

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

September 27th , 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](https://us02web.zoom.us/RegularMeeting)
Meeting ID: 822 2125 3855
Dial by your location
1 253 215 8782 US (Tacoma)

Welcome to the September 27th, 2023, Regular Meeting of the Port of Kingston Commission. Comments from those in attendance will be allowed upon recognition of the Chair. Please identify yourself by stating your name.

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

This is a preliminary agenda and is subject to change.

Agenda Topics

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

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

5. CONSENT AGENDA

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

- A. Approve August 23rd, 2023 Regular Meeting Minutes
- B. Approve September 5th, 2023 Work Session Minutes
- C. Approve September 12th, 2023 Work Session Minutes
- D. Approve September 15th, 2023 Special Session Minutes
- E. Approve September 19th, 2023 Work Session Minutes
- F. Approve August 2023 Warrants **\$259,102.12** (\$68,991.75, \$190,110.37) and EFT Payments **\$191,855.01**

6. ACTION ITEMS

- A. Approve - **RESOLUTION 2023-09-27-01 DIRECTING THE EXECUTIVE DIRECTOR TO AMEND 2023 AGREEMENT WITH WASHINGTON PROJECT CONSULTANTS, PLLC.**
- B. Approve - **Resolution 2023-09-27-02 TO APPROVE RESOLUTION TO SURPLUS FIREWOOD_TOTH PROPERTY**
- C. Approve – **RESOLUTION 2023-09-27-03 TO APPROVE ENGAGEMENT LETTER WITH CHMELIK, SITKIN, AND DAVIS P.S.**

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 October 18th, 2023, at 6:30 p.m. Hybrid Village
Green Community Center 26159 Dulay Rd NE Kingston, WA 98346

13. ADJOURN

PORT OF KINGSTON
REGULAR MEETING
August 23rd, 2023; 1:00pm
Meeting Minutes

NAME		INI.	EMAIL	TELEPHONE	CELLULAR
Regular Attendees					
Greg Englin	<input checked="" type="checkbox"/>		grege@portofkingston.org		
Steve Heacock	<input checked="" type="checkbox"/>		steveh@portofkingston.org		
Laura Gronnvoll	<input checked="" type="checkbox"/>		laurag@portofkingston.org		
Mary McClure	<input checked="" type="checkbox"/>		marymc@portofkingston.org		
Audra Trainer	<input checked="" type="checkbox"/>		audrat@portofkingston.org		
Kris Williams	<input 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					
	<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 6:37pm
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA Motion to approve agenda Moved: Commissioner Gronnvoll Second: Commissioner Heacock Vote: Pass 3-0
4. PUBLIC COMMENT
5. CONSENT AGENDA A. Approve July 18 th , 2023 Work Session Minutes B. Approve July 19 th , 2023 Regular Meeting Minutes C. Approve August 1 st , 2023 Work Session Minutes

D. Approve August 8th, 2023 Work Session Minutes

E. Approve July 2023 Warrants **\$246,757.18** (\$66,384.42, \$180,372.76) and EFT Payments
\$133,926.93

Motion: Accept the Consent Agenda

Moved: Commissioner Heacock

Second: Commissioner Gronnvoll

Vote: Pass 3-0

6. ACTION ITEMS

A. Approve - RESOLUTION 2023-08-23-01 TO ADOPT 2024 ENDURIS WASHINGTON INSURANCE RENEWAL FOR 2023-2024

ED Englin explained the increase for our Enduris Insurance renewal. Limiting the number of claims is the most effective way to keep costs from increasing annually.

Motion to Approve – Commissioner Gronnvoll

Seconded – Commissioner Heacock

Vote – Pass 3-0

7. DISCUSSION

N/A

8. PUBLIC COMMENT

N/A

9. FINANCIAL REPORT

Finance Director Trainer shared July Financial results

Total Operating Revenue - **\$1.9M**

Gross Profit - **\$1.5M**

Total Operating expense Before Depr. - **\$1.4M**

Net Operating Income Before Depr. - **\$71,659**

Cash and Cash Equivalents - **\$ 2.8M**

LTGO Bond Balance - **\$668,000**

Net Cash and Cash Equivalents - **\$2,170,113**

10. PUBLIC COMMENT

N/A

11. COMMISSION REPORT

Commissioner Gronnvoll attended the WPPA Commissioner Conference. They mentioned there will be discussion at the Annual meeting regarding dues structure as the cap no longer in affect.

Port reports – Port of Port Townsend purchased a 200 acre, working farm for affordable farming for the community. Port of Vancouver has all their permits in place to remove 900 creosote pilings from the Columbia River.

A good question to ask the community is “what does a healthy, vibrant community look like?” Get their input. Keep it simple.

Recommendations for Commissioners from the WPPA-

- Staff should write a work plan at the time of their annual reviews.
- During Executive Director (ED) reviews, Commissioners should review the job description of the ED to ensure it aligns with the work being performed. And if not, the job description should be rewritten.
 - Should define two or three goals, focus areas, and define success
 - Should be getting feedback from the ED on the year’s outcomes
 - Is the Commission providing enough strategic information?
 - These discussions should be scheduled on the Commission and ED’s calendars in advance for awareness
 - One ED goal should be increasing community connections.
 - How will the commissioners know when the ED would like them to “stay in their own lane”?
 - What should the commissioners be doing to help the ED achieve their goals? Are the goals the same as the Commissioners?
 - When working on projects, all documentation is located in one file/place. Create a folder to include all information
- Build alignment throughout the organization
- Public Records - Commissioner Gronnvoll was able to complete her Open Public Meeting training.
 - If the virtual meeting tool goes down during a meeting, no vote is allowed.
 - Cameras and recordings are permitted, unless disruptive.
 - The auditors stated you must record the time you break for Executive Session and when you return from Executive Session.
 - Once a year, staff should have training on public records, harassment, and removing Port property.
 - There should always be a backup Public Records Officer.
 - Seasonal staff members need to take the Public records training also.
- Always use Port email accounts – this is very important!
- Port of Seattle decided to maintain some industrial land, although residential is more profitable.
- During elections, you should reach out to people running in your area
- You should have quarterly meetings with elected officials in your area, take them on a tour of your facilities
- The Commission should male an intentional effort to work together, disagreements are expected and are healthy

- Create a PowerPoint, so Commissioners share the same voice when talking to the community. If you are unsure of the appropriate response use one of the following -
 - Let me get back to you
 - Let me share with the ED or Harbormaster
 - Let me take this to the Commission at our next meeting
- You should be telling your ED what you need from him
- Working with tribes should be upfront and early

Commissioner Heacock attended KCAC with new County Commissioner Christine Rolfes. It was an important meeting to share the timely information about Port business. It's important for all the Commissioners to attend in the future as well.

Commissioner Heacock enjoyed the walkthrough of Port assets. It was good to see the Toth property from that perspective and discuss ideas for the future.

Looking forward to Discover Kingstons on October 2, 2023.

Commissioner McClure

Kingston Community Conversation scheduled Saturday October 21st. The Commissioners have participated in the past and Commissioner McClure is hoping all will participate again.

In reference to North Kitsap United, Rotary is full charge ahead. The next steps are to determine leadership for the various groups.

12. STAFF REPORT

Finance Director Audra Trainer thanked the Commissioners for their continued support for ED Englin as well as the staff. As Audra moves forward in her role as Finance Director as well as Port Auditor it is her responsibility to identify areas that may be out of compliance, incorrect, etc. She will respectively address these items with the individuals whether employees or Commissioners. We are currently looking at the budget, starting with a zero budget, reviewing and validating expenses.

ED Englin explained the importance of having no claims to keep the cost of our insurance with Enduris from increasing. A claim was made against the Port for a slip and fall incident. Since we take our customers and community members safety very seriously, the cause of the fall was remedied as soon as we were able and the claim was dropped. IT starts with the Board of Commissioners valuing the community and keeping everyone safe. We want to do right by everyone.

There are several other opportunities to interact with the community. Laura's presentation at the Kiwanis was great, thank you. We met with the Port Gamble S'Klallam tribe and their Director of Planning, Marla Power. ED Englin and Harbormaster Ray Carpenter discussed the need for additional buyers for the S'Klallam tribe for geoduck, fish, etc. The more buyers available, the better price you will get. ED Englin stated we need to preapprove new buyers. Planning on meeting with the Suquamish tribe in the near future. ED Englin attended the North Kitsap United for the Sport Complex as well as the Kitsap All Ports meeting. ED Englin is planning to host the WPPA Marina Committee meetings quarterly. The PNWA visited the Port as part of their outreach. Out of the meeting, we drafted a response letter regarding the Endangered Species rules and regulations. Several other Ports also submitted response letters. ED Englin continues his involvement with the Greater Kingstons Chamber of Commerce and has discussed presenting. The Rotary is another organization we will reach out to. We will work on an informational "template" PowerPoint presentation. The confidence level of the community has increased.

We are moving forward with the restroom. We have a civil and structural engineer under contract. We are waiting to see how the float project “plays out”. ED Englin also attends KCAC Transportation meetings frequently. Commissioner Heacock attends KCAC on behalf of the Port, as well as Commissioner McClure. KEDA is another organization we can reach out to. If we can obtain a letter from the County allowing us to utilize their environmental credits that will allow us to move forward with some of the other projects. We will include the fire suppression system plan in the 2024 budget. We have a pre-app meeting scheduled with the County for the commercial development. Sean Parker and Charlie Wenzlau are working on the commercial development. Dan Lazarek is working on the bathroom. We are working with Jim Darling to schedule a Strategic Planning Session. This process will assist in determining our priorities. Russ Shiplet, Executive Director, at Kitsap Public Facilities District (KPFDF) spoke at a recent Chamber of Commerce luncheon. We are looking to the Commission for direction for prioritization. We can request funding from KPFDF or we can support KPFDF assisting the Sports Complex or both. It doesn’t have to be one or the other. The Economic Development the Sports Complex will generate will be phenomenal for the area. Commissioner Gronnvoll is waiting for the studies of the proposed land to determine if it can support the recommended sports complex design.

Commissioner Gronnvoll stated she has ED evaluation notes to review with Commissioners Heacock and McClure. The ED evaluation is historically reviewed in October. It should be completed prior to the budget completion. The Preliminary Budget is on track to be complete by the end of September. Commissioner McClure suggested sharing the evaluation information at the next Work Session.

13. ADJOURN

Commission adjourned the meeting at 7:45pm

NEXT REGULAR SESSION: Wed, September 27th, 2023, at 1:00PM Village Green Community Center

Mary McClure, Commissioner

Attest: _____
Greg Englin, Executive Director

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner



Serving what matters today, with a view for tomorrow.

**PORT OF KINGSTON
COMMISSION WORK SESSION**

September 5th, 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
Audra Trainer	<input checked="" type="checkbox"/>	audrat@portofkingston.org
Guest		
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

Discussion Items:

- Discussion Items for next Work Session with Christine Rolfes
- Stakeholders Meeting – September 8th
- Strategic Planning Session – schedule for October 9 or 19th

NEXT WORK SESSION: Tue, September 12th, 2023, at 9:00 AM – Port of Kingston 2nd Floor Conference Room

NEXT REGULAR SESSION: Wed September 27th, 2023 at 1:00pm at the Village Green Community Center

Mary McClure, Commissioner

Attest

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

PORT OF KINGSTON
Special Session
September 12th, 2023; 2:00pm
Meeting Minutes

NAME		EMAIL	CELLULAR
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 Speaker			
Commissioner Christine Rolfes	<input checked="" type="checkbox"/>		
Rebecca Pirtle	<input checked="" type="checkbox"/>		

1. Call to Order - Commissioner McClure called the meeting to order at 9:06am
2. PLEDGE OF ALLEGIANCE
3. APROVAL OF AGENDA Motion to approve agenda Moved: Commissioner Gronnvoll Second: Commissioner Heacock Vote: Pass 3-0
4. PUBLIC COMMENT N/A
5. CONSENT AGENDA N/A
6. ACTION ITEMS
7. DISCUSSION

Visit from Kitsap County Commissioner Christine Rolfes

ED Englin shared the property tax structure for the Port District and the lines of business that produce revenue for the Port.

Commissioner McClure shared her hope that the Port and the County Commissioners can develop a mutually successful working relationship. What is the real relationship between Kingston Community Advisory Council (KCAC) and the Port Commission? Commissioner McClure stated the Port Commissioners and staff are having a Strategic Planning Session in October. We are in the process of looking at short-, medium-, and long-term goals. We are hoping we can work constructively with the County on permitting. The Port has offered to pay for a part-time FTE to focus on Kingston specific permitting to move the process along quicker for business owners. Commissioner Rolfes suggested writing a proposal to share with the other County Commissioners.

ED Englin shared the information regarding the Environmental Mitigation Credits. National Marine Fisheries Service implemented a calculator for any in-water work in July 2022. The calculator determines how many environmental mitigation credits are required to complete a project. We have projects such as installing 200 feet of temporary floats, replace the float for Sail Kingston Cove, and reestablishing the dock at the Hill House property for public access. Each credit is \$1,411.00 and they want 200 environmental mitigation credits which equates to \$280,000.00 for \$100,000.00 worth of work. We received a grant from RCO and are not able to use it for the intended purposes due to the increased costs. We would ask for a letter from the county to allow the Port to utilize their mitigation credits not being used.

The Commercial Development proposal was reviewed with Commissioner Rolfes. ED Englin shared the plans to reinvigorate the downtown , waterfront area. The challenge of funding was discussed. The Port is conducting the appropriate due diligence to ensure we are doing the correctly. ED Englin and Port Commissioners shared the vision and increased economic development this project can provide for the community. Commissioner Rolfes stated this will be one of the premier project in the county.

Commissioner McClure discussed the transportation challenges in Kingston. KCAC has a transportation committee; however, their role is unclear. The Port has contractual working relationships with Kitsap Transit, Washington State Ferries, the DOT, and Kitsap County. We would like to see a closer government to government relationship. ED Englin stated the WSF terminal at the Port is the second busiest route and number one for commercial. Commissioner McClure would like to discuss the SR104 working group and what Kingston will need to go through several years of strenuous construction downtown. Commissioner Rolfes stated she has reached out to reconvene the SR104 group.

Commissioner Rolfes asked that we keep her in mind when meetings with pertinent topics are scheduled. She will gladly come back to participate.

<p>8. PUBLIC COMMENT N/A</p>
<p>9. FINANCIAL REPORT N/A</p>
<p>10. PUBLIC COMMENT N/A</p>
<p>11. COMMISSION REPORT N/A</p>
<p>12. STAFF REPORT N/A</p>
<p>13. ADJOURN Commission adjourned the meeting at 10:38am</p>

NEXT REGULAR SESSION: Wed, September 27th, 2023, at 1:00PM Village Green Community Center

Mary McClure, Commissioner

Attest: _____
Greg Englin, Executive Director

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

PORT OF KINGSTON
Special Session
September 15th, 2023; 2:00pm
Meeting Minutes

NAME		INI.	EMAIL	TELEPHONE	CELLULAR
Regular Attendees					
Greg Englin	<input checked="" type="checkbox"/>		grege@portofkingston.org		
Steve Heacock	<input checked="" type="checkbox"/>		steveh@portofkingston.org		
Laura Gronnvoll	<input checked="" type="checkbox"/>		laurag@portofkingston.org		
Mary McClure	<input 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 checked="" type="checkbox"/>		mhorton@washingtonprojectconsultants.com		
	<input type="checkbox"/>				
Guest					
	<input type="checkbox"/>				
	<input type="checkbox"/>				
Guest Speaker					
	<input type="checkbox"/>				
	<input type="checkbox"/>				

1. Call to Order - Commissioner Gronnvoll called the meeting to order at 2:12pm
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA Motion to approve agenda Moved: Commissioner Heacock Second: Commissioner Gronnvoll Vote: Pass 2-0
4. PUBLIC COMMENT
5. CONSENT AGENDA N/A
6. ACTION ITEMS

A. Approve – RESOLUTION 2023-09-15-01 TO APPROVE LOCAL PARKS MAINTENANCE PROGRAM GRANT

ED Englin explained Port staff is requesting commission approval to execute an agreement with WA State Recreational Conservation Office to submit for a grant in the amount of \$100K for the Local Parks Maintenance Program to help us cover costs for deferred park maintenance. This resolution approves the Executive Director to sign the agreement. There is no match required by the Port.

Motion to Approve – Commissioner Heacock
Seconded – Commissioner Gronnvoll
Vote – Pass 2-0

7. DISCUSSION
N/A

8. PUBLIC COMMENT
N/A

9. FINANCIAL REPORT
N/A

10. PUBLIC COMMENT
N/A

11. COMMISSION REPORT
N/A

12. STAFF REPORT
N/A

13. ADJOURN
Commission adjourned the meeting at 2:14pm

NEXT REGULAR SESSION: Wed, September 27th, 2023, at 1:00PM Village Green Community Center

Attest: _____

Mary McClure, Commissioner

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**

September 19th; 9:00 a.m. – 10:30a.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 type="checkbox"/>	marymc@portofkingston.org
Kris Williams	<input checked="" type="checkbox"/>	krisw@portofkingston.org
	<input type="checkbox"/>	
Guest		
	<input type="checkbox"/>	

Discussion Items:

- Engagement letter for legal (CSD Law, LLC)
- Transportation committee update
 - Parking study
 - Traffic study
 - Citizens on patrol
 - Parking enforcement
 - Port to manage local parking areas for businesses
- Kitsap Transit update
- Part-time FTE at County
 - What should compensation be?
- Discover Kingston
 - Things to provide
 - Maps of district
 - Commercial Development packets
 - Comprehensive Scheme of Harbor Improvements
- Strategic Planning
 - October 9th
 - Port Gamble Historic Boardroom
- Marina Committee visit update
- Employee Compensation Benchmark

NEXT WORK SESSION: Tue, September 26th, 2023, at 9:00 AM – Port of Kingston 2nd Floor Conference Room

NEXT REGULAR SESSION: Wed September 27th, 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 **\$68,991.75** from the Port of Kingston, Marina Revenue Fund, the 9th day of August 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
8/9/2023	36722	\$328.08	COMCAST
8/9/2023	36723	\$491.40	CRAIN PEST CONTROL, LLC
8/9/2023	36724	\$112.00	CSD ATTORNEYS AT LAW
8/9/2023	36725	\$502.46	ECOLOGICAL LAND SERVICES
8/9/2023	36726	\$11,351.09	ELAN FINANCIAL SERVICES
8/9/2023	36727	\$150.00	Government Finance Officers Association
8/9/2023	36728	\$675.85	HENERY HARDWARE
8/9/2023	36729	\$3,432.99	KITSAP BANK VISA
8/9/2023	36730	\$1,909.43	LAURA GRONNVOLL
8/9/2023	36731	\$103.74	OLYMPIC SPRINGS, INC.
8/9/2023	36732	\$17.91	PACIFIC OFFICE AUTOMATION
8/9/2023	36733	\$41,515.22	PETROCARD INC
8/9/2023	36734	\$40.24	PREMIER RENTALS LLC
8/9/2023	36735	\$588.60	REDDY ICE
8/9/2023	36736	\$545.00	RELIABLE STORAGE
8/9/2023	36737	\$1,240.00	SEA TECHNOLOGY, LLC
8/9/2023	36738	\$12.12	SEATTLE MARINE & FISHING SUPPLY
8/9/2023	36739	\$279.90	TACOMA SCREW PRODUCTS
8/9/2023	36740	\$236.15	Torey Grandt
8/9/2023	36741	\$741.74	VERIZON WIRELESS
8/9/2023	36742	\$3,942.50	WASHINGTON PROJECT CONSULTANTS, PLLC
8/9/2023	36743	\$425.00	WASHINGTON PUBLIC PORTS ASSOCIATION
8/9/2023	36744	\$350.33	WESTBAY AUTO PARTS
		<u>\$68,991.75</u>	



**PORT OF KINGSTON
Warrant List**

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington, do hereby certify the merchandise for services hereinafter specified have been received and the warrants listed below are approved for payment in the amount of **\$190,110.37** from the Port of Kingston, Marina Revenue Fund, the 24th day of August 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
8/24/2023	36745	\$1,796.81	Washington Commercial Construction
8/24/2023	36746	\$32.00	ALL SHRED
8/24/2023	36747	\$442.02	Amazon Capital Services
8/24/2023	36748	\$208.56	COMCAST
8/24/2023	36749	\$163.80	CRAIN PEST CONTROL, LLC
8/24/2023	36750	\$1,535.88	DOG WASTE DEPOT
8/24/2023	36751	\$144,048.00	ENDURIS
8/24/2023	36752	\$433.50	GREG ENGLIN
8/24/2023	36753	\$125.25	IDEMIA
8/24/2023	36754	\$2,927.25	KITSAP COUNTY PUBLIC WORKS
8/24/2023	36755	\$528.60	LAURA GRONNVOLL
8/24/2023	36756	\$397.37	PACIFIC OFFICE AUTOMATION
8/24/2023	36757	\$26.26	PACIFIC WELDING SUPPLIES LLC
8/24/2023	36758	\$680.65	PAPE MATERIAL HANDLING
8/24/2023	36759	\$495.50	REDDY ICE
8/24/2023	36760	\$22,243.55	REGENCE BLUESHIELD
8/24/2023	36761	\$228.15	S-NET COMMUNICATIONS INC
8/24/2023	36762	\$63.34	SEATTLE MARINE & FISHING SUPPLY
8/24/2023	36763	\$893.00	SOUND PUBLISHING, INC.
8/24/2023	36764	\$240.94	Torey Grandt
8/24/2023	36765	\$2,339.14	ULINE
8/24/2023	36766	\$1,517.80	WASTE MANAGEMENT
8/24/2023	36767	\$8,617.75	WENZLAU ARCHITECTS, PS
8/24/2023	36768	\$125.25	IDEMIA

\$190,110.37



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
08/01/2023	Washington State DOR	\$42,979.91	Leasehold Tax	R00219821
08/03/2023	Intuit	\$48,439.49	Payroll	R00219892
08/04/2023	Global Payment Systems	\$11,501.76	CC Fees - Office	R00219916
08/04/2023	Gravity Payment Systems	\$2,072.25	CC Fees - Parking	R00219989
08/07/2023	PCS Payment Systems	\$2,510.21	CC Fees - Fuel	R00219918
08/08/2023	Washington State DRS	\$930.80	DCP	R00220022
08/14/2023	Sage Intacct Inc	\$9,828.00	New Accounting Software	R00220146
08/14/2023	Washington State DOR	\$17,092.94	Excise Tax	R00220583
08/15/2023	Washington State DRS	\$11,929.80	PERS	R00220228
08/17/2023	Intuit	\$43,615.97	Payroll	R00220303
08/18/2023	Washington State DRS	\$953.88	DCP	R00220368
		<u>\$191,855.01</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. 2023-09-27-01

A Resolution of the Commission of the Port of Kingston

A RESOLUTION DIRECTING THE EXECUTIVE DIRECTOR TO AMEND 2023 AGREEMENT WITH WASHINGTON PROJECT CONSULTANTS, PLLC.

WHEREAS, the Port of Kingston will amend the contract with Washington Project Consultants, PLLC. for general consulting purposes,

THEREFORE BE IT RESOLVED, the Commissioners for the Port of Kingston hereby direct the Executive Director to amend the contract not to exceed \$45,000.00 with Washington Project Consultants, PLLC.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a regular meeting held this 27th day of September.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Mary McClure, Commissioner

Attest: _____
Greg Englin, Executive Director

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

**PORT OF KINGSTON AGREEMENT FOR PROFESSIONAL SERVICES FOR
Washington Project Consultants, PLLC**

AMENDMENT #1

THIS PROFESSIONAL SERVICES AGREEMENT AMENDMENT #1 is made and entered into this 27th day of September, 2023, between the **PORT OF KINGSTON**, hereinafter referred to as the "**PORT**," and **WASHINGTON PROJECT CONSULTANTS, PLLC**, a Washington State Limited Liability Corporation whose address is 212 S Rhododendron DR Port Townsend WA, 98368 hereinafter referred to as "**CONSULTANT**."

In consideration of the mutual benefits, terms, and conditions hereinafter specified.

WHEREAS:

- A. On January 7, 2023, the parties executed a Professional Services Agreement whereby the Port retained CONSULTANT to provide on call consulting services, hereinafter referred to as the "Original Agreement " .
- B. The contract is set to expire January 24, 2024.
- C. Further, Paragraph #5 of the Original Agreement states that the CONSULTANT shall be paid time and materials not to exceed \$30,000.
- D. Following Port Commission Approval September 27, 2023, the parties are now agreed that the "not to exceed" amount shall be changed to \$40,000.

NOW, THEREFORE, this Amendment #1 to the Original Agreement shall read as follows:

"5. Compensation. CONSULTANT shall be paid on a time and materials basis for an amount not to exceed \$40,000.00 on a time and materials basis, billed at CONSULTANT'S standard rate of \$95.00 per hour. Monthly invoices will include a brief description of daily activity and hours applied to Port services."

These terms of the Agreement expressly supersedes and replaces the respective terms of Original Agreement with CONSULTANT dated. All other terms and conditions of the Original Agreement shall remain in effect.

DATED this _____ day of September 2023

**WASHINGTON PROJECT
CONSULTANTS, PLLC**

PORT OF KINGSTON

Marc A. Horton (Owner)

Greg Englin, Executive Director

PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON

RESOLUTION NO. 2023-09-27-02

Resolution to Approve the Surplus of Commodity (firewood) sale

WHEREAS, a port commission may sell and convey any real or personal property after adopting a resolution declaring the property to be no longer needed for district purposes ([RCW 53.08.090](#)).

WHEREAS, Staff has determined that the wood from dangerous tree removal is not needed for Port use:

Items for surplus include: Tree sections / firewood from Toth property

THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Port of Kingston hereby approves Executive Director or delegate to manage the sale by highest bid of surplus firewood.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a regular meeting held this 27th day of September, 2023.

PORT OF KINGSTON

KITSAP COUNTY, WASHINGTON

Mary McClure, Commissioner

Attested by: _____
Greg Englin

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 2023-09-27-03

A Resolution of the Commission of the Port of Kingston

RESOLUTION TO APPROVE ENGAGEMENT LETTER WITH CSD ATTORNEYS AT LAW

WHEREAS, the Port is currently engaged in working relationship with CSD Attorney at Law, and

WHEREAS, the staff recommends continuing the engagement with CSD Attorneys at Law according to the engagement provided,

THEREFORE, BE IT RESOLVED by the Board of Commissioners for the Port of Kingston hereby approve the Letter of Engagement with CSD Attorneys at Law.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a regular scheduled meeting held this 27th day of September 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 AUGUST 31, 2023**

	ACTUAL AUG 2023*	ACTUAL AUG 2022*	CHG
ASSETS			
Current Assets			
Cash and cash equivalents	2,873,270	2,620,306	252,964
Accounts receivable	(2,727)	16,038	(18,765)
Grants receivable	-	-	-
Current portion of lease receivable	162,366	-	162,366
Taxes receivable	6,013	6,542	(529)
Inventory	65,798	47,532	18,266
Prepaid expenses	204,096	140,297	63,799
Total Current Assets	3,308,816	2,830,714	478,102
Noncurrent Assets			
Lease receivable	2,083,947	-	2,083,947
Net pension asset	272,707	558,747	(286,040)
Total Noncurrent Assets	2,356,653	558,747	1,797,907
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	8,102,239	(5,262,823)
Construction in Progress	228,673	87,412	141,261
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	1,439,158	431,897
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	195,072	188,557

*unaudited

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

	ACTUAL AUG 2023*	ACTUAL AUG 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	3,744,852	(2,457,985)
Total Capital Assets	13,824,792	13,568,733	256,059
Less: Accumulated Depreciation	(6,742,369)	(6,201,042)	(541,327)
Total Net Capital Assets	7,082,422	7,367,691	(285,269)
Total Assets Before Deferred Outflows	12,747,891	10,757,152	1,990,740
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows - pensions	284,098	99,327	184,771
Deferred outflows - asset retirement obligation	94,411	123,810	(29,399)
Total Deferred Outflows	378,509	223,137	155,372
Total Assets	13,126,401	10,980,289	2,146,112
LIABILITIES			
Current Liabilities			
Accounts payable	282,079	241,504	40,575
Accrued taxes	45,310	44,951	359
Payroll liabilities	55,307	6,471	48,836
Tenant deposits	67,951	69,056	(1,105)
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	540,479	447,812	92,667

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

	ACTUAL AUG 2023*	ACTUAL AUG 2022*	CHG
Noncurrent Liabilities			
Compensated absences	35,014	30,855	4,159
Long-term unearned revenue	1,167,782	1,191,390	(23,608)
Environmental remediation liability	117,000	114,000	3,000
Asset retirement obligation	179,655	168,883	10,772
Pension liability	156,955	50,115	106,840
General obligation bonds	605,500	667,500	(62,000)
Total Noncurrent Liabilities	2,261,906	2,222,743	39,163
Total Liabilities Before Deferred Inflows	2,802,385	2,670,555	131,830
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows - pensions	298,694	580,634	(281,940)
Deferred inflows - lease	2,246,312	-	2,246,312
Total Deferred Inflows	2,545,006	580,634	1,964,372
Total Liabilities	5,347,391	3,251,189	2,096,203
EQUITY			
Restricted for net pension asset	268,215	121,534	146,681
Committed	1,614,399	1,369,380	245,019
Unrestricted	5,896,395	6,238,186	(341,791)
Total Equity	7,779,009	7,729,100	49,909
Total Liabilities and Equity	13,126,401	10,980,289	2,146,112

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

	<u>YTD ACTUAL</u> <u>AUG 2023*</u>	<u>YTD BUDGET</u> <u>AUG 2023</u>	<u>VAR</u>	<u>YTD ACTUAL</u> <u>AUG 2022*</u>	<u>CHG</u>
OPERATING REVENUE					
Fuel Sales	635,213	608,872	26,341	650,502	(15,289)
Moorage - Guest	177,242	249,907	(72,665)	164,158	13,083
Moorage - Permanent	836,721	832,441	4,280	780,289	56,432
Moorage - Seasonal	46,458	58,560	(12,102)	50,805	(4,347)
Other Operating Income	5,439	5,287	152	28,276	(22,838)
Other Operating Service	32,250	28,609	3,641	28,720	3,531
Parking	362,003	336,032	25,971	327,809	34,194
Rental Property	151,623	196,311	(44,689)	188,968	(37,345)
Retail Sales	5,601	1,250	4,351	1,341	4,260
Utilities Income	44,167	45,372	(1,206)	44,997	(830)
TOTAL OPERATING REVENUE	<u>2,296,715</u>	<u>2,362,641</u>	<u>(65,926)</u>	<u>2,265,864</u>	<u>30,851</u>
COST OF GOODS SOLD	<u>531,252</u>	<u>509,269</u>	<u>(21,983)</u>	<u>556,130</u>	<u>(24,878)</u>
GROSS PROFIT	1,765,463	1,853,372	(87,908)	1,709,734	55,729
OPERATING EXPENSE					
Bank Charges	931	848	(83)	1,489	(558)
Commissioner Expense	50,545	46,330	(4,215)	39,749	10,796
Compensation and Benefits	1,037,751	1,033,846	(3,905)	941,871	95,880
Computer and Telecom	35,329	32,284	(3,046)	33,527	1,802
Equipment and Maintenance	63,607	78,248	14,641	65,650	(2,043)
Insurance and Taxes	98,146	99,137	991	91,131	7,014
Other Operating Expense	5,537	4,255	(1,282)	6,222	(685)
Professional Services	154,917	130,566	(24,351)	131,983	22,934
Promotional and Dues	46,531	27,025	(19,505)	27,509	19,021
Supplies	32,997	25,733	(7,264)	27,619	5,378
Travel and Training	11,456	13,244	1,788	7,837	3,619
Utilities	103,169	110,979	7,811	102,794	375
TOTAL OPERATING EXP BEFORE DEPR	<u>1,640,915</u>	<u>1,602,495</u>	<u>(38,421)</u>	<u>1,477,382</u>	<u>163,533</u>
NET OPERATING INCOME BEFORE DEPR	124,548	250,877	(126,329)	232,352	(107,804)
Depreciation and Amortization	<u>346,986</u>	<u>313,382</u>	<u>(33,604)</u>	<u>318,282</u>	<u>28,705</u>
NET OPERATING INCOME	(222,439)	(62,506)	(159,933)	(85,930)	(136,509)

*unaudited

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

	YTD ACTUAL AUG 2023*	YTD BUDGET AUG 2023	VAR	YTD ACTUAL AUG 2022*	CHG
OTHER INCOME					
Investment Income	45,021	4,936	40,085	5,610	39,412
Interest Income-Lease	49,958	-	49,958	-	49,958
Property Tax Receipts	129,125	132,054	(2,929)	126,996	2,130
Leasehold Excise Tax	1,860	1,390	471	2,062	(202)
TOTAL OTHER INCOME	<u>225,965</u>	<u>138,380</u>	<u>87,585</u>	<u>66,274</u>	<u>159,691</u>
OTHER EXPENSE					
Interest Exp GO Bond	15,090	15,090	0	16,155	(1,065)
TOTAL OTHER EXPENSE	<u>15,090</u>	<u>15,090</u>	<u>0</u>	<u>16,155</u>	<u>(1,065)</u>
NET OTHER INCOME/EXPENSE	<u>210,875</u>	<u>123,290</u>	<u>87,585</u>	<u>50,119</u>	<u>160,756</u>
NET INCOME BEFORE CAPITAL GRANTS	(11,564)	60,784	(72,348)	(35,810)	24,247
Capital Grants	<u>10,951</u>	<u>-</u>	<u>10,951</u>	<u>-</u>	<u>10,951</u>
NET INCOME	<u><u>(613)</u></u>	<u><u>60,784</u></u>	<u><u>(61,397)</u></u>	<u><u>(35,810)</u></u>	<u><u>35,197</u></u>

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

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL 2023*
OPERATING REVENUE									
Fuel Sales	13,218	10,649	22,657	26,643	77,365	90,128	196,636	197,916	635,213
Moorage - Guest	11,209	6,733	8,404	9,596	22,796	25,982	44,528	47,995	177,242
Moorage - Permanent	106,784	103,992	103,827	105,240	104,360	104,122	104,231	104,166	836,721
Moorage - Seasonal	11,971	11,416	10,415	8,378	3,420	616	-	242	46,458
Other Operating Income	1,186	1,117	319	562	1,397	359	260	238	5,439
Other Operating Service	5,314	3,328	2,872	3,719	3,753	4,943	4,883	3,436	32,250
Parking	34,413	33,779	34,822	36,030	43,962	52,858	63,647	62,492	362,003
Rental Property	18,051	18,087	18,122	18,158	18,193	18,229	22,966	19,817	151,623
Retail Sales	625	1,353	63	55	194	246	2,435	630	5,601
Utilities Income	7,808	7,766	7,547	6,009	6,069	4,035	3,075	1,857	44,167
TOTAL OPERATING REVENUE	210,580	198,220	209,047	214,392	281,509	301,517	442,661	438,789	2,296,715
									-
COST OF GOODS SOLD	13,493	10,714	17,305	19,879	59,781	73,701	167,584	168,793	531,252
GROSS PROFIT	197,086	187,505	191,742	194,512	221,728	227,816	275,077	269,996	1,765,463
OPERATING EXPENSE									
Bank Charges	108	76	98	67	4	34	411	133	931
Commissioner Expense	4,518	4,006	5,068	6,829	9,342	4,937	9,381	6,462	50,545
Compensation and Benefits	136,330	126,154	129,776	128,789	128,679	131,937	128,034	128,052	1,037,751
Computer and Telecom	3,805	5,194	3,125	2,037	3,509	4,049	9,854	3,758	35,329
Equipment and Maintenance	8,435	6,599	11,096	9,288	14,561	4,584	5,846	3,199	63,607
Insurance and Taxes	11,109	11,694	11,582	11,649	11,744	12,141	12,542	15,684	98,146
Other Operating Expense	502	502	-	1,061	546	784	547	1,595	5,537
Professional Services	14,111	24,333	16,690	20,069	13,976	23,589	15,914	26,236	154,917
Promotional and Dues	5,592	20,458	(3,552)	2,056	7,810	3,689	5,715	4,763	46,531
Supplies	6,533	2,069	5,414	2,221	3,632	788	4,241	8,099	32,997
Travel and Training	-	199	1,897	143	1,800	5,181	1,084	1,151	11,456
Utilities	12,248	19,775	13,282	12,571	9,349	10,913	7,053	17,976	103,169
TOTAL OPERATING EXP BEFORE DEPR	203,291	221,060	194,476	196,780	204,952	202,625	200,624	217,108	1,640,915
NET OPERATING INCOME BEFORE DEPR	(6,205)	(33,554)	(2,734)	(2,268)	16,776	25,191	74,453	52,888	124,548
Depreciation and Amortization	43,835	43,835	43,835	43,482	43,269	42,998	42,867	42,867	346,986
NET OPERATING INCOME	(50,039)	(77,389)	(46,569)	(45,750)	(26,492)	(17,807)	31,586	10,022	(222,439)

*unaudited

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

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL 2023*
OTHER INCOME									
Investment Income	2,585	2,543	2,797	3,153	5,805	3,343	21,153	3,642	45,021
Interest Income-Lease	6,369	6,334	6,298	6,263	6,227	6,191	6,156	6,120	49,958
Property Tax Receipts	811	6,724	10,565	86,468	20,410	1,347	957	1,844	129,125
Leasehold Excise Tax	-	573	-	-	687	-	-	600	1,860
TOTAL OTHER INCOME	9,765	16,174	19,661	95,884	33,129	10,881	28,266	12,206	225,965
OTHER EXPENSE									
Interest Exp GO Bond	1,904	1,904	1,904	1,904	1,904	1,904	1,833	1,833	15,090
TOTAL OTHER EXPENSE	1,904	1,904	1,904	1,904	1,904	1,904	1,833	1,833	15,090
NET OTHER INCOME/EXPENSE	7,861	14,269	17,757	93,980	31,225	8,977	26,433	10,373	210,875
NET INCOME BEFORE CAPITAL GRANTS	(42,178)	(63,120)	(28,813)	48,230	4,733	(8,830)	58,019	20,395	(11,564)
Capital Grants	-	-	-	-	-	-	10,951	-	10,951
NET INCOME	(42,178)	(63,120)	(28,813)	48,230	4,733	(8,830)	68,970	20,395	(613)