

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 2022-12-14-01

A Resolution of the Commission of the Port of Kingston

RESOLUTION TO AMEND PORT OF KINGSTON DELEGATION OF AUTHORITY

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

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

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

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

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

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 This policy directive will remain in effect until it is repealed or amended.

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heretofore approved by the Commission pertaining to the subject matters contained in this resolution are hereby repealed.

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

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



Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a Regular Meeting held this 14th day of December 2022.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Laura Gronnvoll, Commissioner

Attest: _____
Greg Englin, Executive Director

Steve Heacock, Commissioner

Mary McClure, Commission



Contracting Authority

The Executive Director (ED) will not make a single purchase or commitment of Port resources greater than that which is noted in the chart below without prior authorization of the Commission, except in the case of an emergency. Emergency rules then apply.

E.D. AUTHORITY FOR:	WILL NOT EXCEED
Property Leases / Land Use Agreements / Subleases/ Lease Renewals / Terminations / Realtors Compensation	Short Term leases (terms less than 5 years) in accordance with rental revenue standards adopted by the Commission for similar Port property of the same or similar class and type and devoted to similar uses. Leases may not be renewed or extended beyond five years with Commission approval
Other Agreements (e.g.): <ul style="list-style-type: none"> • Memoranda of Understanding • Interlocal Agreements 	Up to \$40K, or no greater than 10% above budgeted line item, not to exceed \$50K
Professional Services	Up to \$40K
Personal Services	Up to \$40K
Project Services	Up to \$40K
Purchased Services	Up to \$40K
Public Works	Up to \$40K
Contracts / Purchases	Up to \$40K, or no greater than 10% above budgeted line item, not to exceed \$50K
Contract Change Orders	No greater than 10% above budgeted line time
Materials, Goods, Equipment, Supplies	Up to \$40K



Promotional Hosting / Events	Up to \$5,000.00, as stated in the amended Resolution
Legal Settlements	Up to \$40K
Write-Off of Uncontrollable Accounts	Not to exceed \$5,000.00
Third Party Reimbursements	Not to exceed \$5,000.00

Administrative Authority

The following outlines the various administrative authority of the ED. Also references applicable Resolutions where noted.

E.D. AUTHORITY FOR:	Authority Level
Tariffs Establishment and Changes	Up to \$40K in the aggregate
Estoppel Certificates	Executive Director is granted authority to approve
Personnel / Port Staff	Executive Director is granted authority to approve
Rules and Regulations	Executive Director is granted authority to approve