



Serving what matters today, with a view for tomorrow.

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

**August 23<sup>rd</sup> , 2023, at 6:30 p.m.**

<b>Meeting called by:</b>	Port of Kingston Commissioners
<b>Type of meeting:</b>	Regular Meeting
<b>Location:</b>	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 August 23<sup>rd</sup>, 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 July 18<sup>th</sup>, 2023 Work Session Minutes
- B. Approve July 19<sup>th</sup>, 2023 Regular Meeting Minutes
- C. Approve August 1<sup>st</sup>, 2023 Work Session Minutes
- D. Approve August 8<sup>th</sup>, 2023 Work Session Minutes
- E. Approve May 2023 Warrants **\$246,757.18** (\$66,384.42, \$180,372.76) and EFT Payments \$133,926.93

## 6. ACTION ITEMS

- A. Approve - **A RESOLUTION TO ADOPT 2024 ENDURIS WASHINGTON INSURANCE RENEWAL FOR 2023-2024**

## 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 September 27<sup>th</sup>, 2023, at 1:00 p.m. Hybrid Village Green Community Center 26159 Dulay Rd NE Kingston, WA 98346

## 13. ADJOURN



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**PORT OF KINGSTON**  
**COMMISSION WORK SESSION**  
July 18th, 2023; 9:00 a.m. – 10:00a.m.

NAME		EMAIL
Greg Englin	<input checked="" type="checkbox"/>	<a href="mailto:grege@portofkingston.org">grege@portofkingston.org</a>
Steve Heacock	<input checked="" type="checkbox"/>	<a href="mailto:steveh@portofkingston.org">steveh@portofkingston.org</a>
Laura Gronnvoll	<input checked="" type="checkbox"/>	<a href="mailto:laurag@portofkingston.org">laurag@portofkingston.org</a>
Mary McClure	<input checked="" type="checkbox"/>	<a href="mailto:marymc@portofkingston.org">marymc@portofkingston.org</a>
Kris Williams	<input checked="" type="checkbox"/>	<a href="mailto:krisw@portofkingston.org">krisw@portofkingston.org</a>
	<input type="checkbox"/>	
<b>Guest</b>		
Sean Parker	<input checked="" type="checkbox"/>	
Ron Karzmar	<input checked="" type="checkbox"/>	
Bror Elmquist	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	

Discussion Items:

- Sports Complex
- Pre-Application Update
- Add Wenzlau contract and amendment to next agenda
- Piling assessment

**NEXT WORK SESSION:** Tue, July 25<sup>th</sup>, 2023, at 9:00 AM – Port of Kingston 2<sup>nd</sup> Floor Conference Room

**NEXT REGULAR SESSION:** Wed July 19<sup>th</sup>, 2023 at 1:00pm 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  
 July 19<sup>th</sup>, 2023; 1:00pm  
 Meeting Minutes

NAME	IN I.	EMAIL	TELEPHONE	CELLULAR
<b>Regular Attendees</b>				
Greg Englin	<input checked="" type="checkbox"/>	<a href="mailto:grege@portofkingston.org">grege@portofkingston.org</a>		
Steve Heacock	<input checked="" type="checkbox"/>	<a href="mailto:steveh@portofkingston.org">steveh@portofkingston.org</a>		
Laura Gronnvoll	<input checked="" type="checkbox"/>	<a href="mailto:laurag@portofkingston.org">laurag@portofkingston.org</a>		
Mary McClure	<input checked="" type="checkbox"/>	<a href="mailto:marymc@portofkingston.org">marymc@portofkingston.org</a>		
Audra Trainer	<input checked="" type="checkbox"/>	<a href="mailto:audrat@portofkingston.org">audrat@portofkingston.org</a>		
Kris Williams	<input checked="" type="checkbox"/>	<a href="mailto:krisw@portofkingston.org">krisw@portofkingston.org</a>		
Torey Grandt	<input checked="" type="checkbox"/>	<a href="mailto:toreyg@portofkingston.org">toreyg@portofkingston.org</a>		
Ray Carpenter	<input type="checkbox"/>	<a href="mailto:rayc@portofkingston.org">rayc@portofkingston.org</a>		
Marc Horton	<input type="checkbox"/>	<a href="mailto:mhorton@washingtonprojectconsultants.com">mhorton@washingtonprojectconsultants.com</a>		
	<input type="checkbox"/>			
<b>Guest</b>				
Tami Bowen	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>			
<b>Guest Speaker</b>				
	<input type="checkbox"/>			
	<input type="checkbox"/>			

<b>1. Call to Order</b> - Commissioner McClure called the meeting to order at 1:04pm
<b>2. PLEDGE OF ALLEGIANCE</b>
<b>3. APPROVAL OF AGENDA</b> Motion to approve agenda Moved: Commissioner Gronnvoll Second: Commissioner Heacock Vote: Pass 3-0
<b>4. PUBLIC COMMENT</b>
<b>5. CONSENT AGENDA</b> A. Approve June 28 <sup>th</sup> , 2023 Regular Meeting Minutes B. Approve July 11 <sup>th</sup> , 2023 Work Session Minutes



Serving what matters today, with a view for tomorrow.

- C. Approve July 11<sup>th</sup>, 2023 Special Session Minutes
- D. Approve May 2023 Warrants **\$179,711.06** (\$76,831.95, \$20,840.30, \$82,038.81) and EFT Payments **\$123,074.64**

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

#### 6. ACTION ITEMS

- A. Approve - **RESOLUTION NO. 2023-07-19-01 A RESOLUTION DIRECTING THE EXECUTIVE DIRECTOR TO AMEND 2023 AGREEMENT WITH WENZLAU ARCHITECTS**

ED Englin explained the amendment to the Wenzlau contract for developing an option with the 55' height limits. This in no way obligates the Port to build to those specifications, however the work will be completed prior to the pre-application meeting if the decision to build to that height is made. This will eliminate additional work in the future.

Motion to Approve – Commissioner Gronnvoll  
Seconded – Commissioner Heacock  
Vote – Pass 3-0

#### 7. DISCUSSION ITEMS

N/A

#### 8. PUBLIC COMMENT

#### 9. FINANCIAL REPORT

Total Operating Revenue - \$1,415,264  
Total Operating Expense Before Depreciation - \$1,223,883  
Net Operating Income before Depreciation - \$2,793  
Net Income – **(-\$89,978)**

Financial Director Trainer explained these are not surprising results. We created the 2023 Budget knowing we would be spending the earnings on commercial development and seasonality causes our revenue to fluctuate throughout the year.

We will be receiving a refund from the Department of Revenue (DOR).

Commissioner McClure asked Financial Director, Audra Trainer, to explain what the refund the Port is receiving from DOR is for.



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Financial Director Trainer stated the refund from the State is the taxes on Diesel Fuel with interest we paid that we were not required to pay since we have a seller's permit, going back to 2018.

#### **10. PUBLIC COMMENT**

Tami Bowen asked about Fraud / Cyber Security at the Port.

Financial Director Trainer explained there are very little cash transactions, most transactions are "Card not present". Due to the risk involved with these types of transactions, the cost is a little more. State Auditor's office offers a free check for.

Commissioner Gronnvoll mentioned the WPPA educating Port Commissioners, Executive Directors, and staff on what is happening in the industry and how to prevent fraud and security breaches.

Executive Director Englin shared the internal audit conducted by the Port along with the third-party IT support we have contracted with, OESD.

#### **11. COMMISSION REPORT**

Commissioner Gronnvoll followed up with Tami Bowen regarding her comment at last month's meeting about Salt Air beach.

ED Englin stated as a recreational activity and the Salt Air beach providing public access, the Port has insulated itself from law suits. We've allowed a small business to use that space for their paddle board business without an agreement with the Port. We are creating a plan for the Port assets in the future. We have been unable to make any changes to the Toth and Hill properties due to zoning. Once the rezone takes place, we will have more options. Regulatory restraints (ie permitting) have created a challenge to move forward with projects.

Commissioner Heacock stated the Federal permitting that is most difficult. Local permits are easier to get. ED Englin stated we will keep moving forward, it will just take longer. The process is taking a minimum of a few years, 2-3 years to obtain the permits and then the work can begin. Some are having to go back to the state after receiving grant funds when they are unable to complete their projects in the specified time.

Commissioner Gronnvoll shared she attended the community meeting hosted by John Rose with Rotary and the YMCA. It was an informative meeting.

Commissioner Heacock stated the North Kitsap United is in its infancy. The regional concept will minimize impact of noise, lights, glare etc. A centralized location makes the most sense.

Commissioner McClure stated the Rotary has been researching locations for many years. Many other properties had serious issues. Originally the Rotary was not looking specifically for a central location. When this partnership presented itself, the Rotary team became very excited. The proposed location is 6 miles from all communities in North Kitsap. Without strong community support, Raydient will not carry the project forward. There was concern that the location is outside the Urban Growth Area (UGA).

#### **12. STAFF REPORT**

Torey Grandt, Maintenance Manager –

We are watering daily; we have cut back watering some locations.

Repairing concrete areas.



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Kris Williams, Admin Services Manager –

We are still in the process of hiring the Customer Service Coordinator position and determining how we will fill in the gaps when the Seasonal help go back to school.

We are moving forward with the SAGE and MarinaGo implementation.

We've begun the Budget planning through the end of September.

Marc Horton –

Working on permitting for multiple projects.

Rocks near G Dock, place rocks on the jetty at high tide

Marc suggested the Commissioners address the permitting issues with Congress and the number of projects and economic development being delayed or stopped due to these issues.

Torey Grandt –

Shared the Geotech work being conducted on Port property to determine what the soil consists of.

Marc Horton –

Marc used an old photo and overlaid the map of the Port to see where the old shore line was. Marc and Torey found old documents with original topography of the grounds before they did anything. We will need to scan and save these documents electronically.

ED Englin –

Now that we have worked through some internal challenges, we can turn our focus to building relationships particularly with the two local indigenous tribes, S'Klallam and Suquamish.

Ed Englin shared the information of the celebration of life for Jeremy Sullivan, chairman.

Attended the Executive Directors WPPA conference hosted by the Port of Everett.

Connie Sue Martin, attorney with Schwabe, has worked with several tribes in the Northwest. She shared the history and legal aspects of treaties. ED Englin will share her presentation with the Commissioners.

Greg will develop a routine of meeting with and discussing issues/concerns with both tribes moving forward.

Port of Everett discussed how they were sued by Puget Soundkeeper Alliance regarding the quality of storm water. We need to develop of strategy to deal with the Federal issues. We have a strong representation in Washington Congress to work with on these issues. We also need to develop a strategy for appropriations.

### **13. ADJOURN**

Commission adjourned the meeting at 2:11pm

**NEXT REGULAR SESSION:** Wed, August 23<sup>rd</sup>, 2023, at 6:30PM Village Green Community Center



**PORT OF KINGSTON**

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\_\_\_\_\_  
Mary McClure, Commissioner

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

\_\_\_\_\_  
Laura Gronnvoll, Commissioner

\_\_\_\_\_  
Steve Heacock, Commissioner





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**PORT OF KINGSTON  
COMMISSION WORK SESSION**

August 1, 2023; 9:00 a.m. – 10:00a.m.

NAME		EMAIL
Greg Englin	<input checked="" type="checkbox"/>	<a href="mailto:grege@portofkingston.org">grege@portofkingston.org</a>
Steve Heacock	<input checked="" type="checkbox"/>	<a href="mailto:steveh@portofkingston.org">steveh@portofkingston.org</a>
Laura Gronnvoll	<input checked="" type="checkbox"/>	<a href="mailto:laurag@portofkingston.org">laurag@portofkingston.org</a>
Mary McClure	<input checked="" type="checkbox"/>	<a href="mailto:marymc@portofkingston.org">marymc@portofkingston.org</a>
Kris Williams	<input checked="" type="checkbox"/>	<a href="mailto:krisw@portofkingston.org">krisw@portofkingston.org</a>
	<input type="checkbox"/>	
<b>Guest</b>		
Sean Parker	<input checked="" type="checkbox"/>	
Ron Karzmar	<input checked="" type="checkbox"/>	
Bror Elmquist	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	

Discussion Items:

- Environmental Seminar – attendees
- Public Records training update
- Commissioner Gronnvoll shared WPPA Commissioner Seminar discussions
- Funding options
- Ron Karzmar suggested a public survey to determine how the community feels regarding Commercial Development

**NEXT WORK SESSION:** Tue, August 8<sup>th</sup>, 2023, at 9:00 AM – Port of Kingston 2<sup>nd</sup> Floor Conference Room

**NEXT REGULAR SESSION:** Wed August 23<sup>rd</sup>, 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

August 8, 2023; 9:00 a.m. – 10:00a.m.

NAME		EMAIL
Greg Englin	<input checked="" type="checkbox"/>	<a href="mailto:grege@portofkingston.org">grege@portofkingston.org</a>
Steve Heacock	<input checked="" type="checkbox"/>	<a href="mailto:steveh@portofkingston.org">steveh@portofkingston.org</a>
Laura Gronnvoll	<input checked="" type="checkbox"/>	<a href="mailto:laurag@portofkingston.org">laurag@portofkingston.org</a>
Mary McClure	<input checked="" type="checkbox"/>	<a href="mailto:marymc@portofkingston.org">marymc@portofkingston.org</a>
Kris Williams	<input checked="" type="checkbox"/>	<a href="mailto:krisw@portofkingston.org">krisw@portofkingston.org</a>
Audra Trainer	<input checked="" type="checkbox"/>	<a href="mailto:audrat@portofkingston.org">audrat@portofkingston.org</a>
<b>Guest</b>		
Sean Parker	<input type="checkbox"/>	
Ron Karzmar	<input type="checkbox"/>	
Bror Elmquist	<input type="checkbox"/>	
	<input type="checkbox"/>	

Discussion Items:

- State of other Kitsap Ports
- Topics to discuss with Christine Rofles
  - Environmental credit for storm water; letter of support
- Environmental mitigation
- S'Klallam discussion
- Project updates
- Follow Up next week
  - Strategic Plan
  - Walk through assets

**NEXT WORK SESSION:** Tue, August 15<sup>th</sup>, 2023, at 9:00 AM – Port of Kingston 2<sup>nd</sup> Floor Conference Room

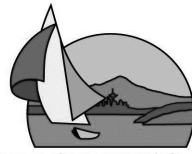
**NEXT REGULAR SESSION:** Wed August 23<sup>rd</sup>, 2023 at 1:00pm at the Village Green Community Center

\_\_\_\_\_  
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 **\$66,384.42** from the Port of Kingston, Marina Revenue Fund, the 11th day of July 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.

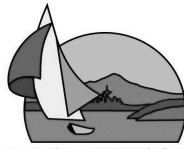
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Audra Trainer, Finance Director

<b>Date</b>	<b>Warrant</b>	<b>Amount</b>	<b>Vendor</b>
7/11/2023	36678	\$189.73	Amazon Capital Services
7/11/2023	36679	\$32.10	BUILDERS FIRSTSOURCE
7/11/2023	36680	\$5,940.00	CSD ATTORNEYS AT LAW
7/11/2023	36681	\$6.76	DEPARTMENT OF LICENSING
7/11/2023	36682	\$97.18	GOFF, AUSTIN
7/11/2023	36683	\$55.76	GRAINGER
7/11/2023	36684	\$1,945.59	HENERY HARDWARE
7/11/2023	36685	\$3,059.20	KITSAP BANK VISA
7/11/2023	36686	\$1,837.38	LAURA GRONNVOLL
7/11/2023	36687	\$2,789.60	OLYMPIC ESD 114
7/11/2023	36688	\$84.20	OLYMPIC SPRINGS, INC.
7/11/2023	36689	\$35.82	PACIFIC OFFICE AUTOMATION
7/11/2023	36690	\$41,922.68	PETROCARD INC
7/11/2023	36691	\$499.10	REDDY ICE
7/11/2023	36692	\$302.63	SEATTLE MARINE & FISHING SUPPLY
7/11/2023	36693	\$179.09	Torey Grandt
7/11/2023	36694	\$732.18	VERIZON WIRELESS
7/11/2023	36695	\$4,892.50	WASHINGTON PROJECT CONSULTANTS, PLLC
7/11/2023	36696	\$1,517.59	WASTE MANAGEMENT
7/11/2023	36697	\$265.33	GCP WW Holco LLC

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**\$66,384.42**



**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 **\$180,372.76** from the Port of Kingston, Marina Revenue Fund, the 27th day of July 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

<b>Date</b>	<b>Warrant</b>	<b>Amount</b>	<b>Vendor</b>
7/27/2023	36698	\$72.26	Chris Fratini
7/27/2023	36699	\$6.04	Adrian Beversluis
7/27/2023	36700	\$1,796.81	Washington Commercial Construction
7/27/2023	36701	\$789.75	Amazon Capital Services
7/27/2023	36702	\$222.56	COMCAST
7/27/2023	36703	\$2,519.00	ECOLOGICAL LAND SERVICES
7/27/2023	36704	\$2,484.30	EVERGREEN CONCRETE CUTTING INC
7/27/2023	36705	\$3,111.73	KITSAP COUNTY PUBLIC WORKS
7/27/2023	36706	\$3,365.23	KPUD- KITSAP PUBLIC UTILITY
7/27/2023	36707	\$8,845.00	LESCAULT WALDERMAN
7/27/2023	36708	\$460.69	MCMASTER-CARR
7/27/2023	36709	\$118,843.02	PETROCARD INC
7/27/2023	36710	\$2,423.97	PUGET SOUND ENERGY
7/27/2023	36711	\$197.40	REDDY ICE
7/27/2023	36712	\$22,243.55	REGENCE BLUESHIELD
7/27/2023	36713	\$545.00	RELIABLE STORAGE
7/27/2023	36714	\$225.02	S-NET COMMUNICATIONS INC
7/27/2023	36715	\$1,377.20	SEA TECHNOLOGY, LLC
7/27/2023	36716	\$1,040.00	SECURITY SERVICES NORTHWEST INC
7/27/2023	36717	\$2,948.40	SMARTSHEET
7/27/2023	36718	\$978.75	SOUND PUBLISHING, INC.
7/27/2023	36719	\$65.00	STATE OF WA DEPARTMENT OF ECOLOGY
7/27/2023	36720	\$5,300.00	WASHINGTON PUBLIC PORTS ASSOCIATION
7/27/2023	36721	\$512.08	WILCO

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**\$180,372.76**



**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
07/03/2023	Umpqua Bank	\$49,891.22	Payroll	R00219505
07/03/2023	Global Payment Systems	\$10,006.86	CC Fees - Office	R00219635
07/03/2023	Gravity Payment Systems	\$1,525.19	CC Fees - Parking	R00219396
07/03/2023	PCS Payment Systems	\$1,152.12	CC Fees - Fuel	R00219821
07/07/2023	Washington State DRS	\$7,839.56	PERS Company	R00219322
07/07/2023	Washington State DRS	\$700.00	DCP	R00219748
07/07/2023	Umpqua Bank	\$541.21	Payroll	R00219090
07/18/2023	Umpqua Bank	\$44,947.49	Payroll 07/01 to 07/15	R00219110
07/21/2023	Washington State DRS	\$988.50	DCP	R00218980
07/26/2023	Washington State DOR	\$10,630.33	Excise Taxes	R00219057
07/28/2023	Department of Labor and Industries	\$5,704.45	L&I	R00218979
		<u>\$133,926.93</u>		

\_\_\_\_\_  
Mary McClure, Commissioner

\_\_\_\_\_  
Laura Gronnvoll, Commissioner

\_\_\_\_\_  
Steve Heacock, 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. 2023-08-23-01**

A Resolution of the Commission of the Port of Kingston

**A RESOLUTION TO ADOPT 2024 ENDURIS WASHINGTON INSURANCE RENEWAL FOR 2023-2024**

**WHEREAS**, Enduris Washington is currently providing insurance benefits to the Port of Kingston which is scheduled to expire on August 31, 2023.

**WHEREAS**, the cost of coverage to the Port is one hundred forty-four thousand and forty-eight dollars (\$144,048.00) for the policy year 2023, which is an increase from the previous year of \$10,736.00.

**WHEREAS**, the renewal is effective September 1, 2023, through August 31, 2024.

**THEREFORE BE IT RESOLVED**, by the Commissioners for the Port of Kingston approves the above referenced insurance policy and authorizes the Executive Director to execute the renewal documents.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a regular meeting held this 23rd day of August 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 JULY 31, 2023**

	<b>ACTUAL JULY 2023*</b>	<b>ACTUAL JULY 2022*</b>	<b>CHG</b>
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and cash equivalents	2,838,113	2,604,933	233,180
Accounts receivable	(2,293)	(1,121)	(1,172)
Grants receivable	6,746	-	6,746
Current portion of lease receivable	161,927	-	161,927
Taxes receivable	6,013	6,542	(529)
Inventory	55,538	39,278	16,260
Prepaid expenses	204,519	17,197	187,321
<b>Total Current Assets</b>	<b>3,270,563</b>	<b>2,666,829</b>	<b>603,734</b>
<b>Noncurrent Assets</b>			
Lease receivable	2,097,679	-	2,097,679
Net pension asset	272,707	558,747	(286,040)
<b>Total Noncurrent Assets</b>	<b>2,370,386</b>	<b>558,747</b>	<b>1,811,639</b>
<b>Capital Assets</b>			
<b>Buildings and Structures</b>			
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
<b>Total Buildings and Structures</b>	<b>2,839,416</b>	<b>8,161,785</b>	<b>(5,322,369)</b>
Construction in Progress	190,302	67,028	123,274
<b>Land</b>			
Gen and Admin	373,874	-	373,874
Real Estate	563,914	-	563,914
Parks	432,276	-	432,276
Parking	500,992	-	500,992
<b>Total Land</b>	<b>1,871,056</b>	<b>1,948,064</b>	<b>(77,009)</b>
<b>Machinery and Equipment</b>			
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
<b>Total Machinery and Equipment</b>	<b>383,628</b>	<b>286,395</b>	<b>97,233</b>

\*unaudited

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

	<b>ACTUAL JULY 2023*</b>	<b>ACTUAL JULY 2022*</b>	<b>CHG</b>
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>3,358,406</u>	<u>(2,071,539)</u>
Total Capital Assets	<u>13,786,421</u>	<u>13,821,679</u>	<u>(35,259)</u>
Less: Accumulated Depreciation	<u>(6,701,601)</u>	<u>(6,346,880)</u>	<u>(354,720)</u>
Total Net Capital Assets	<u>7,084,820</u>	<u>7,474,799</u>	<u>(389,979)</u>
Total Assets Before Deferred Outflows	<u>12,725,768</u>	<u>10,700,374</u>	<u>2,025,394</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows - pensions	284,098	99,327	184,771
Deferred outflows - asset retirement obligation	96,509	123,810	(27,301)
Total Deferred Outflows	<u>380,607</u>	<u>223,137</u>	<u>157,470</u>
Total Assets	<u>13,106,376</u>	<u>10,923,511</u>	<u>2,182,864</u>
LIABILITIES			
Current Liabilities			
Accounts payable	243,010	124,132	118,878
Accrued taxes	71,852	66,016	5,836
Payroll liabilities	53,293	4,024	49,269
Tenant deposits	67,811	69,219	(1,408)
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	62,500	62,000	500
Total Current Liabilities	<u>525,798</u>	<u>349,221</u>	<u>176,577</u>

\*unaudited



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

	<b>ACTUAL JULY 2023*</b>	<b>ACTUAL JULY 2022*</b>	<b>CHG</b>
<b>Noncurrent Liabilities</b>			
Compensated absences	35,014	30,855	4,159
Long-term unearned revenue	1,169,763	1,193,316	(23,553)
Environmental remediation liability	117,000	114,000	3,000
Asset retirement obligation	179,655	168,883	10,772
Pension liability	156,732	49,892	106,839
General obligation bonds	605,500	667,500	(62,000)
<b>Total Noncurrent Liabilities</b>	<b>2,263,664</b>	<b>2,224,446</b>	<b>39,217</b>
<b>Total Liabilities Before Deferred Inflows</b>	<b>2,789,461</b>	<b>2,573,668</b>	<b>215,794</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred inflows - pensions	298,694	580,634	(281,940)
Deferred inflows - lease	2,259,606	-	2,259,606
<b>Total Deferred Inflows</b>	<b>2,558,300</b>	<b>580,634</b>	<b>1,977,667</b>
<b>Total Liabilities</b>	<b>5,347,762</b>	<b>3,154,301</b>	<b>2,193,460</b>
<b>EQUITY</b>			
Restricted for net pension asset	268,215	121,534	146,681
Committed	1,610,824	1,367,915	242,908
Unrestricted	5,879,575	6,279,761	(400,186)
<b>Total Equity</b>	<b>7,758,614</b>	<b>7,769,210</b>	<b>(10,596)</b>
<b>Total Liabilities and Equity</b>	<b>13,106,376</b>	<b>10,923,511</b>	<b>2,182,864</b>

\*unaudited

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

	<b>YTD ACTUAL JULY 2023*</b>	<b>YTD BUDGET JULY 2023</b>	<b>VAR</b>	<b>YTD ACTUAL JULY 2022*</b>	<b>CHG</b>
<b>OPERATING REVENUE</b>					
Fuel Sales	437,297	407,775	29,521	426,015	11,281
Moorage - Guest	129,247	191,787	(62,540)	124,670	4,577
Moorage - Permanent	732,555	728,386	4,169	682,637	49,918
Moorage - Seasonal	46,216	58,560	(12,344)	47,463	(1,248)
Other Operating Income	5,200	4,923	277	3,059	2,141
Other Operating Service	28,814	25,343	3,471	25,898	2,916
Parking	299,511	274,736	24,775	266,500	33,011
Rental Property	131,806	170,943	(39,137)	164,602	(32,796)
Retail Sales	4,971	875	4,096	934	4,036
Utilities Income	42,310	42,697	(387)	41,720	590
<b>TOTAL OPERATING REVENUE</b>	<b>1,857,926</b>	<b>1,906,025</b>	<b>(48,099)</b>	<b>1,783,498</b>	<b>74,427</b>
<b>COST OF GOODS SOLD</b>	<b>362,459</b>	<b>340,701</b>	<b>(21,758)</b>	<b>354,774</b>	<b>7,684</b>
<b>GROSS PROFIT</b>	<b>1,495,467</b>	<b>1,565,324</b>	<b>(69,857)</b>	<b>1,428,724</b>	<b>66,743</b>
<b>OPERATING EXPENSE</b>					
Bank Charges	797	793	(4)	1,423	(626)
Commissioner Expense	44,083	40,417	(3,665)	34,884	9,199
Compensation and Benefits	909,699	905,271	(4,427)	814,265	95,434
Computer and Telecom	31,571	28,425	(3,147)	29,371	2,200
Equipment and Maintenance	60,409	69,466	9,057	58,075	2,334
Insurance and Taxes	82,462	84,672	2,210	76,488	5,974
Other Operating Expense	3,943	3,719	(224)	5,720	(1,778)
Professional Services	128,681	113,247	(15,434)	85,392	43,289
Promotional and Dues	41,768	24,390	(17,378)	25,733	16,035
Supplies	24,898	23,342	(1,556)	25,793	(895)
Travel and Training	10,305	13,244	2,939	7,377	2,928
Utilities	85,193	93,893	8,700	86,896	(1,703)
<b>TOTAL OPERATING EXP BEFORE DEPR</b>	<b>1,423,808</b>	<b>1,400,879</b>	<b>(22,929)</b>	<b>1,251,417</b>	<b>172,391</b>
<b>NET OPERATING INCOME BEFORE DEPR</b>	<b>71,659</b>	<b>164,446</b>	<b>(92,786)</b>	<b>177,308</b>	<b>(105,648)</b>
Depreciation and Amortization	304,120	274,484	(29,635)	290,206	13,913
<b>NET OPERATING INCOME</b>	<b>(232,460)</b>	<b>(110,039)</b>	<b>(122,422)</b>	<b>(112,898)</b>	<b>(119,562)</b>

\*unaudited

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

	<b>YTD ACTUAL JULY 2023*</b>	<b>YTD BUDGET JULY 2023</b>	<b>VAR</b>	<b>YTD ACTUAL JULY 2022*</b>	<b>CHG</b>
OTHER INCOME					
Investment Income	41,379	4,114	37,266	4,114	37,266
Interest Income-Lease	43,838	-	43,838	-	43,838
Property Tax Receipts	127,281	130,349	(3,068)	125,880	1,401
Leasehold Excise Tax	1,260	1,390	(130)	1,390	(130)
TOTAL OTHER INCOME	<u>213,759</u>	<u>135,853</u>	<u>77,906</u>	<u>131,383</u>	<u>82,376</u>
OTHER EXPENSE					
Interest Exp GO Bond	13,257	13,257	0	14,185	(927)
TOTAL OTHER EXPENSE	<u>13,257</u>	<u>13,257</u>	<u>0</u>	<u>14,185</u>	<u>(927)</u>
NET OTHER INCOME/EXPENSE	<u>200,502</u>	<u>122,595</u>	<u>77,906</u>	<u>117,198</u>	<u>83,303</u>
NET INCOME BEFORE CAPITAL GRANTS	(31,959)	12,557	(44,515)	4,300	(36,258)
Capital Grants	10,951	-	10,951	-	10,951
NET INCOME	<u>(21,008)</u>	<u>12,557</u>	<u>(33,564)</u>	<u>4,300</u>	<u>(25,308)</u>

\*unaudited

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

	JAN	FEB	MAR	APR	MAY	JUN	JUL	TOTAL 2023*
OPERATING REVENUE								
Fuel Sales	13,218	10,649	22,657	26,643	77,365	90,128	196,636	437,297
Moorage - Guest	11,209	6,733	8,404	9,596	22,796	25,982	44,528	129,247
Moorage - Permanent	106,784	103,992	103,827	105,240	104,360	104,122	104,231	732,555
Moorage - Seasonal	11,971	11,416	10,415	8,378	3,420	616	-	46,216
Other Operating Income	1,186	1,117	319	562	1,397	359	260	5,200
Other Operating Service	5,314	3,328	2,872	3,719	3,753	4,943	4,883	28,814
Parking	34,413	33,779	34,822	36,030	43,962	52,858	63,647	299,511
Rental Property	18,051	18,087	18,122	18,158	18,193	18,229	22,966	131,806
Retail Sales	625	1,353	63	55	194	246	2,435	4,971
Utilities Income	7,808	7,766	7,547	6,009	6,069	4,035	3,075	42,310
<b>TOTAL OPERATING REVENUE</b>	<b>210,580</b>	<b>198,220</b>	<b>209,047</b>	<b>214,392</b>	<b>281,509</b>	<b>301,517</b>	<b>442,661</b>	<b>1,857,926</b>
COST OF GOODS SOLD	13,493	10,714	17,305	19,879	59,781	73,701	167,584	362,459
<b>GROSS PROFIT</b>	<b>197,086</b>	<b>187,505</b>	<b>191,742</b>	<b>194,512</b>	<b>221,728</b>	<b>227,816</b>	<b>275,077</b>	<b>1,495,467</b>
OPERATING EXPENSE								
Bank Charges	108	76	98	67	4	34	411	797
Commissioner Expense	4,518	4,006	5,068	6,829	9,342	4,937	9,381	44,083
Compensation and Benefits	136,330	126,154	129,776	128,789	128,679	131,937	128,034	909,699
Computer and Telecom	3,805	5,194	3,125	2,037	3,509	4,049	9,854	31,571
Equipment and Maintenance	8,435	6,599	11,096	9,288	14,561	4,584	5,846	60,409
Insurance and Taxes	11,109	11,694	11,582	11,649	11,744	12,141	12,542	82,462
Other Operating Expense	502	502	-	1,061	546	784	547	3,943
Professional Services	14,111	24,333	16,690	20,069	13,976	23,589	15,914	128,681
Promotional and Dues	5,592	20,458	(3,552)	2,056	7,810	3,689	5,715	41,768
Supplies	6,533	2,069	5,414	2,221	3,632	788	4,241	24,898
Travel and Training	-	199	1,897	143	1,800	5,181	1,084	10,305
Utilities	12,248	19,775	13,282	12,571	9,349	10,913	7,053	85,193
<b>TOTAL OPERATING EXP BEFORE DEPR</b>	<b>203,291</b>	<b>221,060</b>	<b>194,476</b>	<b>196,780</b>	<b>204,952</b>	<b>202,625</b>	<b>200,624</b>	<b>1,423,808</b>
<b>NET OPERATING INCOME BEFORE DEPR</b>	<b>(6,205)</b>	<b>(33,554)</b>	<b>(2,734)</b>	<b>(2,268)</b>	<b>16,776</b>	<b>25,191</b>	<b>74,453</b>	<b>71,659</b>
Depreciation and Amortization	43,835	43,835	43,835	43,482	43,269	42,998	42,867	304,120
<b>NET OPERATING INCOME</b>	<b>(50,039)</b>	<b>(77,389)</b>	<b>(46,569)</b>	<b>(45,750)</b>	<b>(26,492)</b>	<b>(17,807)</b>	<b>31,586</b>	<b>(232,460)</b>

\*unaudited

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

	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>TOTAL 2023*</b>
OTHER INCOME								
Investment Income	2,585	2,543	2,797	3,153	5,805	3,343	21,153	41,379
Interest Income-Lease	6,369	6,334	6,298	6,263	6,227	6,191	6,156	43,838
Property Tax Receipts	811	6,724	10,565	86,468	20,410	1,347	957	127,281
Leasehold Excise Tax	-	573	-	-	687	-	-	1,260
<b>TOTAL OTHER INCOME</b>	<b>9,765</b>	<b>16,174</b>	<b>19,661</b>	<b>95,884</b>	<b>33,129</b>	<b>10,881</b>	<b>28,266</b>	<b>213,759</b>
OTHER EXPENSE								
Interest Exp GO Bond	1,904	1,904	1,904	1,904	1,904	1,904	1,833	13,257
<b>TOTAL OTHER EXPENSE</b>	<b>1,904</b>	<b>1,904</b>	<b>1,904</b>	<b>1,904</b>	<b>1,904</b>	<b>1,904</b>	<b>1,833</b>	<b>13,257</b>
<b>NET OTHER INCOME/EXPENSE</b>	<b>7,861</b>	<b>14,269</b>	<b>17,757</b>	<b>93,980</b>	<b>31,225</b>	<b>8,977</b>	<b>26,433</b>	<b>200,502</b>
<b>NET INCOME BEFORE CAPITAL GRANTS</b>	<b>(42,178)</b>	<b>(63,120)</b>	<b>(28,813)</b>	<b>48,230</b>	<b>4,733</b>	<b>(8,830)</b>	<b>58,019</b>	<b>(31,959)</b>
Capital Grants	-	-	-	-	-	-	10,951	10,951
<b>NET INCOME</b>	<b>(42,178)</b>	<b>(63,120)</b>	<b>(28,813)</b>	<b>48,230</b>	<b>4,733</b>	<b>(8,830)</b>	<b>68,970</b>	<b>(21,008)</b>

\*unaudited