00
Total 721-81-00 Utilities	37,015.40
721-82-00 Electricity	32,121.33
721-88-00 Telephone/Internet	7,348.56
721-90-00 Payroll Taxes	34,018.23
721-93-00 Excise & Prop Tax Exp	2,931.55
721-95-00 Office Ccard Fees	32,732.91
721-96-00 Miscellaneous	
721-96-01 Landscaping	5,793.48
721-96-03 Storage	2,478.00
Total 721-96-00 Miscellaneous	8,271.48
721-97-00 Penalties and Fines	63.52
723-00-00 Repairs & Maint	15,803.90
723-10-00 Building Maintenance	6,286.74
724-00-01 Environmental Inspect	741.16
781-10-00 Commiss Comp	21,729.70
799-91-20 Interest Exp GO Bond	10,179.00
999 Over/Short	-21.18
Bank Service Charges	433.23
Legal	
721-31-00 Chmelik Sitkin, Davis	5,114.50
Total Legal	5,114.50
Reconciliation Discrepancies	709.91
Total Expense	860,923.52
Net Ordinary Income	228,374.54
Other Income/Expense	
Other Expense	
727-00-00 Deprec-Build&Struct	145,380.43
727-00-01 Deprec-Other Imp	54,095.49
727-00-02 Deprec-Mach&Equip	7,439.87
Total Other Expense	206,915.79
Net Other Income	-206,915.79
Net Income	21,458.75

PORT OF KINGSTON

Profit & Loss

May 2022

06/14/22

Accrual Basis

	May 22
Ordinary Income/Expense	
Income	
621-10-20 Moorage Base Rate	87,448.12
621-10-30 Moorage Cover Premium	8,229.00
621-12-00 Kayak	713.46
621-15-00 Moorage-Transient	17,614.15
621-16-00 Reservation Fees	1,210.00
621-22-22 Moorage - Seasonal	5,195.49
621-82-00 Electricity-Permanent	3,931.90
621-82-05 Electricity-Transient	198.42
621-82-10 Electricity Lessees	1,892.72
622-91-00 Deposits Forfeited	10.00
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
625-20-06 Public Market	750.00
625-20-08 WSDOT Land Lease	18,101.24
625-20-09 Reader Board	-250.00
625-20-10 Kitsap Transit	1,926.02
625-22-01 Liveaboard	2,226.74
626-40-00 Unleaded fuel sold	32,258.20
626-45-00 Diesel fuel sold	29,257.24
629-00-00 Misc Income w/o tax	184.28
629-10-00 Misc Income w/tax	100.00
629-11-00 Retail Non Taxed	52.50
699-10-00 Interest Income	649.68
699-20-00 Property Tax Receipts	18,390.82
699-22-00 Leasehold Excise Tax	700.64
699-90-00 Service Chg Revenue	2,994.00
Parking	
625-20-01 Parking	35,627.24
625-20-02 Parking Tickets	275.00
625-21-01 Leased Parking	5,691.06
Total Parking	41,593.30
Total Income	278,865.26
Cost of Goods Sold	
626-10-10 Retail Expense	33.81
626-40-10 Fuel Purchased	
Diesel fuel purchased	23,077.84
Unleaded fuel purchased	23,766.80
Total 626-40-10 Fuel Purchased	46,844.64
626-40-30 Fuel Credit Card Fees	301.79
Total COGS	47,180.24
Gross Profit	231,685.02
Expense	
721-10-00 Salaries and Wages	
721-12-15 Covid-19 Leave	0.00
721-10-00 Salaries and Wages - Other	73,321.71
Total 721-10-00 Salaries and Wages	73,321.71

PORT OF KINGSTON

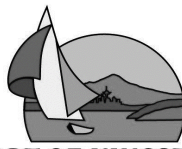
Profit & Loss

May 2022

06/14/22

Accrual Basis

	May 22
721-20-00 Employee Medical	22,798.49
721-22-00 Pension Expense	6,799.97
721-35-00 Consulting Fees	3,604.50
721-40-00 Operating Supplies	1,248.56
721-41-00 Office Supplies	498.33
721-42-00 Parking Lot Expense	-40.00
721-50-00 Equipment Rental	1,532.24
721-72-00 Travel	433.83
721-73-00 Insurance	10,212.50
721-74-00 Advertising and Promo	1,560.00
721-75-00 Dues & Publications	4,385.79
721-76-01 Commis Travel/trainin	305.51
721-81-00 Utilities	
721-81-02 Sewer	3,133.50
721-81-03 Garbage	3,274.39
721-81-00 Utilities - Other	-2,177.86
Total 721-81-00 Utilities	4,230.03
721-82-00 Electricity	4,053.84
721-88-00 Telephone/Internet	1,448.45
721-90-00 Payroll Taxes	8,426.92
721-93-00 Excise & Prop Tax Exp	1,377.70
721-95-00 Office Ccard Fees	7,055.66
721-96-00 Miscellaneous	
721-96-01 Landscaping	1,212.85
721-96-03 Storage	502.00
Total 721-96-00 Miscellaneous	1,714.85
723-00-00 Repairs & Maint	1,144.57
723-10-00 Building Maintenance	810.85
781-10-00 Commiss Comp	5,331.73
799-91-20 Interest Exp GO Bond	2,035.80
999 Over/Short	-9.97
Bank Service Charges	76.23
Total Expense	164,358.09
Net Ordinary Income	67,326.93
Other Income/Expense	
Other Expense	
727-00-00 Deprec-Build&Struct	-19,922.16
727-00-01 Deprec-Other Imp	54,095.49
727-00-02 Deprec-Mach&Equip	7,439.87
Total Other Expense	41,613.20
Net Other Income	-41,613.20
Net Income	25,713.73



**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 **\$48,015.42** from the Port of Kingston, Marina Revenue Fund, the 4th day of May 2022.

Laura Gronnvoll, Commissioner

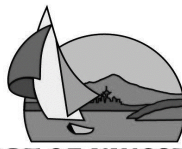
Steve Heacock, Commissioner

Mary McClure, Commissioner

We, the undersigned, do hereby certify under penalty or perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims is a just, due and unpaid obligation against the Port of Kingston and that I am authorized to authenticate and certify to said claim.

Audra Trainer, Controller

Date	Warrant	Amount	Vendor
5/4/2022	35869	\$628.97	Amazon Capital Services
5/4/2022	35870	\$260.00	KITSAP COUNTY - DCD
5/4/2022	35871	\$33.19	PACIFIC OFFICE AUTOMATION
5/4/2022	35872	\$45,403.93	PETROCARD INC
5/4/2022	35873	\$92.82	PREMIER RENTALS LLC
5/4/2022	35874	\$368.00	RANDY-KAN PORTABLE RESTROOMS
5/4/2022	35875	\$1,094.52	WASTE MANAGEMENT
5/4/2022	35876	\$133.99	WESTBAY AUTO PARTS
		<hr/> \$48,015.42 <hr/>	



**PORT OF KINGSTON
Warrant List**

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington, do hereby certify the merchandise for services hereinafter specified have been received and the warrants listed below are approved for payment in the amount of **\$34,087.49** from the Port of Kingston, Marina Revenue Fund, the 12th day of May 2022.

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

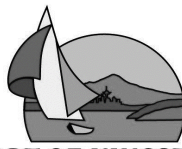
Mary McClure, Commissioner

We, the undersigned, do hereby certify under penalty or perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims is a just, due and unpaid obligation against the Port of Kingston and that I am authorized to authenticate and certify to said claim.

Audra Trainer, Controller

Date	Warrant	Amount	Vendor
5/12/2022	35877	\$3,282.00	CHMELIK SITKIN & DAVIS
5/12/2022	35878	\$307.66	COMCAST
5/12/2022	35879	\$162.97	GRAINGER
5/12/2022	35880	\$7,171.70	HENERY HARDWARE
5/12/2022	35881	\$1,119.30	King's Mobile Lock Inc
5/12/2022	35882	\$12,332.94	KITSAP BANK VISA
5/12/2022	35883	\$296.00	MARY MCCLURE
5/12/2022	35884	\$103.74	OLYMPIC SPRINGS, INC.
5/12/2022	35885	\$63.31	PACIFIC OFFICE AUTOMATION
5/12/2022	35886	\$321.00	PAPE MATERIAL HANDLING
5/12/2022	35887	\$317.34	PENINSULA PAINT
5/12/2022	35888	\$149.40	REDDY ICE
5/12/2022	35889	\$502.00	Reliable Storage
5/12/2022	35890	\$83.93	Torey Grandt
5/12/2022	35891	\$468.04	ULINE
5/12/2022	35892	\$627.92	VERIZON WIRELESS
5/12/2022	35893	\$332.45	VERN'S ORGANIC TOPSOIL
5/12/2022	35894	\$2,897.50	WASHINGTON PROJECT CONSULTANTS, PLLC
5/12/2022	35895	\$3,548.29	WILCO

\$34,087.49



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 **\$2,669.88** from the Port of Kingston, Marina Revenue Fund, the 18th day of May 2022.

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

Mary McClure, Commissioner

We, the undersigned, do hereby certify under penalty or perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims is a just, due and unpaid obligation against the Port of Kingston and that I am authorized to authenticate and certify to said claim.

Audra Trainer, Controller

Date	Warrant	Amount	Vendor
5/18/2022	35896	\$80.73	ASHLEY FERGUSON
5/18/2022	35897	\$125.25	IDEMIA
5/18/2022	35898	\$1,728.15	LAURA GRONNVOLL
5/18/2022	35899	\$735.75	SAM PRUIETT
		<hr/> \$2,669.88 <hr/>	



PORT OF KINGSTON
Warrant List

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington, do hereby certify the merchandise for services hereinafter specified have been received and the warrants listed below are approved for payment in the amount of **\$42,618.84** from the Port of Kingston, Marina Revenue Fund, the 25th day of May 2022.

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

Mary McClure, Commissioner

We, the undersigned, do hereby certify under penalty or perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims is a just, due and unpaid obligation against the Port of Kingston and that I am authorized to authenticate and certify to said claim.

Audra Trainer, Controller

Date	Warrant	Amount	Vendor
5/25/2022	35900	\$1,666.52	WA Construction Service Health Trust
5/25/2022	35916	\$132.00	ALL SHRED
5/25/2022	35917	\$272.34	AUDRA TRAINER
5/25/2022	35918	\$92.80	BUILDERS FIRSTSOURCE
5/25/2022	35919	\$1,015.27	CHS
5/25/2022	35920	\$187.56	COMCAST
5/25/2022	35921	\$163.80	CRAIN PEST CONTROLL, LLC
5/25/2022	35922	\$3,133.50	KITSAP COUNTY PUBLIC WORKS
5/25/2022	35923	\$2,884.96	KPUD- KITSAP PUBLIC UTILITY
5/25/2022	35924	\$373.09	LAURA GRONNVOLL
5/25/2022	35925	\$296.00	MARY MCCLURE
5/25/2022	35926	\$347.65	NEXTLEVEL INTERNET, INC.
5/25/2022	35927	\$2,607.00	OLYMPIC ESD 114
5/25/2022	35928	\$4,053.84	PUGET SOUND ENERGY
5/25/2022	35929	\$21,131.97	REGENCE BLUESHIELD
5/25/2022	35930	\$4,260.54	VENTEK INTERNATIONAL

\$42,618.84