

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

April 26th, 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>
Meeting ID: 822 2125 3855
Dial by your location
1 253 215 8782 US (Tacoma)

Welcome to the April 26th, 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**

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 March 22nd, 2023 Regular Meeting Minutes
- B. Approve March 28th, Work Session Meeting Minutes
- C. Approve March 28th, 2023 Special Session Minutes
- D. Approve April 4th, 2023 Work Session Meeting Minutes
- E. Approve April 11th, 2023 Work Session Meeting Minutes
- F. Approve April 18th, 2023 Work Session Meeting Minutes
- G. Approve March 2023 Warrants **\$81,270.12** (\$10,740.14, \$2,380.02, \$38,432.66, \$29,717.30) and EFT Payments **\$109,722.15**

RECESS TO EXECUTIVE SESSION: *The Commission will now recess to Executive Session per RCW 42.30.110(1) (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.*

The Commission will be in Executive Session for 30 minutes.

Commissioner McClure: I call the Regular Meeting back to order

6. ACTION ITEMS

- A. Approve Severance Agreement
- B. Approve **RESOLUTION NO. 2023-04-25-01** Revised Employee Handbook

7. DISCUSSION ITEMS

- A. Sail Kingston Cove Presentation – Jerry Kirschner
- B. Commercial Development meeting
- C. Economic Development – Comprehensive Plan

8. FINANCIAL REPORT

9. PUBLIC COMMENT

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

10. COMMISSIONER REPORTS

11. STAFF REPORTS

12. NEXT REGULAR MEETING: Wednesday May 24th, 2023, at 1:00 p.m. Hybrid Village Green Community Center 26159 Dulay Rd NE Kingston, WA 98346

13. ADJOURN

PORT OF KINGSTON
REGULAR MEETING
March 22nd, 2023; 1:00pm
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 checked="" type="checkbox"/>	krisw@portofkingston.org		
Torey Grandt	<input type="checkbox"/>	toreyg@portofkingston.org		
Ray Carpenter	<input type="checkbox"/>	rayc@portofkingston.org		
Marc Horton	<input checked="" type="checkbox"/>	mhorton@washingtonprojectconsultants.com		
	<input type="checkbox"/>			
Guest Speaker				
Mike Chesmore	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>			

1. Call to Order - Commissioner McClure called the meeting to order at 1:03pm
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA Motion to approve agenda Moved: Commissioner Gronnvoll Second: Commissioner Heacock Vote: Pass 3-0
4. PUBLIC COMMENT A. Mike Chesmore <ul style="list-style-type: none"> Title grid – why was the title grid removed? Can we go back through documents to understand why it was removed. This could be revenue generating for the Port. This allows boaters to work on their vessels out of the water during low tide. Commissioner McClure mentioned this happened at the time they removed the boat yard/repair, in the mid to late 90's. We do not know why it was removed.

- Green Channel Marker – It is hard to see the green channel marker. Mike has asked the Coast Guard and Kitsap County. He is asking Commissioners to install a solar powered light.
- Boat launch area - The launch was donated by a member of the community. Why is the area closed off?
 - There have been events in the past that have required the area be closed off, the 4th of July, Fishing derby, etc. However, ED Englin stated he is unsure why it would be closed in early morning hours when boaters are going out to fish.

5. CONSENT AGENDA

- A.** Approve February 22nd , 2023, Regular Meeting Minutes
- B.** Approve February 28th, 2023 Work Session Meeting Minutes
- C.** Approve March 7th, 2023, Work Session Meeting Minutes
- D.** Approve March 14th, 2023 Work Session Meeting Minutes
- E.** Approve February 2023 Warrants (**\$46,174.81**) and EFT Payments (**\$113,080.95**)

Motion: Accept the Consent Agenda

Moved: Commissioner Heacock

Second: Commissioner Gronnvoll

Vote: Pass 3-0

6. Action Items

A. Approve – RESOLUTION NO. 2023-03-22-01 RESCIND RESOLUTION 2022-06-22-01 – UPDATE VISA ACCOUNTS

- Staff is asking Commission to approve transitioning credit cards to Umpqua Bank (after the merger with Columbia Bank). Nothing is changing regarding limits or staff members.
- Umpqua has a stronger online presence so it makes it easier for staff to reconcile all transactions.

Motion: Accept the Consent Agenda

Moved: Commissioner Gronnvoll

Second: Commissioner Heacock

Vote: Pass 3-0

B. Approve – RESOLUTION NO. 2023-03-22-02 AMENDING SEPA

- Under the most current resolution, the Port includes an appeal process for challenging the SEPA determination by the Port.
- Staff is recommending the added step of appealing to the Port commission be eliminated.
- Staff is recommending the Commission to approve the resolution amending the process from SEPA determinations.

- Commissioner Heacock explained the SEPA appeal and why it makes sense to remove the appeal process from the Commissioners and have the appeal process be directed to the Superior Court
- ED Englin stated this will expedite the process as well
- This is standard practice
- Commissioner Gronnvoll mentioned the incorrect title of the Resolution; Kris Williams will make correction

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

C. Employee Handbook

- The Commission approved the sick leave accrual and the carryover hours in December 2022, this reflects those changes
- Descriptions for Non-exempt and exempt employees are included
- This handbook is a living document and will be updated as needed
- Include in April’s Regular meeting agenda for approval

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

7. Discussion Items
 N/A

8. FINANCIAL REPORT

A. January and February 2023 Financial results – Audra Trainer, Finance Director

- Major changes to **Balance Sheet**
 - New accounts have been set up to match Budgetary, Accounting, and Reporting System (BARS) accounting for GAAP accounting
- Current Assets
 - Cash and Equivalent – Increased \$226,000 from this time last year.
 - Accounts Receivable – This includes taxes paid for fuel from 2018-2022, which we will be receiving a credit of \$178,000. We accrued for this at year end. Once the funds are received, they will increase cash and equivalents.

- Lease Receivable – Change in lease accounting. Total is booked as a receivable on the Balance Sheet. The current portion represents the principal payments we will receive in the next 12 months.
- Capital Assets
 - Did an audit of our capital assets throughout 2022.
 - Set up categories that match the Line of Business reporting that we are rolling out this year.
 - Building and Structures
 - Construction in Progress
 - Land
 - Machinery and Equipment
 - Marina
 - Other Improvements

Commissioner Gronnvoll asked what caused the variance between the Deferred Outflow – Pensions January to February.

Finance Director, Trainer, explained this is the Washington State Retirement Pension Fund - Participating Employer Financial Information (PEFI). This is a one-time year-end entry. The actual Net Pension liability increased from last year which caused our percentage of that liability to increase as well.

- Liabilities
 - Leases are now included on the balance sheet as deferred inflow. This is an Accounting standard

Commissioner McClure asked - what is the difference between the Deferred Outflow – Pensions and Deferred Outflow – Asset Retirement Obligation?

Finance Director, Trainer, the Deferred Outflow – Asset Retirement Obligation is our fuel tanks. That amount is set aside for future removal of the underground tanks. This amount is based on annual CPI.

- Non-current liabilities
 - Asset Retirement Obligation – FV of cost to remove current fuel tanks.
- Equity
 - Committed funds are those set aside in our Capital Funds Project fund with the County per resolution.

Income Statement

- **Operating Revenue**
 - Total Operating Revenue is \$408,799 resulting in Gross Profit of \$384,592 through February.

- Rental Property income of \$36,138 shows a variance of \$12,703 but this difference can be seen in Other Income – “Interest Income – Lease”. Again, this is the implementation of the new accounting standards for lease income.

- **Operating Expenses**

- Total Operating Expenses before depreciation totaled \$424,351.
 - Professional Services – This includes Credit Card Fees, which have increased significantly, totaling \$19K year-to-date. Global Systems runs about \$8,000 to \$9,000 per month.
 - Promotional and Dues – We paid the dues to the Kingston Chamber of \$15,000.

Net Operating (Loss) of (\$39,759) before deprecation year-to-date.

Net Operating (Loss) of (\$127,428) year-to-date.

Net Income (Loss) of (\$105,298) year-to-date.

We are currently in the off season. The second and third quarters are the strongest. Parking is growing steadily. Monthly parking is not growing as quickly as daily parking.

9. PUBLIC COMMENT

Mike Chesmore asked how much do we pay for the Christmas tree?

Commissioner Heacock answered \$200.

Mike Chesmore asked why we no longer have Net Pens in the marina.

The date of the Net pens is unknown.

Commissioner McClure asked if we could follow up on the Net Pens for future discussion.

ED Englin stated we will research the Net Pens

10. COMMISSION REPORT

Commissioner Gronnvoll –

Commissioner Gronnvoll attended the recent KCAC meeting where Eric Baler was presenting. The meeting was very informative. Good turnout.

She also attended the Chamber Luncheon that Eric Baker attended as well.

She appreciated hearing the presentation with different audiences and hearing different perspectives.

Commissioner Heacock –

Commissioner Heacock has been involved in several Sub Area Plans discussions. He also attended the KCAC meeting with Eric Baker. He has heard positive feedback regarding the small overlay of downtown / highway properties. These recommendations are to be included in the Environmental Impact Study, there are no decisions being made.

The plan is to work with KCAC to come up with cohesive concepts to recommend to the County. He is very appreciative of Mary's involvement in bringing the Port together with KCAC. Commissioner Heacock believes those involved are very positive about how we will come together. He believes incentives are the way to move forward. Commissioner McClure stated what an asset it is to have Steve Heacock, with all of his knowledge and passion.

Commissioner McClure -

Commissioner McClure also attended the KCAC meeting. That meeting lead to the meeting with KCAC, Stakeholder, and others scheduled for Tuesday March 28th.

She is also working with KEDA, they are voting on members prior to their quarterly meeting next week.

Commissioner McClure discussed ways we can create and nurture a small business support program in Kingstons with their primary small business person.

She will attend the Energy Summit March 30th hosted by Kitsap Transit.

Commissioner McClure has also been working with the Rotary (Clint Boxman) on the Regional Sports Complex. She and Clint met with Mayor Erickson of Poulsbo to discuss the fields they are working on in Poulsbo. Economic development is important as this type of facility will bring people to the area. There will need to be hotels, restaurants, etc.

11. STAFF REPORTS

Kris Williams –

- Currently researching different Marina software.
- Job postings for Seasonal Marina Attendant and Landscape Assistant
 - Commissioner McClure asked about (3 hr.) Sunday morning support for the Public Market

ED Greg Englin –

For Ray –

- Pressure washing the docks
- Prioritizing landscaping projects
- A few registration documents left
- Completed Rate analysis
- Queen City Yacht club, positive comments about Ray and staff
- 44 Yacht clubs booked for the season so far: almost double from 4 years ago
- Tent/Park events are being scheduled; tent permit submitted
- Waiting on permit for tree removal

Chamber of Commerce

- The Chamber of Commerce is organizing the Concerts in the Cove Series.
- They are also organizing the Wine & Brewfest for July 15 from 1-7PM

With regard to commercial development, we are evaluating utilities and infrastructure requirements to develop the Washington Blvd site. We have met with the County and contractors including our architect, Wenzlau & Associates, to keep the project moving forward.

We are also working with Charlie Wenzlau on the restroom design. Lastly, we have been working executing on the RCO grants for temporary guest moorage floats. We have run into some challenges regarding permitting and are working our way through the federal permitting process which involves the Army Corps of Engineers, National Marine Fisheries Services and US Fish & Wildlife Service. There is a new Conservation calculator implemented that has increased the cost of the projects significantly. More to follow on that. PNWA is aware and looking into the ramifications for us and others. Will send the information to WPPA as well.

Please review audio of meeting for details

12. ADJOURN

Commission adjourned the meeting at 2:45pm

NEXT REGULAR SESSION: Wed, April 26th, 2023, at 6:30 PM Village Green Community Center

Mary McClure, Commissioner

Attest: _____
Greg Englin, Executive Director

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner



Serving what matters today, with a view for tomorrow.

**PORT OF KINGSTON
COMMISSION WORK SESSION**

March 28th, 2023; 8:30 a.m. – 10:30 p.m.

NAME		EMAIL
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
Kris Williams	<input checked="" type="checkbox"/>	krisw@portofkingston.org
	<input type="checkbox"/>	
Guest		
Charlie Wenzlau	<input checked="" type="checkbox"/>	
Ron Karzmar	<input checked="" type="checkbox"/>	
Aaron Powell	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	

Discussion Items:

1. What will be discussed at the special meeting regarding the Kingston Sub Area Plan
 - Ron Karzmar suggested explaining to the community what it means to “pencil out”
 - Will there be tenants to fill in the available spaces after the project is complete?
 - “Convertible Space” - Once a parcel has been converted to residential, the chances of it reverting back to residential are unlikely.
 - Being a steward of the community is more important than turning a profit
 - Commissioner Heacock stated these recommendations will be reviewed and analyzed in the Environmental Impact Study, there are not final.
 - Charlie Wenzlau suggested a requirement for storefront in the downtown corridor and flexible beyond that. Main street should be mandatory to have commercial on the bottom floor.

Port of Kingston is inviting you to a scheduled Zoom meeting.

Topic: Work Session

Time: March 14th, 2023 08:30 AM Pacific Time (US and Canada)

Weekly: [https://us02web.zoom.us/j/98tyKuGhqTMrEtKTsh6FRpx5B4qgd_zwpiFBgdktwnWD_igqD0oHdYKvSoDE42C0EQ1nctoexQ9/ics?icsToken=98tyKuGhqTMrEtKTsh6FRpx5B4qgd_zwpiFBgdktwnWD_igqD0oHdYKvSoDE42C0EQ1nctoexQ9/ics?icsToken=98tyKuGhqTMrEtKTsh6FRpx5B4qgd_zwpiFBgdktwnWD_AR2NIHVZsdzY7x8BNfV](https://us02web.zoom.us/j/98tyKuGhqTMrEtKTsh6FRpx5B4qgd_zwpiFBgdktwnWD_igqD0oHdYKvSoDE42C0EQ1nctoexQ9/ics?icsToken=98tyKuGhqTMrEtKTsh6FRpx5B4qgd_zwpiFBgdktwnWD_AR2NIHVZsdzY7x8BNfV)

Join Zoom Meeting

<https://us02web.zoom.us/j/89781866272>

NEXT WORK SESSION: Tue, April 4th, 2023, at 8:30 AM – Port of Kingston 2nd Floor Conference Room

NEXT REGULAR SESSION: Wed, April 26, 2023 at 1:30pm at the Village Green Community Center

Mary McClure, Commissioner

Attest

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner



Serving what matters today, with a view for tomorrow.

PORT OF KINGSTON
COMMISSION WORK SESSION
 April 4th, 2023; 8:30 a.m. – 10:30 p.m.

NAME		EMAIL
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
Kris Williams	<input checked="" type="checkbox"/>	krisw@portofkingston.org
	<input type="checkbox"/>	
Guest		
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

Discussion Items:

- Commercial Development – renderings of concepts for development; walk through with Wenzlau Architects
- Kingston Subarea Plan - Economic Development – discussion after public meeting
 - Any changes – storefront zone
 - Height limits
 - Next steps

Port of Kingston is inviting you to a scheduled Zoom meeting.

Topic: Work Session

Time: April 4th, 2023 08:30 AM Pacific Time (US and Canada)

Weekly: <https://us02web.zoom.us/join/89781866272>

Join Zoom Meeting

<https://us02web.zoom.us/j/89781866272>

NEXT WORK SESSION: Tue, April 11th, 2023, at 8:30 AM – Port of Kingston 2nd Floor Conference Room

NEXT REGULAR SESSION: Wed, April 26, 2023 at 1:30pm at the Village Green Community Center

Mary McClure, Commissioner

Attest

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner



Serving what matters today, with a view for tomorrow.

**PORT OF KINGSTON
COMMISSION WORKSESSION**

April 6th, 2023; 8:30 a.m. – 10:30 p.m.

NAME		EMAIL
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
Kris Williams	<input checked="" type="checkbox"/>	krisw@portofkingston.org
	<input type="checkbox"/>	
Guest		
Marc Horton	<input checked="" type="checkbox"/>	
Charlie Wenzlau	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

Discussion Items:

- 1) Either eliminate conversion concept or limit it to 1st
- 2) Create ‘storefront overlay’ along Main Street limited to UVC
- 3) Define minimum retail depth as 25’
- 4) Retail shall be built to meet typical standard for retail including increased ceiling height
- 5) No minimum retail floor area requirement as long as a minimum of 50% of frontage is retail.
- 6) No residential units or parking garages may front onto street.
- 7) For corner sites, retail shall extend either 50% of side street or 50’ minimum.
- 8) Other commercial districts are not required to have retail frontage.
- 9) Allow reduced parking of 2/1000sf withing UVC storefront zone.

Port of Kingston is inviting you to a scheduled Zoom meeting.

Topic: Work Session

Time: April 6th, 2023 08:30 AM Pacific Time (US and Canada)

Weekly: <https://us02web.zoom.us/join/89781866272>
<https://us02web.zoom.us/join/89781866272>

Join Zoom Meeting

<https://us02web.zoom.us/j/89781866272>

NEXT WORK SESSION: Tue, April 11th, 2023, at 8:30 AM – Port of Kingston 2nd Floor Conference Room

NEXT REGULAR SESSION: Wed, April 26, 2023 at 1:30pm at the Village Green Community Center

Mary McClure, Commissioner

Attest

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner



Serving what matters today, with a view for tomorrow.

**PORT OF KINGSTON
COMMISSION WORK SESSION**

April 11th, 2023; 8:30 a.m. – 10:30 p.m.

NAME		EMAIL
Greg Englin	<input checked="" type="checkbox"/>	grege@portofkingston.org
Steve Heacock	<input type="checkbox"/>	steveh@portofkingston.org
Laura Gronnvoll	<input checked="" type="checkbox"/>	laurag@portofkingston.org
Mary McClure	<input checked="" type="checkbox"/>	marymc@portofkingston.org
Kris Williams	<input checked="" type="checkbox"/>	krisw@portofkingston.org
	<input type="checkbox"/>	
Guest		
Ron Karzmar	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

Discussion Items:

- Comp Plan Sub Area Plan discussion

NEXT WORK SESSION: Tue, April 18th, 2023, at 8:30 AM – Port of Kingston 2nd Floor Conference Room

NEXT REGULAR SESSION: Wed, April 26, 2023 at 1:30pm at the Village Green Community Center

Mary McClure, Commissioner

Attest

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner



Serving what matters today, with a view for tomorrow.

**PORT OF KINGSTON
COMMISSION WORK SESSION**

April 18th, 2023; 8:30 a.m. – 10:30 p.m.

NAME		EMAIL
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
Kris Williams	<input checked="" type="checkbox"/>	krisw@portofkingston.org
	<input type="checkbox"/>	
Guest		
Bror Elmquist	<input checked="" type="checkbox"/>	
Aaron Powell	<input checked="" type="checkbox"/>	
Ron Karzmar	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	

Discussion Items:

- Commercial Development on Port property

NEXT WORK SESSION: Tue, April 25th, 2023, at 8:30 AM – Port of Kingston 2nd Floor Conference Room

NEXT REGULAR SESSION: Wed, April 26, 2023 at 1:30pm at the Village Green Community Center

Mary McClure, Commissioner

Attest

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner



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 **\$10,740.14** from the Port of Kingston, Marina Revenue Fund, the 3rd day of March 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
3/3/2023	36372	\$47.91	ASHLEY FERGUSON
3/3/2023	36373	\$2,789.60	OLYMPIC ESD 114
3/3/2023	36374	\$6,281.01	PUGET SOUND ENERGY
3/3/2023	36375	\$1,621.62	STAR RENTALS INC.
		\$10,740.14	



PORT OF KINGSTON
Warrant List

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington, do hereby certify the merchandise for services hereinafter specified have been received and the warrants listed below are approved for payment in the amount of **\$2,380.02** from the Port of Kingston, Marina Revenue Fund, the 7th day of March 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
3/7/2023	36376	\$2,380.02	LAURA GRONNVOLL
		\$2,380.02	



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 **\$38,432.66** from the Port of Kingston, Marina Revenue Fund, the 16th day of March 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
3/16/2023	36377	\$44.49	BLUE SKY PRINTING
3/16/2023	36378	\$348.38	COMCAST
3/16/2023	36379	\$163.80	CRAIN PEST CONTROL, LLC
3/16/2023	36380	\$230.00	Jim Dent
3/16/2023	36381	\$591.30	FERGUSON WATERWORKS
3/16/2023	36382	\$5,308.40	GLASDON INC
3/16/2023	36383	\$342.90	HENERY HARDWARE
3/16/2023	36384	\$2,500.00	KEDA
3/16/2023	36385	\$15,000.00	KINGSTON CHAMBER OF COMMERCE
3/16/2023	36386	\$6,775.81	KITSAP BANK VISA
3/16/2023	36387	\$767.13	NORTHERN ASPHALT
3/16/2023	36388	\$84.20	OLYMPIC SPRINGS, INC.
3/16/2023	36389	\$131.70	PACIFIC OFFICE AUTOMATION
3/16/2023	36390	\$225.69	S-NET COMMUNICATIONS INC
3/16/2023	36391	\$757.85	SME SOLUTIONS LLC
3/16/2023	36392	\$354.00	U.S. POSTAL SERVICE
3/16/2023	36393	\$262.45	ULINE
3/16/2023	36394	\$744.56	VERIZON WIRELESS
3/16/2023	36395	\$3,800.00	WASHINGTON PROJECT CONSULTANTS, PLLC
		<u>\$38,432.66</u>	



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 **\$29,717.30** from the Port of Kingston, Marina Revenue Fund, the 28th day of March 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
3/28/2023	36396	\$1,947.97	WA Construction Service Health Trust
3/28/2023	36397	\$207.56	COMCAST
3/28/2023	36398	\$1,931.11	KPUD- KITSAP PUBLIC UTILITY
3/28/2023	36399	\$333.06	NORTHERN ASPHALT
3/28/2023	36400	\$24,038.30	REGENCE BLUESHIELD
3/28/2023	36401	\$1,259.30	WASTE MANAGEMENT
		<u>\$29,717.30</u>	



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
03/01/2023	Umpqua Bank	\$44,626.09	Payroll 2/16 to 2/28	R00215383
03/06/2023	PCS Merchant Services	\$120.81	CC Fees - Fuel	R00215489
03/06/2023	Global Payment Systems	\$791.90	CC Fees - Office	R00215516
03/06/2023	Gravity Payments	\$8,520.00	CC Fees - Parking	R00215517
03/08/2023	Washington State DRS	\$700.00	DCP	R00215576
03/15/2023	Washington State DRS	\$8,089.07	PERS Company	R00215787
03/16/2023	Umpqua Bank	\$42,132.16	Payroll 3/01 to 3/15	R00215800
03/22/2023	Washington State DRS	\$700.00	DCP	R00215986
03/28/2023	Washington State DOR	\$4,041.12	Excise Taxes	R00216120
03/31/2023	Umpqua Bank	\$1.00	TEST WIRE	R00216241
		<u>\$109,722.15</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
Kitsap County, WA

RESOLUTION NO. 2023-04-25-01

A Resolution of the Commission of the Port of Kingston

RESOLUTION TO APPROVE REVISED EMPLOYEE HANDBOOK

WHEREAS, the Employee Handbook as revised by the Executive Director on April 25th, 2023.

WHEREAS, the Commission now wishes to provide an updated master policy directive on the Employee Handbook and to repeal all prior resolutions dealing with the same subject matter. The Executive Director has the authority to revise the Employee Handbook when necessary without prior approval from the Commission.

THEREFORE, BE IT RESOLVED by the Board of Commissioners for the Port of Kingston hereby ratifies and approves the revised Employee Handbook.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a regular scheduled meeting held this 25th day of April 2023.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Mary McClure, Commissioner

Attest: _____
Greg Englin, Executive Director

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

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

	ACTUAL MAR 2023*	ACTUAL MAR 2022*	CHG
ASSETS			
Current Assets			
Cash and cash equivalents	2,460,318	2,193,077	267,241
Accounts receivable	165,656	94,106	71,550
Grants receivable	11,595	-	11,595
Current portion of lease receivable	160,185	-	160,185
Taxes receivable	6,013	6,542	(529)
Inventory	55,202	45,906	9,296
Prepaid expenses	95,858	51,063	44,796
Total Current Assets	2,954,827	2,390,694	564,133
Noncurrent Assets			
Lease receivable	2,152,240	-	2,152,240
Net pension asset	272,707	558,747	(286,040)
Total Noncurrent Assets	2,424,947	558,747	1,866,200
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	8,161,785	(5,322,369)
Construction in Progress	105,335	45,330	60,005
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 MARCH 31, 2023**

	ACTUAL MAR 2023*	ACTUAL MAR 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>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	13,701,453	13,786,075	(84,623)
Less: Accumulated Depreciation	<u>(6,537,377)</u>	<u>(6,189,204)</u>	<u>(348,173)</u>
Total Net Capital Assets	<u>7,164,076</u>	<u>7,596,872</u>	<u>(432,796)</u>
Total Assets Before Deferred Outflows	<u>12,543,850</u>	<u>10,546,313</u>	<u>1,997,537</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows - pensions	284,098	99,327	184,771
Deferred outflows - asset retirement obligation	104,901	123,810	(18,909)
Total Deferred Outflows	<u>388,999</u>	<u>223,137</u>	<u>165,862</u>
Total Assets	<u>12,932,849</u>	<u>10,769,450</u>	<u>2,163,399</u>
LIABILITIES			
Current Liabilities			
Accounts payable	106,819	22,749	84,070
Accrued taxes	50,195	45,674	4,521
Payroll liabilities	56,810	5,453	51,358
Tenant deposits	68,724	65,283	3,441
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>371,880</u>	<u>224,988</u>	<u>146,891</u>

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

	ACTUAL MAR 2023*	ACTUAL MAR 2022*	CHG
Noncurrent Liabilities			
Compensated absences	35,014	30,855	4,159
Long-term unearned revenue	1,177,687	1,201,020	(23,333)
Environmental remediation liability	117,000	114,000	3,000
Asset retirement obligation	179,655	168,883	10,772
Pension liability	157,983	49,793	108,190
General obligation bonds	637,000	698,000	(61,000)
Total Noncurrent Liabilities	2,304,339	2,262,551	41,788
Total Liabilities Before Deferred Inflows	2,676,219	2,487,539	188,680
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows - pensions	298,694	580,634	(281,940)
Deferred inflows - lease	2,312,425	-	2,312,425
Total Deferred Inflows	2,611,118	580,634	2,030,485
Total Liabilities	5,287,337	3,068,173	2,219,165
EQUITY			
Restricted for net pension asset	268,215	121,534	146,681
Committed	1,542,909	1,259,876	283,032
Unrestricted	5,834,388	6,319,867	(485,479)
Total Equity	7,645,512	7,701,277	(55,766)
Total Liabilities and Equity	12,932,849	10,769,450	2,163,399

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

	<u>YTD ACTUAL</u> <u>MAR 2023*</u>	<u>YTD BUDGET</u> <u>MAR 2023</u>	<u>VAR</u>	<u>YTD ACTUAL</u> <u>MAR 2022*</u>	<u>CHG</u>
OPERATING REVENUE					
Fuel Sales	46,525	61,928	(15,403)	56,238	(9,713)
Moorage - Guest	26,345	13,934	12,411	28,031	(1,686)
Moorage - Permanent	314,603	312,165	2,437	292,900	21,703
Moorage - Seasonal	33,802	43,920	(10,118)	26,994	6,808
Other Operating Income	2,622	2,642	(20)	3,160	(538)
Other Operating Service	11,514	11,475	39	12,320	(806)
Parking	103,014	89,283	13,731	85,381	17,633
Rental Property	54,260	73,261	(19,001)	70,544	(16,284)
Retail Sales	2,040	150	1,890	173	1,867
Utilities Income	23,122	24,424	(1,302)	21,750	1,371
TOTAL OPERATING REVENUE	<u>617,847</u>	<u>633,182</u>	<u>(15,336)</u>	<u>597,492</u>	<u>20,355</u>
 COST OF GOODS SOLD	 <u>41,513</u>	 <u>51,822</u>	 <u>10,309</u>	 <u>42,052</u>	 <u>(538)</u>
 GROSS PROFIT	 576,333	 581,360	 (5,027)	 555,440	 20,893
 OPERATING EXPENSE					
Bank Charges	282	271	(11)	977	(695)
Commissioner Expense	13,593	16,818	3,225	12,471	1,122
Compensation and Benefits	392,260	390,973	(1,287)	327,640	64,621
Computer and Telecom	12,123	13,296	1,173	14,083	(1,959)
Equipment and Maintenance	26,130	27,838	1,708	22,126	4,004
Insurance and Taxes	34,385	34,728	343	32,404	1,982
Other Operating Expense	1,004	1,574	570	1,537	(533)
Professional Services	55,133	46,669	(8,464)	34,648	20,485
Promotional and Dues	22,498	9,698	(12,801)	5,996	16,503
Supplies	14,016	11,975	(2,041)	9,341	4,676
Travel and Training	2,096	4,790	2,694	320	1,776
Utilities	45,305	52,445	7,139	49,125	(3,820)
TOTAL OPERATING EXP BEFORE DEPR	<u>618,827</u>	<u>611,075</u>	<u>(7,752)</u>	<u>510,667</u>	<u>108,160</u>
 NET OPERATING INCOME BEFORE DEPR	 (42,493)	 (29,714)	 (12,779)	 44,773	 (87,267)
Depreciation and Amortization	<u>131,504</u>	<u>118,141</u>	<u>(13,363)</u>	<u>123,762</u>	<u>7,742</u>
 NET OPERATING INCOME	 (173,997)	 (147,855)	 26,142	 (78,988)	 (95,009)

*unaudited

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

	<u>YTD ACTUAL MAR 2023*</u>	<u>YTD BUDGET MAR 2023</u>	<u>VAR</u>	<u>YTD ACTUAL MAR 2022*</u>	<u>CHG</u>
OTHER INCOME					
Investment Income	7,926	1,007	6,918	1,007	6,918
Interest Income-Lease	19,001	-	19,001	-	19,001
Property Tax Receipts	18,099	19,964	(1,865)	19,766	(1,667)
Leasehold Excise Tax	573	689	(116)	689	(116)
TOTAL OTHER INCOME	<u>45,599</u>	<u>21,660</u>	<u>23,939</u>	<u>21,462</u>	<u>24,137</u>
OTHER EXPENSE					
Interest Exp GO Bond	5,712	5,712	-	6,107	(395)
TOTAL OTHER EXPENSE	<u>5,712</u>	<u>5,712</u>	<u>-</u>	<u>6,107</u>	<u>(395)</u>
NET OTHER INCOME/EXPENSE	<u>39,887</u>	<u>15,948</u>	<u>23,939</u>	<u>15,355</u>	<u>24,532</u>
NET INCOME BEFORE CAPITAL GRANTS	(134,110)	(131,908)	(2,203)	(63,633)	(70,477)
Capital Grants	-	-	-	-	-
NET INCOME	<u><u>(134,110)</u></u>	<u><u>(131,908)</u></u>	<u><u>(2,203)</u></u>	<u><u>(63,633)</u></u>	<u><u>(70,477)</u></u>

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

	JAN	FEB	MAR	TOTAL 2023*
OPERATING REVENUE				
Fuel Sales	13,218	10,649	22,657	46,525
Moorage - Guest	11,209	6,733	8,404	26,345
Moorage - Permanent	106,784	103,992	103,827	314,603
Moorage - Seasonal	11,971	11,416	10,415	33,802
Other Operating Income	1,186	1,117	319	2,622
Other Operating Service	5,314	3,328	2,872	11,514
Parking	34,413	33,779	34,822	103,014
Rental Property	18,051	18,087	18,122	54,260
Retail Sales	625	1,353	63	2,040
Utilities Income	7,808	7,766	7,547	23,122
TOTAL OPERATING REVENUE	210,580	198,220	209,047	617,847
				-
COST OF GOODS SOLD	13,493	10,714	17,305	41,513
GROSS PROFIT	197,086	187,505	191,742	576,333
OPERATING EXPENSE				
Bank Charges	108	76	98	282
Commissioner Expense	4,518	4,006	5,068	13,593
Compensation and Benefits	136,330	126,154	129,776	392,260
Computer and Telecom	3,805	5,194	3,125	12,123
Equipment and Maintenance	8,435	6,599	11,096	26,130
Insurance and Taxes	11,109	11,694	11,582	34,385
Other Operating Expense	502	502	-	1,004
Professional Services	14,111	24,333	16,690	55,133
Promotional and Dues	5,592	20,458	(3,552)	22,498
Supplies	6,533	2,069	5,414	14,016
Travel and Training	-	199	1,897	2,096
Utilities	12,248	19,775	13,282	45,305
TOTAL OPERATING EXP BEFORE DEPR	203,291	221,060	194,476	618,827
NET OPERATING INCOME BEFORE DEPR	(6,205)	(33,554)	(2,734)	(42,493)
Depreciation and Amortization	43,835	43,835	43,835	131,504
NET OPERATING INCOME	(50,039)	(77,389)	(46,569)	(173,997)

*unaudited

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

	JAN	FEB	MAR	TOTAL 2023*
OTHER INCOME				
Investment Income	2,585	2,543	2,797	7,926
Interest Income-Lease	6,369	6,334	6,298	19,001
Property Tax Receipts	811	6,724	10,565	18,099
Leasehold Excise Tax	-	573	-	573
TOTAL OTHER INCOME	9,765	16,174	19,661	45,599
OTHER EXPENSE				
Interest Exp GO Bond	1,904	1,904	1,904	5,712
TOTAL OTHER EXPENSE	1,904	1,904	1,904	5,712
NET OTHER INCOME/EXPENSE	7,861	14,269	17,757	39,887
NET INCOME BEFORE CAPITAL GRANTS	(42,178)	(63,120)	(28,813)	(134,110)
Capital Grants	-	-	-	-
NET INCOME	(42,178)	(63,120)	(28,813)	(134,110)