

Port of Kingston  
Kitsap County, WA

**RESOLUTION NO. 2022-12-14-05**

AMEND RESOLUTION GOVERNING PROMOTIONAL HOSTING EXPENDITURES

**WHEREAS:** Article VIII, Section 8 of the State Constitution RCW 53.36.120, 130, 140, and 150 set specific rules and regulations governing the expenditures for industrial development, trade promotion or promotional hosting of port districts; and

**WHEREAS:** the voters of the State of Washington in November, 1966, authorized port districts to make expenditures for trade and other promotion; and

**WHEREAS:** the office of the State Auditor issued bulletin number 404 on August 20, 1986, establishing promotional hosting guidelines; and

**WHEREAS:** industrial and trade promotion by the Port of Kingston is found and determined to be of benefit to the businesses and citizens of the Port of Kingston; and

**NOW, THEREFORE BE IT HEREBY RESOLVED** by the Port Commission of the Port Kingston that:

1. As suggested in the Office of the State Auditor Bulletin #404: *"the basic standard for promotional hosting at public expense is that the promotional hosting is calculated to result in the public purpose, declared by the Washington State Constitution, of promoting industrial development or trade within the district. Exceptions will be taken to any hosting where its possible influence on industrial development or trade promotion is so indirect or tenuous that the hosting expenditures appear to be hosting for the sake of hosting"*.
2. "Hosting" is defined to mean and include furnishing customary meals, refreshments, alcoholic and non-alcoholic beverages, lodging, transportation, or any combination of those items in connection with:
  - a. Business meetings,
  - b. Social gatherings,
  - c. Ceremonies honoring persons or event, relating to the authorized business promotional activities of a port."Hosting" may also include reasonable, customary and incidental entertainment, souvenirs and promotional items.

3. The office of the Auditor issued bulletin number 404 on August 20, 1986, setting forth general guidelines for the hosting of:
  - a. Private businesspeople,
  - b. Union officials,
  - c. Foreign government officials,
  - d. Government officials from other states,
  - e. Washington State and local governmental officials and employees,
  - f. Officers and employees of other port districts,
  - g. And spouses of businesspeople, officials, etc.

These guidelines are attached to this resolution to provide guidance to all persons authorized to make expenditures for promotional hosting.

4. The Port Commissioners and the Executive Director shall be authorized to make expenditures for promotional hosting subject to specific and general conditions hereafter set forth:
  - a. Hosting shall be limited to no more than twenty-five hundred dollars per year from any funds available to the Port, per RCW 53. 36.130.
  - b. Port commissioners shall not personally make hosting expenditures, or seek reimbursement therefor, except where specific authorization of such expenditures has been approved in advance by the port commission, per RCW 53. 36.140.
5. The Port Commissioners, officials and employees authorized to make expenditures for promotional hosting shall be reimbursed subject to the following:
  - a. In filing claims for reimbursement, an official form approved by the Division of Municipal Corporation of the State Auditor shall be used, as approved by the Port Auditor.
  - b. Such forms shall have attached such receipts, documents or other evidence to support the expenditures.
  - c. The date and location of the hosting, name and affiliation of the person or persons hosted and the reason for the hosting shall be specified. In situations where confidentiality is important to individuals involved in a transaction, details relating to the meeting will be forwarded by internal memorandum to the Controller to be maintained in a separate file and may be omitted from the expense reimbursement form.
  - d. Any travel specific hosting claims made by Port Commissioners, officials

- and employees must be in accordance with Port Travel Policies.
- e. The approved reimbursement shall be made by a warrant approved at a Commission meeting.
  - f. Promotional hosting expenditures up to \$5,000.00 may be approved by the Executive Director. All expenditures over \$5,000.00 require prior Port Commission approval.

**PORT OF KINGSTON  
KITSAP COUNTY, WASHINGTON**

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Steve Heacock, Commissioner

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

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Laura Gronnvoll, Commissioner

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Mary McClure, Commissioner