



Serving what matters today, with a view for tomorrow.

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

July 19th, 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 July 19th, 2023, Regular Meeting of the Port of Kingston Commission. Comments from those in attendance will be allowed upon recognition of the Chair. Please identify yourself by stating your name.

If you would like to be added to the agenda for a future meeting, please contact the Port Office at least one week prior to the regularly scheduled meeting. Please submit your documents and/or presentations at the time of your request.

This is a preliminary agenda and is subject to change.

Agenda Topics

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF AGENDA**
- 4. PUBLIC COMMENT**



Serving what matters today, with a view for tomorrow.

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

5. CONSENT AGENDA

These matters are routine and will be enacted by one motion of the Commission with no separate discussion. If discussion is desired, that item may be removed from the Consent Agenda by a Commissioner.

- A. Approve June 28th, 2023 Regular Meeting Minutes
- B. Approve July 11th, 2023 Work Session Minutes
- C. Approve July 11th, 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**

6. ACTION ITEMS

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

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 August 23rd, 2023, at 6:30 p.m. Hybrid Village Green Community Center 26159 Dulay Rd NE Kingston, WA 98346

13. ADJOURN



PORT OF KINGSTON

Serving what matters today, with a view for tomorrow.

PORT OF KINGSTON
 REGULAR MEETING
 June 28th, 2023; 6:30pm
 Meeting Minutes

NAME	IN I.	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 checked="" 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				
Tami Bowen	<input checked="" type="checkbox"/>			
Greg White	<input checked="" type="checkbox"/>			
Beverly Parsons	<input checked="" type="checkbox"/>			
Marla Powers	<input checked="" type="checkbox"/>			
Guest Speaker				
	<input type="checkbox"/>			
	<input type="checkbox"/>			

1. Call to Order - Commissioner McClure called the meeting to order at 6:35pm
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA Motion to approve agenda Moved: Commissioner Heacock Second: Commissioner Laura Vote: Pass 3-0
4. PUBLIC COMMENT
5. CONSENT AGENDA A. Approve May 23rd , 2023 Work Session Minutes



Serving what matters today, with a view for tomorrow.

- B. Approve May 24th, 2023 Regular Meeting Minutes
- C. Approve June 13th , 2023 Work Session Minutes
- D. Approve June 15th, 2023 Special Session Meeting Minutes
- E. Approve June 20th, 2023 Work Session Meeting Minutes
- F. Approve May 2023 Warrants **\$143,731.93** (\$815.81, \$81,460.79, \$99.74, \$61,355.59) and EFT Payments **\$164,338.46**

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

6. ACTION ITEMS

A. Approve - RESOLUTION NO. 2023-06-28-01 A RESOLUTION DIRECTING THE EXECUTIVE DIRECTOR TO AMEND 2023 AGREEMENT WITH WENZLAU ARCHITECTS

Staff is requesting an additional funding to complete the necessary due diligence for the Commercial Development and Restroom Project. Wenzlau has submitted for a Pre-Application meeting with the County and we need to complete the 20% package for marketing the development. Contract would be increased by \$15,000. Staff recommends amending this contract.

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

B. Approve - RESOLUTION 2023-06-28-02 A RESOLUTION TO APPROVE 2023 AGREEMENT WITH OESD

Staff is requesting renewal of the OESD. The contract will be increased by just under \$1400 for a total of \$29,291. OESD has been performing their responsibilities well. Staff recommends renewing this contract.

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

C. Approve - RESOLUTION NO. 2023-06-28-03 RESOLUTION TO APPROVE MARINA SOFTWARE CONVERSION TO MARINAGO

Staff is requesting approval to purchase and implement an upgraded marina software from our current software provider, Scribble. The new software is called Marina-Go. The contract calls for a one-time purchase and implementation cost not to exceed \$10,000 plus an annual cost subscription of \$15,000.00. This software will create efficiencies that will allow staff time to focus on the customer experience.

D. Approve - RESOLUTION 2023-06-28-04 RESOLUTION TO APPROVE ACCOUNTING SOFTWARE CONVERSION TO SAGE INTAACT



Serving what matters today, with a view for tomorrow.

Staff is requesting approval to purchase and implement an upgraded accounting software. The new software is called SAGE INTAACT. The contract calls for a one-time purchase and implementation cost not to exceed \$20,000 plus an annual cost subscription of \$10,000.00. This software works in conjunction with the marina software so we are purchasing both at the same time.

Motion to Approve – Commissioner Heacock

Seconded – Commissioner Gronnvoll

Vote – Pass 3-0

7. DISCUSSION ITEMS

A. Sports Complex sponsored by Rotary

Commissioner Heacock –

- Not a lot of detail, this is the very beginning of this potential project
- Proposed location of the property is the West side of the intersection of Stottlemeyer and Gamble Rd.
- Access off the state highways, State Hwy 305, a round-about would be required, tying into existing roads and infrastructure would be required
- Major transmission of the “string of pearls” trail system
- Outside of our Port boundaries, but will create economic benefit for the Port District
- Partnership with the YMCA

ED Englin –

- Jon Rose of Raydient, a subsidiary of Rayonier, gave a presentation last night in Poulsbo. He was accompanied in this effort by Clint Boxman and the Kingston Rotary, and YMCA representatives including their CEO. The project is being branded as North Kitsap United.
- The basic concept is to develop a 440-acre tract of property owned by Rayonier and they would set aside 20-40 acres of that property for a multigenerational sports complex that would serve the many surrounding communities including Poulsbo, Hansville, Kingston, Indianola, Bainbridge Island and Port Gamble.
- It would also serve to attract and host sports events such as soccer tournaments, regional tournaments for all the high schools in North Kitsap, and special events such as Hoopfest. This facility would promote economic development and bring substantial tourism to Kingston and the surrounding communities across the state and from the whole region.
- The response from the audience, which numbered in the 100’s was almost unanimously supportive and very positive.

Commissioner McClure –

- Rayonier wanted to “take the temperature” of the community to determine if they should pursue this project and invest dollars necessary to complete the site work and evaluations. The audience was approximately 85% in favor.



Serving what matters today, with a view for tomorrow.

- Another meeting will be hosted in July with more detail provided

8. PUBLIC COMMENT

Tami Bowen, owner of CB Nuts –

- Interested in the Port's future plans
- Port Orchard received funding for their waterfront development, has the Port of Kingston ever had the idea for something similar
- Is there opportunity to grow on the North side of the ferry terminal, Salt Air Beach for public access to the water?
- Interested in economic development in Kingston
- Concerned about the Comprehensive Plan and how it will affect business owners

Beverly Parsons –

- Whose voice was represented last night at the North Kitsap United meeting?
- How do we build the urban growth areas to ensure that people have affordable living, not just housing?
- Who would conduct a needs assessment that would represent the full scope of people that are in our county?
- How is the Port working with other government agencies, such as the sovereign nations, to ensure the government as a whole is considering the whole county and the diversity of the county?
- Much more attention to distributed living and distributed transportation, interested in those conversations that are moving the economic strategies forward

Commissioner McClure -

- There is a group for you to be aware of, The Affordable Housing Work Group, that is working on possibilities for Kingston

Commissioner Heacock –

- The Comp Plan update is focused on understanding the affordable housing needs in Kitsap

Beverly Parsons –

- Hoping that there will be opportunity to really look at the rural area collectively and what the implications may be

9. FINANCIAL REPORT

- Gross Operating Revenue is \$993K with Total Operating Expenses (before depreciation) of \$1.1M resulting in a Net Operating Loss of **(\$28K)** before depreciation. Overall Net Income YTD is **\$(81,147)**.
- Total cash reserves stand at \$2.6M. \$1.5M of that is in the Capital Projects Fund (committed funds).
- We currently owe \$699K on our LTGO Bond, for an ending cash position, including debt of \$1.86M, an increase of \$171K YTD.

ED Englin –

- We are currently profitable; we have built the cash reserves. The big thing we have to hurdle is the marina replacement. We are trying to maintain what we have. We will have to implement more strategies for future funding, federal money for appropriations. We do have a strong legislative body with Cantwell, Murray, and Kilmer. The regulatory, permitting, and environmental mitigation aspects are getting more expensive and more difficult to navigate. We have reinvested in existing assets with necessary maintenance.



Serving what matters today, with a view for tomorrow.

Commissioner McClure –

- Do you have a sense of what the horizon is on the marina replacement?

ED Englin –

- We are trying to extend the life of the marina out 15 years. We will have to grow our way out of this, which is why we are strategically going after the development. National Marine Fisheries Services have a new calculator that has increased the mitigation expenses. The \$100,000 worth of floats would cost an additional \$280,000 in mitigation costs.
- ED Englin explained the various items creating challenges to complete projects

Greg White –

- Stated his concerns regarding Port owned assets, moorage rates, fuel costs.

Commissioner Heacock explained the zoning limitations for the Hill and Toth properties. The county would not rezone those parcels until the 2024 Comp Plan.

Greg White –

Should the Port improve something it already has?

ED Englin – Those properties were purchased because they were a better, quicker return on funds than the cash reserves were earning at the county. Since the rezoning won't take place until 2024 Comp Plan, the commission decided to focus on development of the tent pad area. The Port submitted a permit request almost 12 months ago to have the diseased trees removed from the Toth property, we have not received the permit yet.

10. COMMISSION REPORT

Commissioner Gronnvoll – Attended several KCAC meetings and Chamber meetings. Thank you to my fellow commissioners and staff for all you do.

Commissioner Heacock – We created a good product with the recommendations to Kitsap County for the 2024 Comprehensive Plan for the Kingston Sub area plan. We felt strongly about having the downtown corridor be zoned as retail required on the first floor. That is the basic difference between what the Port submitted and what KCAC submitted. We suggested not requiring parking for business owners that have the storefront in the downtown area. The idea is for walkability, so let's not incumber business owners with providing additional parking.

11. STAFF REPORT

Torey Grandt – Maintenance Manager –

4th of July prep happening now

Boat launch work is coming up next, concrete work

12. ADJOURN

Commission adjourned the meeting at 8:20pm

NEXT REGULAR SESSION: Wed, July 19th, 2023, at 1:00 PM Village Green Community Center



PORT OF KINGSTON

Serving what matters today, with a view for tomorrow.

Mary McClure, Commissioner

Attest: _____
Greg Englin, Executive Director

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner



Serving what matters today, with a view for tomorrow.

**PORT OF KINGSTON
COMMISSION WORK SESSION**

July 11th, 2023; 9:00 a.m. – 10:00a.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		
Sean Parker	<input checked="" type="checkbox"/>	
Ron Karzmar	<input checked="" type="checkbox"/>	
Bror Elmquist	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	

Discussion Items:

- Contracts update
- Property acquisition update
- Development discussion
- Laura hosting August Chamber luncheon
- Schedule Commissioner Asset “walk-through” at Work Session
- Obtain correct verbiage from legal regarding the dock replacement at the Hill house

NEXT WORK SESSION: Tue, July 18th, 2023, at 9:00 AM – Port of Kingston 2nd Floor Conference Room

NEXT REGULAR SESSION: Wed July 19th, 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
 REGULAR MEETING
 June 28th, 2023; 6:30pm
 Meeting Minutes

NAME	IN I.	EMAIL	TELEPHONE	CELLULAR
Regular Attendees				
Greg Englin	<input checked="" type="checkbox"/>	grege@portofkingston.org		
Steve Heacock	<input checked="" type="checkbox"/>	steveh@portofkingston.org		
Laura Gronnvoll	<input checked="" type="checkbox"/>	laurag@portofkingston.org		
Mary McClure	<input checked="" type="checkbox"/>	marymc@portofkingston.org		
Audra Trainer	<input type="checkbox"/>	audrat@portofkingston.org		
Kris Williams	<input checked="" type="checkbox"/>	krisw@portofkingston.org		
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				
Sean Parker	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
Guest Speaker				
	<input type="checkbox"/>			
	<input type="checkbox"/>			

1. Call to Order - Commissioner McClure called the meeting to order at 10:06am
2. PLEDGE OF ALLEGIANCE
3. APROVAL OF AGENDA
4. PUBLIC COMMENT N/A
5. CONSENT AGENDA N/A
6. ACTION ITEMS A. Approve - RESOLUTION NO. 2023-07-11-01 A RESOLUTION DIRECTING THE EXECUTIVE DIRECTOR TO NEGOTIATE A CONTRACT WITH ASPECT CONSULTING FOR GEOTECHNICAL SERVICES



Serving what matters today, with a view for tomorrow.

<p>Motion to Approve – Commissioner Gronnvoll Seconded – Commissioner McClure Vote – Pass 3-0</p>
<p>7. DISCUSSION ITEMS N/A</p>
<p>8. PUBLIC COMMENT N/A</p>
<p>9. FINANCIAL REPORT N/A</p>
<p>10. COMMISSION REPORT N/A</p>
<p>11. STAFF REPORT N/A</p>
<p>12. ADJOURN Commission adjourned the meeting at 10:07am</p>

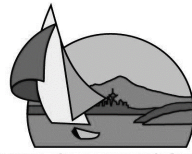
NEXT REGULAR SESSION: Wed, July 19th, 2023, at 1:00 PM Village Green Community Center

 Mary McClure, Commissioner

Attest: _____
 Greg Englin, Executive Director

 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 **\$76,831.95** from the Port of Kingston, Marina Revenue Fund, the 6th day of June 2023.

Mary McCLure, Commissioner

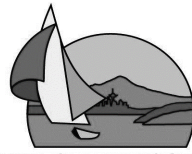
Laura Gronnvoll, Commissioner

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
6/6/2023	36632	\$347.80	COMCAST
6/6/2023	36633	\$189.33	GRAINGER
6/6/2023	36634	\$2,248.72	LAURA GRONNVOLL
6/6/2023	36635	\$73,114.21	PETROCARD INC
6/6/2023	36636	\$20.13	PREMIER RENTALS LLC
6/6/2023	36637	\$251.76	SUPERIOR PRESS
6/6/2023	36638	\$660.00	USDA-APHIS WILDLIFE SERVICES
		<hr/> \$76,831.95 <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 **\$20,840.30** from the Port of Kingston, Marina Revenue Fund, the 16th day of June 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
6/16/2023	36639	\$32.00	ALL SHRED
6/16/2023	36640	\$124.52	BUILDERS FIRSTSOURCE
6/16/2023	36641	\$760.00	CHMELIK SITKIN & DAVIS
6/16/2023	36642	\$160.00	Government Finance Officers Association
6/16/2023	36643	\$1,885.78	HENERY HARDWARE
6/16/2023	36644	\$9,016.54	KITSAP BANK VISA
6/16/2023	36645	\$48.07	LES SCHWAB
6/16/2023	36646	\$719.26	MCMASTER-CARR
6/16/2023	36647	\$162.39	OLYMPIC SPRINGS, INC.
6/16/2023	36648	\$108.63	PACIFIC OFFICE AUTOMATION
6/16/2023	36649	\$175.30	PAPE MATERIAL HANDLING
6/16/2023	36650	\$545.00	RELIABLE STORAGE
6/16/2023	36651	\$224.81	S-NET COMMUNICATIONS INC
6/16/2023	36652	\$329.38	SEATTLE MARINE & FISHING SUPPLY
6/16/2023	36653	\$2,337.19	ULINE
6/16/2023	36654	\$3,127.09	VALLEY NURSERY, INC.
6/16/2023	36655	\$742.39	VERIZON WIRELESS
6/16/2023	36656	\$237.50	VILLAGE GREEN COMMUNITY CENTER
6/16/2023	36657	\$54.45	WESTBAY AUTO PARTS
6/16/2023	36658	\$50.00	Sourdough Willy's

\$20,840.30



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 **\$82,038.81** from the Port of Kingston, Marina Revenue Fund, the 27th day of June 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
6/27/2023	36659	\$138.07	Mark Andresen
6/27/2023	36660	\$1,644.43	WA Construction Service Health Trust
6/27/2023	36661	\$659.31	COMCAST
6/27/2023	36662	\$305.00	Jim Dent
6/27/2023	36663	\$2,625.00	ELMQUIST COMMERCIAL LLC
6/27/2023	36664	\$2,927.25	KITSAP COUNTY PUBLIC WORKS
6/27/2023	36665	\$21.96	KITSAP SUN
6/27/2023	36666	\$1,785.00	NL OLSON & ASSOCIATES INC
6/27/2023	36667	\$223.56	PENINSULA PAINT
6/27/2023	36668	\$39,095.28	PETROCARD INC
6/27/2023	36669	\$20.12	PREMIER RENTALS LLC
6/27/2023	36670	\$3,108.79	PUGET SOUND ENERGY
6/27/2023	36671	\$20,448.80	REGENCE BLUESHIELD
6/27/2023	36672	\$276.94	SEATTLE NUT & BOLT
6/27/2023	36673	\$2,107.50	SOUND PUBLISHING, INC.
6/27/2023	36674	\$187.18	ULINE
6/27/2023	36675	\$3,467.50	WASHINGTON PROJECT CONSULTANTS, PLLC
6/27/2023	36676	\$1,512.12	WASTE MANAGEMENT
6/27/2023	36677	\$1,485.00	WENZLAU ARCHITECTS, PS
		\$82,038.81	



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
06/02/2023	Umpqua Bank	\$49,418.16	Payroll	R00218111
06/02/2023	Global Payment Systems	\$8,893.27	CC Fees - Office	R00218138
06/02/2023	Gravity Payment Systems	\$1,331.80	CC Fees - Parking	R00218145
06/06/2023	PCS Payment Systems	\$1,011.13	CC Fees - Fuel	R00218220
06/07/2023	Washington State DRS	\$700.00	DCP	R00218273
06/15/2023	Washington State DRS	\$7,812.03	PERS Company	R00218512
06/16/2023	Umpqua Bank	\$44,236.36	Payroll	R00218528
06/27/2023	Washington State DOR	\$8,971.89	Excise Taxes	R00218799
06/30/2023	Washington State DRS	\$700.00	DCP	R00218913
		<u>\$123,074.64</u>		

Steve Heacock, Commissioner

Laura Gronnvoll, Commissioner

Mary McClure, Commissioner

I, the undersigned, do hereby certify under penalty or perjury that the expenses incurred as described herein and all claims are just, due, and paid obligations against the Port of Kingston and that I am authorized to authenticate and certify to said claims.

Audra Trainer, Finance Director/Port Auditor

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 2023-07-19-01

A Resolution of the Commission of the Port of Kingston

A RESOLUTION DIRECTING THE EXECUTIVE DIRECTOR TO AMEND 2023 AGREEMENT WITH WENZLAU ARCHITECTS

WHEREAS, the Port of Kingston will amend the contract with Wenzlau Architects for the general purposes of architectural design.

THEREFORE BE IT RESOLVED, the Commissioners for the Port of Kingston hereby direct the Executive Director to amend the contract not to exceed an additional \$20,000.00 architectural services with Wenzlau Architects P.S. for the planning and design for commercial development of Port property located at the southwest corner of Washington Boulevard and Main Street.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a regular meeting held this 19th day of July, 2023.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Steve Heacock, Commissioner

Attest: _____
Greg Englin, Executive Director

Mary McClure Commissioner

Laura Gronnvoll, , Commissioner

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

	ACTUAL JUNE 2023*	ACTUAL JUNE 2022*	CHG
ASSETS			
Current Assets			
Cash and cash equivalents	2,537,167	2,498,635	38,532
Accounts receivable	172,563	2,142	170,420
Grants receivable	11,595	-	11,595
Current portion of lease receivable	161,490	-	161,490
Taxes receivable	6,013	6,542	(529)
Inventory	58,838	96,800	(37,962)
Prepaid expenses	53,684	27,410	26,274
Total Current Assets	3,001,349	2,631,529	369,819
Noncurrent Assets			
Lease receivable	2,111,375	-	2,111,375
Net pension asset	272,707	558,747	(286,040)
Total Noncurrent Assets	2,384,082	558,747	1,825,335
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	177,063	62,170	114,893
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	285,905	97,724

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

	ACTUAL JUNE 2023*	ACTUAL JUNE 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	7,215,151	-	7,215,151
Other Improvements			-
Gen and Admin	32,237	-	32,237
Parks	1,251,807	-	1,251,807
Parking	2,823	-	2,823
Total Other Improvements	1,286,867	3,358,406	(2,071,539)
Total Capital Assets	13,773,181	13,816,330	(43,149)
Less: Accumulated Depreciation	(6,660,832)	(6,305,238)	(355,594)
Total Net Capital Assets	7,112,349	7,511,092	(398,742)
Total Assets Before Deferred Outflows	12,497,779	10,701,367	1,796,412
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows - pensions	284,098	99,327	184,771
Deferred outflows - asset retirement obligation	98,607	123,810	(25,203)
Total Deferred Outflows	382,705	223,137	159,568
Total Assets	12,880,484	10,924,504	1,955,980
LIABILITIES			
Current Liabilities			
Accounts payable	83,958	139,598	(55,640)
Accrued taxes	52,146	49,239	2,907
Payroll liabilities	58,328	7,348	50,980
Tenant deposits	68,691	69,439	(748)
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	352,955	351,455	1,500

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

	ACTUAL JUNE 2023*	ACTUAL JUNE 2022*	CHG
Noncurrent Liabilities			
Compensated absences	35,014	30,855	4,159
Long-term unearned revenue	1,171,744	1,195,242	(23,498)
Environmental remediation liability	117,000	114,000	3,000
Asset retirement obligation	179,655	168,883	10,772
Pension liability	157,414	49,787	107,627
General obligation bonds	605,500	667,500	(62,000)
Total Noncurrent Liabilities	2,266,327	2,226,267	40,060
Total Liabilities Before Deferred Inflows	2,619,282	2,577,722	41,560
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows - pensions	298,694	580,634	(281,940)
Deferred inflows - lease	2,272,865	-	2,272,865
Total Deferred Inflows	2,571,558	580,634	1,990,925
Total Liabilities	5,190,840	3,158,356	2,032,484
EQUITY			
Restricted for net pension asset	268,215	121,534	146,681
Committed	1,607,474	1,366,771	240,703
Unrestricted	5,813,955	6,277,844	(463,888)
Total Equity	7,689,644	7,766,149	(76,505)
Total Liabilities and Equity	12,880,484	10,924,504	1,955,980

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

	<u>YTD ACTUAL</u> <u>JUNE 2023*</u>	<u>YTD BUDGET</u> <u>JUNE 2023</u>	<u>VAR</u>	<u>YTD ACTUAL</u> <u>JUNE 2022*</u>	<u>CHG</u>
OPERATING REVENUE					
Fuel Sales	240,661	258,983	(18,322)	249,747	(9,087)
Moorage - Guest	84,719	133,658	(48,939)	85,142	(423)
Moorage - Permanent	628,324	624,331	3,994	584,955	43,370
Moorage - Seasonal	46,216	58,560	(12,344)	44,589	1,627
Other Operating Income	4,940	4,284	656	2,278	2,662
Other Operating Service	23,931	22,076	1,855	22,330	1,601
Parking	235,864	216,643	19,221	209,375	26,489
Rental Property	108,840	146,523	(37,683)	141,088	(32,248)
Retail Sales	2,535	500	2,035	420	2,115
Utilities Income	39,235	39,587	(353)	38,648	587
TOTAL OPERATING REVENUE	<u>1,415,264</u>	<u>1,505,144</u>	<u>(89,879)</u>	<u>1,378,572</u>	<u>36,693</u>
COST OF GOODS SOLD	<u>194,874</u>	<u>216,268</u>	<u>21,393</u>	<u>198,855</u>	<u>(3,981)</u>
GROSS PROFIT	1,220,390	1,288,876	(68,486)	1,179,717	40,673
OPERATING EXPENSE					
Bank Charges	387	738	351	1,407	(1,021)
Commissioner Expense	34,701	34,662	(39)	29,815	4,887
Compensation and Benefits	781,665	776,697	(4,968)	668,081	113,584
Computer and Telecom	21,717	25,845	4,128	27,208	(5,491)
Equipment and Maintenance	54,563	60,684	6,121	53,822	740
Insurance and Taxes	69,920	71,673	1,753	65,113	4,807
Other Operating Expense	3,395	3,183	(212)	5,218	(1,823)
Professional Services	112,767	96,625	(16,142)	72,312	40,455
Promotional and Dues	36,053	22,677	(13,376)	19,459	16,593
Supplies	20,657	20,950	293	19,160	1,497
Travel and Training	9,220	13,091	3,870	6,334	2,887
Utilities	78,139	85,881	7,741	79,265	(1,126)
TOTAL OPERATING EXP BEFORE DEPR	<u>1,223,183</u>	<u>1,212,705</u>	<u>(10,478)</u>	<u>1,047,194</u>	<u>175,989</u>
NET OPERATING INCOME BEFORE DEPR	(2,793)	76,171	(78,965)	132,522	(135,316)
Depreciation and Amortization	<u>261,253</u>	<u>235,586</u>	<u>(25,667)</u>	<u>248,564</u>	<u>12,689</u>
NET OPERATING INCOME	(264,046)	(159,415)	(104,631)	(116,042)	(148,005)

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

	YTD ACTUAL JUNE 2023*	YTD BUDGET JUNE 2023	VAR	YTD ACTUAL JUNE 2022*	CHG
OTHER INCOME					
Investment Income	20,227	2,945	17,282	2,945	17,282
Interest Income-Lease	37,683	-	37,683	-	37,683
Property Tax Receipts	126,324	129,623	(3,299)	125,160	1,164
Leasehold Excise Tax	1,260	1,390	(130)	1,390	(130)
TOTAL OTHER INCOME	<u>185,493</u>	<u>133,957</u>	<u>51,536</u>	<u>129,495</u>	<u>55,999</u>
OTHER EXPENSE					
Interest Exp GO Bond	11,425	11,425	-	12,215	(790)
TOTAL OTHER EXPENSE	<u>11,425</u>	<u>11,425</u>	<u>-</u>	<u>12,215</u>	<u>(790)</u>
NET OTHER INCOME/EXPENSE	<u>174,069</u>	<u>122,532</u>	<u>51,536</u>	<u>117,280</u>	<u>56,789</u>
NET INCOME BEFORE CAPITAL GRANTS	(89,978)	(36,883)	(53,095)	1,238	(91,216)
Capital Grants	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET INCOME	<u><u>(89,978)</u></u>	<u><u>(36,883)</u></u>	<u><u>(53,095)</u></u>	<u><u>1,238</u></u>	<u><u>(91,216)</u></u>

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

	JAN	FEB	MAR	APR	MAY	JUN	TOTAL 2023*
OPERATING REVENUE							
Fuel Sales	13,218	10,649	22,657	26,643	77,365	90,128	240,661
Moorage - Guest	11,209	6,733	8,404	9,596	22,796	25,982	84,719
Moorage - Permanent	106,784	103,992	103,827	105,240	104,360	104,122	628,324
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	4,940
Other Operating Service	5,314	3,328	2,872	3,719	3,753	4,943	23,931
Parking	34,413	33,779	34,822	36,030	43,962	52,858	235,864
Rental Property	18,051	18,087	18,122	18,158	18,193	18,229	108,840
Retail Sales	625	1,353	63	55	194	246	2,535
Utilities Income	7,808	7,766	7,547	6,009	6,069	4,035	39,235
TOTAL OPERATING REVENUE	210,580	198,220	209,047	214,392	281,509	301,517	1,415,264
							-
COST OF GOODS SOLD	13,493	10,714	17,305	19,879	59,781	73,701	194,874
GROSS PROFIT	197,086	187,505	191,742	194,512	221,728	227,816	1,220,390
OPERATING EXPENSE							
Bank Charges	108	76	98	67	4	34	387
Commissioner Expense	4,518	4,006	5,068	6,829	9,342	4,937	34,701
Compensation and Benefits	136,330	126,154	129,776	128,789	128,679	131,937	781,665
Computer and Telecom	3,805	5,194	3,125	2,037	3,509	4,049	21,717
Equipment and Maintenance	8,435	6,599	11,096	9,288	14,561	4,584	54,563
Insurance and Taxes	11,109	11,694	11,582	11,649	11,744	12,141	69,920
Other Operating Expense	502	502	-	1,061	546	784	3,395
Professional Services	14,111	24,333	16,690	20,069	13,976	23,589	112,767
Promotional and Dues	5,592	20,458	(3,552)	2,056	7,810	3,689	36,053
Supplies	6,533	2,069	5,414	2,221	3,632	788	20,657
Travel and Training	-	199	1,897	143	1,800	5,181	9,220
Utilities	12,248	19,775	13,282	12,571	9,349	10,913	78,139
TOTAL OPERATING EXP BEFORE DEPR	203,291	221,060	194,476	196,780	204,952	202,625	1,223,183
NET OPERATING INCOME BEFORE DEPR	(6,205)	(33,554)	(2,734)	(2,268)	16,776	25,191	(2,793)
Depreciation and Amortization	43,835	43,835	43,835	43,482	43,269	42,998	261,253
NET OPERATING INCOME	(50,039)	(77,389)	(46,569)	(45,750)	(26,492)	(17,807)	(264,046)

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

	JAN	FEB	MAR	APR	MAY	JUN	TOTAL 2023*
OTHER INCOME							
Investment Income	2,585	2,543	2,797	3,153	5,805	3,343	20,227
Interest Income-Lease	6,369	6,334	6,298	6,263	6,227	6,191	37,683
Property Tax Receipts	811	6,724	10,565	86,468	20,410	1,347	126,324
Leasehold Excise Tax	-	573	-	-	687	-	1,260
TOTAL OTHER INCOME	9,765	16,174	19,661	95,884	33,129	10,881	185,493
OTHER EXPENSE							
Interest Exp GO Bond	1,904	1,904	1,904	1,904	1,904	1,904	11,425
TOTAL OTHER EXPENSE	1,904	1,904	1,904	1,904	1,904	1,904	11,425
NET OTHER INCOME/EXPENSE	7,861	14,269	17,757	93,980	31,225	8,977	174,069
NET INCOME BEFORE CAPITAL GRANTS	(42,178)	(63,120)	(28,813)	48,230	4,733	(8,830)	(89,978)
Capital Grants	-	-	-	-	-	-	-
NET INCOME	(42,178)	(63,120)	(28,813)	48,230	4,733	(8,830)	(89,978)