



Serving what matters today, with a view for tomorrow.

Port of Kingston Board of Commissioners Regular Meeting Agenda

February 22nd, 2023, at 6:30 p.m.

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

A. In Person:
Village Green Community Center
26159 Dulay Rd NE
Kingston, WA 98346

B. Virtual via Zoom:
Join Zoom Meeting
[https://us02web.zoom.us/Regular Meeting](https://us02web.zoom.us/RegularMeeting)
Meeting ID: 822 2125 3855
Dial by your location
1 253 215 8782 US (Tacoma)

Welcome to the February 22nd, 2023, 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**



Serving what matters today, with a view for tomorrow.

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

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 January 24th, 2023, Work Session Meeting Minutes
- B. Approve January 25th, 2023 Regular Meeting Minutes
- C. Approve January 31st, 2023, Work Session Meeting Minutes
- D. Approve February 7th, 2023 Work Session Meeting Minutes
- E. Approve February 14th, 2023 Work Session Meeting Minutes
- F. Approve February 21st, 2023 Work Session Meeting Minutes
- G. Approve January 2023 Warrants and EFT Payments

6. ACTION ITEMS

- A. Memo to Commission – Sick Leave Accrual
- B. Memo to Commission – Exempt Employee Timecard Reporting

7. DISCUSSION ITEMS

8. FINANCIAL REPORT

- A. Audit update
- B. 2022 Financial Report
- C. January 2023 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



Serving what matters today, with a view for tomorrow.

12. NEXT REGULAR MEETING: Wednesday March 22nd 2023, at 1:00 p.m. Hybrid Village Green Community Center 26159 Dulay Rd NE Kingston, WA 98346

13. ADJOURN



Serving what matters today, with a view for tomorrow.

**PORT OF KINGSTON
COMMISSION WORK SESSION
January 24th , 2023; 8:30 a.m. – 10:30 p.m.**

NAME		INI.	EMAIL	TELEPHONE	CELLULAR
Regular Attendees					
Greg Englin	<input checked="" type="checkbox"/>		grege@portofkingston.org		
Steve Heacock	<input checked="" type="checkbox"/>		steveh@portofkingston.org		
Laura Gronnvoll	<input checked="" type="checkbox"/>		laurag@portofkingston.org		
Mary McClure	<input checked="" type="checkbox"/>		marymc@portofkingston.org		
Audra Trainer	<input type="checkbox"/>		audrat@portofkingston.org		
Kris Williams	<input checked="" type="checkbox"/>		krisw@portofkingston.org		
Marc Horton	<input checked="" type="checkbox"/>				
Guests					
Rita Nicholson	<input checked="" type="checkbox"/>				

CALL TO ORDER

Commissioner Heacock called the meeting to order at 8:30AM

Discussion Items:

1. December 2022 Financials
2. Legislative Session Letter
 - Provide Port's priorities
 - Send to -
 - Kitsap Transit
 - WSF
 - DOT
 - Patty Murray
 - Maria Cantwell
3. Kitsap County Comprehensive Plan
 - KCAC focusing on
 - Land Use
 - Transportation
 - Affordable housing
 - Marc Horton suggested focusing on the Sub-area plan
4. Chamber of Commerce
 - Chamber is doing well, they are solvent
 - Exceeded 100 paying members



Serving what matters today, with a view for tomorrow.

5. Audit –

- Executive Director Englin stated the Audit went well, no findings

NEXT WORK SESSION: Tue, January 31st, 2023, at 8:30 AM – Port of Kingston 2nd Floor Conference room

NEXT REGULAR SESSION: Wed, January 25th, 2023, at 1:00pm at the Village Green Community Center

ADJOURN –

Steve Heacock, Commissioner

Attest

Mary McClure, Commissioner

Laura Gronnvoll, Commissioner



Serving what matters today, with a view for tomorrow.

PORT OF KINGSTON
REGULAR MEETING
 December 14th, 2022; 6:30pm
Meeting Minutes

NAME	INI	EMAIL	TELEPHONE	CELLULAR
Regular Attendees				
Greg Englin	<input checked="" type="checkbox"/>	grege@portofkingston.org		
Steve Heacock	<input checked="" type="checkbox"/>	steveh@portofkingston.org		
Laura Gronnvoll	<input checked="" type="checkbox"/>	laurag@portofkingston.org		
Mary McClure	<input checked="" type="checkbox"/>	marymc@portofkingston.org		
Audra Trainer	<input checked="" type="checkbox"/>	audrat@portofkingston.org		
Kris Williams	<input type="checkbox"/>	krisw@portofkingston.org		
Torey Grandt	<input checked="" type="checkbox"/>	toreyg@portofkingston.org		
Ray Carpenter	<input type="checkbox"/>	rayc@portofkingston.org		
Marc Horton	<input checked="" type="checkbox"/>	mhorton@washingtonprojectconsultants.com		
Rose Orcutt	<input checked="" type="checkbox"/>	rose@portofkingston.org		
Public Attendees				
Beverly Parsons	<input checked="" type="checkbox"/>			
Mark Ryan	<input checked="" type="checkbox"/>			
Tony Hitchman	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>			
Guest Speaker				
	<input type="checkbox"/>			

1. Call to Order - Commissioner Heacock called the meeting to order at 1:15pm
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA Motion to approve agenda Moved: Commissioner McClure Second: Commissioner Gronnvoll Vote: Pass 3-0
4. PUBLIC COMMENT Commissioner Heacock acknowledged Beverly Parsons and Mark Ryan
5. CONSENT AGENDA A. Approve December 14 th , 2022, Regular Meeting Minutes B. Approve January 3 rd , 2023, Work Session Meeting Minutes



Serving what matters today, with a view for tomorrow.

- C. Approve January 10th , 2023, Work Session Meeting Minutes
- D. Approve December 2022 Warrants and EFT Payments

Motion: Accept the Consent Agenda
 Moved: Commissioner Gronnvoll
 Second: Commissioner McClure
 Vote: Pass 3-0

6. Officer Adoption -

Presiding Commission Chair Heacock announced that part of the regular rotation schedule, the Commission will adopt new positions for 2023.

For the year 2023, the following platforms will be used.

Commissioner McClure will serve as Chair, Commissioner Gronnvoll will serve as Vice Chair, and Commissioner Heacock will serve as Secretary.

7. Action Items

N/A

8. Discussion Items

- Legislative Session Letter from Commission
 - Items we are asking the legislature to consider funding
 - SR 104 holding lane and active traffic management system \$1.8M
 - County has \$1.4M, we are asking the legislature for \$400,000 and an additional \$200-\$300,000 for environmental mitigation
 - Traffic control funded through Washington State Patrol
 - SR 104 realignment project – estimated some years ago at \$18.5M
 - Infrastructure for the electrification of the ferry system
 - Fund assessment of Kingston terminal earthquake/seismic resilience
 - Share the letter with the 5 agencies we've partnered with
 - Washington State ferry
 - Kitsap Transit
 - Kitsap County
 - Washington State DOT
 - Washington State Patrol
 - Share draft with Commissioners and will Submit by Tuesday January 30, 2023
- County Comprehensive Plan
 - Overarching effort throughout Kitsap County
 - Series of Open Houses in February to discuss alternatives
 - Changes being considered –
 - Comprehensive Plan which includes the Sub-area plan
 - Comp Plans will be updated every 10 years going forward
 - Looking at Urban Growth area definition
 - Discussing height restrictions



Serving what matters today, with a view for tomorrow.

- Comp Plan includes –
 - Capital facilities
 - Reclassification of land use
 - Development regulations – land use code
- We are requesting the following -
 - Change the goals and policies under the economic development
 - Transportation
 - Land use
- KCAC advisory committee is considering all aspects of the Comp Plan
- Outcomes we might entertain
 - Proactively encourage commercial development in Kingston
 - Increase the expectations for job creation
 - Promote aggressive goals and policies in Kingston
 - Promote tourism
- Will continue to discuss at Work Session meetings on Tuesday mornings through the beginning of March
- Kitsap County website to review the Comprehensive Plan at www.kitsapgov.com/dcd/Pages/Kitsap_County_Comprehensive_Plan.aspx

9. FINANCIAL REPORT

- Next month with Year end results
- Will publish all results from state Audit on the website
 - Audra and Staci have done an extraordinary job
 - Commissioner Heacock will provide the outcome of the audit next Tuesday at the Work Session
- In the future, we will include a Financial summary on the website. We will work with the Commission to determine what will be shared in the summary.
- We will be updating the Cash Flow models to provide more information for decision making

10. PUBLIC COMMENT

- Beverly Parsons stated she is very pleased the Port is working with the County on the Comprehensive Plan. She appreciates the Commissioners working on the issues.
- Mark Ryan asked about the permit for the tree removal for the Toth property
 - ED Englin stated it is under review at the County, waiting for response

11. COMMISSION REPORT

Commissioner Gronnvoll –

- Attended the Kiwanis Club meeting
- Attended the Chamber “After Hours”

Commissioner Heacock –

- Attending several subcommittee meetings for Comp Plan
 - Transportation
 - Land Use and Environment
- Involvement with Parks, Trails, and Open Space with KCAC



Serving what matters today, with a view for tomorrow.

Commissioner McClure –

- Will be attending the Kitsap All Ports meeting next Monday January 30th

12. STAFF REPORTS

Torey Grandt –

- After the freeze, the maintenance team is removing and replacing the damaged concrete on guest docks beginning Feb 6th
- Christmas lights taken down
- February Edmonds Yacht Club

Audra Trainer – Controller

- Goal setting with team
- Line of business reporting
 - Will share with the Commission as soon as it is complete

Rose Orcutt – Customer Coordinator

- Working hard on all the beginning of the year projects – wait list, moorage agreements
- Ashley is working on retention, moving to electronic files
- 33 Yacht clubs booked for the season
- Working diligently on compliance – registration (30), insurance (2)
- Excited that audit is complete and we can start working improvement projects

ED Englin – Executive Director

- Chamber is doing extraordinarily well
- Kaili is doing a great job
- Over 100 paying members
- Financial solvent, able to save for reserves
- Taken over the concerts in the Cove

Marc Horton

- Working with ED Englin
 - Commercial development proposal
- Location and design of new restroom
- RCO grant for transient floats
 - May need to obtain shoreline permit
- Commissioner Gronnvoll asked if there is any concern with the timeline for the RCO grant
 - Marc stated we are behind; however, they are usually generous in extending their timeline
 - The location has created a “change”

13. ADJOURN

Commissioner McClure adjourned the meeting at 2:12pm



Serving what matters today, with a view for tomorrow.

NEXT REGULAR SESSION: Wed, February 22nd , 2023, at 6:30PM Village Green Community Center

Steve Heacock, Commissioner

Attest: _____
Greg Englin, Executive Director

Mary McClure Commissioner

Laura Gronnvoll, , Commissioner

DRAFT



Serving what matters today, with a view for tomorrow.

**PORT OF KINGSTON
COMMISSION WORK SESSION
January 31st , 2023; 8:30 a.m. – 10:30 p.m.**

NAME		INI.	EMAIL	TELEPHONE	CELLULAR
Regular Attendees					
Greg Englin	<input checked="" type="checkbox"/>		grege@portofkingston.org		
Steve Heacock	<input checked="" type="checkbox"/>		steveh@portofkingston.org		
Laura Gronnvoll	<input checked="" type="checkbox"/>		laurag@portofkingston.org		
Mary McClure	<input checked="" type="checkbox"/>		marymc@portofkingston.org		
Audra Trainer	<input type="checkbox"/>		audrat@portofkingston.org		
Kris Williams	<input checked="" type="checkbox"/>		krisw@portofkingston.org		
Marc Horton	<input type="checkbox"/>				
Guests					
	<input type="checkbox"/>				

CALL TO ORDER

Commissioner Heacock called the meeting to order at 8:30AM

Discussion Items:

1. Reviewed KCAC Work Plan
 - Greg is meeting with Tim Davis from the Transportation committee on Thursday
2. Legislative letter
 - Will provide updated letter by end of Tuesday
3. Reviewed Marc Horton’s Outline of the Kitsap County Comprehensive Plan
4. Committees / Meetings
 - Mary will follow up with Alina regarding the Ferry advisory
 - Transportation Committee is meeting Thursday February 2nd at 5:00pm Village Green
 - Commissioners will send a list of the meetings each attends
5. Tim from Chmelik, Sitkin & Davis presented OPMA and Public records training. He is sending the presentation to Greg. Greg will forward to Commissioners.

NEXT WORK SESSION: Tue, February 7th, 2023, at 8:30 AM – Port of Kingston 2nd Floor Conference room

NEXT REGULAR SESSION: Wed, February 22nd , 2023, at 6:30pm at the Village Green Community Center



PORT OF KINGSTON

Serving what matters today, with a view for tomorrow.

ADJOURN –

Steve Heacock, Commissioner

Attest

Mary McClure, Commissioner

Laura Gronnvoll, Commissioner

DRAFT



Serving what matters today, with a view for tomorrow.

**PORT OF KINGSTON
COMMISSION WORK SESSION
February 7th, 2023; 8:30 a.m. – 10:30 p.m.**

NAME		INI.	EMAIL	TELEPHONE	CELLULAR
Regular Attendees					
Greg Englin	<input checked="" type="checkbox"/>		grege@portofkingston.org		
Steve Heacock	<input checked="" type="checkbox"/>		stevhe@portofkingston.org		
Laura Gronnvoll	<input checked="" type="checkbox"/>		laurag@portofkingston.org		
Mary McClure	<input checked="" type="checkbox"/>		marymc@portofkingston.org		
Audra Trainer	<input type="checkbox"/>		audrat@portofkingston.org		
Kris Williams	<input checked="" type="checkbox"/>		krisw@portofkingston.org		
Marc Horton	<input type="checkbox"/>				
Guests					
	<input type="checkbox"/>				

CALL TO ORDER

Commissioner McClure called the meeting to order at 8:45AM

Discussion Items:

1. ED Englin reviewed current status of Kitsap County Comprehensive Plan
 - Actively preserve and promote economic development
 - County needs to address the population increase that Arborwood will cause
 - ED Englin recommends KCAC review the county document
 - Deadlines for feedback are due in March
 - Marc Horton –
 - Downtown corridor – encourage store front, but not specify types of commercial
 - Tim Davis asked if underground parking will be required
 - Commissioner Heacock stated developers will be required to include/create parking in design, not specifically underground
 - Planning should include potential incorporation in the future
 - Key Points
 - Complete Streets plan visuals
 - Overlay of storefront district on 104 and Main and downtown
 - UGA’s from County plan send to commissioners
 - Model has changed
 - Incentive mixed and exchange for extra story
 - Sidewalks and bikes quality of life connectivity



Serving what matters today, with a view for tomorrow.

- Role of tourism travelers and residents are intertwined and related not mutually exclusive and we serve all of them
- Geography
- Strategies for supporting locally owned businesses
- Integrate Complete Streets
- Changing economic and social structure
- Parking issue – solutions
- More employment allocation
- Need commercial and regional traffic
- Inputs into economic vitality
- Not either or commercial residential
- Socialized locally because less going into work and what that serves for your lifestyle

NEXT WORK SESSION: Tue, February 14th, 2023, at 8:30 AM – Port of Kingston 2nd Floor Conference room

NEXT REGULAR SESSION: Wed, February 22nd, 2023, at 6:30pm at the Village Green Community Center

ADJOURN –

Steve Heacock, Commissioner

Attest

Mary McClure, Commissioner

Laura Gronnvoll, Commissioner



Serving what matters today, with a view for tomorrow.

**PORT OF KINGSTON
COMMISSION WORK SESSION
February 14th, 2023; 8:30 a.m. – 10:30 p.m.**

NAME		INI.	EMAIL	TELEPHONE	CELLULAR
Regular Attendees					
Greg Englin	<input checked="" type="checkbox"/>		grege@portofkingston.org		
Steve Heacock	<input checked="" type="checkbox"/>		steveh@portofkingston.org		
Laura Gronnvoll	<input checked="" type="checkbox"/>		laurag@portofkingston.org		
Mary McClure	<input checked="" type="checkbox"/>		marymc@portofkingston.org		
Audra Trainer	<input type="checkbox"/>		audrat@portofkingston.org		
Kris Williams	<input checked="" type="checkbox"/>		krisw@portofkingston.org		
Marc Horton	<input type="checkbox"/>				
Guests					
	<input type="checkbox"/>				

CALL TO ORDER

Commissioner McClure called the meeting to order at 8:40AM

Discussion Items:

1. ED Englin provided Sail Kingston Cove Update
2. ED Englin shared Kitsap County Comprehensive Plan update
 - ED Englin reviewed items for submission to the county
 - ED Englin is meeting with the Suquamish and S’Klallam Tribes next week.

NEXT WORK SESSION: Tue, February 21st, 2023, at 8:30 AM – Port of Kingston 2nd Floor Conference room

NEXT REGULAR SESSION: Wed, February 22nd, 2023, at 6:30pm at the Village Green Community Center

ADJOURN –

Steve Heacock, Commissioner

Attest



PORT OF KINGSTON

Serving what matters today, with a view for tomorrow.

Mary McClure, Commissioner

Laura Gronnvoll, Commissioner

DRAFT



**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 **\$90,915.07** from the Port of Kingston, Marina Revenue Fund, the 12th day of January 2023.

Mary McClure, Commissioner

Laura Gronnvoll, Commissioner

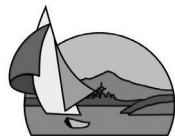
Steve Heacock, Commissioner

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, Finance Director

Date	Warrant	Amount	Vendor
1/12/2023	36265	\$301.65	Rick & Kim Wood
1/12/2023	36266	\$200.00	Kingston Christain Church
1/12/2023	36268	\$592.00	ASSOCIATED INDUSTRIES OF THE INLAND NW
1/12/2023	36269	\$39.99	CAPITAL ONE TRADE CREDIT
1/12/2023	36270	\$855.52	COMCAST
1/12/2023	36271	\$200.00	Jim Dent
1/12/2023	36272	\$59.15	GRAINGER
1/12/2023	36273	\$316.25	GREG ENGLIN
1/12/2023	36274	\$720.34	HENDERSON MARINE SUPPLY, INC.
1/12/2023	36275	\$968.37	HENERY HARDWARE
1/12/2023	36276	\$820.00	KINGSTON CHAMBER OF COMMERCE
1/12/2023	36277	\$4,095.78	KITSAP BANK VISA
1/12/2023	36278	\$1,800.71	Kitsap Tractor & Equipment
1/12/2023	36279	\$1,885.42	KPUD- KITSAP PUBLIC UTILITY
1/12/2023	36280	\$136.50	KRISTIN WILLIAMS
1/12/2023	36281	\$157.36	LAURA GRONNVOLL
1/12/2023	36282	\$296.00	MARY MCCLURE
1/12/2023	36283	\$359.57	MCMaster-CARR
1/12/2023	36284	\$357.65	NEXTLEVEL INTERNET, INC.
1/12/2023	36285	\$1,078.35	NORTHERN ASPHALT
1/12/2023	36286	\$2,789.60	OLYMPIC ESD 114
1/12/2023	36287	\$140.10	OLYMPIC SPRINGS, INC.
1/12/2023	36288	\$265.00	PACIFIC COAST CONGRESS OF HARBORMASTERS
1/12/2023	36289	\$17.91	PACIFIC OFFICE AUTOMATION
1/12/2023	36290	\$32,959.99	PETROCARD INC
1/12/2023	36291	\$6,768.00	PUGET SOUND ENERGY
1/12/2023	36292	\$502.00	RELIABLE STORAGE
1/12/2023	36293	\$334.34	S-NET COMMUNICATIONS INC
1/12/2023	36294	\$227.32	SEATTLE MARINE & FISHING SUPPLY
1/12/2023	36295	\$976.98	SJ GRAPHICS CORP.
1/12/2023	36296	\$893.00	SOUND PUBLISHING, INC.
1/12/2023	36297	\$545.62	STAR RENTALS INC.
1/12/2023	36298	\$19,098.45	STATE AUDITOR'S OFFICE
1/12/2023	36299	\$126.95	TACOMA SCREW PRODUCTS
1/12/2023	36300	\$21.12	Torey Grandt
1/12/2023	36301	\$2,379.42	ULINE
1/12/2023	36302	\$550.00	USDA-APHIS WILDLIFE SERVICES
1/12/2023	36303	\$2,280.00	WASHINGTON PROJECT CONSULTANTS, PLLC
1/12/2023	36304	\$3,200.00	WASHINGTON PUBLIC PORTS ASSOCIATION
1/12/2023	36305	\$1,444.63	WASTE MANAGEMENT
1/12/2023	36306	\$154.03	WESTBAY AUTO PARTS

\$90,915.07



**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 **\$78,683.19** from the Port of Kingston, Marina Revenue Fund, the 25th day of January 2023.

Mary McC lure, Commissioner

Laura Gronnvoll, Commissioner

Steve Heacock, 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, Finance Director

Date	Warrant	Amount	Vendor
1/25/2023	36307	\$200.00	Clint Boxman
1/25/2023	36308	\$250.33	Rick Rodda
1/25/2023	36309	\$1,947.97	WA Construction Service Health Trust
1/25/2023	36310	\$795.95	Amazon Capital Services
1/25/2023	36311	\$327.60	CRAIN PEST CONTROL, LLC
1/25/2023	36312	\$470.05	GRAINGER
1/25/2023	36313	\$3,160.86	KITSAP COUNTY PUBLIC WORKS
1/25/2023	36314	\$1,932.57	LAURA GRONNVOLL
1/25/2023	36315	\$1,640.46	NORTHWEST PARKING EQUIPMENT COMPANY
1/25/2023	36316	\$1,029.88	PAPE MATERIAL HANDLING
1/25/2023	36317	\$119.03	PENINSULA HEATING & COOLING
1/25/2023	36318	\$41.67	PREMIER RENTALS LLC
1/25/2023	36319	\$7,642.53	PUGET SOUND ENERGY
1/25/2023	36320	\$24,038.30	REGENCE BLUESHIELD
1/25/2023	36321	\$19,610.72	SME SOLUTIONS LLC
1/25/2023	36322	\$1,520.00	SOUND PUBLISHING, INC.
1/25/2023	36323	\$10,855.35	STATE AUDITOR'S OFFICE
1/25/2023	36324	\$663.61	ULINE
1/25/2023	36325	\$696.31	VERIZON WIRELESS
1/25/2023	36326	\$1,740.00	WENZLAU ARCHITECTS, PS
		<hr/> \$78,683.19 <hr/>	



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, Finance Director/Port Auditor

Date

Date	Claimant	Amount	Purpose	Cash Transmittal
01/03/2023	Columbia Bank	\$1,141.91	Payroll	R00213704
01/05/2023	PCS Merchant Services	\$346.98	CC Fees - Fuel	R00213827
01/05/2023	Global Payment Systems	\$7,456.26	CC Fees - Office	R00213824
01/05/2023	Gravity Payments	\$852.57	CC Fees - Parking	R00213825
01/06/2023	Columbia Bank	\$1,280.40	Payroll	R00213861
01/10/2023	Washington State DRS	\$450.00	DCP	R00213947
01/13/2023	Washington State DRS	\$7,714.62	PERS Company	R00214058
01/19/2023	Columbia Bank	\$40,915.01	Payroll 01/01 to 01/15	R00214181
01/19/2023	Columbia Bank	\$5,406.12	Payroll	R00214182
01/26/2023	Washington State DRS	\$700.00	DCP	R00214415
01/26/2023	Washington State DOR	\$4,834.07	Excise Taxes	R00214418
01/30/2023	Department of L&I	\$5,269.49	L&I Taxes	R00214489
		<u>\$76,367.43</u>		

Steve Heacock, Commissioner

Laura Gronnvoll, Commissioner

Mary McClure, Commissioner

I, the undersigned, do hereby certify under penalty or 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, Finance Director/Port Auditor

PORT OF KINGSTON

DATE: February 22, 2023
TO: Port of Kingston Commission
FROM: Greg Englin – Executive Director
SUBJECT: Sick Leave Accrual

Background:

At the December 14, 2022 Regular Meeting, Finance Director, Audra Trainer, presented upcoming changes to the Employee Handbook to include an increase of Sick Accrual to three weeks/year and increasing PTO carryover to 200 hours to the next year.

Action:

This signed memo directs Port staff to increase accrual of three weeks of Sick Leave per year retroactively beginning January 1, 2023.

DocuSigned by:
Greg Englin
012B20520BCB48D
Greg Englin, Executive Director 2/17/2023

PORT OF KINGSTON

DATE: February 22, 2023
TO: Port of Kingston Commission
FROM: Greg Englin – Executive Director
SUBJECT: Workers Compensation Insurance Reportable Hours and Timecards for Salaried (Exempt) Employees

Background:

In a memo to the Commission dated November 17, 2022, Budget Analyst, Staci Hebert, recommended beginning January 1, 2023, for all salaried employees, the Port change the L&I reporting option to the “assumed full-time” method. This method reports 160 assumed hours worked per month for each salaried employee instead of the actual hours worked. Staci also recommended salaried employees no longer complete timecards unless they are reporting sick, vacation, or floating holiday time for payroll, which would require an update to the employee handbook, section Time Cards - 13.20.

Action:

This signed memo directs Exempt Port Staff to submit Time Cards when reporting Sick leave, Vacation, or floating holiday time for payroll.

DocuSigned by:
Greg Englin
0128208208CB49D...
Greg Englin, Executive Director 2/17/2023

**PORT OF KINGSTON
BALANCE SHEET
FOR THE PERIOD ENDING DECEMBER 31, 2022**

	ACTUAL DEC 2022*	ACTUAL DEC 2021	CHG
ASSETS			
Current Assets			
Cash and cash equivalents	2,458,320	2,184,344	273,976
Accounts receivable	181,542	91,296	90,246
Grants receivable	11,595	-	11,595
Current portion of lease receivable	158,890	-	158,890
Taxes receivable	6,013	6,542	(529)
Inventory	59,859	50,751	9,108
Prepaid expenses	114,861	81,700	33,161
Total Current Assets	2,991,080	2,414,633	576,447
Noncurrent Assets			
Lease receivable	2,192,775	-	2,192,775
Net pension asset	272,707	558,747	(286,040)
Total Noncurrent Assets	2,465,482	558,747	1,906,735
Capital Assets			
Buildings and Structures			
Gen and Admin	541,656	-	541,656
Marina Boat Launch	39,817	-	39,817
Real Estate	525,083	-	525,083
Parks	162,174	-	162,174
Terminal Facility	1,570,686	-	1,570,686
Total Buildings and Structures	2,839,416	8,140,106	(5,300,689)
Construction in Progress	92,130	36,688	55,442
Land			
Gen and Admin	373,874	-	373,874
Real Estate	563,914	-	563,914
Parks	432,276	-	432,276
Parking	500,992	-	500,992
Total Land	1,871,056	1,948,064	(77,009)
Machinery and Equipment			
Gen and Admin	122,621	-	122,621
Marina Perm Moorage	87,831	-	87,831
Marina Guest Moorage	29,858	-	29,858
Marina Fuel	45,584	-	45,584
Marina Boat Launch	15,320	-	15,320
Real Estate	9,122	-	9,122
Parks	41,849	-	41,849
Parking	31,443	-	31,443
Total Machinery and Equipment	383,628	274,241	109,388

*unaudited

**PORT OF KINGSTON
BALANCE SHEET
FOR THE PERIOD ENDING DECEMBER 31, 2022**

	ACTUAL DEC 2022*	ACTUAL DEC 2021	CHG
Marina			-
Marina Perm Moorage	5,967,769	-	5,967,769
Marina Guest Moorage	692,974	-	692,974
Marina Fuel	412,409	-	412,409
Marina Boat Launch	95,719	-	95,719
Marina Fishing Pier	46,281	-	46,281
Total Marina	<u>7,215,151</u>	-	<u>7,215,151</u>
Other Improvements			-
Gen and Admin	32,237	-	32,237
Parks	1,251,807	-	1,251,807
Parking	2,823	-	2,823
Total Other Improvements	<u>1,286,867</u>	<u>3,356,656</u>	<u>(2,069,789)</u>
Total Capital Assets	13,688,248	13,755,754	(67,506)
Less: Accumulated Depreciation	<u>(6,412,167)</u>	<u>(6,065,442)</u>	<u>(346,725)</u>
Total Net Capital Assets	<u>7,276,081</u>	<u>7,690,312</u>	<u>(414,231)</u>
Total Assets Before Deferred Outflows	<u>12,732,642</u>	<u>10,663,692</u>	<u>2,068,950</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows - pensions	284,098	99,327	184,771
Deferred outflows - asset retirement obligation	103,294	123,810	(20,516)
Total Deferred Outflows	<u>387,392</u>	<u>223,137</u>	<u>164,255</u>
Total Assets	<u>13,120,034</u>	<u>10,886,829</u>	<u>2,233,205</u>
LIABILITIES			
Current Liabilities			
Accounts payable	122,428	44,720	77,708
Accrued taxes	46,151	43,520	2,631
Payroll liabilities	51,103	10,698	40,405
Unearned revenue	9,108	21,597	(12,489)
Tenant deposits	70,244	63,150	7,094
Current portion of compensated absences	3,501	-	3,501
Current portion of long-term unearned revenue	23,830	23,167	663
Current portion of long-term debt	62,000	61,000	1,000
Total Current Liabilities	<u>388,366</u>	<u>267,852</u>	<u>120,514</u>

*unaudited

**PORT OF KINGSTON
BALANCE SHEET
FOR THE PERIOD ENDING DECEMBER 31, 2022**

	ACTUAL DEC 2022*	ACTUAL DEC 2021	CHG
Noncurrent Liabilities			
Compensated absences	35,014	30,855	4,159
Long-term unearned revenue	1,183,631	1,207,461	(23,830)
Environmental remediation liability	117,000	114,000	3,000
Asset retirement obligation	171,754	168,883	2,871
Pension liability	157,289	53,234	104,055
General obligation bonds	637,000	699,000	(62,000)
Total Noncurrent Liabilities	2,301,688	2,273,433	28,255
Total Liabilities Before Deferred Inflows	2,690,053	2,541,285	148,769
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows - pensions	298,694	580,634	(281,940)
Deferred inflows - lease	2,351,665	-	2,351,665
Total Deferred Inflows	2,650,359	580,634	2,069,725
Total Liabilities	5,340,412	3,121,918	2,218,494
EQUITY			
Restricted for net pension asset	268,215	121,534	146,681
Committed	1,482,638	1,258,892	223,746
Unrestricted	6,028,769	6,384,484	(355,716)
Total Equity	7,779,622	7,764,911	14,711
Total Liabilities and Equity	13,120,034	10,886,829	2,233,205

*unaudited

PORT OF KINGSTON
INCOME STATEMENT YEAR-TO-DATE
FOR THE PERIOD ENDING DECEMBER 31, 2022

	<u>YTD ACTUAL</u> <u>DEC 2022*</u>	<u>YTD BUDGET</u> <u>DEC 2022</u>	<u>VAR</u>	<u>YTD ACTUAL</u> <u>DEC 2021</u>	<u>CHG</u>
OPERATING REVENUE					
Fuel Sales	875,724	848,833	26,890	700,926	174,798
Moorage - Guest	226,541	234,042	(7,501)	218,498	8,043
Moorage - Permanent	1,169,914	1,187,969	(18,055)	1,036,881	133,033
Moorage - Seasonal	77,123	87,010	(9,887)	104,547	(27,424)
Other Operating Income	30,310	9,215	21,095	6,896	23,414
Other Operating Service	40,427	59,801	(19,374)	55,009	(14,582)
Parking	483,625	338,691	144,934	377,172	106,454
Rental Property	218,033	280,861	(62,828)	278,531	(60,499)
Retail Sales	2,111	15,437	(13,327)	12,825	(10,714)
Utilities Income	56,777	51,484	5,293	90,177	(33,400)
TOTAL OPERATING REVENUE	<u>3,180,586</u>	<u>3,113,345</u>	<u>67,240</u>	<u>2,881,462</u>	<u>299,123</u>
COST OF GOODS SOLD	<u>741,623</u>	<u>621,693</u>	<u>(119,930)</u>	<u>570,155</u>	<u>171,467</u>
GROSS PROFIT	2,438,963	2,491,652	(52,689)	2,311,307	127,656
OPERATING EXPENSE					
Bank Charges	1,771	(10)	(1,781)	(487)	2,258
Commissioner Expense	63,027	52,572	(10,455)	54,758	8,269
Compensation and Benefits	1,376,580	1,400,251	23,671	1,049,123	327,457
Computer and Telecom	56,511	36,942	(19,570)	44,284	12,227
Equipment and Maintenance	100,434	118,421	17,987	51,784	48,650
Insurance and Taxes	142,040	134,200	(7,840)	115,929	26,111
Other Operating Expense	(152,840)	6,259	159,099	42,306	(195,146)
Professional Services	234,431	171,253	(63,178)	209,654	24,777
Promotional and Dues	71,985	61,827	(10,158)	61,170	10,815
Supplies	41,079	82,382	41,303	80,709	(39,630)
Travel and Training	19,450	38,886	19,435	9,211	10,239
Utilities	147,412	160,436	13,024	148,976	(1,564)
TOTAL OPERATING EXP BEFORE DEPR	<u>2,101,881</u>	<u>2,263,418</u>	<u>161,537</u>	<u>1,867,419</u>	<u>234,461</u>
NET OPERATING INCOME BEFORE DEPR	337,082	228,234	(214,226)	443,888	(106,805)
Depreciation and Amortization	<u>552,794</u>	<u>521,284</u>	<u>(31,510)</u>	<u>526,233</u>	<u>26,561</u>
NET OPERATING INCOME	(215,711)	(293,050)	(77,338)	(82,345)	(133,367)

*unaudited

PORT OF KINGSTON
INCOME STATEMENT YEAR-TO-DATE
FOR THE PERIOD ENDING DECEMBER 31, 2022

	<u>YTD ACTUAL DEC 2022*</u>	<u>YTD BUDGET DEC 2022</u>	<u>VAR</u>	<u>YTD ACTUAL DEC 2021</u>	<u>CHG</u>
OTHER INCOME					
Lindvog 104 Project	-	-	-	20,000	(20,000)
Operating Grants	2,655	-	2,655	8,170	(5,515)
Investment Income	14,041	4,103	9,938	3,945	10,096
Interest Income-Lease	72,365	-	72,365	-	72,365
Property Tax Receipts	222,414	222,291	123	221,124	1,290
Leasehold Excise Tax	2,781	2,293	489	3,691	(910)
Gain/Los Asset Dspstn	(68,393)	-	(68,393)	7,141	(75,534)
TOTAL OTHER INCOME	<u>245,863</u>	<u>228,686</u>	<u>17,176</u>	<u>264,071</u>	<u>(18,208)</u>
OTHER EXPENSE					
Interest Exp Rev Bond	-	-	-	-	-
Interest Exp GO Bond	24,035	27,938	3,903	25,514	(1,479)
Election Expense	-	-	-	4,010	(4,010)
Environmental expense	3,000	-	(3,000)	3,000	-
TOTAL OTHER EXPENSE	<u>27,035</u>	<u>27,938</u>	<u>903</u>	<u>32,524</u>	<u>(5,490)</u>
NET OTHER INCOME/EXPENSE	<u>218,828</u>	<u>200,749</u>	<u>18,080</u>	<u>231,547</u>	<u>(12,719)</u>
NET INCOME BEFORE CAPITAL GRANTS	3,117	(92,301)	95,418	149,202	(146,085)
Capital Grants	<u>11,595</u>	<u>-</u>	<u>11,595</u>	<u>-</u>	<u>11,595</u>
NET INCOME	<u><u>14,711</u></u>	<u><u>(92,301)</u></u>	<u><u>107,013</u></u>	<u><u>149,202</u></u>	<u><u>(134,490)</u></u>

*unaudited

PORT OF KINGSTON
INCOME STATEMENT ACTUAL BY MONTH
FOR THE PERIOD ENDING DECEMBER 31, 2022

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL 2022*
OPERATING REVENUE													
Fuel Sales	12,628	13,863	29,748	27,387	61,515	104,607	176,268	224,486	108,526	64,961	33,361	18,374	875,724
Moorage - Guest	11,513	6,401	10,118	14,648	18,824	23,639	39,528	39,489	32,918	14,855	7,815	6,795	226,541
Moorage - Permanent	97,189	97,942	97,769	97,053	97,904	97,098	97,682	97,652	97,948	96,851	97,911	96,915	1,169,914
Moorage - Seasonal	7,633	9,486	9,876	8,007	5,195	4,392	2,875	3,341	3,016	7,060	7,721	8,521	77,123
Other Operating Income	537	2,212	412	(1,859)	794	183	781	25,217	297	404	286	1,047	30,310
Other Operating Service	6,632	2,848	2,840	2,645	3,707	3,657	3,568	2,822	3,243	2,369	2,841	3,254	40,427
Parking	25,565	28,696	31,120	37,759	41,593	44,642	57,125	61,309	47,249	44,984	30,807	32,777	483,625
Rental Property	23,515	23,515	23,515	23,515	23,515	23,515	23,515	24,365	28,279	24,365	24,365	(47,944)	218,033
Retail Sales	43	45	86	78	53	117	514	406	449	153	100	68	2,111
Utilities Income	5,006	11,029	5,715	7,009	6,023	3,866	3,072	3,277	2,278	1,770	2,708	5,023	56,777
TOTAL OPERATING REVENUE	190,258	196,035	211,199	216,241	259,124	305,715	404,927	482,365	324,201	257,774	207,916	124,830	3,180,586
COST OF GOODS SOLD	10,141	11,131	20,779	20,085	47,180	89,538	155,919	201,355	96,255	52,078	31,378	5,782	741,623
GROSS PROFIT	180,117	184,903	190,419	196,156	211,944	216,177	249,008	281,010	227,947	205,695	176,538	119,048	2,438,963
OPERATING EXPENSE													
Bank Charges	770	135	73	78	66	285	16	65	286	286	(374)	86	1,771
Commissioner Expense	2,024	4,928	5,519	5,169	5,637	6,537	5,069	4,865	5,322	5,724	4,802	7,430	63,027
Compensation and Benefits	99,443	117,550	110,647	114,175	111,347	114,919	146,184	127,606	122,375	122,961	119,812	69,561	1,376,580
Computer and Telecom	2,556	8,601	2,926	4,166	1,448	7,511	2,163	4,156	8,541	4,400	4,487	5,555	56,511
Equipment and Maintenance	7,324	11,063	3,738	10,588	4,701	16,408	4,252	7,575	7,652	6,445	5,946	14,741	100,434
Insurance and Taxes	10,894	10,213	11,297	10,000	11,590	11,119	11,375	14,643	13,102	12,696	12,261	12,850	142,040
Other Operating Expense	511	524	502	502	502	2,677	502	502	502	502	502	(160,568)	(152,840)
Professional Services	9,907	10,933	13,808	13,675	10,660	13,328	13,080	46,591	18,047	16,791	18,734	48,876	234,431
Promotional and Dues	1,063	1,486	3,447	3,291	5,946	4,227	6,274	1,776	1,706	14,420	21,907	6,443	71,985
Supplies	3,380	4,710	1,251	1,187	1,707	6,925	6,633	1,827	3,623	3,339	1,109	5,388	41,079
Travel and Training	-	42	278	3,195	434	2,385	1,043	460	1,960	3,417	4,221	2,016	19,450
Utilities	12,511	25,796	10,818	11,728	8,284	10,128	7,631	15,898	7,400	16,105	7,921	13,192	147,412
TOTAL OPERATING EXP BEFORE DEPR	150,383	195,980	164,304	177,755	162,322	196,450	204,222	225,965	190,517	207,085	201,328	25,569	2,101,881
NET OPERATING INCOME BEFORE DEPR	29,734	(11,077)	26,116	18,400	49,622	19,727	44,785	55,044	37,430	(1,389)	(24,790)	93,479	337,082
Depreciation and Amortization	41,144	41,351	41,267	41,541	41,613	41,648	41,642	28,076	40,357	40,047	41,005	113,103	552,794
NET OPERATING INCOME	(11,410)	(52,428)	(15,151)	(23,141)	8,008	(21,921)	3,143	26,969	(2,927)	(41,436)	(65,795)	(19,624)	(215,711)

*unaudited

PORT OF KINGSTON
INCOME STATEMENT ACTUAL BY MONTH
FOR THE PERIOD ENDING DECEMBER 31, 2022

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL 2022*
OTHER INCOME													
Lindvog 104 Project	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating Grants	-	-	-	-	-	-	-	-	-	-	2,655	-	2,655
Investment Income	322	302	383	465	650	822	1,169	1,496	1,645	1,987	2,399	2,400	14,041
Interest Income-Lease	-	-	-	-	-	-	-	-	-	-	-	72,365	72,365
Property Tax Receipts	542	6,044	13,180	84,089	18,391	2,914	719	1,116	3,954	75,863	14,598	1,003	222,414
Leasehold Excise Tax	5	684	-	-	701	-	-	672	-	-	720	-	2,781
Gain/Los Asset Dspstn	-	-	-	-	-	-	-	(68,393)	-	-	-	-	(68,393)
TOTAL OTHER INCOME	869	7,030	13,563	84,555	19,741	3,737	1,888	(65,109)	5,600	77,850	20,372	75,767	245,863
OTHER EXPENSE													
Interest Exp Rev Bnd	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest Exp GO Bond	2,036	2,036	2,036	2,036	2,036	2,036	1,970	1,970	1,970	1,970	1,970	1,970	24,035
Election Expense	-	-	-	-	-	-	-	-	-	-	-	-	-
Environmental expense	-	-	-	-	-	-	-	-	-	-	-	3,000	3,000
TOTAL OTHER EXPENSE	2,036	2,036	2,036	2,036	2,036	2,036	1,970	1,970	1,970	1,970	1,970	4,970	27,035
NET OTHER INCOME/EXPENSE	(1,167)	4,995	11,527	82,519	17,705	1,701	(82)	(67,079)	3,630	75,880	18,402	70,797	218,828
NET INCOME BEFORE CAPITAL GRANTS	(12,577)	(47,433)	(3,624)	59,378	25,714	(20,220)	3,061	(40,110)	703	34,444	(47,393)	51,173	3,117
Capital Grants	-	-	-	-	-	-	-	-	-	-	-	11,595	11,595
NET INCOME	(12,577)	(47,433)	(3,624)	59,378	25,714	(20,220)	3,061	(40,110)	703	34,444	(47,393)	62,767	14,711

*unaudited

**PORT OF KINGSTON
BALANCE SHEET
FOR THE PERIOD ENDING JANUARY 31, 2023**

	ACTUAL JAN 2023*	ACTUAL JAN 2022*	CHG
ASSETS			
Current Assets			
Cash and cash equivalents	2,365,301	2,154,743	210,558
Accounts receivable	173,491	87,271	86,220
Grants receivable	11,595	-	11,595
Current portion of lease receivable	159,321	-	159,321
Taxes receivable	6,013	6,542	(529)
Inventory	46,795	40,845	5,951
Prepaid expenses	101,804	71,488	30,316
Total Current Assets	2,864,319	2,360,887	503,432
Noncurrent Assets			
Lease receivable	2,179,300	-	2,179,300
Net pension asset	272,707	558,747	(286,040)
Total Noncurrent Assets	2,452,006	558,747	1,893,260
Capital Assets			
Buildings and Structures			
Gen and Admin	541,656	-	541,656
Marina Boat Launch	39,817	-	39,817
Real Estate	525,083	-	525,083
Parks	162,174	-	162,174
Terminal Facility	1,570,686	-	1,570,686
Total Buildings and Structures	2,839,416	8,146,816	(5,307,400)
Construction in Progress	93,910	37,353	56,557
Land			
Gen and Admin	373,874	-	373,874
Real Estate	563,914	-	563,914
Parks	432,276	-	432,276
Parking	500,992	-	500,992
Total Land	1,871,056	1,948,064	(77,009)
Machinery and Equipment			
Gen and Admin	122,621	-	122,621
Marina Perm Moorage	87,831	-	87,831
Marina Guest Moorage	29,858	-	29,858
Marina Fuel	45,584	-	45,584
Marina Boat Launch	15,320	-	15,320
Real Estate	9,122	-	9,122
Parks	41,849	-	41,849
Parking	31,443	-	31,443
Total Machinery and Equipment	383,628	274,241	109,388

*unaudited

**PORT OF KINGSTON
BALANCE SHEET
FOR THE PERIOD ENDING JANUARY 31, 2023**

	ACTUAL JAN 2023*	ACTUAL JAN 2022*	CHG
Marina			-
Marina Perm Moorage	5,967,769	-	5,967,769
Marina Guest Moorage	692,974	-	692,974
Marina Fuel	412,409	-	412,409
Marina Boat Launch	95,719	-	95,719
Marina Fishing Pier	46,281	-	46,281
Total Marina	<u>7,215,151</u>	<u>-</u>	<u>7,215,151</u>
Other Improvements			-
Gen and Admin	32,237	-	32,237
Parks	1,251,807	-	1,251,807
Parking	2,823	-	2,823
Total Other Improvements	<u>1,286,867</u>	<u>3,356,656</u>	<u>(2,069,789)</u>
Total Capital Assets	13,690,028	13,763,130	(73,102)
Less: Accumulated Depreciation	(6,453,904)	(6,106,586)	(347,318)
Total Net Capital Assets	<u>7,236,124</u>	<u>7,656,544</u>	<u>(420,420)</u>
Total Assets Before Deferred Outflows	<u>12,552,450</u>	<u>10,576,178</u>	<u>1,976,272</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows - pensions	284,098	99,327	184,771
Deferred outflows - asset retirement obligation	109,097	123,810	(14,713)
Total Deferred Outflows	<u>393,195</u>	<u>223,137</u>	<u>170,058</u>
Total Assets	<u>12,945,645</u>	<u>10,799,315</u>	<u>2,146,330</u>
LIABILITIES			
Current Liabilities			
Accounts payable	29,154	26,776	2,378
Accrued taxes	19,543	15,995	3,548
Payroll liabilities	52,798	5,977	46,821
Unearned revenue	-	-	-
Tenant deposits	71,398	64,483	6,916
Current portion of compensated absences	3,501	-	3,501
Current portion of long-term unearned revenue	23,830	23,830	(0)
Current portion of long-term debt	62,000	62,000	-
Total Current Liabilities	<u>262,224</u>	<u>199,059</u>	<u>63,164</u>

*unaudited

**PORT OF KINGSTON
BALANCE SHEET
FOR THE PERIOD ENDING JANUARY 31, 2023**

	ACTUAL JAN 2023*	ACTUAL JAN 2022*	CHG
Noncurrent Liabilities			
Compensated absences	35,014	30,855	4,159
Long-term unearned revenue	1,181,650	1,204,872	(23,222)
Environmental remediation liability	117,000	114,000	3,000
Asset retirement obligation	179,655	168,883	10,772
Pension liability	158,345	50,679	107,666
General obligation bonds	637,000	698,000	(61,000)
Total Noncurrent Liabilities	2,308,663	2,267,289	41,375
Total Liabilities Before Deferred Inflows	2,570,887	2,466,348	104,539
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows - pensions	298,694	580,634	(281,940)
Deferred inflows - lease	2,338,620	-	2,338,620
Total Deferred Inflows	2,637,314	580,634	2,056,680
Total Liabilities	5,208,201	3,046,982	2,161,220
EQUITY			
Restricted for net pension asset	268,215	121,534	146,681
Committed	1,482,638	1,259,207	223,431
Unrestricted	5,986,591	6,371,593	(385,002)
Total Equity	7,737,444	7,752,334	(14,890)
Total Liabilities and Equity	12,945,645	10,799,315	2,146,330

*unaudited

PORT OF KINGSTON
INCOME STATEMENT YEAR-TO-DATE
FOR THE PERIOD ENDING JANUARY 31, 2023

	<u>YTD ACTUAL</u> <u>JAN 2023*</u>	<u>YTD BUDGET</u> <u>JAN 2023</u>	<u>VAR</u>	<u>YTD ACTUAL</u> <u>JAN 2022*</u>	<u>CHG</u>
OPERATING REVENUE					
Fuel Sales	13,218	14,757	(1,538)	12,628	591
Moorage - Guest	11,209	5,127	6,082	11,513	(304)
Moorage - Permanent	106,784	104,055	2,729	97,189	9,595
Moorage - Seasonal	11,971	14,640	(2,669)	7,633	4,338
Other Operating Income	1,186	264	922	537	650
Other Operating Service	5,314	5,942	(628)	6,632	(1,318)
Parking	34,413	26,919	7,495	25,565	8,849
Rental Property	18,051	24,420	(6,369)	23,515	(5,463)
Retail Sales	625	50	575	43	583
Utilities Income	7,808	7,714	94	5,006	2,802
TOTAL OPERATING REVENUE	<u>210,580</u>	<u>203,888</u>	<u>6,692</u>	<u>190,258</u>	<u>20,322</u>
 COST OF GOODS SOLD	 <u>13,493</u>	 <u>12,430</u>	 <u>(1,064)</u>	 <u>10,141</u>	 <u>3,352</u>
 GROSS PROFIT	 197,086	 191,458	 5,628	 180,117	 16,969
 OPERATING EXPENSE					
Bank Charges	108	74	(34)	770	(662)
Commissioner Expense	4,518	5,358	839	2,024	2,494
Compensation and Benefits	136,330	133,824	(2,506)	99,443	36,887
Computer and Telecom	3,805	2,580	(1,225)	2,556	1,249
Equipment and Maintenance	8,435	10,279	1,845	7,324	1,110
Insurance and Taxes	11,109	11,568	459	10,894	215
Other Operating Expense	502	502	-	511	(9)
Professional Services	14,111	14,863	752	9,907	4,203
Promotional and Dues	5,592	1,914	(3,678)	1,063	4,529
Supplies	6,533	2,542	(3,992)	3,380	3,154
Travel and Training	-	-	-	-	-
Utilities	12,248	14,308	2,060	12,511	(263)
TOTAL OPERATING EXP BEFORE DEPR	<u>203,291</u>	<u>197,811</u>	<u>(5,479)</u>	<u>150,383</u>	<u>52,908</u>
 NET OPERATING INCOME BEFORE DEPR	 (6,205)	 (6,353)	 11,108	 29,734	 (35,939)
 Depreciation and Amortization	 <u>43,835</u>	 <u>39,380</u>	 <u>(4,454)</u>	 <u>41,144</u>	 <u>2,690</u>
 NET OPERATING INCOME	 (50,039)	 (45,734)	 4,306	 (11,410)	 (38,629)

*unaudited

PORT OF KINGSTON
INCOME STATEMENT YEAR-TO-DATE
FOR THE PERIOD ENDING JANUARY 31, 2023

	<u>YTD ACTUAL</u> <u>JAN 2023*</u>	<u>YTD BUDGET</u> <u>JAN 2023</u>	<u>VAR</u>	<u>YTD ACTUAL</u> <u>JAN 2022*</u>	<u>CHG</u>
OTHER INCOME					
Lindvog 104 Project	-	-	-	-	-
Operating Grants	-	-	-	-	-
Investment Income	2,585	322	2,263	322	2,263
Interest Income-Lease	6,369	-	6,369	-	6,369
Property Tax Receipts	811	548	263	542	268
Leasehold Excise Tax	-	5	(5)	5	(5)
Gain/Los Asset Dspstn	-	-	-	-	-
TOTAL OTHER INCOME	<u>9,765</u>	<u>874</u>	<u>8,891</u>	<u>869</u>	<u>8,896</u>
OTHER EXPENSE					
Interest Exp Rev Bond	-	-	-	-	-
Interest Exp GO Bond	1,904	1,904	-	2,036	(132)
Election Expense	-	-	-	-	-
Environmental expense	-	-	-	-	-
TOTAL OTHER EXPENSE	<u>1,904</u>	<u>1,904</u>	<u>-</u>	<u>2,036</u>	<u>(132)</u>
NET OTHER INCOME/EXPENSE	<u>7,861</u>	<u>(1,030)</u>	<u>8,891</u>	<u>(1,167)</u>	<u>9,028</u>
NET INCOME BEFORE CAPITAL GRANTS	(42,178)	(46,763)	4,585	(12,577)	(29,601)
Capital Grants	-	-	-	-	-
NET INCOME	<u>(42,178)</u>	<u>(46,763)</u>	<u>4,585</u>	<u>(12,577)</u>	<u>(29,601)</u>

*unaudited

PORT OF KINGSTON
INCOME STATEMENT ACTUAL BY MONTH
FOR THE PERIOD ENDING JANUARY 31, 2023

	JAN	TOTAL 2023*
OPERATING REVENUE		
Fuel Sales	13,218	13,218
Moorage - Guest	11,209	11,209
Moorage - Permanent	106,784	106,784
Moorage - Seasonal	11,971	11,971
Other Operating Income	1,186	1,186
Other Operating Service	5,314	5,314
Parking	34,413	34,413
Rental Property	18,051	18,051
Retail Sales	625	625
Utilities Income	7,808	7,808
TOTAL OPERATING REVENUE	210,580	210,580
		-
COST OF GOODS SOLD	13,493	13,493
GROSS PROFIT	197,086	197,086
OPERATING EXPENSE		
Bank Charges	108	108
Commissioner Expense	4,518	4,518
Compensation and Benefits	136,330	136,330
Computer and Telecom	3,805	3,805
Equipment and Maintenance	8,435	8,435
Insurance and Taxes	11,109	11,109
Other Operating Expense	502	502
Professional Services	14,111	14,111
Promotional and Dues	5,592	5,592
Supplies	6,533	6,533
Travel and Training	-	-
Utilities	12,248	12,248
TOTAL OPERATING EXP BEFORE DEPR	203,291	203,291
NET OPERATING INCOME BEFORE DEPR	(6,205)	(6,205)
Depreciation and Amortization	43,835	43,835
NET OPERATING INCOME	(50,039)	(50,039)

*unaudited

PORT OF KINGSTON
INCOME STATEMENT ACTUAL BY MONTH
FOR THE PERIOD ENDING JANUARY 31, 2023

	JAN	TOTAL 2023*
OTHER INCOME		
Lindvog 104 Project	-	-
Operating Grants	-	-
Investment Income	2,585	2,585
Interest Income-Lease	6,369	6,369
Property Tax Receipts	811	811
Leasehold Excise Tax	-	-
Gain/Los Asset Dspstn	-	-
TOTAL OTHER INCOME	9,765	9,765
OTHER EXPENSE		
Interest Exp Rev Bnd	-	-
Interest Exp GO Bond	1,904	1,904
Election Expense	-	-
Environmental expense	-	-
TOTAL OTHER EXPENSE	1,904	1,904
NET OTHER INCOME/EXPENSE	7,861	7,861
NET INCOME BEFORE CAPITAL GRANTS	(42,178)	(42,178)
Capital Grants	-	-
NET INCOME	(42,178)	(42,178)

*unaudited