

# **PORT OF KINGSTON**

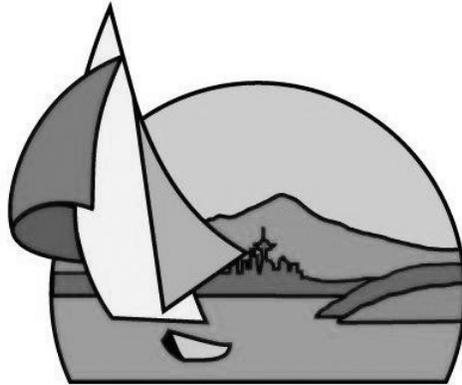
## 2019 Annual Report

For the Fiscal Year Ended December 31, 2019

25864 Washington Boulevard, Kingston, WA 98346

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Web site: [portofkingston.org](http://portofkingston.org)



# **PORT OF KINGSTON**

## Commissioners

Steve Heacock	Commissioner
Laura Gronnvoll	Commissioner
Mary McClure	Commissioner

## Port Officers

Greg Englin	Executive Director
Audra Trainer	Controller/Port Auditor

# Port of Kingston 2019 Annual Report

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PORT OF KINGSTON  
MANAGEMENT'S DISCUSSION AND ANALYSIS

The discussion and analysis of the Port of Kingston (the Port's) financial performance provides an overview of the Port's financial activities for the fiscal year ended December 31, 2019. The discussion and analysis are designed to assist the reader in focusing on the significant financial issues and activities of the Port and to identify any significant changes in financial position. Please read it in conjunction with the Port's financial statements.

The Port is a Special Purpose Municipal Government, created in 1919 under provision of the Revised Code of Washington (RCW Title 53). The Port is independent from other local and state governments. Ports exist to build infrastructure and promote economic development and tourism within their districts. Ports are often, though not always, involved in transportation activities.

The Port has three Commissioners who are elected to six-year terms and serve as the governing body to the Port. The Port Commission appoints an Executive Director to manage Port operations and a Port Auditor (currently the Controller) to manage the Port's finances, and legal counsel.

Kitsap County serves as treasurer and levies and collects property taxes on behalf of the Port as determined by the Commission. These tax revenues go to support public access improvements, provide financing for land acquisition and development (including environmental costs) and to pay for debt service payments for limited tax general obligation bonds.

The Port serves as a major transportation hub for the Washington State Ferries and Kitsap Transit Ferry systems and leases property to those agencies. The Port also operates a 311-slip marina, a 335-stall parking lot, two-lane boat ramp, 440' fishing pier, fuel dock, the Mike Wallace Marina Park, North Beach area, and leases commercial buildings. The Port also serves as a venue for events, concerts, and the Kingston Public Market.

USING THE ANNUAL REPORT

Governmental accounting falls under the control of the Governmental Accounting Standards Board (GASB). All functions of the Port are considered in the numbers shown in the following pages, including the cost of general government of the Port District. Since the Port is a Special Purpose government, all assets and liabilities are shown in its Proprietary Fund. The Port incurs a substantial amount of governmental activity expense, such as Port management and administration, public facility maintenance, and public meeting expenses. All these expenses are reported in the Proprietary Fund. The "one fund" model is used in compliance with the rules of GASB 34, which state that separately issued debt and separately issued classified assets are needed for a separate fund to exist. Since the Port is comprised of a single enterprise fund, no fund level financial statements are included.

Ports perform their accounting and financial reporting of their activities very much like a business. The Port prepares an income statement, manages operations, and plans for capital investments. Ports collect revenue from services performed for customers and pay for expenses

related to those services. However, ports are municipal governments and collect property tax revenues from the property owners within the Port district. Often, ports will use tax revenues to pay for debt incurred to construct facilities used to support port functions. Sometimes, ports may use a portion of their tax revenue to pay for operating expenses. The Port of Kingston uses its tax revenue to pay for debt services from a limited tax general obligation bond (LTGO) issued in 2017 for capital improvements, to supplement the cost of public amenities, and to promote economic development and tourism.

The financial statements provide a broad view of the Port's operations in a manner similar to a private-sector business. The financial statements take into account all revenues and expenses connected with the fiscal year even if the cash has not been received or paid.

The Statement of Net Position (also known as the Balance Sheet) presents the Port's assets and liabilities, with the difference between the two reported as net position. Over time, increases and decreases in the Port's net position may serve as a useful indicator of whether the financial position of the Port is improving or deteriorating.

The Statement of Revenues, Expenses, and Changes in Fund Net Position presents information showing how the Port's net position changed during the year. Revenues less expenses, when combined with other nonoperating items such as tax receipts, investment income, and interest expense, results in a net increase or decrease in the Port's net position for the year.

The Statement of Cash Flows reports cash receipts, cash payments, and net changes in cash resulting from operations, investing, and financing activities. A reconciliation of the cash provided by operating activities to the Port's operating income as reflected on the Statement of Revenues, Expenses, and Changes in Net Position is also included.

The notes to the financial statements provide additional information that may not be readily apparent from the actual financial statements. The notes to the financial statements can be found immediately following the financial statements.

One of the questions to be answered by the financial statements would be, "Is the Port as a whole doing better or worse as a result of this year's financial activities?" Changes in net position and cash flows are two ways to measure the financial position of a Port. An increase in the Port's net position due to its operations indicate an improved financial position.

In 2019, the decision was made to change the Port's accounting method from CASH to GAAP. Management felt accrual-based accounting is more rigorous and provides a more complete picture of the Port's finances. Ports tend to be capital intensive and complex. For the Commissioners to govern effectively they need to be provided financial information that captures our needs over time, including a P&L (that captures accruals and committed funds), balance sheets, line of business reporting and cash flow models. Cash reporting provides a short-term view that is more of a snapshot as opposed to understanding the revenue, expenses and committed over time.

This change does make it difficult to compare 2018 and 2019 for this report.

There are advantages and disadvantages for both methods. CASH basis accounting requires minimum financial notes, and some find it easier to understand, however it is less transparent and more volatile from year-to-year, making it difficult to analyze trends.

On the other hand, GAAP accounting provides a clearer picture of the Port’s overall performance and allows for more consistency when comparing prior periods. It does however create more documentation, and some find it more complex and difficult to understand than CASH basis.

FINANCIAL ANALYSIS – STATEMENT OF NET POSITION

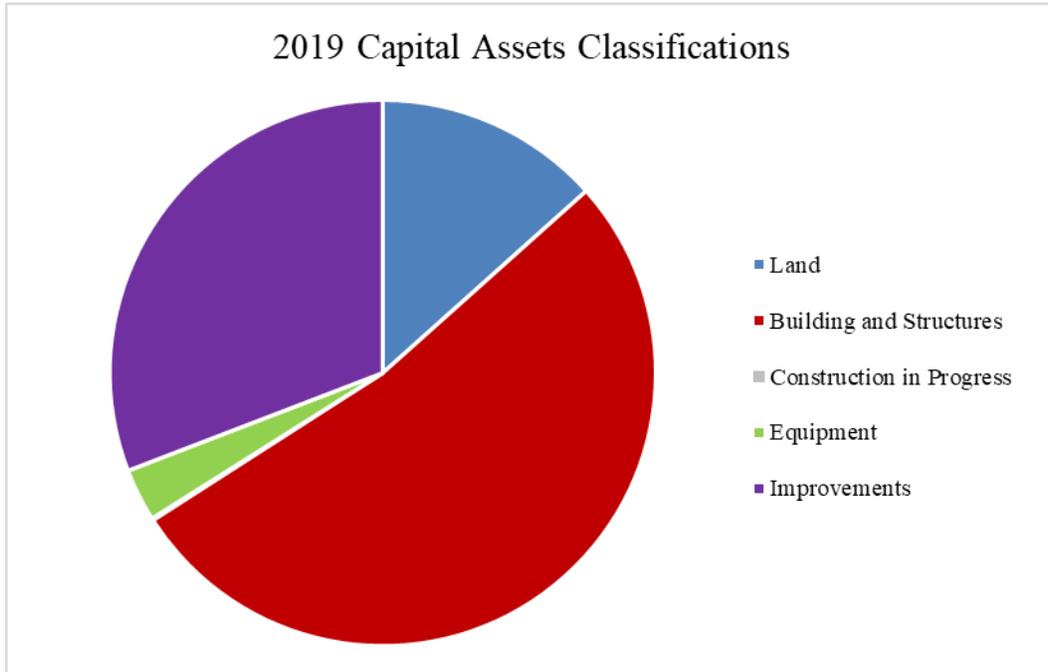
Summary of Statement of Net Position	
	2019
Current Assets	\$ 1,892,247
Noncurrent Assets/Capital Assets	8,655,255
Total Assets	<u>10,547,502</u>
Deferred Outflow of Resources	93,400
Total Assets and Deferred Outflows of Resources	<u>10,640,902</u>
Current Liabilities	328,387
Noncurrent Liabilities	2,402,562
Total Liabilities	<u>2,730,949</u>
Deferred Inflows of Resources	<u>129,483</u>
Net investment in capital assets	7,775,755
Restricted	-
Unrestricted	4,715
Total Net Position	<u>7,780,470</u>
Total Liabilities, Deferred Inflows of Revenue's and Net Position	\$ 10,640,902

ASSETS

The Port’s Current Assets increased in 2019, mainly due to the focus of building cash reserves. The Port will continue to increase reserves through increasing revenue and controlling expenses.

The Port has booked the acquisition of all assets at historical costs on its Statement of Net Position. GASB 34 requires the Port to capitalize and depreciate all assets owned or controlled by the Port, which are shown on these financial statements.

The Port’s capital assets are classified in the following categories: land, construction in progress, building and structures, machinery and equipment, and other improvements. Marina and other improvements include assets such as docks, breakwaters, roads, and landscaping. See Note 4, *Capital Assets and Depreciation*, in the Notes to the Financial Statements for more information.



<u>Capital Assets</u>	<u>2019</u>
Land	\$ 1,871,056
Construction in Progress	17,000
Buildings and Structures	7,345,892
Equipment	436,637
Improvements	4,310,805
	<u>\$ 13,981,389</u>

## LIABILITIES

The Port’s current liabilities as of December 31, 2019, reflect the accrual of expenses incurred in 2019 and the portion of debt and unearned revenue that will be paid in 2020. It also includes the balance of tenant deposits.

The Port’s long-term liabilities consist of unearned revenue, compensated absences, net pension liability, environmental remediation liability, and an outstanding General Obligation Bond.

In January of 2019, the Port entered into a long-term lease with Kitsap Transit. This was recorded as long-term unearned revenue of \$1,248,567, with the portion that will be earned in the

next 12-months as a current liability of \$24,373. As of 2019, compensated absences no longer include sick leave balances, as it is not paid out upon termination. The compensated absences for 2019 is \$21,073.

As of December 31, 2019, the general obligation debt is \$879,500 compared to \$937,000, reflecting principal payments of \$57,500 in 2019.

The Port ended 2019 with a Total Net Position of \$7.8 million.

FINANCIAL ANALYSIS – REVENUES, EXPENSES, AND CHANGES IN NET POSITION

Summary of Statement of Revenues, Expenses, and Changes in Net Position	
	2019
Marina Operations Revenues	\$ 2,508,183
Property/Lease Rental Operations Revenues	831,182
Nonoperating Revenues	609,388
Total Revenues	<u>3,948,753</u>
Operating Expenses	3,650,885
Nonoperating Expenses	51,811
Total Expenses	<u>3,702,696</u>
Increase (Decrease) in Net Position	<u>246,057</u>
Net Position - Beginning	831,955
Change in Accounting Principle	6,702,458
Net Position - Ending	<u>\$ 7,780,470</u>

The Statement of Revenues, Expenses, and Changes in Net Position provides answers as to the nature and source of changes in net position. Again, due to the change in accounting method, it only includes 2019.

The Port’s 2019 marina operations revenues were \$2.51 million. The Port increased permanent moorage rates as part of a three-year rate adjustment program to get rates to the average market rate. Property and lease rental operation revenues were \$831,182 and non-operating revenues were \$609,388.

The Port’s 2019 operating expenses were \$3.65 million and non-operating expenses were \$51,811.

CONTACTING THE PORT’S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, investors, and creditors with a general overview of the Port’s finances and to show the Port’s accountability for the money it receives. If you have questions about this report, or if you need additional financial

information, please contact Audra Trainer, Finance Director, at the Port of Kingston, 25864 Washington Boulevard, Kingston, WA 98346, by e-mail at [audrat@portofkingston.org](mailto:audrat@portofkingston.org), or by telephone at (360) 297-3545.

PORT OF KINGSTON  
STATEMENT OF NET POSITION  
December 31, 2019

ASSETS

Current Assets

Cash and cash equivalents	\$ 1,763,507
Accounts receivable	9,255
Taxes receivable	4,601
Inventory	50,718
Prepaid expenses	<u>64,166</u>
Total Current Assets	<u>1,892,247</u>

Noncurrent Assets

Capital Assets

Capital Assets Not Being Depreciated

Land	1,871,056
Construction in progress	17,000

Capital Assets Being Depreciated

Buildings and structures	7,345,892
Equipment	436,637
Improvements	4,310,805
Less: Accumulated depreciation	<u>(5,326,134)</u>
Total Net Capital Assets	<u>8,655,255</u>

Total Assets	<u>\$ 10,547,502</u>
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DEFERRED OUTFLOWS OF RESOURCES

Deferred outflows - pensions	<u>93,400</u>
Total Deferred Outflows	<u>\$ 93,400</u>

*The accompanying notes are an integral part of this statement.*

PORT OF KINGSTON  
STATEMENT OF NET POSITION  
December 31, 2019

LIABILITIES

Current Liabilities

Accounts payable	\$ 116,614
Warrants payable	25,299
Accrued taxes	49,198
Tenant deposits	53,403
Current portion of long-term unearned revenue	24,373
Current portion of long-term debt	<u>59,500</u>
Total Current Liabilities	<u>328,387</u>

Noncurrent Liabilities

Compensated absences	21,073
Long-term unearned revenue	1,248,567
Environmental remediation liability	108,000
Pension liability	204,923
General obligation bonds	<u>820,000</u>
Total Noncurrent Liabilities	2,402,562

Total Liabilities	<u>\$ 2,730,949</u>
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DEFERRED INFLOWS OF RESOURCES

Deferred inflows - pensions	<u>129,483</u>
Total Deferred Inflows	<u>\$ 129,483</u>

NET POSITION

Net investment in capital assets	7,775,755
Restricted	-
Unrestricted	<u>4,715</u>
TOTAL NET POSITION	<u>\$ 7,780,470</u>

*The accompanying notes are an integral part of this statement.*

PORT OF KINGSTON  
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION  
FOR THE YEAR ENDED DECEMBER 31, 2019

<u>Operating Revenues:</u>	
Marina operations	\$ 2,508,183
Property operations	<u>831,182</u>
Total Operating Revenues	<u>3,339,365</u>
 <u>Operating Expenses:</u>	
General operations	608,050
Maintenance	1,381,025
General and administrative	1,024,440
Depreciation and amortization	<u>637,370</u>
Total operating expenses	<u>3,650,885</u>
 Operating Income (Loss)	 <u>(311,520)</u>
 <u>Nonoperating Revenues (Expenses):</u>	
Taxes levied for Port operations:	
Real and personal property taxes	206,058
Timber and leasehold excise taxes	2,518
Grant proceeds	383,171
Investment income	17,642
Election expense	(2,749)
Interest expense	(28,063)
Environmental remediation expense	<u>(21,000)</u>
Total nonoperating revenues (expenses)	<u>557,577</u>
 Increase in Net Position	 <u>246,057</u>
 Net Position at the beginning of the period	 831,955
Change in Accounting Principle	<u>6,702,458</u>
Net position at the end of the period	\$ <u><u>7,780,470</u></u>

*The accompanying notes are an integral part of this statement.*

PORT OF KINGSTON  
STATEMENT OF CASHFLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2019

CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from customers	\$ 3,509,100
Payments to suppliers	(1,920,806)
Payments to employees	<u>(1,109,172)</u>
Net cash provided by operating activities	<u>479,122</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
Cash receipts from real and personal property taxes	207,278
Timber and leasehold taxes	2,518
Other receipts (payments) for other non-operating activities	<u>(2,749)</u>
Net cash provided by noncapital financing activities	<u>207,047</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Principal payments bonds	(57,500)
Interest paid on bonds	(28,063)
Cash received from grants	383,171
Purchase of capital assets	<u>(155,548)</u>
Net cash provided by capital and related financing activities	<u>142,060</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest and dividends on investments	<u>17,642</u>
Net cash provided by investing activities	<u>17,642</u>
Net increase in cash and cash equivalents	845,871
CASH AND CASH EQUIVALENTS, beginning of year	<u>917,636</u>
CASH AND CASH EQUIVALENTS, end of year	\$ <u>1,763,507</u>

*The accompanying notes are an integral part of this statement.*

PORT OF KINGSTON  
STATEMENT OF CASHFLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2019

Reconciliation of operating loss to net cash provided by operating activities:	
Net operating loss	\$ (311,520)
Adjustments to reconcile net operating loss to net cash provided by operating activities:	
Depreciation & amortization expense	637,370
Pension negative expense	(23,804)
Other non-cash revenue/expense	(22,802)
Change in Accounting Principle	67,026
Changes in assets and liabilities	
Decrease in accounts receivable	198,706
(Increase) in inventory and prepaid expenses	(25,050)
(Decrease) in accounts payable & other current liabilities	(42,734)
Decrease in tenant deposits	(6,168)
Increase in pension liability	<u>8,099</u>
Total adjustments	<u>790,642</u>
Net cash provided by operating activities	<u>\$ 479,122</u>

*The accompanying notes are an integral part of this statement.*

PORT OF KINGSTON  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2019

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Port of Kingston (the Port) have been prepared in conformity with Generally Accepted Accounting Principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The significant accounting policies are described below.

A. Reporting Entity

The Port was incorporated in 1919 and operates under the laws of the State of Washington applicable to a port district as a municipal corporation under the provisions of Chapter 53 of the Revised Code of Washington (RCW). The Port is a special purpose government and provides marina and related facilities to the public and is supported primarily through user charges.

The Port is independent from other local or state governments and operates within district boundaries which include the northeast corner of Kitsap County. A three-member Board of Commissioners administer it, each of whom are elected to a six-year term. The Board of Commissioners delegate authority to an Executive Director and administrative staff who conduct the operations of the Port of Kingston. Kitsap County levies and collects taxes and issues warrants for payment of expenditures on the Port's behalf.

As required by GAAP the financial statements present the Port, the primary government, and its component units. Management has considered all potential component units in defining the reporting entity. There were no component units included in the reporting entity.

B. Basis of Accounting and Reporting

The accounting records of the Port are maintained in accordance with methods prescribed by the State Auditor under the authority of Chapter 43.09 RCW. The Port uses the *Budgeting, Accounting, and Reporting System for GAAP Port Districts* in the State of Washington.

The Port's financial statements are reported using the economic resources measurement focus and the full-accrual basis of accounting. Revenues are recorded in the month they are earned and expensed in the month incurred. Any cash not received or paid is recorded as an asset or liability on the Statement of Net Position, regardless of the timing of the cash flows. Property taxes are recognized as revenue in the year in which they are levied. Grants and related items are recognized as revenue as soon as eligibility requirements imposed by the provider have been met.

All assets and liabilities (whether current or non-current) associated with their activity are included on the statements of net position. Their reported fund position is segregated into net investment in

capital assets, restricted, and unrestricted components of net position. Operating statements present increases (revenues and gains) and decreases (expenses and losses) in net position. The Port discloses changes in cash flows on a separate statement that presents its operating, non-capital financing, capital and related financing and investing activities.

The Port distinguishes between operating revenues and expenses from non-operating items. Operating revenues and expenses result from providing services and facilities in connection with the Port's principal ongoing operations. The principal operating revenues of the Port are charges to customers for marina operations, fuel sales, parking, and building lease revenue. Operating expenses for the Port include general operations, maintenance, general and administrative, cost of goods sold (COGS), and depreciation on capital assets. Revenues and expenses not meeting these definitions are reported as non-operating revenues and expenses.

The Port receives federal and state grants for both capital reimbursement as well as operating grants for specific purposes. Operating grants and related expenses are accounted for as non-operating revenues and expenses while capital grants are accounted for as capital contributions increasing the net position of the Port.

#### C. Use of Estimates

The preparation of the Port's financial statements is in conformity with accounting principles and may require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements. Estimates also affect the reported amounts of revenues and expenses during the reporting period. Therefore, actual results could differ from those estimates.

#### D. Significant Risks and Uncertainties

The Port is subject to certain business risks that could have a material impact on future operations and financial performance. These risks include economic conditions, security, and natural disasters, as well as regulations and changes in law of federal, state, and local governments.

#### E. Assets, Liabilities, Fund Balance, and Net Position

##### Cash and Cash Equivalents

It is the Port's policy to invest all temporary cash surpluses. On December 31, 2019, the treasurer was holding \$1,763,507 in short-term investments of surplus cash. This amount is classified on the Statement of Net Position as cash and cash equivalents in various funds. The interest on these investments is allocated to the various funds.

For purposes of the Statement of Cash Flows, the Port considers all highly liquid investments with maturity of three months or less when purchased be cash equivalents.

Investments – See Note 2, *Deposits and Investments*

### Receivables

Taxes receivable consists of property taxes and related interest and penalties. *See Note 3, Property Taxes.*

Property taxes and special assessments are considered liens on property, no estimated uncollectible amounts are established for these items. The Port does not estimate any uncollectible amounts as of December 31, 2019.

Customer accounts receivable consists of amounts owed from private individuals or organizations for goods and services, including amounts owed for which billings have not been prepared. Receivables consist of amounts owed on open accounts from private individuals or organizations for goods and services rendered. As of December 31, 2019, the customer accounts receivable was \$9,255.

### Amounts Due to and From Other Governments

These accounts include amounts owed from governmental grants and other settlements.

### Prepaid Expenses

Prepaid expenses represent amounts paid in advance for items of future benefit. The amount reported on the statement of net position primarily consists of prepaid insurance for the Port's property and general liability coverage.

### Inventories

Inventories in governmental funds consist of expendable supplies held for consumption. The costs are recorded as expenditures at the time individual inventory items are (purchased/consumed). Inventories for fuel sales are non-ethanol gasoline and diesel fuel held at the Port's marina fuel dock as of December 31, 2019. Fuel inventory has been valued based on the first-in, first-out or FIFO method of accounting, based on the cost of the fuel when received. The Port maintains a small inventory of retail merchandise to sell to consumers.

### Capital Assets and Depreciation

Capital assets, include land, buildings, machinery, capital improvements and construction in process. Capital assets are defined by the Port as assets with an initial, individual cost of more than \$5,000 and an estimated useful life greater than 1-year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed.

Costs for additions or improvements to capital assets are capitalized when they increase the effectiveness or efficiency of the asset.

The cost for normal maintenance and repairs is not capitalized.

Major outlays for capital assets and improvements are capitalized and booked when projects are completed.

Capital assets depreciated using the straight-line method over the following useful lives:

- Building and improvements 10 to 50 years,
- machinery and equipment 3 to 20 years,

- and software, furniture, and fixtures 3 to 7 years.

#### Deferred Inflows/Outflows of Resources

In accordance with GASB Statement No. 63, Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources and Net Position. The Port reports separate sections for these items on the Statement of Net Position. Deferred outflows represent a consumption of net assets that applies to a future period(s); conversely, deferred inflows represent an acquisition of net assets that applies to a future period(s). As of December 31, 2019, the Port recorded deferred outflows and inflows of resources of \$93,400 and \$129,483, respectively.

#### Compensated Absences

Compensated absences represent paid time off that has been earned, for which employees have not been paid, such as vacation. The Port records employee vacation leave benefits as an expense and liability when earned.

Each employee may carry forward 120 hours of vacation hours to the following year. Unused vacation is payable to the employee upon separation, retirement, or death.

Sick leave may accumulate up to 1,000 hours for all regular full and part time employees and 40 hours for seasonal and extra help employees. No accrual is made for sick pay as it expires if unused.

#### Long-term Debt – See Note 9, *Long-Term Liabilities*

#### Pensions

For purposes of measuring the net pension liability, net pension asset, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of all state sponsored pension plans and additions to/deductions from those plans' fiduciary net position have been determined on the same basis as they are reported by the Washington State Department of Retirement Systems. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

#### Other Accrued Liabilities

These accounts consist of accrued wages and accrued employee benefits.

#### Unearned Revenue

On December 31, 2019, the Port held \$1,272,940 in unearned revenue. This amount represents pre-payments of rent and will be recognized as revenue in future years.

#### Net Position Classification

The difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources is called net position. Net position is comprised of three components: net investment in capital assets, restricted, and nonrestricted.

## NOTE 2 – DEPOSITS AND INVESTMENTS

### Treasury Function

At the direction of the Port Auditor, the Kitsap County Treasurer is responsible for the execution and administration of the Port's deposit and investment accounts, based on the Port's management and investment decisions. A Commission resolution provides general guidance and policy direction for all investments of the Port funds. This resolution, in combination with the state statutes and the Treasurer's investment policy, serves as a template for the investment of all Port funds.

The Port established a designated investment fund to cover the cost of marina replacement in the future. The fund was initially established with \$1,500,000 and \$210,000 per year is required to be transferred into the account annually. As of December 31, 2019, the balance of the fund is \$878,979.

### Deposits

The Port has established a direct banking service with Columbia Bank for all cash and check deposits.

### Investments

As of December 31, 2019, the Port had no investments measured at fair value.

### Investments in Kitsap County Investment Pool (KCIP)

The Port is a participant in the Kitsap County Investment Pool (KCIP), an external investment pool. The county reports its investment in the Pool at the fair value amount, which is the same as the value of the Pool per share. Fair value is determined using quoted market prices from the county's safekeeping agent, Key Bank, and with Bloomberg, an online financial services system.

The KCIP was established in 1987 pursuant to RCW 36.29, which authorizes the County Treasurer to invest the funds of participants. The Pool operates in accordance with Kitsap County's Investment Policy which was established by the Kitsap County Finance Committee (KCFC). The KCFC consists of the County Treasurer, County Auditor, and Chair of the Board of County Commissioners.

The KCIP is not registered with the Securities and Exchange Committee (SEC) as an investment company. KCFC performs oversight of the Pool's performance. There are no legally binding guarantees for the KCIP. Authorized investments for the KCIP are the same as investments held outside the Pool and are defined in the Kitsap County Treasurer's Office Investment Policy.

Kitsap County Investment Policy applies to all available cash assets of the county and to funds under the management of the County Treasurer as defined under RCW 36.29.020. The Policy's primary objective is the preservation of capital, followed by liquidity and return.

The responsibility for managing the pool resides with the County Treasurer. KCIP consists of funds invested on behalf of the county and other special purpose districts within the county, such as schools, fire, ports, and library districts.

The KCIP only invests in the types of securities authorized for investment by RCW 36.29.020, which include, but are not limited to, Treasury and Agency securities, municipal bonds of Washington state or local bonds of Washington state with one of the three highest ratings of a national rating agency at the time of investment, certificates of deposit with qualified public depositories within statutory limits as promulgated by the Public Deposit Protection Commission at the time of investment, and the Washington State Local Government Investment Pool.

The value of the KCIP is reviewed by the County Treasurer monthly and the County Finance Committee quarterly.

Earnings distributions, including any realized transactions in the Pool are distributed monthly and calculated on the average daily balance of the participant's account. The Kitsap County Treasurer, by law, is the treasurer of most governments within the county, including schools, fire departments, ports, and library districts.

### NOTE 3 – PROPERTY TAXES

The Kitsap County Treasurer acts as an agent to collect property taxes levied in the county for all taxing authorities. Collections are distributed (at/after) the end of each month to the Port by the County Treasurer.

Property taxes are recorded as revenue when received. No allowance for uncollectible taxes is established since delinquent taxes are considered fully collectible due to a lien affixed to the property after tax is levied.

The Port's current levy for 2019 was \$.179637 per \$1,000 on an assessed valuation of \$1,145,289,289 for a total regular levy of \$206,122.

The Port may levy up to \$.45 per \$1,000 of assessed valuation for general government services. Washington State Constitution and Washington State Law, RCW 84.55.010, limit the rate. The Port may also levy taxes at a lower rate.

### NOTE 4 - CAPITAL ASSETS AND DEPRECIATION

Capital assets are assets with initial individual cost of more than \$5,000 and an estimated useful life greater than 1 year. Maintenance, repairs, and minor renewals are accounted for as expenses when incurred. All capital assets are valued at historical cost (or estimated historical cost, where historical cost is not known/or estimated market value for donated assets).

The Port has acquired certain assets with funding provided by federal and state financial assistance programs. Depending on the terms of the agreements involved, the government could retain an equity interest in these assets. However, the Port has sufficient legal interest to accomplish the purposes for which the assets were acquired and has included such assets within the applicable account.

Depreciation expense is charged to operations to allocate the cost of capital assets over their estimated useful lives using the straight-line method.

- Building and improvements 10 to 50 years;
- machinery and equipment 3 to 20 years;
- and software, furniture, and fixtures 3 to 7 years.

Note: A chart for capital asset activity is not included as proper records were not available to determine increases and decreases in each category.

NOTE 5 - CONSTRUCTION COMMITMENTS

The Port had \$17,000 in construction in progress as of December 31, 2019.

NOTE 6 - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

There have been no material violations of finance-related legal or contractual provisions.

NOTE 7 - PENSION PLANS

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of all state sponsored pension plans and additions to/deductions from those plans' fiduciary net position have been determined on the same basis as they are reported by the Washington State Department of Retirement Systems. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Aggregate Pension Amounts - All Plans	
Pension liabilities	\$ (204,923)
Pension assets	\$ -
Deferred outflows of resources	\$ 93,400
Deferred inflows of resources	\$ (129,483)
Pension expense/expenditures	\$ 56,718

**State Sponsored Pension Plans**

Substantially all of the Port's full-time and qualifying part-time employees participate in one of the following statewide retirement systems administered by the Washington State Department of Retirement Systems, under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans. The state Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems (DRS), a department within the primary government of the State of Washington, issues a publicly available comprehensive annual financial report (CAFR) that includes financial statements and required supplementary information for each plan. The DRS CAFR may be obtained by writing to:

Department of Retirement Systems  
 Communications Unit  
 P.O. Box 48380  
 Olympia, WA 98540-8380

Or the DRS CAFR may be downloaded from the DRS website at [www.drs.wa.gov](http://www.drs.wa.gov).

**Public Employee's Retirement System (PERS)**

PERS members include elected officials; state employees; employees of the Supreme, Appeals and Superior Courts; employees of the legislature; employees of district and municipal courts; employees of local governments; and higher education employees not participating in higher education retirement programs. PERS is comprised of three separate pension plans for membership purposes. PERS plans 1 and 2 are defined benefit plans, and PERS plan 3 is a defined benefit plan with a defined contribution component.

**PERS Plan 1** provides retirement, disability, and death benefits. Retirement benefits are determined as two percent of the member's average final compensation (AFC) times the member's years of service. The AFC is the average of the member's 24 highest consecutive service months. Members are eligible for retirement from active status at any age with at least 30 years of service, at age 55 with at least 25 years of service, or at age 60 with at least five years of service. Members retiring from active status prior to the age of 65 may receive actuarially reduced benefits. Retirement benefits are actuarially reduced to reflect the choice of a survivor benefit. Other benefits include duty and non-duty disability payments, an optional cost-of-living adjustment (COLA), and a one-time duty-related death benefit, if found eligible by the Department of Labor and Industries. PERS 1 members were vested after the completion of five years of eligible service. The plan was closed to new entrants on September 30, 1977.

Contributions

The **PERS Plan 1** member contribution rate is established by State statute at 6 percent. The employer contribution rate is developed by the Office of the State Actuary and includes an administrative expense component that is currently set at 0.18 percent. Each biennium, the state Pension Funding Council adopts Plan 1 employer contribution rates. The PERS Plan 1 required contribution rates (expressed as a percentage of covered payroll) for 2019 were as follows:

<b>PERS Plan 1</b>		
<b>Actual Contribution Rates</b>	<b>Employer</b>	<b>Employee</b>
January – June 2019		
PERS Plan 1	7.52%	6.00%
PERS Plan 1 UAAL	5.13%	
Administrative Fee	0.18%	
<b>Total</b>	<b>12.83%</b>	<b>6.00%</b>

July – December 2019		
PERS Plan 1	7.92%	6.00%
PERS Plan 1 UAAL	4.76%	
Administrative Fee	0.18%	
<b>Total</b>	<b>12.86%</b>	<b>6.00%</b>

\* For employees participating in JBM, the contribution rate was 12.26%.

**PERS Plan 2/3** provides retirement, disability, and death benefits. Retirement benefits are determined as two percent of the member’s average final compensation (AFC) times the member’s years of service for Plan 2 and 1 percent of AFC for Plan 3. The AFC is the average of the member’s 60 highest-paid consecutive service months. There is no cap on years of service credit. Members are eligible for retirement with a full benefit at 65 with at least five years of service credit. Retirement before age 65 is considered an early retirement. PERS Plan 2/3 members who have at least 20 years of service credit and are 55 years of age or older, are eligible for early retirement with a benefit that is reduced by a factor that varies according to age for each year before age 65. PERS Plan 2/3 members who have 30 or more years of service credit and are at least 55 years old can retire under one of two provisions:

- With a benefit that is reduced by three percent for each year before age 65; or
- With a benefit that has a smaller (or no) reduction (depending on age) that imposes stricter return-to-work rules.

PERS Plan 2/3 members hired on or after May 1, 2013, have the option to retire early by accepting a reduction of five percent for each year of retirement before age 65. This option is available only to those who are age 55 or older and have at least 30 years of service credit. PERS Plan 2/3 retirement benefits are also actuarially reduced to reflect the choice of a survivor benefit. Other PERS Plan 2/3 benefits include duty and non-duty disability payments, a cost-of-living allowance (based on the CPI), capped at three percent annually and a one-time duty related death benefit, if found eligible by the Department of Labor and Industries. PERS 2 members are vested after completing five years of eligible service. Plan 3 members are vested in the defined benefit portion of their plan after ten years of service; or after five years of service if 12 months of that service are earned after age 44.

**PERS Plan 3** defined contribution benefits are totally dependent on employee contributions and investment earnings on those contributions. PERS Plan 3 members choose their contribution rate upon joining membership and have a chance to change rates upon changing employers. As established by statute, Plan 3 required defined contribution rates are set at a minimum of 5 percent and escalate to 15 percent with a choice of six options. Employers do not contribute to the defined contribution benefits. PERS Plan 3 members are immediately vested in the defined contribution portion of their plan.

### Contributions

The **PERS Plan 2/3** employer and employee contribution rates are developed by the Office of the State Actuary to fully fund Plan 2 and the defined benefit portion of Plan 3. The Plan 2/3 employer

rates include a component to address the PERS Plan 1 UAAL and an administrative expense that is currently set at 0.18 percent. Each biennium, the state Pension Funding Council adopts Plan 2 employer and employee contribution rates and Plan 3 contribution rates. The PERS Plan 2/3 required contribution rates (expressed as a percentage of covered payroll) for 2019 were as follows:

<b>PERS Plan 2/3</b>		
<b>Actual Contribution Rates</b>	<b>Employer 2/3</b>	<b>Employee 2*</b>
January – June 2019		
PERS Plan 2/3	7.52%	7.41%
PERS Plan 1 UAAL	5.13%	
Administrative Fee	0.18%	
Employee PERS Plan 3		Varies
<b>Total</b>	<b>12.83%</b>	<b>7.41%</b>
July – December 2019		
PERS Plan 2/3	7.92%	7.90%
PERS Plan 1 UAAL	4.76%	
Administrative Fee	0.18%	
Employee PERS Plan 3		Varies
<b>Total</b>	<b>12.86%</b>	<b>7.90%</b>

\* For employees participating in JBM, the contribution rate was 18.53% to 19.75%.

The Port's actual PERS plan contributions were \$28,078 to PERS Plan 1 and \$44,347 to PERS Plan 2/3 for the year ended December 31, 2019.

### **Actuarial Assumptions**

The total pension liability (TPL) for each of the DRS plans were determined using the most recent actuarial valuation completed in 2019 with a valuation date of June 30, 2018. The actuarial assumptions used in the valuation were based on the results of the Office of the State Actuary's (OSA) *2007-2012 Experience Study* and the *2017 Economic Experience Study*.

Additional assumptions for subsequent events and law changes are current as of the 2018 actuarial valuation report. The TPL was calculated as of the valuation date and rolled forward to the measurement date of June 30, 2019. Plan liabilities were rolled forward from June 30, 2018, to June 30, 2019, reflecting each plan's normal cost (using the entry-age cost method), assumed interest and actual benefit payments.

- **Inflation:** 2.75% total economic inflation; 3.50% salary inflation
- **Salary increases:** In addition to the base 3.50% salary inflation assumption, salaries are also expected to grow by promotions and longevity.
- **Investment rate of return:** 7.4%

Mortality rates were based on the RP-2000 report's Combined Healthy Table and Combined Disabled Table, published by the Society of Actuaries. The OSA applied offsets to the base table and recognized future improvements in mortality by projecting the mortality rates using 100 percent Scale BB. Mortality rates were applied on a generational basis; meaning, each member is assumed to receive additional mortality improvements in each future year throughout his or her lifetime.

There were changes in methods and assumptions since the last valuation.

- OSA updated modeling to reflect providing benefit payments to the date of the initial retirement eligibility for terminated vested members who delay application for retirement benefits.
- OSA updated COLA programming to reflect legislation signed during the 2018 legislative session that provides PERS and TRS Plan 1 annuitants who are not receiving a basic minimum, alternate minimum, or temporary disability benefit with a one-time permanent 1.5% increase to their monthly retirement benefit, not to exceed a maximum of \$62.50 per month.

### **Discount Rate**

The discount rate used to measure the total pension liability for all DRS plans was 7.4 percent.

To determine that rate, an asset sufficiency test included an assumed 7.5 percent long-term discount rate to determine funding liabilities for calculating future contribution rate requirements. (All plans use 7.5 percent except LEOFF 2, which has assumed 7.4 percent). Consistent with the long-term expected rate of return, a 7.4 percent future investment rate of return on invested assets was assumed for the test. Contributions from plan members and employers are assumed to continue being made at contractually required rates (including PERS 2/3, PSERS 2, SERS 2/3, and TRS 2/3 employers, whose rates include a component for the PERS 1, and TRS 1 plan liabilities). Based on these assumptions, the pension plans' fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return of 7.4 percent was used to determine the total liability.

### **Long-Term Expected Rate of Return**

The long-term expected rate of return on the DRS pension plan investments of 7.4 percent was determined using a building-block-method. In selecting this assumption, the Office of the State Actuary (OSA) reviewed the historical experience data, considered the historical conditions that produced past annual investment returns, and considered capital market assumptions and simulated expected investment returns provided by the Washington State Investment Board (WSIB). The WSIB uses the capital market assumptions and their target asset allocation to simulate future investment returns over various time horizons.

### Estimated Rates of Return by Asset Class

Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2019, are summarized in the table below. The inflation component used to create the table is 2.2 percent and represents the WSIB's most recent long-term estimate of broad economic inflation.

Asset Class	Target Allocation	% Long-Term Expected Real Rate of Return Arithmetic
Fixed Income	20.00%	2.20%
Tangible Assets	7.00%	5.10%
Real Estate	18.00%	5.80%
Global Equity	32.00%	6.30%
Private Equity	23.00%	9.30%
	<b>100%</b>	

### Sensitivity of the Net Pension Liability/(Asset)

The table below presents the Port's proportionate share of the net pension liability calculated using the discount rate of 7.4 percent, as well as what the Port's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower (6.4 percent) or 1-percentage point higher (8.4 percent) than the current rate.

	1% Decrease (6.4%)	Current Discount Rate (7.4%)	1% Increase (8.4%)
PERS 1	\$193,058	\$154,160	\$120,412
PERS 2/3	\$389,326	\$50,762	(\$227,052)

### Pension Plan Fiduciary Net Position

Detailed information about the State's pension plans' fiduciary net position is available in the separately issued DRS financial report.

### Pension Liabilities (Assets), Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

As of June 30, 2019, the Port reported a total pension liability of \$204,923 for its proportionate share of the net pension liabilities/assets as follows:

	Liability (or Asset)
PERS 1	\$154,160
PERS 2/3	\$ 50,763

As of June 30, the Port's proportionate share of the collective net pension liabilities was as follows:

	<b>Proportionate Share 6/30/18</b>	<b>Proportionate Share 6/30/19</b>	<b>Change in Proportion</b>
PERS 1	.003445%	.004009%	.000564%
PERS 2/3	.004444%	.005226%	.000782%

Employer contribution transmittals received and processed by the DRS for the fiscal year ended June 30 are used as the basis for determining each employer's proportionate share of the collective pension amounts reported by the DRS in the *Schedules of Employer and Non-employer Allocations* for all plans.

The collective net pension liability (asset) was measured as of June 30, 2019, and the actuarial valuation date on which the total pension liability (asset) is based was as of June 30, 2018, with updated procedures used to roll forward the total pension liability to the measurement date.

### **Pension Expense**

For the year ended December 31, 2019, the Port recognized pension expense as follows:

	<b>Pension Expense</b>
PERS 1	\$ 33,785
PERS 2/3	\$22,933
<b>TOTAL</b>	<b>\$56,718</b>

### Deferred Outflows of Resources and Deferred Inflows of Resources

As of December 31, 2019, the Port reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources.

<b>PERS Plan 1</b>	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Differences between expected and actual experience	\$ -	\$ -
Net difference between projected and actual investment earnings on pension plan investments	\$ -	(\$10,299)
Changes of assumptions	\$ -	\$ -
Changes in proportion and differences between contributions and proportionate share of contributions	\$ -	\$ -
Contributions subsequent to the measurement date	\$13,527	\$ -
<b>TOTAL</b>	<b>\$13,527</b>	<b>(\$10,299)</b>

<b>PERS Plan 2/3</b>	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Differences between expected and actual experience	\$14,543	(\$10,914)
Net difference between projected and actual investment earnings on pension plan investments	\$ -	(\$73,889)
Changes of assumptions	\$ 1,300	(\$21,298)
Changes in proportion and differences between contributions and proportionate share of contributions	\$ 41,393	(\$13,083)
Contributions subsequent to the measurement date	\$ 22,637	\$ 0
<b>TOTAL</b>	<b>\$ 79,873</b>	<b>(\$119,184)</b>

Deferred outflows of resources related to pensions resulting from the Port's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability/asset in the year ended December 31, 2020. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<b>Year ended December 31:</b>	<b>PERS Plan 1</b>
2020	(\$2,274)
2021	(\$5,386)
2022	(\$1,922)
2023	(\$718)
2024	\$ -
Thereafter	\$ -
<b>TOTAL</b>	<b>(\$10,299)</b>

<b>Year ended December 31:</b>	<b>PERS Plan 2/3</b>
2020	(\$15,863)
2021	(\$32,712)
2022	(\$11,607)
2023	(\$3,790)
2024	(\$1,825)
Thereafter	\$3,850
<b>TOTAL</b>	<b>(\$61,948)</b>

## NOTE 8 - RISK MANAGEMENT

The Port of Kingston is a member of Enduris Washington (Pool). Chapter 48.62 RCW provides the exclusive source of local government entity authority to individually or jointly self-insure risks, jointly purchase insurance or reinsurance, and to contract for risk management, claims, and administrative services. The Pool was formed July 10, 1987, pursuant to the provisions of Chapter 48.62 RCW, Chapter 200-100 WAC, and Chapter 39.34 RCW, when two counties and two cities in the State of Washington joined together by signing an interlocal governmental agreement to fund their self-insured losses and jointly purchase insurance and administrative services. For the Pool's fiscal year ending August 31, 2019, there were 547 Enduris members representing a broad array of special purpose districts throughout the state. Enduris provides property and liability coverage as well as risk management services and other related administrative services

Members make an annual contribution to fund the Pool and share in the self-insured retention. The self-insured retention is:

- \$1,000,000 self-insured retention on liability loss - the member is responsible for the first \$1,000 of the amount of each claim, while Enduris is responsible for the remaining \$999,000 on liability loss.
- \$250,000 self-insured retention on property loss - the member is responsible for the first \$1,000 of the amount of each claim, while Enduris is responsible for the remaining \$249,000 on property loss. For property losses related to boiler and machinery Enduris is responsible for the first \$4,000 of the claim.

Enduris acquires reinsurance from unrelated insurance companies on a "per occurrence" basis to cover all losses over the self-insured retentions as shown on the policy maximum limits. Liability coverage is for all lines of liability coverage including Public Official's Liability. The Property coverage is written on an "all risk," blanket basis using current Statement of Values. The Property coverage includes, but is not limited to, mobile equipment, boiler and machinery, electronic data processing equipment, business interruption, course of construction and additions, property in transit, fine arts, cyber and automobile physical damage to insured vehicles. Liability coverage limit is \$20 million per occurrence and property coverage limit of \$1 billion per occurrence. Enduris offers crime coverage up to a limit of \$1 million per occurrence.

Since Enduris is a cooperative program, there is a joint liability among the participating members.

The contract requires members to continue membership for a period of not less than one (1) year and must give notice 60 days before terminating participation. The Master Agreement (Intergovernmental Contract) is automatically renewed after the initial one (1) full fiscal year commitment. Even after termination, a member is still responsible for contribution to Enduris for any unresolved, unreported and in-process claims for the period they were a signatory to the Master Agreement.

Enduris is fully funded by its member participants. Claims are filed by members with Enduris and are administered in house.

The pool is governed by a Board of Directors consisting of seven board members. The Pool's members elect the board, and the positions are filled on a rotating basis. The Board meets quarterly and is responsible for conducting the business affairs of Enduris.

**NOTE 9 – CHANGES IN LONG-TERM LIABILITIES**

During the year ended December 31, 2019, the following changes occurred in long-term liabilities:

	Beginning Balance 01/01/2019	Additions	Reductions	Ending Balance 12/31/2019	Due Within One Year
Compensated absences	\$82,001	\$0	\$60,928	\$21,073	\$0
GO bonds payable	937,000	-	57,500	879,500	59,500
Net pension liability	229,732	-	24,809	204,923	-
Long-term unearned revenue	1,297,313	-	24,373	1,272,940	24,373
Environmental remediation liability	87,000	21,000	-	108,000	-
<b>Total Long-Term Liabilities</b>	<b>\$2,633,046</b>	<b>\$21,000</b>	<b>\$167,610</b>	<b>\$2,486,436</b>	<b>\$83,873</b>

The annual debt service requirements for limited tax general obligation bonds are as follows:

<b>Year(s)</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2020	\$ 59,500	\$ 26,860	\$ 86,360
2021	60,000	25,514	85,514
2022	61,000	24,035	85,035
2023	62,000	22,420	84,420
2024	63,000	20,672	83,672
2025-2029	338,000	73,259	411,259
2030-2032	236,000	15,000	251,000
<b>TOTALS</b>	<b>\$ 879,500</b>	<b>\$207,760</b>	<b>\$1,087,260</b>

There were no outstanding revenue bonds as of December 31, 2019.

**Net Pension Liability/Asset**

The net pension liability totaled \$204,923 as of December 31, 2019.

**Unearned Revenue**

In accordance with GAAP for regulated businesses, the Port recognized unearned revenue receipts of \$1,300,000 in 2018 that are being recognized as earned over a 35-year period. These receipts

resulted from a 35-year long pier and facilities lease agreement between the Port and Kitsap Transit. The remaining total of unearned revenue as of December 31, 2019, is \$1,272,940.

Environmental Remediation Liability

Current and long-term environmental remediation liability totaled \$108,000 as of December 31, 2019.

NOTE 10 - ACCOUNTING FOR LEASES

The Port, as a lessor, enters into operating noncancelable leases with tenants for the use of land and buildings. In addition, some properties are rented on a month-to-month basis. Port procedure is to negotiate all leases at fair market value, considering market conditions, economic factors, property condition, and location, as well as other factors that may impact negotiating lease prices.

Minimum further rental income on non-cancelable operating leases:

<b>Year Ending December 31</b>	<b>Amount</b>
2020	\$ 281,940
2021	\$ 277,650
2022	\$ 256,252
2023	\$ 256,252
2024	\$ 256,252
Thereafter	\$ 3,442,137
<b>TOTALS</b>	<b>\$ 4,770,483</b>

NOTE 11 - RESTRICTED COMPONENT OF NET POSITION

Net Position is segregated into three components: net investment in capital assets, restricted, and unrestricted. Items are categorized as restricted when constraints are externally imposed on their use by contract or agreement or imposed by law through constitutional provisions or enabling legislation. As of December 31, 2019, the Port’s Net Position did not include a restricted component as no such constraints were in place.

NOTE 12 – ENVIRONMENTAL REMEDIATION OBLIGATIONS

The Port of Kingston is subject to laws and regulations relating to the protection of the environment. The Port’s policy is to accrue environmental and cleanup related costs when it is both probable that a liability has been incurred and when the amount can be reasonably estimated.

In November 2006, the Government Accounting Standards Board issued GASB No. 49, *Accounting and Financial Reporting for Pollution Remediation Obligations*. This Statement addresses accounting and financial reporting standards for pollution (including contamination) remediation obligations, which are obligations to address the current or potential detrimental effects of existing pollution by participating in pollution remediation activities such as site

assessments and cleanups. The provisions of this Statement are effective for fiscal periods beginning after December 15, 2007.

The Port's property has known underground contaminants resulting from the presence of a former underground fuel storage tank. The site is listed by the Department of Ecology as a Voluntary Cleanup Site. The governmental agencies having jurisdiction over the property are not requiring remediation of the site or removal of contaminated soil at this time, but such action will likely be required in the future if the property is developed further.

The Port's estimate of its pollution remediation obligation as of April 4, 2012, was estimated at \$87,000. As of December 31, 2019, the Port expensed an additional \$21,000, bringing the environmental remediation liability to \$108,000.

The Port's liability could change over time due to changes in the cost estimates, changes in technology, and changes in governing laws and regulations.

#### NOTE 13 - UNDERGROUND STORAGE TANK RETIREMENT OBLIGATION

In November 2016, the Governmental Accounting Standards Board issued GASB Statement No. 83, *Certain Asset Retirement Obligations*. An asset retirement obligation (ARO) is a legally enforceable liability associated with the retirement of a tangible capital asset. The provisions of this Statement are effective for fiscal periods beginning after June 15, 2018. The Port elected to defer implementation until 2020 as provided by GASB 95.

The Port owns and operates two fuel facilities, a fuel dock at the marina and a fuel station at the end of the fishing pier which is extended onto a barge facility. The fuel dispensers are supplied by two 12,000 gallon, double walled, dielectric-coated underground storage tanks (UST) that were installed in June 2007. Washington Administrative Code (WAC) 173-360A requires owners and operators to monitor the tanks for leakage, provide insurance coverage for all leakage, submit to periodic testing of the tanks and monitoring equipment, provide training for certain staff, and to properly close the underground storage tanks when they are no longer needed. The Washington State Department of Ecology (DOE) monitors and regulates the Port's underground storage tanks, including requirements for permanent closure, pursuant Washington Administrative Code (WAC) Chapter 173-360A.

The Port has pollution liability coverage with Mid-Continent Casualty Company. This policy covers \$1,000,000 per pollution incident with \$1,000,000 Annual Aggregate.

Underground storage tanks typically have estimated useful lives ranging from 30-40 years.

Upon retirement of these underground storage tanks, the Port will fund the decommissioning out of current reserves or the Capital Projects Fund.

#### NOTE 14 – CONTINGENCIES AND LITIGATION

In the opinion of management, the Port (insurance policies and/or self-insurance reserves) are adequate to pay all known or pending claims.

The Port participates in several federal and state assisted programs. These grants are subject to audit by the grantors or their representatives. Such audits could result in requests for reimbursement to grantor agencies for expenditures disallowed under the terms of the grant. Port management believes that such disallowances, if any, will be immaterial.

#### NOTE 15 - ACCOUNTING AND REPORTING CHANGES

The Port changed from CASH basis to GAAP basis in 2019. Management felt accrual-based accounting is more rigorous and provides a more complete picture of the Port's finances. Ports tend to be capital intensive and complex. For the Commissioners to govern effectively they need to be provided financial information that captures our needs over time, including a P&L (that captures accruals and committed funds), balance sheets, line of business reporting and cash flow models. Cash reporting provides a short-term view that is more of a snapshot as opposed to understanding the revenue, expenses and committed over time.

#### NOTE 16 – SUBSEQUENT EVENTS

##### **COVID-19**

In January 2020, the U.S. Department of Health and Human Services declared a public health emergency for a new strain of coronavirus, COVID-19, a respiratory disease that can result in serious illness or death. In February 2020, Washington State's Governor declared a state of emergency in response to the spread of this deadly new virus. In March 2020, the World Health Organization declared COVID-19 as a global pandemic. In the weeks following the Governor's declaration, precautionary measures to slow the spread of the virus have been ordered. These measures include closing schools, colleges, and universities, cancelling public events, closing all non-essential business, and mandating that people stay home and stay healthy.

The Port's primary focus during this uncertain time has been ensuring the safety and health of its employees and providing essential services while continuing to be an economic driver in the community. The Port has taken various measures to comply with the Governor's mandates, including the closure of Port offices to the public, implementing remote work arrangements as appropriate, and adopting personnel policies for those who must report to work to provide essential services.

Due to the closures mandated by the Governor, many businesses in the community are experiencing negative financial impacts. Many of the Port's business tenants have made requests for rent relief. The Port of Kingston did not find it necessary to provide rent relief. However, other revenue streams, primarily those tied to recreation, such as parking, may be affected depending on the length of time the pandemic continues to impact us. As such, the full extent of the financial impact to the Port is unknown at this time.

The Port continues to monitor the situation closely and will adjust as required to comply with recommendations of the Center for Disease Control, the Kitsap County Health Department, and the Washington State Governor's office.

### **IDD – Industrial Development District**

The Port of Kingston has an important role in sustaining the economic health of Kitsap County. A central purpose of the Port is to create economic development and provide employment opportunities that strengthen the local economy. Port infrastructure provides a foundation that supports Kitsap County’s marine-related commercial and recreational sectors and also as a transportation hub for the Olympic Peninsula.

In recognition of the key economic development role played by port districts, the Washington State Legislature adopted Chapter 53.25 RCW authorizing the establishment of Industrial Development Districts (IDD). Formation of an IDD provides a port district with specific powers, including special additional taxing authority to facilitate development and redevelopment of lands within the boundaries of the IDD. Chapter 53.25 RCW was originally adopted in 1955 and amended in 1957 to allow multiple levy periods.

On December 15, 2021, the commission signed a resolution that authorizes establishment of an IDD and define the boundaries of the IDD. The resolution merely affirms the Commission’s intent to create an IDD but does not, in and of itself, impose any new taxes. Instead, the Commission (and subsequent commissions) will determine how much (if any) should be levied and collected in the future. There has been no subsequent activity.

**REQUIRED SUPPLEMENTARY INFORMATION**

The Port of Kingston is presenting Required Supplementary Information (RSI) to meet the minimum financial reporting requirements and is an integral part of the accompanying financial statements. RSI generally includes schedules, statistical data, and other information.

Schedule of Proportionate Share of the Net Pension Liability  
Public Employees' Retirement System Plan 1  
As of June 30, 2019

	2019
Employer's proportion of the net pension liability (asset)	.004009%
Employer's proportionate share of the net pension liability/asset	\$154,160
Covered payroll	\$575,877
Employer's proportionate share of the net pension liability as a percentage of covered payroll	27%
Plan fiduciary net position as a percentage of the total pension asset/liability	67.12%

Schedule of Employer Contributions  
As of December 31, 2019

	2019
Statutorily or contractually required contributions	\$28,078
Contributions in relation to the statutorily or contractually required contributions	\$28,078
Contribution deficiency (excess)	\$0.00
Covered payroll	\$571,823
Contributions as a percentage of covered employee payroll	5%

**Notes to Schedule:**

Factors that significantly affect trends in the amount reported in the schedule include changes in benefit terms, changes in the size or composition of the population covered by the benefit terms, or the use of different assumptions such as the discount rate. DRS allocates a portion of contributions from the PERS 2/3 to PERS 1 to fund its unfunded actuarially accrued liability.

\*This schedule will be built prospectively until it contains 10 years of data.

The Port of Kingston is presenting Required Supplementary Information (RSI) to meet the minimum financial reporting requirements and is an integral part of the accompanying financial statements. RSI generally includes schedules, statistical data, and other information.

Schedule of Proportionate Share of the Net Pension Liability  
Public Employees' Retirement System Plan 2/3  
As of June 30, 2019

	2019
Employer's proportion of the net pension liability (asset)	.005226%
Employer's proportionate share of the net pension liability/(asset)	\$50,763
Employer's covered payroll	\$575,877
Employer's proportionate share of the net pension liability as a percentage of covered employee liability	9%
Plan fiduciary net position as a percentage of the total pension asset	97.77%

Schedule of Employer Contributions  
As of December 31, 2019

	2019
Statutorily or contractually required contributions	\$44,347
Contributions in relation to the statutorily or contractually required contributions	\$44,347
Contribution deficiency (excess)	\$0.00
Covered payroll	\$571,823
Contributions as a percentage of covered employee payroll	8%

Notes to Schedule:

Factors that significantly affect trends in the amount reported in the schedule include changes in benefit terms, changes in the size or composition of the population covered by the benefit terms,

or the use of different assumptions such as the discount rate. DRS allocates a portion of contributions from the PERS 2/3 to PERS 1 to fund its unfunded actuarially accrued liability.

\*This schedule will be built prospectively until it contains 10 years of data.