



Serving what matters today, with a view for tomorrow.

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

May 24th, 2023, at 1:00 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 May 24th, 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**



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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 April 19th, 2023 Special Session Minutes
- B. Approve April 25th, Work Session Meeting Minutes
- C. Approve April 26th, 2023 Regular Meeting Minutes
- D. Approve April 27th, 2023 Special Session Minutes
- E. Approve May 2nd, Work Session Meeting Minutes
- F. Approve May 9th, 2023 Work Session Meeting Minutes
- G. Approve April 2023 Warrants **\$129,220.48** (\$46,587.14, \$42,648.65, \$97.97, \$39,886.72) and EFT Payments **\$115,976.02**

6. ACTION ITEMS

7. DISCUSSION ITEMS

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 June 28th, 2023, at 6:30 p.m. Hybrid Village Green Community Center 26159 Dulay Rd NE Kingston, WA 98346

13. ADJOURN



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**PORT OF KINGSTON
SPECIAL MEETING
APRIL 19TH, 2022; 8:30pm
Meeting Minutes**

Greg Englin	Jeff Bouma	Aaron Powell	Rebecca Pirtle	Kate Joncas
Laura Gronnvoll	Charlie Wenzlau	Ron Karzmar	Rita Nicholson	Steve Young
Mary McClure	Sean Parker	Dave Wetter	Mary Gleysteen	Kris Morgan
Erik Baker	Steve Heacock	Tom Davis	Jet Glavin	
Rick LaGrandeur	Beth Berglund	Kaili Roest	Tony Hitchman	
Audra Trainer	Nancy Langwith	Rick Eveleth	Ken Dalglish	
Torey Grandt	Jerry Kirschner	Andrew Nelson	Marla Powers	

<p>1. Call to Order - Commissioner McClure called the meeting to order at 6:33pm</p>
<p>2. PLEDGE OF ALLEGIANCE</p>
<p>3. APROVAL OF AGENDA Motion to approve agenda Moved: Commissioner Heacock Second: Commissioner Gronnvoll Vote: Pass 3-0</p>
<p>4. PRESENTATION Executive Director (ED) Greg Englin shared a brief overview of the project and introduced Charlie Wenzlau, Wenzlau Architects.</p> <p>Commissioner McClure shared the discussions and work that has occurred to get us where we are in this process.</p> <p>Charlie presented the slides displaying the concept thus far.</p> <p>Q&A Dave Wetter – Complimented Charlie on the concepts, but the buildings look a little too modern for Kingston design standards.</p>



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Charlie stated there is a balance we are trying to achieve between the scale and character of the traditional buildings as well as a more contemporary look. This is not a finished product yet.

Dave Wetter – If those are condos on the third floor of the hotel/restaurant, will the Port be selling property then?

ED Englin – It is a consideration for funding the project. A long-term lease is more likely, Port's don't typically sell of assets.

Mary Gleysteen – Why is there no provision for affordable housing?

Charlie – The opportunity for affordable housing will come by incentivizing/requiring it to happen in housing development.

Jerry Kirschner – Has there been any preliminary discussions with viable hotels?

ED Englin – We have not formally reached out, we wanted to wait until we had a more developed concept. There are some who have expressed interest, they already control so much. Coming out of the pandemic, there is building getting started. It is difficult to represent something until it's ready to build.

Mark Libby – Mary, you said this would be done in phases. Would the restaurant be the first phase since it has a much more assured usage?

ED Englin – Funding will be the most important determination for whether phasing is the right method.

Kate Joncas- I really appreciate the connection between the park and the downtown area. How long are you looking at the restaurant wall and at what point do you see the reveal? The building design didn't feel right? Will there be enough trees and shrubs for the Christmas lights?

Commissioner Gronnvoll – We had the same reaction as you did with the building design. Charlie has emphasized several times that this is just the beginning concept.

Dave Wetter – This is a premier piece of property. We have an opportunity to create a theme. I understand this is just an early concept, but if you don't course correct early concepts have a way of emerging.

Nancy Langwith – Thank you Charlie for not walling off the existing business, I was very pleased to see that. I agree with Dave, this is a perfect opportunity to further brand Kingston. Is the restaurant going to be a place people come to Kingston for? Will this be a destination restaurant?

ED Englin – We would need to go to the market to see what will work. With the amount of foot traffic coming off the ferry, it will likely be a destination restaurant but it should have a walk-up component as well. Some hotels and restaurants have partnerships, so we will need to see what the interest is once we are closer.

Steve Young– Anthony's in Anacortes has a taco bar that has been successful. Can we get a copy of the presentation?

ED Englin – We will post the presentation on our website

Tom Davis – With the space of the restaurant, there could be room for two concepts within one space like seafood and burgers for more options.

Charlie – The second floor could be a separate operator; it could be a bar with it's own menu.



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Lou – What is the square footage of the restaurant space?

Sean – Between the 2 floors, 5,500 sq. ft, roughly 4,000 sq ft on the bottom floor, 1,500sq ft. on the first floor

Lou – We couldn't support a small eatery? The foot traffic is more likely to be residents, not people visiting the area. The visitors are in their cars and being directed straight out of town. What has changed that will make this project more viable then the other times something like this was looked into?

ED Englin – We know more and more people are coming to this area. We have to put something forward if we wait 20 years it will be too late and we'll be wondering why nothing has happened,

Aaron Powell - What zoning, investment , and infrastructure is the Port putting in to help the businesses up the street?

Charlie – The Port is proposing a ground-floor retail in the Comp Plan recommendations.

ED Englin – We have submitted for rezoning our properties. During this process, we are conducting a utilities assessment to determine capacity. The Port can spend money on utilities and infrastructure in the port district. The Port receives \$220,000.00 in taxes annually. The county is in charge of the storm water.

Ron Karzmar – Can the ideas and comments be combined to share with the community? The community is terribly interested and has good ideas to share.

Charlie – We will collect the comments from both meetings.

Ed Englin – We will share them on the website.

Beth Berglund- Loves the idea of the native plants. The shape of the park and the buildings with flat roofs doesn't feel like Kingston. That kind of formality isn't who we are. Listen to the words people use to describe Kingston.

Steve Young - Local developers pay taxes, is there a possibility of bringing those dollars directly into Kingston and these projects?

Commissioner Gronnvoll – ED Englin did present that with Eric Baker.

ED Englin – What ways could we create incentives? We suggested reducing permitting fees or expediting the permitting process. We are recommending the Port pay a .5 FTE to address Kingston development. It was a deal killer to ask for the taxes to be reinvested. We are open to concepts to include.

Tony Hitchman – Commends the port commissioners for moving forward with something new, something exciting, and something to inspire.

Ken Dagleish – This is such a significant upgrade from the past concepts, the connection to uptown. I think this is phenomenal, taking advantage of the elevations. I don't envy you for trying to figure out the design. What you presented is very exciting and more futuristic. We need to look forward more than we need to look back.

Commissioner Gronnvoll – Nancy Langwith made a comment regarding “branding” Kingston, and this is the perfect opportunity to have more impact or input to what this can look like. We are looking for your input.



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Charlie – We have not shared the different material options available. We are proposing the use of brick in the design. It's an expensive material, but it is a permanent material. It gives a sense of history. We are also considering horizontal lap siding. We are thinking about what you find in the better places in Kingston and how they can be applied and used again. It will bring more traditional elements. Currently focusing on sight planning, scale, how it shapes the open spaces. There is a lot to still figure out with the final building design.

Allen - Water access is important to me, and you've done a good job of keeping that open. Remembers the Consultant mentioned that the Port has the most expensive parking lots in the state. The ferry should get a narrow lane, the parking lot should have shops and places to eat on the water, and the holding lot should be out of town.

Charlie – The design was created anticipating what could happen in the future, maybe that big parking lot won't be a parking lot and this design would support it.

Rick Eveleth – How strong was a request for a hotel from the community members you talk to? Why would someone come to that hotel so you could walk around the park and eat at that one or two restaurant? Do you anticipate that 40-something rooms will get filled?

Charlie – Primary goal is to be an economic catalyst for future development. When the project gets built, it will incentivize and encourage people to invest in Kingston. It is meant to be a proactive stance to incentivize change.

Nancy Langwith – Currently, we have no anchor tenants. That is something we've not had in Kingston. I see the Port stepping up and providing these two anchor tenants and that then catalyzes other businesses to come. This is a good first step.

Ed Englin – We are right here in the 4-Million-person transportation hub. In speaking to the concierge association, we heard that you need a place to eat, shop, stay, and play. This development is not going to solve everything. We view the guest moorage as a "hotel" also. The more people we have there in the Winter, the more people will go uptown and spend money. Marina guests can walk there. It checks a lot of boxes of the community.

Marla Powers – How much site work is going to be done on this entire project? Will this work lend itself to some shoreline restoration areas? Now is a good time to bring up the beach access next to the Edmonds ferry and do something similar here. There is a lot of funding available, grants, for shoreline restoration and salmon restoration. Someone else mentioned what kind of infrastructure would the Port bring to Kingston. A Kingston wide regional storm water facility, with water features and public amenities would be an option to include in the park.

Charlie – likes that thinking about organic qualities and how that reinforces the more organic nature of the site.

Steve – Water park would be fun in the park



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Ron – Where would we host the events that currently take place on the tent pad or garage?
Charlie – There is a grass-crete surface that is designed for an activity like that.

Kate Joncas – This site should show what it's like to be in the water in an environmentally sustainable way. Education visitors about that. That would be really important.

Beth Berglund – Along those lines, in a hotel space you could have salt water soaking tubs

Aaron Powell – What is the timeline of the project? Is this available, is there something on the web?
ED Englin – He is hesitant to post anything on the web since we have unanswered questions, we are dependent on others for some of the work. We plan to get close to a 20% design, proforma needs more work, has some gaps. We are looking at October. We will research funding possibilities and all site work complete, the Geotech, traffic study etc.

Aaron Powell – Does that coordinate with the County plans? Zoning requirements?
Ed Englin - All zoning is complete for this site. 2 zoning changes, one granted and other submitted.

Commissioner Gronnvoll – For clarification, what is the height of the hotel as it is spec'd right now?
Charlie - Total building is 40-45 ft. We still need to have the pre-application conference with the county, to make sure we are adhering to policies, shoreline issues.

Lou – When will that be?

Charlie – When this group is ready. We wanted to do this in the right order, to listen to the community.

Mark Libby – Toth / Hill properties – Some of the area cannot be developed because of setbacks. Some could be similar to the beach in Edmonds. Showing that area in the design would make it more interesting and a supportable project.

Sean Parker – That has been discussed and it's a great opportunity.

Ed Englin – We didn't want to put in too much work to include that in the plans when we were not sure it was going to be rezoned from residential to Commercial.

Mary Gleysteen - Isn't that area recreational rather than commercial?

Commissioner Heacock – No, it's Commercial

Steve Young – Is there a possibility of acquiring more land? The house next to the Hill property

Ed Englin – The prices increased every time he talked to him, so he stopped

Tim Davis – This could be a real genesis for transformation in Kingston. Is there an opportunity to expand the guest moorage?

ED Englin – Mitigation costs the Federal agencies have put into play are creating obstacles for any over water projects. To put in a \$100K temporary float, the mitigation cost would be \$300K due to the new calculator being used. We are moving forward with our permit requests.



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Commissioner Gronnvoll – The Port staff has worked extremely hard to get the guest dock filled. It has increased substantially over the past few years.

Ed Englin – We are partnering with the Yacht Club, referrals. We are working to partner with businesses to continue to increase occupancy. We have more than doubled our guest moorage income. Parking revenue is back over pre-Covid numbers.

Tim Davis – Share meeting information on Social Media daily

Charlie – Thank you for being ambassadors for this project

5. PUBLIC COMMENT

6. ADJOURN PUBLIC HEARING

Commissioner McClure adjourned the meeting at 8:26pm

NEXT WORK SESSION: Tues, April 25th, 2023 at 8:30AM

NEXT REGULAR SESSION: Wed, April 26, 2023, at 6:30PM

Steve Heacock, Commissioner

Attest: _____
Greg Englin, Executive Director

Mary McClure Commissioner

Laura Gronnvoll, , Commissioner



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PORT OF KINGSTON
COMMISSION WORK SESSION

April 25th, 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		
Ron Karzmar	<input checked="" type="checkbox"/>	
Aaron Powell	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

Discussion Items:

1. Employee Handbook
2. Ashley Ferguson resignation and separation agreement
3. Commercial Development meetings
4. Items to include in the Regular Session agenda

NEXT WORK SESSION: Tue, May 2nd, 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



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PORT OF KINGSTON
REGULAR MEETING
 April 26th, 2023; 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 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 type="checkbox"/>		mhorton@washingtonprojectconsultants.com		
	<input type="checkbox"/>				
Guest					
	<input type="checkbox"/>				
Guest Speaker					
Anthony Taylor	<input checked="" type="checkbox"/>				
Liam Near	<input checked="" type="checkbox"/>				
Nancy Langwith	<input checked="" type="checkbox"/>				
Jerry Kirschner	<input checked="" type="checkbox"/>				

<p>1. Call to Order - Commissioner McClure called the meeting to order at 6:33pm</p>
<p>2. PLEDGE OF ALLEGIANCE</p>
<p>3. APPROVAL OF AGENDA Motion to approve agenda Moved: Commissioner Gronnvoll Second: Commissioner Heacock Vote: Pass 3-0</p>
<p>4. PUBLIC COMMENT Tony Hitchman – If you attended the Commercial Development meeting last week, do you recommend attending the next one tomorrow night?</p>



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Commissioner Gronnvoll – yes, there is going to be a different group of people, with different questions so you may hear more. It is important to have as many community members as possible. I would encourage it. I am strongly in favor of the development. I have a lot of history in old Kingston. It pains me to see Kingston proper deteriorating. You have to do something dramatic, like you are proposing. I encourage you to stand tall and strong. Ninety percent of attendees from last week’s meeting are drawing social security. I would like to hear from the younger generation with kids. This could have a lasting impact for them. More input from younger people would be very positive.

Some attendees at last week’s meeting nice conveyed a “not in my back yard” sentiment. Please don’t let the nay sayers control the conversation. You are on the right path, stick with it please.

Commissioner Gronnvoll – We are hoping that as this progresses we can reach out to home owner associations and other similar organizations. We are tentatively planning another meeting in the Fall. This time of year is so busy with kids activities. Their evenings are filled right now.

Kris Williams asked for suggestions for where to reach out to younger families.

Commissioner Gronnvoll – Home owners association, school newsletters, PTA

Commissioner Heacock – We could speak at KCAC, before school ends this year. There is a lot of public interest in that group.

Commissioner Gronnvoll – Organizations such as Rotary, Kiwanis have student representations. We can reach out to those groups to have the kids share with their parents.

Anthony Taylor – The school is a good path to reach parents, the PTA. My experiences allowed me to live in Europe and the small villages / communities are much more actively involved in events and youth development. I agree it should not just be special holidays, like 4th of July and Christmas. Sail Kingston Cove is trying to build up the program to be an asset to Kingston.

5. CONSENT AGENDA

- 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**

Motion: Accept the Consent Agenda



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Moved: Commissioner Heacock
Second: Commissioner Gronnvoll
Vote: Pass 3-0

Commissioner McClure -

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 at 6:53pm

6. Action Items

A. Approve Severance Agreement

Motion: to approve
Moved: Commissioner Gronnvoll
Second: Commissioner Heacock
Vote: Pass 3-0

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

Motion: to approve
Moved: Commissioner Heacock
Second: Commissioner Gronnvoll
Vote: Pass 3-0

7. Discussion Items

A. Sail Kingston Cove Presentation – Jerry Kirschner

Jerry Kirschner shared a PowerPoint presentation. Sail of Kingston Cove (SKC) is a community non-profit (501C3) dedicated to providing educational opportunities to youth, with accessibility to all, through sailing programs which promote safety, self-confidence, fun, and an appreciation of the marine environment. The decision was made to pay their Executive Director and instructors, rather than



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volunteers. Jerry described the multiple camps available. Scholarships (10-12 annually) are available for families who are unable to pay the full fee.

There is a High School Sailing program as well with 8-10 sailors each year. There are two schedules, Fall and Spring. There have been two regattas hosted in the Cove.

Financials – The operating budget is \$40-45K/yr. The goal is to be sustainable for operating costs. Grants and donations are required for capital needs.

History – Sally Fenton started to program around 2000. Sally built the float; it was anchored in front of her property and the program was run there. Poulsbo Parks and Rec took over approximately 2010 through 2014. The float was transferred to Port of Kingston in 2015 and the Sail Kingston Cove was formed.

Partners – The Port of Kingston, the Kingston Cove Yacht Club and the community are partners in this program. The yacht club provides their facilities for board meetings and events, when not otherwise in use. The community has been involved since the beginning. Fifteen thousand dollars was donated by community for the start-up of operations. Since 2015, the community has donated over \$67K for sailboats and safety boats. There are 10-11 sailors with scholarships each year. The primary donors for the scholarships are the Kiwanis and individuals from the community. The Harbor Master and crew at the Port of Kingston pay special attention to Sail Kingston Cove however this is the “norm.” They do an exceptionally good job and should be recognized. The float lease was decided in 2015 by commission policy decision, without it Sail Kingston Cove would not exist today. There was a quick turnaround to get Sail Kingston Cove started. The Port was trying to figure out what to do with a new float. The Port decided the float could be divided into 11 positions at \$25/month. That would have cost \$3,300.00 for the year. That proved to be problematic in the first year since additional money was needed to pay that. The Commissioners decided the Port did not want to see the program dissolved. A policy decision was made that said the lease payment would be in fees (cash dollars) payment in kind. That means Sail Kingston Cove would pay the Port in goodwill towards the Port. Every chance we get, we recognize the Port as a partner, multiple grant applications, presentations to granting organizations, high school regattas, annual BBQ. The Port does not have Sail Kingston Cove listed as a partner on the website with other partners. ED Englin has been working on the new float and there will need to be a policy decision made. A monthly fee would be detrimental to the program.

Future – Sail Kingston Cove is working on the Strategic Plan to potentially include Expand number of learn to sail sailors, expand programs, define marina and float needs, and focus on growth of SKC Board.

Commissioner Gronnvoll – thanked Jerry for the presentation.

Camps cost - \$275

Liam Near shared the times for the camps.

Anthony Taylor shared the involvement of his own sons. Sail Kingston Cove is trying to be inclusive and include as many kids as possible. That is why partnerships are important.

Jerry Kirschner – we are trying to be sensitive to the community because they have given to SKC a lot.



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Liam Near – The fees can add up if there are multiple members of a family participating. SKC works closely with families. The coolest thing about sailing in Kingston is it does feel accessible. The kids who do multiple camps prefer the Kingston camps. Registration and details are available on the website.

Nancy – These kids are learning life skills, confidence, self-reliance, courage. Please consider this when creating the new policy. From a community standpoint, this is the type of thing we need to stand behind. How does the Port support this organization? How do we get more water-based entrepreneurs to come into the community?

B. Commercial Development meeting

ED Englin shared a brief overview of the previous week's meeting as well as the April 27th meeting. Comments and questions will be compiled and shared on the website as soon as possible.

Commissioner Gronnvoll thanked Nancy for making comments in response to questions and concerns on Facebook in support of the development.

Commissioner Gronnvoll stated is a really constructive meeting, well presented. Charlie has a way of talking; he covers the basis and answered the questions. Community members gave wonderful input and said things that mirrored the things the commissioners have said.

ED Englin reiterated this concept is a draft. We need the design to be about 20% before we can try to market it. We have to review all the financial alternatives. We completed a three-year State Audit last Fall with no findings and recovered funds. That allows us to go out for funding. Thanks Audra Trainer and Staci Hebert.

Commissioner McClure – The comments we heard from the community will assist in guiding the final design finishes.

Ed Englin – All of this work is building towards a pre application meeting with the county. Also more due diligence is being conducted on the utilities. A complete survey has been completed. We are working with KPUD, Geotech to fill in gaps of knowledge.

Commissioner McClure – All the information we obtain will be shared with developers and business owners.

Commissioner Heacock – Blown away by the audiences response and a round of applause at the end. Behind the scenes work, talking about the things that the commission needed to do that had not been done by previous commissions. Zoning and other critical components had to be completed.

Commissioner McClure – The sports venue Rotary is promoting is moving forward and that is going to bring people to this area. More hotel accommodations will be necessary.

C. Economic Development – Comprehensive Plan

The Port's roles are primarily economic development, public access, transportation, tourism, and job creation. We are mostly focused on economic development and transportation in the county Comp plan recommendations. The Commission recommend expansion of the UGA boundaries so residents living in



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those areas are able to obtain the same level of services. There is little support from KCAC or the county. The primary concern we hear of our Economic development proposal is that property owners should be required to have a store front zone downtown. Originally our proposal included all parcels along SR104 and main street, we have revised our proposal to only include 1000 linear feet up from the ferry terminal up to Coffee oasis and 25 ft deep on the first floor in the downtown area. The county came up with, and the Port supports, the increase in height limits to 55ft if retail is on the first floor. They have rezoned the Mike Wallace properties to UVC. Our other recommendation is to relax parking requirements for developers, 2/1000 ft. The Port also discussed having \$2.5 million of Port District tax dollars annually reinvested into Kingston with Eric Baker. Eric stated that is a non-starter. Additionally, we have recommended paying ½ FTE at the county to prioritize permitting in Kingston.

Commissioner Gronnvoll asked what other incentives we could seek for developers

Jerry Kirschner suggested the Port make a statement by not taking the tax dollars for a specified amount of time from a new business or a developer's new project.

8. FINANCIAL REPORT

A. Audra Trainer, Finance Director

- Operating Revenue - \$617,847
- Operating Expenses - \$618,827
- Net Cash /Equivalents - \$1,761,318
- Fuel sales are lower than budget and previous year due to lower margin on unleaded (lower market since price fluctuations since purchases because FIFO inventory cost method & lower inventory turn) and 2k gallons sold.
 - Unleaded : \$.53 avg. gross margin vs. \$.90 budget and \$1.27 previous year
 - Diesel: \$.89 avg. gross margin vs. \$.80 budget and \$1.12 previous year
- Permanent moorage increased from previous year due to price adjustment to market average
- Parking higher than budget and previous year due to continued recovery from COVID
- Variance due to accounting change to GASB 87 \$19k in non-operating income as lease interest income. No actual variance to bottom line
- Higher than previous year due to salary increases and higher taxes, pension cost totaling \$65k, \$15k Kingston Chamber, \$9.5k SAO Audit, \$9.6k cc fees to change in price structure from Global

9. PUBLIC COMMENT

Nancy Langwith – tomorrow night's meeting will have more attendees with strong opinions and more challenging questions and perhaps not as economic development focused. This is a good time to keep moving forward since you're not hearing "no, never" instead it's more "ok, what about this or that?"



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Economic Development - Key people are communicating, not all in agreement but talking. Encouraging the Port to stick with it and try to come to an agreement with one voice when presenting recommendations to the County.
When planning “marketing”, share the unique attributes Kingston has versus other marina’s. You can easily stop at the Port of Kingston and move on. If the Port is planning to host their own events, collaborate with the Chamber, you will need volunteers to assist. You can reach out to the Rotary or the Kiwanis.

10. COMMISSION REPORT

Commissioner Gronnvoll –

Commissioner Heacock –

Commissioner McClure -

11. STAFF REPORTS

12. ADJOURN

Commission adjourned the meeting at pm

NEXT REGULAR SESSION: Wed, May 24th, 2023, at 1:00 PM Village Green Community Center

Mary McClure, Commissioner

Attest: _____
Greg Englin, Executive Director

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner



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**PORT OF KINGSTON
SPECIAL MEETING
APRIL 27TH, 2022; 6:30pm
Meeting Minutes**

Greg Englin	Tim Davis	Mike Reed	Karl Compton	Laura Morgan
Laura Gronnvoll	Trish Davis	Randy Robles	Methia Gordon	Patty Larson
Mary McClure	Julie Ann Westwater	Lynn Colton	Rebecca Pirtle	Noelle
Steve Heacock	William Westwater	Nancy Langwith	Rae Holt	Todd Lachel
Audra Trainer	John Pelliciotta	Jerry Kirschner	Dennis Wadley	Glen Hutchinson
Staci Hebert	Greg Anderson	Stan M.	Tania Issa	
Raymond Benoit	Chris Anderson	Jet Glavin	Antoine Issa	

<p>1. Call to Order - Commissioner McClure called the meeting to order at 6:32pm</p>
<p>2. PLEDGE OF ALLEGIANCE</p>
<p>3. APROVAL OF AGENDA Motion to approve agenda Moved: Commissioner Gronnvoll Second: Commissioner Heacock Vote: Pass 3-0</p>
<p>4. PRESENTATION Executive Director (ED) Greg Englin As a way of introduction, I thought I would anticipate some questions you all have.</p> <p>WHY. Why is the Port undertaking this effort?</p> <ul style="list-style-type: none"> ▪ The purpose of ports is economic development ▪ Economic development includes terminals for transportation to move cargo in the form of freight or people ▪ Ports often provide facilities and infrastructure that promote tourism ▪ Examples of this are everywhere from the Port of Bellingham to the Port of Anacortes, Port of Seattle Port of Kalama and Port of Camas Washougal to name a few. ▪ Kingston has seen a steady decline and many buildings have been lost and not rebuilt ▪ The loss of these buildings has contributed and is also symptomatic of the economic decline in Kingston



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- With this effort we are trying to change that trend and spark economic development in Kingston
- We know that hotels and restaurants will help promote economic development.
- We do not see or hear of private landowners investing in commercial development – only residential.
- Ports normally do not engage

WHAT'S DIFFERENT. What makes this effort different from previous efforts?

- There have been a number of start-stops. Previous efforts never made it out of the planning stage.
- Previous efforts have not moved forward partly because other economic opportunities such as development of the fast ferry followed by developing ferry traffic solutions have been a higher priority. Also, we have limited financial resources and timing is an important consideration.
- We have gone through the 09 financial crisis and then the recent three-year pandemic.
- So political will, financial capacity and timing of economic issues create challenges.

What else is different?

- We are already out of the planning stage and into the design and permitting phase.
- We are also conducting our due diligence with respect to exploring sources of funding. The Port recently completed a three-year state audit and had no findings. This audit would be required for us to be considered for any funding alternatives.
- Our goal is to develop a 10-20% design and go to the market to gauge interest.
- Also, we want to get the site to the point where it is “ready to build.” We need predictability to attract investment in Kingston.

SCHEDULE. With respect to timeline, we will see development in 2-3 years at the earliest.

- I have provided different estimates before – I was wrong and too optimistic.

How much will it cost?

- We have a ballpark estimate of \$20M plus if we do the full build out just for these buildings.
- We are exploring all options from 100% publicly funded to a land lease with private sector developing the site.
- We will be presenting these alternatives to the Port commission in the future.

NEXT STEPS.

- We will we have more information and provide an update in six months most likely which is around October.
- We need to complete all site development due diligence. This will complete the work necessary to generate empirical estimate that we can work on from going forward.
- Again, we will vet all financing alternatives and present them to the Port commission.
- We will meet with the County to conduct a pre-application meeting to address any of their concerns.

Charlie Wenzlau presented the video displaying the concept thus far.



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Q&A

Glen Hutchinson – What is the support or engagement of the county commissioners and operational staff? And how does that relate to their cooperative management and effort to prioritize the traffic realignment in Kingston?

Commissioner Heacock – County Commissioners are responsible for county roads. Kingston is unique as a state highway runs through downtown. Realignment won't affect development. It will shift ferry traffic to the North. There will be a roundabout by the Coffee Oasis, this won't be a stumbling block but it will eventually be incorporated into the work and end result at the Port.

Commissioner McClure- the timing needs to be coordinated

William Westwater – Will the hotel obstruct sight lines for existing businesses? Concerning the chicken and egg situation, businesses first and the people will come or population first and businesses will come...

Maybe the construction shouldn't start until development is further along on Lindvog.

Charlie – Hoping this project will be a catalyst for more development. As far as the views go, Kingston will look different in the next 25 years. New rules coming out of Olympia, growth direction and there will be three story buildings everywhere downtown. The scale that this design is being drawn is pretty consistent to what will be required in the rest of downtown.

Noelle – How does this affect my property taxes and moorage fees? How does that affect the cost of living?

Commissioner McClure – That is a big question we will be working on over the next 5-6 months, looking at potential funding ideas.

Commissioner Gronnvoll – The Port receives approximately \$90/yr. in taxes for a \$300,000.00 home.

ED Englin – We are researching all options, completely private to publicly funded. The more privately funded, the more control the investors will want.

Karl Compton - Views are going to change, costs are going to increase we just have to deal with that. Like retirees before us, we will have to figure out how to deal with inflation. Passionate about Community development and Civil engineering. It's important for businesses and residents. Development draws residents, jobs, and visitors. For those of us that want those things, the development has to happen first. Concrete "lids" work really well to increase the amount of square footage for parks and public spaces, businesses. Try to think of how to put lids in concrete spaces. It would help achieve all of our goals...protecting the environment, maximizing the environment, getting people down to the beach, more businesses, more people living downtown, pedestrian friendly.

Charlie Wenzlau – The new building is placed on top of the old parking area. We are reinforcing what Karl mentioned by placing the building over the parking lot with the parks flowing up and over it, we are obscuring the parking lot.

Patty Larson – Do we need a hotel in that location? Wouldn't it be better where the old hotel already exists and something more for the community like shops and such in that location with residential on top. Will North Beach be developed for public access?

Commissioner McClure- that has come up periodically



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Mike Reed – Love the concept. I would like to see a bigger partnership between private enterprise, the county and the Port. How can we help private enterprise make a return on their investment? We can accelerate the permit process. What can we do to accelerate the Environmental Impact Study (EIS)?

Tania Issa – Think about the Village Green before it was developed and think about where you are sitting now. It wasn't that long ago.

Laura Morgan – Is it possible to use the restaurant area for more than one restaurant?

Charlie Wenzlau - We could populate the areas on the drawings with a couple small shops.

Dennis Wadley – We need more parking not less. I suggest building additional parking prior to the buildings, so there is not a shortage of parking during the construction phase. Try to get more parking

Commissioner McClure – One of the things we are planning to do is a parking evaluation.

Tom – A couple ideas for funding...I would rather invest some of my retirement into public projects like this, rather than have a outside company come in. Love the idea of more retail space. Are all parking spaces going to be above sea level? I didn't notice any wheel chair accessible spaces in the renderings. ED Englin – pointed out all the ADA compliant areas

Jet Glavin - Can you build the restaurant now? Think about the types of restaurants you want to attract. When the old Kingston Inn was there, it was always packed. People came from Seattle on their boats to sit on the deck. It was the heart of Kingston, and the heart ofc the community can be rebuilt. Once a restaurant is established, there will be people that want to get ice cream or go shopping. Do it, do it now.

Antoine Issa – Risk worth taking, it will bring people from all over. The only thing I would add is some activity. When we were first moving to Kingston, the Cove was packed with kids playing.

John – Building is too contemporary; a nautical look or Northwest lodge would be better. We need a plan or study to determine if this will be successful. We need a plan and involve the property owner, come up with a concept. Try to preserve the overall downtown architectural concept.

Methia Gordon – As a business owner, the number one question I get is what is there to do here? Maybe instead of another restaurant, there is an aquarium, museum, or another activity.

TJ – I would like to see the Port consider the other options for parking; underground is a strong concept. I would hate to see land used for parking if we could use it for another park or other use. Consider parking in a smart way. A diversity of businesses.

Kim – What happens to local people park if you take away the 2-hour free parking without paying? If we build the hotel and restaurant with tax dollars, who will profit from that? Who will run the businesses, is the Port going to or will a private company? We have several old privately owned businesses; private



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companies are not willing to invest in Kingston. Will this change that? Is it going to be all tax payer funded businesses? We can't keep restaurants in town now.

Marjorie – Maintenance is a concern. The Hill House property is falling apart., how will you maintain the new development. The Port doesn't pay property taxes. Edmonds has 3-hour parking, Kingston has 2-hour parking. If you want to have more people come and stay longer, there should be consistency with parking times.

John Pellicciotta – Concerned about property tax and the Industrial Development District (IDD) The cost today is \$20M, that won't be built for that especially if it won't be built for a few years. How does bringing in an anchor restaurant benefit Economic Development in Kingston? The timing of this and the SR104 realignment is a concern. If this is built and the realignment doesn't happen, traffic will be a nightmare. Thank you for all the work you do.

Nancy Langwith – The Port is willing to go through the process of making the investment to bring in two anchor tenants. Kingston has been lacking that for a long time. Anchor tenants provide customers to the rest of downtown. You need 6 places to eat, 6 things to do, and 6 retail shops to make your downtown viable. Previously concerned about closing off downtown from Mike Wallace Park and the Park from downtown. They listened and done a good job opening up the corner to create a flow.

Karl – Check out Point Ruston development in Tacoma

Mike Reed - Go out and talk to hotels to see if they're interested first

William – Front street in Poulsbo is a great example

Dennis Wadley - Why do we need a hotel in downtown Kingston?

ED Englin – Eat, shop, stay, play are the 4 elements to be successful in creating Economic Development. A hotel holds people and attracts people from outside the area. Retailers really need recurring demand to be able to pay their wages. Seasonal isn't enough. The same concepts keep coming up, that means it's a pretty good idea. If people stay for a few days, they will spend money in town. The Commissioners are looking into the future, for the next generations. The community has said this is what they want. This will help attract other investors.

Kim – I moved to Kingston for the rural life. I don't want to have to get a job as a retiree to pay taxes. I like Kingston the way it is. I know it will grow, but I don't want it to become a city.

Commissioner Heacock – Kitsap County has designated the Kingston area as a transit hub and we are an Urban Growth Area. We will be looking at incorporating in the future and become a city instead of a town. It is going to happen. The Port would like to provide a picture and create a town we will still enjoy.

Tim Davis – The Hotel – if they build it, will they come? There is currently no place for family to stay when our daughter gets married. We are telling friends and family about hotels in Poulsbo and Bainbridge.



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Restaurant – We go to Edmonds for dinner for something different. I imagine it will be reversed and people will come to Kingston from Edmonds to sit on the deck and enjoy the views of our harbor. Build it, build it, build it

Mike Reed – Common word Restaurant

Tania Issa – we have 2 tribes with casinos/hotels in the area, the room rates are pretty high and they are busy even in the off season. The market will determine what is built. Don't include kitchenettes in the hotels, add solar.

5. ADJOURN PUBLIC HEARING

Commissioner McClure adjourned the meeting at 8:35pm

NEXT WORK SESSION: Tues, April 30th, 2023 at 8:30AM
NEXT REGULAR SESSION: Wed, May 24, 2023, at 1:00PM

Steve Heacock, Commissioner

Attest: _____
Greg Englin, Executive Director

Mary McClure Commissioner

Laura Gronnvoll, , Commissioner



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**PORT OF KINGSTON
COMMISSION WORK SESSION**

May 2nd, 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		
Aaron Powell	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

Discussion Items:

- Commercial Development discussion
- Upcoming KCAC meetings identified

NEXT WORK SESSION: Tue, May 9th, 2023, at 8:30 AM – Port of Kingston 2nd Floor Conference Room

NEXT REGULAR SESSION: Wed, May 24, 2023 at 1:00pm 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**

May 9th, 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 type="checkbox"/>	
Ron Karzmar	<input checked="" type="checkbox"/>	
Aaron Powell	<input type="checkbox"/>	
	<input type="checkbox"/>	

- Discussion Items:
 - Restroom project & design
 - Commercial Development – ED Englin will send to Commissioners for review prior to an upcoming vote
 - Job title update – Customer Service Coordinator adding a Senior CSC
- Cancelling Work Session May 16th, all will be in Spokane at the WPPA Spring Meeting
- Changing the time for Tuesday Work Sessions from 8:30-10:30am to 9:00-10:00am
- Register Commissioners, ED Englin, Audra, and Kris for morning modules at the Spring meeting

NEXT WORK SESSION: Tue, May 16th, 2023, at 8:30 AM – Port of Kingston 2nd Floor Conference Room

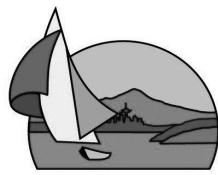
NEXT REGULAR SESSION: Wed, May 24, 2023 at 1:00pm at the Village Green Community Center

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 **\$46,587.14** from the Port of Kingston, Marina Revenue Fund, the 7th day of April 2023.

Mary McCLure, Commissioner

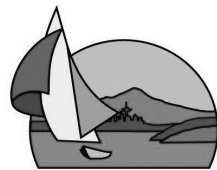
Laura Gronnvoll, Commissioner

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
4/7/2023	36402	\$100.00	Kitsap County Sheriff's Office
4/7/2023	36403	\$20.00	Cynthia Kenner
4/7/2023	36404	\$1,039.98	Amazon Capital Services
4/7/2023	36405	\$347.80	COMCAST
4/7/2023	36406	\$2,789.60	OLYMPIC ESD 114
4/7/2023	36407	\$35,824.93	PETROCARD INC
4/7/2023	36408	\$6,464.83	PUGET SOUND ENERGY
		<hr/> \$46,587.14 <hr/>	



**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 **\$42,648.65** from the Port of Kingston, Marina Revenue Fund, the 13th day of April 2023.

Mary McClure, Commissioner

Laura Gronnvoll, Commissioner

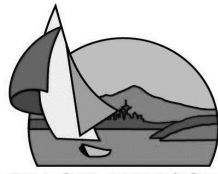
Steve Heacock, Commissioner

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
4/13/2023	36409	\$32.00	ALL SHRED
4/13/2023	36410	\$3,784.00	CHMELIK SITKIN & DAVIS
4/13/2023	36411	\$207.56	COMCAST
4/13/2023	36412	\$1,535.88	DOG WASTE DEPOT
4/13/2023	36413	\$7,125.00	ELMQUIST COMMERCIAL LLC
4/13/2023	36414	\$150.00	Government Finance Officers Association
4/13/2023	36415	\$668.97	GRAINGER
4/13/2023	36416	\$551.56	HENERY HARDWARE
4/13/2023	36417	\$2,816.85	KITSAP BANK VISA
4/13/2023	36418	\$6,048.20	KITSAP COUNTY PUBLIC WORKS
4/13/2023	36419	\$744.27	KITSAP GARAGE DOOR CO.
4/13/2023	36420	\$164.52	KRISTIN WILLIAMS
4/13/2023	36421	\$1,837.38	LAURA GRONNVOLL
4/13/2023	36422	\$450.00	MARROWSTONE TILE LLC
4/13/2023	36423	\$135.00	MRSC ROSTERS
4/13/2023	36424	\$64.65	OLYMPIC SPRINGS, INC.
4/13/2023	36425	\$17.91	PACIFIC OFFICE AUTOMATION
4/13/2023	36426	\$176.00	PAPE MATERIAL HANDLING
4/13/2023	36427	\$1,352.39	PENINSULA FIRE INC.
4/13/2023	36428	\$102.40	REDDY ICE
4/13/2023	36429	\$1,061.00	RELIABLE STORAGE
4/13/2023	36430	\$224.85	S-NET COMMUNICATIONS INC
4/13/2023	36431	\$495.07	SEATTLE MARINE & FISHING SUPPLY
4/13/2023	36432	\$3,486.25	SOUND PUBLISHING, INC.
4/13/2023	36433	\$2,227.29	STAPLES ADVANTAGE
4/13/2023	36434	\$726.18	SWIFT PLUMBING AND HEATING INC.
4/13/2023	36435	\$343.69	TACOMA SCREW PRODUCTS
4/13/2023	36436	\$63.02	Torey Grandt
4/13/2023	36437	\$496.43	ULINE
4/13/2023	36438	\$732.83	VERIZON WIRELESS
4/13/2023	36439	\$790.00	VERNON PUBLICATIONS, LLC
4/13/2023	36440	\$4,037.50	WASHINGTON PROJECT CONSULTANTS, PLLC

\$42,648.65



**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 **\$97.97** from the Port of Kingston, Marina Revenue Fund, the 27th day of April 2023.

Mary McCLure, Commissioner

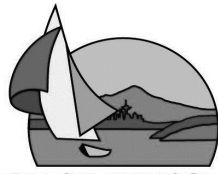
Laura Gronnvoll, Commissioner

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
4/27/2023	36600	\$97.97	HENERY HARDWARE
		<hr/> \$97.97 <hr/>	



**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 **\$39,886.72** from the Port of Kingston, Marina Revenue Fund, the 28th day of April 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
4/28/2023	36441	\$1,947.97	WA Construction Service Health Trust
4/28/2023	36442	\$12,946.47	KITSAP COUNTY PUBLIC WORKS
4/28/2023	36443	\$24,038.30	REGENCE BLUESHIELD
4/28/2023	36444	\$953.98	WASTE MANAGEMENT
		<hr/> \$39,886.72 <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
04/03/2023	PCS Merchant Services	\$204.14	CC Fees - Fuel	R00216296
04/03/2023	Global Payment Systems	\$8,534.56	CC Fees - Office	R00216298
04/03/2023	Gravity Payments	\$959.76	CC Fees - Parking	R00216297
04/06/2023	Washington State DRS	\$700.00	DCP	R00216415
04/07/2023	Umpqua Bank	\$50,087.88	Payroll 3/16 to 3/31	R00216467
04/14/2023	Washington State DRS	\$8,408.07	PERS Company	R00216674
04/18/2023	Washington State DRS	\$700.00	DCP	R00216829
04/20/2023	Umpqua Bank	\$41,293.45	Payroll 4/1 to 4/15	R00216737
04/26/2023	Washington State DOR	\$5,088.16	Excise Taxes	R00217021
		<u>\$115,976.02</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
BALANCE SHEET
FOR THE PERIOD ENDING APRIL 30, 2023**

	ACTUAL APR 2023*	ACTUAL APR 2022*	CHG
ASSETS			
Current Assets			
Cash and cash equivalents	2,537,906	2,429,705	108,201
Accounts receivable	166,712	468	166,243
Grants receivable	11,595	-	11,595
Current portion of lease receivable	160,619	-	160,619
Taxes receivable	6,013	6,542	(529)
Inventory	35,619	71,631	(36,012)
Prepaid expenses	82,997	40,850	42,147
Total Current Assets	3,001,459	2,549,196	452,263
Noncurrent Assets			
Lease receivable	2,138,655	-	2,138,655
Net pension asset	272,707	558,747	(286,040)
Total Noncurrent Assets	2,411,362	558,747	1,852,615
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	163,567	51,913	111,654
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	280,185	103,444

*unaudited

**PORT OF KINGSTON
BALANCE SHEET
FOR THE PERIOD ENDING APRIL 30, 2023**

	ACTUAL APR 2023*	ACTUAL APR 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>3,367,174</u>	<u>(2,080,307)</u>
Total Capital Assets	13,759,685	13,809,121	(49,436)
Less: Accumulated Depreciation	<u>(6,578,761)</u>	<u>(6,230,745)</u>	<u>(348,016)</u>
Total Net Capital Assets	<u>7,180,924</u>	<u>7,578,377</u>	<u>(397,453)</u>
Total Assets Before Deferred Outflows	<u>12,593,745</u>	<u>10,686,320</u>	<u>1,907,425</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows - pensions	284,098	99,327	184,771
Deferred outflows - asset retirement obligation	102,803	123,810	(21,007)
Total Deferred Outflows	<u>386,901</u>	<u>223,137</u>	<u>163,764</u>
Total Assets	<u>12,980,646</u>	<u>10,909,457</u>	<u>2,071,189</u>
LIABILITIES			
Current Liabilities			
Accounts payable	104,880	89,017	15,863
Accrued taxes	65,423	59,971	5,452
Payroll liabilities	58,560	3,818	54,742
Tenant deposits	68,711	68,656	55
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>386,905</u>	<u>307,291</u>	<u>79,613</u>

*unaudited

**PORT OF KINGSTON
BALANCE SHEET
FOR THE PERIOD ENDING APRIL 30, 2023**

	ACTUAL APR 2023*	ACTUAL APR 2022*	CHG
Noncurrent Liabilities			
Compensated absences	35,014	30,855	4,159
Long-term unearned revenue	1,175,706	1,199,094	(23,388)
Environmental remediation liability	117,000	114,000	3,000
Asset retirement obligation	179,655	168,883	10,772
Pension liability	157,657	50,045	107,613
General obligation bonds	637,000	698,000	(61,000)
Total Noncurrent Liabilities	2,302,033	2,260,877	41,156
Total Liabilities Before Deferred Inflows	2,688,937	2,568,168	120,769
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows - pensions	298,694	580,634	(281,940)
Deferred inflows - lease	2,299,274	-	2,299,274
Total Deferred Inflows	2,597,967	580,634	2,017,334
Total Liabilities	5,286,905	3,148,802	2,138,103
EQUITY			
Restricted for net pension asset	268,215	121,534	146,681
Committed	1,546,002	1,312,832	233,170
Unrestricted	5,879,525	6,326,290	(446,765)
Total Equity	7,693,742	7,760,656	(66,914)
Total Liabilities and Equity	12,980,646	10,909,457	2,071,189

*unaudited

PORT OF KINGSTON
INCOME STATEMENT YEAR-TO-DATE
FOR THE PERIOD ENDING APRIL 30, 2023

	<u>YTD ACTUAL</u> <u>APR 2023*</u>	<u>YTD BUDGET</u> <u>APR 2023</u>	<u>VAR</u>	<u>YTD ACTUAL</u> <u>APR 2022*</u>	<u>CHG</u>
OPERATING REVENUE					
Fuel Sales	73,168	98,317	(25,148)	83,625	(10,457)
Moorage - Guest	35,941	20,056	15,885	42,679	(6,738)
Moorage - Permanent	419,843	416,220	3,623	389,953	29,890
Moorage - Seasonal	42,180	58,560	(16,380)	35,002	7,178
Other Operating Income	3,184	3,006	178	1,300	1,883
Other Operating Service	15,234	14,842	392	14,966	268
Parking	139,044	127,969	11,076	123,140	15,905
Rental Property	72,418	97,682	(25,264)	94,058	(21,641)
Retail Sales	2,095	200	1,895	251	1,844
Utilities Income	29,131	29,748	(617)	28,759	372
TOTAL OPERATING REVENUE	<u>832,238</u>	<u>866,601</u>	<u>(34,362)</u>	<u>813,733</u>	<u>18,505</u>
COST OF GOODS SOLD	<u>61,393</u>	<u>82,219</u>	<u>20,827</u>	<u>62,137</u>	<u>(744)</u>
GROSS PROFIT	770,846	784,381	(13,536)	751,596	19,250
OPERATING EXPENSE					
Bank Charges	349	357	8	1,056	(707)
Commissioner Expense	20,422	22,673	2,251	17,640	2,782
Compensation and Benefits	521,050	519,548	(1,502)	441,815	79,235
Computer and Telecom	14,160	15,876	1,716	18,249	(4,089)
Equipment and Maintenance	35,418	39,870	4,452	32,714	2,704
Insurance and Taxes	46,034	46,387	353	42,404	3,630
Other Operating Expense	2,065	2,111	46	2,039	26
Professional Services	75,202	63,465	(11,737)	48,323	26,879
Promotional and Dues	24,554	11,339	(13,215)	9,287	15,267
Supplies	16,238	14,217	(2,021)	10,528	5,710
Travel and Training	2,239	6,317	4,078	3,515	(1,276)
Utilities	57,876	65,022	7,146	60,853	(2,977)
TOTAL OPERATING EXP BEFORE DEPR	<u>815,607</u>	<u>807,181</u>	<u>(8,426)</u>	<u>688,422</u>	<u>127,184</u>
NET OPERATING INCOME BEFORE DEPR	(44,761)	(22,800)	(21,961)	63,174	(107,935)
Depreciation and Amortization	<u>174,986</u>	<u>157,521</u>	<u>(17,465)</u>	<u>165,303</u>	<u>9,683</u>
NET OPERATING INCOME	(219,747)	(180,321)	(39,426)	(102,129)	(117,618)

*unaudited

PORT OF KINGSTON
INCOME STATEMENT YEAR-TO-DATE
FOR THE PERIOD ENDING APRIL 30, 2023

	<u>YTD ACTUAL</u> <u>APR 2023*</u>	<u>YTD BUDGET</u> <u>APR 2023</u>	<u>VAR</u>	<u>YTD ACTUAL</u> <u>APR 2022*</u>	<u>CHG</u>
OTHER INCOME					
Investment Income	11,079	1,473	9,606	1,473	9,606
Interest Income-Lease	25,264	-	25,264	-	25,264
Property Tax Receipts	104,567	104,894	(326)	103,855	712
Leasehold Excise Tax	573	689	(116)	689	(116)
TOTAL OTHER INCOME	<u>141,483</u>	<u>107,056</u>	<u>34,428</u>	<u>106,017</u>	<u>35,466</u>
OTHER EXPENSE					
Interest Exp GO Bond	7,617	7,617	-	8,143	(527)
TOTAL OTHER EXPENSE	<u>7,617</u>	<u>7,617</u>	<u>-</u>	<u>8,143</u>	<u>(527)</u>
NET OTHER INCOME/EXPENSE	<u>133,867</u>	<u>99,439</u>	<u>34,428</u>	<u>97,874</u>	<u>35,993</u>
NET INCOME BEFORE CAPITAL GRANTS	(85,880)	(80,882)	(4,998)	(4,255)	(81,625)
Capital Grants	-	-	-	-	-
NET INCOME	<u><u>(85,880)</u></u>	<u><u>(80,882)</u></u>	<u><u>(4,998)</u></u>	<u><u>(4,255)</u></u>	<u><u>(81,625)</u></u>

*unaudited

PORT OF KINGSTON
INCOME STATEMENT ACTUAL BY MONTH
FOR THE PERIOD ENDING APRIL 30, 2023

	JAN	FEB	MAR	APR	TOTAL 2023*
OPERATING REVENUE					
Fuel Sales	13,218	10,649	22,657	26,643	73,168
Moorage - Guest	11,209	6,733	8,404	9,596	35,941
Moorage - Permanent	106,784	103,992	103,827	105,240	419,843
Moorage - Seasonal	11,971	11,416	10,415	8,378	42,180
Other Operating Income	1,186	1,117	319	562	3,184
Other Operating Service	5,314	3,328	2,872	3,719	15,234
Parking	34,413	33,779	34,822	36,030	139,044
Rental Property	18,051	18,087	18,122	18,158	72,418
Retail Sales	625	1,353	63	55	2,095
Utilities Income	7,808	7,766	7,547	6,009	29,131
TOTAL OPERATING REVENUE	210,580	198,220	209,047	214,392	832,238
-					
COST OF GOODS SOLD	13,493	10,714	17,305	19,879	61,393
GROSS PROFIT	197,086	187,505	191,742	194,512	770,846
OPERATING EXPENSE					
Bank Charges	108	76	98	67	349
Commissioner Expense	4,518	4,006	5,068	6,829	20,422
Compensation and Benefits	136,330	126,154	129,776	128,789	521,050
Computer and Telecom	3,805	5,194	3,125	2,037	14,160
Equipment and Maintenance	8,435	6,599	11,096	9,288	35,418
Insurance and Taxes	11,109	11,694	11,582	11,649	46,034
Other Operating Expense	502	502	-	1,061	2,065
Professional Services	14,111	24,333	16,690	20,069	75,202
Promotional and Dues	5,592	20,458	(3,552)	2,056	24,554
Supplies	6,533	2,069	5,414	2,221	16,238
Travel and Training	-	199	1,897	143	2,239
Utilities	12,248	19,775	13,282	12,571	57,876
TOTAL OPERATING EXP BEFORE DEPR	203,291	221,060	194,476	196,780	815,607
NET OPERATING INCOME BEFORE DEPR	(6,205)	(33,554)	(2,734)	(2,268)	(44,761)
Depreciation and Amortization	43,835	43,835	43,835	43,482	174,986
NET OPERATING INCOME	(50,039)	(77,389)	(46,569)	(45,750)	(219,747)

*unaudited

**PORT OF KINGSTON
INCOME STATEMENT ACTUAL BY MONTH
FOR THE PERIOD ENDING APRIL 30, 2023**

	JAN	FEB	MAR	APR	TOTAL 2023*
OTHER INCOME					
Investment Income	2,585	2,543	2,797	3,153	11,079
Interest Income-Lease	6,369	6,334	6,298	6,263	25,264
Property Tax Receipts	811	6,724	10,565	86,468	104,567
Leasehold Excise Tax	-	573	-	-	573
TOTAL OTHER INCOME	9,765	16,174	19,661	95,884	141,483
OTHER EXPENSE					
Interest Exp GO Bond	1,904	1,904	1,904	1,904	7,617
TOTAL OTHER EXPENSE	1,904	1,904	1,904	1,904	7,617
NET OTHER INCOME/EXPENSE	7,861	14,269	17,757	93,980	133,867
NET INCOME BEFORE CAPITAL GRANTS	(42,178)	(63,120)	(28,813)	48,230	(85,880)
Capital Grants	-	-	-	-	-
NET INCOME	(42,178)	(63,120)	(28,813)	48,230	(85,880)

*unaudited