



Serving what matters today, with a view for tomorrow.

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

October 18th , 2023, at 6:30 p.m.

Meeting called by: Port of Kingston Commissioners
Type of meeting: Regular Meeting
Location: Hybrid

A. In Person:
Village Green Community Center
26159 Dulay Rd NE
Kingston, WA 98346

B. Virtual via Zoom:
Join Zoom Meeting
[https://us02web.zoom.us/Regular Meeting](https://us02web.zoom.us/RegularMeeting)
Meeting ID: 822 2125 3855
Dial by your location
1 253 215 8782 US (Tacoma)

Welcome to the October 18th, 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.

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

The Commission will be in Executive Session for 30 minutes.

Commissioner McClure: I call the Regular Meeting back to order

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 September 27th, 2023 Regular Meeting Minutes
- B. Approve September 2023 Warrants **\$352,022.88** (\$195,564.25, \$72,158.83, and \$84,299.80) and EFT Payments **\$139,711.97**

6. ACTION ITEMS

- A. APPROVE – **RESOLUTION 2023-10-18-01 TO AMEND RESOLUTION 10-01-2019 REGARDING PORT PUBLIC RECORDS OFFICER DESIGNATION**
- B. Approve – **RESOLUTION 2023-10-18-02 RESOLUTION TO AMEND 2023 CONTRACT WITH WENZLAU ARCHITECTS**

7. DISCUSSION ITEMS

- A. 2024 Budget



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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 November 15th, 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
 Regular Session
 September 27th, 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 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 Speaker			
Brian Anderson	<input checked="" type="checkbox"/>		
Lynn Anderson	<input checked="" type="checkbox"/>		
Beth Berglund	<input checked="" type="checkbox"/>		

<p>1. Call to Order - Commissioner McClure called the meeting to order at 1:05pm</p>
<p>2. PLEDGE OF ALLEGIANCE</p>
<p>3. APPROVAL OF AGENDA Motion to approve agenda Moved: Commissioner Gronnvoll Second: Commissioner Heacock</p> <p>Commissioner Gronnvoll requested we update Action Item C RESOLUTION 2023-09-27-03 TO APPROVE ENGAGEMENT LETTER WITH CHMELIK, SITKIN, AND DAVIS P.S. to read RESOLUTION 2023-09-27-03 TO APPROVE ENGAGEMENT LETTER WITH CSD ATTORNEYS AT LAW</p> <p>Vote: Pass 3-0</p>
<p>4. PUBLIC COMMENT Beth Berglund wanted to discuss a couple items that affect both KCAC and the Port of Kingston. She is concerned about community members in Kingston not knowing what projects are queued up for the next few years. Beth appreciates the Port Newsletter in the Kingston Community News. She would like to see more project information included for community awareness, a linked page to Kitsap County. Beth also noted a typo in the newsletter. Kris Williams will make correction today.</p>



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5. CONSENT AGENDA

- 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**

Motion to Accept the Consent agenda

Moved: Commissioner Heacock

Second: Commissioner Gronnvoll

Vote: Pass 3-0

6. ACTION ITEMS

A. Approve - RESOLUTION 2023-09-27-01 DIRECTING THE EXECUTIVE DIRECTOR TO AMEND 2023 AGREEMENT WITH WASHINGTON PROJECT CONSULTANTS, PLLC.

ED Englin stated staff is requesting the Commission's approval to execute an amendment with Washington Project Consultants, PLLC. to increase the contract from \$30,000.00 to \$45,000.00. This resolution approves the ED to sign the agreement.

Motion to Approve

Moved: Commissioner Gronnvoll

Second: Commissioner Heacock

Vote: Pass 3-0

B. Approve - Resolution 2023-09-27-02 TO APPROVE RESOLUTION TO SURPLUS FIREWOOD_TOTH PROPERTY

ED Englin explained Port staff received the required permit to remove trees deemed dangerous by an arborist on the Toth property. The trees were taken down and Port staff chipped the branches leaving a considerable amount of timber that can be surplus. Staff is requesting Commission approval to surplus this timber so we can open that property back up for public access. The amount of timber is significant so we do not want the Port to be perceived as gifting of public funds since it could have marketable value.

Commissioner McClure asked what the value potential is. Maintenance Manager, Torey Grandt, stated the market value is \$450-500 a cord.



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Torey shared the amount of branches that needed to come down was greater than originally anticipated. All loose, dead, and dangerous branches have been removed.

Commissioner McClure stated the comment has been made frequently, “when the dog park will be open for public access.” ED Englin stated it will be open for public access once the timber has been surplused.

Commissioner Heacock commented that somehow that property has been labeled a dog park, there was never an intention from the Commission for it to be a dog park.

Motion to Approve

Moved: Commissioner Heacock

Second: Commissioner Gronnvoll

Vote: Pass 3-0

C. Approve – RESOLUTION 2023-09-27-03 TO APPROVE ENGAGEMENT LETTER WITH ~~CHMELIK, SITKIN, AND DAVIS P.S.~~ CSD ATTORNEYS AT LAW

ED Englin stated 6 years ago the Port Commission voted to engage Chmelik, Sitkin, & Davis. Chmelik, Sitkin, & Davis have renamed their firm to CSD Attorneys at Law. This change was partly in response to promoting a number of attorneys to partner and as the founding partners begin transitioning toward retirement while also growing the firm. Staff recommends Port Commission formally renew our commitment with CSD Attorneys at Law by endorsing the Letter of Engagement.

Motion to Approve

Moved: Commissioner Gronnvoll

Second: Commissioner Heacock

Vote: Pass 3-0

7. DISCUSSION

Chamber update -

ED Englin stated the Greater Kingston Chamber of Commerce has had a strong year. They are looking for board members, actively reaching out to local organizations. Preserving the Concerts on the Cove by securing sponsors was discussed at the recent meeting. A new kiosk was installed at the Port near the parking kiosk, highlighting the community.

Commissioner Heacock mentioned the email he received regarding the invitation to the ribbon cutting at Grocery Outlet on October 12th, 2023. Noted time change to 9:45am for ribbon cutting. Grocery Outlet will



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be an asset to the community as well as the boaters visiting the marina. Insta-Cart has been delivering to the marina recently.

Parks Grant update -

The RCO Grant application has been submitted for deferred maintenance. It is a \$100,000.00 cap. We will see how we do in the process.

EV Charging Stations –

Commissioner McClure asked about the situation with EV charging stations. ED Englin there are several grants available. The plan is to submit several grant applications although we do not have it engineered at this time. There are two pools of money, one not open yet. ED Englin is researching whether or not we can place the stations anywhere within the Port District or are we required to place them on Port property only. Commissioner McClure asked if the stations are moveable, considering things could change if the commercial development moves forward. Commissioner Gronnvoll mentioned how crucial placement will be since we won't want to move them.

8. PUBLIC COMMENT
N/A

9. FINANCIAL REPORT

Finance Director Trainer shared the August financial results

Income Statement –

YTD Operating Revenue = \$1.7M
 Total Operating Exp Before Depr. = \$1.64
 Net Operating Income Before Depr. = \$124,548
 Net Income after all other expenses = **(\$613.00)**

Almost breaking even for 2023, better than originally expected knowing the maintenance that had been deferred needed to be addressed, the Commercial Development due diligence, as well as the increase in credit card charges.

Balance Sheet –

Cash and equivalents = \$2.8M
 LGTO Bond - 668,000
 Net Cash and Cash Equivalents - \$2.2M

10. PUBLIC COMMENT

Brian Anderson asked to speak with Finance Director, Audra Trainer at the end of the meeting

11. COMMISSION REPORT

Commissioner Gronnvoll attended the WPPA Environmental Conference at the Port of Tacoma, along with a tour of the Port of Tacoma. Discussed several clean up sites, specifically one site that was once a smelter, is leaking arsenic and is 3 football fields in depth. Goal by 2050ish is to be emissions free. There is a documentary about the cleanup that has happened over the years, called "Turning the Tide." Port of



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Tacoma is the largest deep water container Port. Diversity and Inclusion were covered in the discussions at the conference as well. Environmental justice was discussed and recommended to be included in our Strategic plans. PSAF 101, Port Infrastructure Development Program (PIDP) and U.S. Department of Transportation Maritime Administration (MARAD) Grants were reviewed. Other items covered were several Port updates – Seattle, Longview, Everett, Grays Harbor. Port of Kalama, and Port of Tacoma, Growth Management, Stormwater, Green Shipping Corridor. The Northwest Seaport Alliance reviewed their timeline on the Green Shipping Corridor.

- Pre-Feasibility Study – 12/22- Current
- Review Discuss, decide on next steps – 9/23-12/23
- Feasibility Study, other next steps – 2024
- Review, discuss, decide on next steps – 12/24
- Go forth and create “green corridor” – 2025 +

Commissioner Gronnvoll asked about the topic that Mike Chessman continues to bring up, disposing of yard waste. Maintenance Manager, Torey Grandt, stated we can’t keep the waste on site, it will become a habitat for bees, wasps, rodents, spiders, etc.

Commissioner McClure asked if Torey could have a conversation with Mike about how removing the yard waste could work. Torey stated he has had this conversation with Mike several times. Torey has let Mike know he is welcome to come pick the trimmings up on the days they are working on that. It is an ongoing conversation.

Commissioner Heacock - Land Use / Environment subcommittee met on the 8th. The discussion included the progress of the Comprehensive Plan and Climate change. No decisions have been made; Kitsap County is still deliberating while reviewing the Environmental Impact Statement. They are moving it out to approximately end of next year.

Commissioner McClure – Discover Kingston Monday October 2nd

Kingston Community Conversation Saturday October 21st, an amazing opportunity for people in the community to think of solutions to things that bother them. Several positive things and programs have come from these discussions.

12. STAFF REPORT

Finance Director, Audra Trainer – working on the mapping of the new Accounting software, Sage. We will then begin testing and preparing for the MarinaGo conversion. This will provide efficiencies for the front office staff and customers, more payment options. We will have access to more data than in the past, this will allow for better business planning / strategies. We are currently working on the 2024 Budget; it has been a very collaborative effort.

Brian Anderson asked if the new Accounting software will produce Financial Statements? Finance Director Trainer stated, yes it will produce financial statements right in the software. This will create a more sustainable process.

ED Englin shared the robust the staff went through to determine the appropriate software for our Marina business.



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Maintenance Manager, Torey Grandt – Nice being involved in the Budget process. We are finishing up a couple projects that we started over the Summer, including the boat launch handle, irrigation blowout and shutdown for the Winter, shuffling seasonal stuff around to make room for Christmas. We have already started putting up lights around the property.

ED Englin shared Global Diving moved some of the rocks on the breakwater. We will have a more formal survey done soon.

Admin. Serv. Manager, Kris Williams – Introduced Haley Anderson, Customer Service Coordinator and Jared Rusk, Seasonal Help.

ED Englin shared that we hosted the WPPA Marina Committee. The big discussion was focused on the revised calculator that NMFS instituted. Derelict vessel program and their challenges were also discussed. How can we better manage the risks? We met with Christine Rolfes and there will be follow up. Grocery Outlet's grand opening is October 12th. We are focusing on filling the guest dock and that will help drive business uptown. Fuel revenue has rebounded this season. Parking has strengthened, we need more continuity of service from the ferries. Kitsap Transit's recent vessel included in the fleet has been very consistent lately.

Commissioner Gronnvoll – ATMS project is now projected for 2025 rather than 2024. This is another example of information that could be shared in our newsletter.

Commissioner McClure stated she recalls the ATMS project was in line prior to the SR104 Realignment. ED Englin said that they will need to complete the property acquisition included in the realignment before working on the ATMS project as that will affect the design.

13. ADJOURN

Commission adjourned the meeting at 2:30pm

NEXT REGULAR SESSION: Wed, October 18th, 2023, at 6:30PM Village Green Community Center

Mary McClure, Commissioner

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 **\$195,564.25** from the Port of Kingston, Marina Revenue Fund, the 1st day of September 2023.

Mary McClure, Commissioner

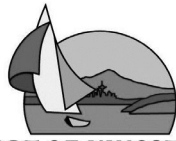
Laura Gronnvoll, Commissioner

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
9/1/2023	36769	\$83.42	PACIFIC OFFICE AUTOMATION
9/1/2023	36770	\$175,477.18	PETROCARD INC
9/1/2023	36771	\$2,323.05	PUGET SOUND ENERGY
9/1/2023	36772	\$17,680.60	SCRIBBLE SOFTWARE, INC.
		<hr/>	
		\$195,564.25	



**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 **\$72,158.83** from the Port of Kingston, Marina Revenue Fund, the 13th day of September 2023.

Mary McC lure, Commissioner

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

We, the undersigned, do hereby certify under penalty or perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims is a just, due and unpaid obligation against the Port of Kingston and that I am authorized to authenticate and certify to said claim.

Audra Trainer, Finance Director

Date	Warrant	Amount	Vendor
9/13/2023	36773	\$51.00	Laurie Donaldson
9/13/2023	36774	\$262.68	William Mattson
9/13/2023	36775	\$1,135.48	ELAN FINANCIAL SERVICES
9/13/2023	36776	\$1,050.00	ELMQUIST COMMERCIAL LLC
9/13/2023	36777	\$6,988.80	FIELDS TREE CARE LLC
9/13/2023	36778	\$1,475.00	FINE EDGE
9/13/2023	36779	\$488.11	HENERY HARDWARE
9/13/2023	36780	\$1,499.55	KITSAP BANK VISA
9/13/2023	36781	\$11,207.93	KPUD- KITSAP PUBLIC UTILITY
9/13/2023	36782	\$1,837.38	LAURA GRONNVOLL
9/13/2023	36783	\$157.18	LES SCHWAB
9/13/2023	36784	\$574.86	MCMaster-CARR
9/13/2023	36785	\$1,174.19	NEW PIG CORPORATION
9/13/2023	36786	\$103.74	OLYMPIC SPRINGS, INC.
9/13/2023	36787	\$357.56	PACIFIC WELDING SUPPLIES LLC
9/13/2023	36788	\$197.20	REDDY ICE
9/13/2023	36789	\$225.03	S-NET COMMUNICATIONS INC
9/13/2023	36790	\$278.70	TACOMA SCREW PRODUCTS
9/13/2023	36791	\$1,312.00	TRIGG INSURANCE AGENCY, INC.
9/13/2023	36792	\$2,986.20	ULINE
9/13/2023	36793	\$732.30	VERIZON WIRELESS
9/13/2023	36794	\$37.50	VILLAGE GREEN COMMUNITY CENTER
9/13/2023	36795	\$4,465.00	WASHINGTON PROJECT CONSULTANTS, PLLC
9/13/2023	36796	\$555.00	WASHINGTON PUBLIC PORTS ASSOCIATION
9/13/2023	36797	\$1,503.88	WASTE MANAGEMENT
9/13/2023	36798	\$31,278.20	WENZLAU ARCHITECTS, PS
9/13/2023	36799	\$8.15	WESTBAY AUTO PARTS
9/13/2023	36800	\$216.21	GCP WW Holdco LLC

\$72,158.83



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 **\$84,299.80** from the Port of Kingston, Marina Revenue Fund, the 27th day of September 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
9/27/2023	36801	\$193.18	WR McKee
9/27/2023	36802	\$212.05	Wayne Paulson
9/27/2023	36803	\$200.31	Spencer West
9/27/2023	36804	\$124.21	Jerry Andrews
9/27/2023	36805	\$1,796.81	Washington Commercial Construction
9/27/2023	36806	\$35,826.04	ASPECT CONSULTING
9/27/2023	36807	\$61.09	BLUE SKY PRINTING
9/27/2023	36808	\$222.56	COMCAST
9/27/2023	36809	\$163.80	CRAIN PEST CONTROL, LLC
9/27/2023	36810	\$2,535.00	Jim Dent
9/27/2023	36811	\$3,111.73	KITSAP COUNTY PUBLIC WORKS
9/27/2023	36812	\$28.41	LES SCHWAB
9/27/2023	36813	\$3,153.67	PUGET SOUND ENERGY
9/27/2023	36814	\$176.50	REDDY ICE
9/27/2023	36815	\$22,243.55	REGENCE BLUESHIELD
9/27/2023	36816	\$545.00	RELIABLE STORAGE
9/27/2023	36817	\$289.40	SEATTLE MARINE & FISHING SUPPLY
9/27/2023	36818	\$893.00	SOUND PUBLISHING, INC.
9/27/2023	36819	\$226.35	ULINE
9/27/2023	36820	\$12,297.14	WENZLAU ARCHITECTS, PS
		\$84,299.80	



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
09/05/2023	Intuit	\$48,487.16	Payroll	R00220748
09/05/2023	Global Payment Systems	\$11,290.56	CC Fees - Office	R00220886
09/05/2023	Gravity Payment Systems	\$1,849.37	CC Fees - Parking	R00220878
09/05/2023	PCS Payment Systems	\$2,594.76	CC Fees - Fuel	R00220870
09/08/2023	Washington State DRS	\$981.29	DCP	R00220936
09/15/2023	Washington State DRS	\$12,308.11	PERS	R00221147
09/20/2023	Intuit	\$41,401.09	Payroll	R00221221
09/25/2023	Washington State DOR	\$19,845.75	Excise Tax	R00221443
09/26/2023	Washington State DRS	\$953.88	DCP	R00221442
		<u>\$139,711.97</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. 2023-10-18-01

A Resolution of the Commission of the Port of Kingston

**RESOLUTION TO AMEND RESOLUTION 10-01-2019 REGARDING PORT PUBLIC RECORDS
OFFICER DESIGNATION**

WHEREAS, Tarrah Dofelmier's position as Public Records Officer ended on December 31, 2022.

WHEREAS, Kris Williams' position as Public Records Officer began on January 1, 2023.

THEREFORE BE IT RESOLVED by the Commissioners of the Port of Kingston that Kris Williams is hereby designated as the Public Records Officer for the Port of Kingston.

Such appointment shall be effective as of October 18th, 2023.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a regular meeting held this 18th day of October, 2023.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Mary McClure, Commissioner

Attest: _____

Greg Englin, Executive Director

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 2023-10-18-02

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 \$25,000.00 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 and an additional \$15,000.00 for architectural services with Wenzlau Architects P.S. for planning and design for the new public restroom.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a regular meeting held this 18th day of October, 2023.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Mary McClure, Commissioner

Attest: _____
Greg Englin, Executive Director

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

**PORT OF KINGSTON
2024 BUDGET**

DRAFT	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	2024 BUDGET
	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	TOTAL
OPERATING REVENUE													
Fuel Sales	16,725	18,062	34,957	40,709	73,457	106,844	167,672	225,527	133,390	52,869	27,236	16,493	913,941
Moorage - Guest	4,255	2,741	2,901	2,438	47,373	61,264	67,794	67,784	49,404	2,286	2,161	2,529	312,932
Moorage - Permanent	115,017	115,017	115,017	115,017	115,017	115,017	115,017	115,017	115,017	115,017	115,017	115,017	1,380,208
Moorage - Seasonal	14,544	14,544	14,544	14,544	-	-	-	-	-	15,140	15,140	15,140	103,596
Other Operating Income	765	765	765	765	1,565	765	765	765	765	765	765	765	9,981
Other Operating Service	3,837	2,792	4,646	4,181	4,181	6,426	4,205	4,607	5,805	4,196	3,716	7,560	56,154
Parking	46,246	46,246	46,246	46,246	54,389	63,197	63,197	46,246	46,246	46,246	46,246	46,246	597,000
Rental Property	20,054	20,091	20,127	20,164	20,201	20,238	21,082	24,419	21,156	21,193	21,230	21,326	251,281
Retail Sales	321	321	321	321	321	321	321	321	321	321	321	321	3,850
Utilities Income	6,686	6,686	6,686	6,686	5,536	2,221	2,221	2,221	2,221	3,371	3,371	6,686	54,588
TOTAL OPERATING REVENUE	228,452	227,265	246,211	251,072	322,041	376,293	442,274	486,907	374,325	261,405	235,204	232,083	3,683,532
COST OF GOODS SOLD	14,123	15,222	29,224	34,592	62,379	90,504	142,179	190,914	112,946	44,869	23,183	14,158	774,291
GROSS PROFIT	214,328	212,043	216,987	216,481	259,662	285,790	300,096	295,993	261,379	216,536	212,021	217,925	2,909,241
OPERATING EXPENSE													
Bank Charges	100	100	100	100	100	100	100	100	270	100	100	100	1,370
Commissioner Expense	7,627	7,627	8,727	7,627	12,273	7,627	11,673	8,727	11,673	11,473	7,627	12,273	114,954
Compensation and Benefits	134,923	134,923	134,923	134,923	134,923	134,923	134,923	134,923	134,923	134,923	134,923	134,923	1,619,076
Computer and Telecom	9,843	5,296	6,461	6,392	5,178	9,730	5,835	5,166	4,840	4,842	4,844	4,848	73,274
Equipment and Maintenance	11,655	19,720	33,655	9,650	19,814	7,620	6,655	3,820	3,655	3,820	6,284	5,620	131,967
Insurance and Taxes	12,578	12,546	12,656	12,669	13,517	13,908	14,260	15,836	14,854	13,762	13,632	13,694	163,912
Other Operating Expense	545	545	1,687	561	561	1,703	561	561	1,703	561	561	2,536	12,087
Professional Services	25,500	20,410	32,994	13,715	13,926	26,766	13,466	14,567	25,479	27,735	27,510	40,065	282,134
Promotional and Dues	5,469	6,098	7,179	6,783	8,037	4,876	3,584	4,033	3,876	2,908	4,908	2,951	60,705
Supplies	5,039	5,759	12,287	3,739	4,274	3,957	3,699	3,942	5,225	5,607	3,942	3,625	61,095
Travel and Training	-	150	8,902	1,654	4,946	5,484	1,181	-	300	8,004	-	7,134	37,754
Utilities	12,713	20,368	13,868	13,039	9,727	11,332	7,361	17,695	7,961	13,239	11,050	15,899	154,254
TOTAL OPERATING EXP BEFORE DEPR	225,993	233,542	273,438	210,852	227,278	228,026	203,298	209,370	214,759	226,975	215,382	243,668	2,712,582
NET OPERATING INCOME BEFORE DEPR	(11,664)	(21,498)	(56,451)	5,628	32,384	57,764	96,797	86,623	46,619	(10,439)	(3,361)	(25,743)	196,659
Depreciation and Amortization	42,344	42,181	42,181	42,159	42,044	41,437	41,408	40,466	39,968	39,723	39,629	39,629	493,170
NET OPERATING INCOME	(54,008)	(63,680)	(98,632)	(36,531)	(9,659)	16,326	55,389	46,157	6,651	(50,162)	(42,990)	(65,372)	(296,510)

**PORT OF KINGSTON
2024 BUDGET**

DRAFT

	Jan 24 BUDGET	Feb 24 BUDGET	Mar 24 BUDGET	Apr 24 BUDGET	May 24 BUDGET	Jun 24 BUDGET	Jul 24 BUDGET	Aug 24 BUDGET	Sep 24 BUDGET	Oct 24 BUDGET	Nov 24 BUDGET	Dec 24 BUDGET	2024 BUDGET TOTAL
OTHER INCOME													
Investment Income	2,910	2,910	2,997	2,997	2,997	3,085	3,085	3,085	3,172	3,172	3,172	3,260	36,845
Interest Income Lease	5,939	5,902	5,866	5,829	5,792	5,755	5,718	5,681	5,644	5,607	5,569	5,532	68,835
Property Tax Receipts	819	6,791	10,671	87,333	20,614	1,360	967	1,722	3,060	79,333	11,731	2,550	226,951
Gain/Los Asset Dspstn	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL OTHER INCOME	9,667	15,603	19,534	96,159	29,404	10,200	9,770	10,488	11,877	88,112	20,473	11,342	332,630
OTHER EXPENSE													
Interest Exp GO Bond	1,761	1,761	1,761	1,761	1,761	1,761	1,684	1,684	1,684	1,684	1,684	1,684	20,672
Environmental Expense	-	-	-	-	-	-	-	-	-	-	-	3,000	3,000
TOTAL OTHER EXPENSE	1,761	1,761	1,761	1,761	1,761	1,761	1,684	1,684	1,684	1,684	1,684	4,684	23,672
NET OTHER INCOME/EXPENSE	7,906	13,842	17,773	94,398	27,643	8,439	8,086	8,804	10,192	86,428	18,789	6,658	308,958
NET INCOME	(46,102)	(49,837)	(80,859)	57,868	17,983	24,766	63,475	54,961	16,843	36,266	(24,202)	(58,715)	12,448

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

	ACTUAL SEPT 2023*	ACTUAL SEPT 2022*	CHG
ASSETS			
Current Assets			
Cash and cash equivalents	2,733,770	2,570,666	163,105
Accounts receivable	9,494	(143)	9,637
Current portion of lease receivable	162,805	-	162,805
Taxes receivable	6,013	6,542	(529)
Inventory	69,100	80,138	(11,038)
Prepaid expenses	187,805	129,188	58,618
Total Current Assets	3,168,988	2,786,390	382,597
Noncurrent Assets			
Lease receivable	2,070,177	-	2,070,177
Net pension asset	272,707	558,747	(286,040)
Total Noncurrent Assets	2,342,883	558,747	1,784,137
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	7,689,546	(4,850,129)
Construction in Progress	277,846	82,731	195,116
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	1,871,056	-
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	195,567	188,061

*unaudited

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

	ACTUAL SEPT 2023*	ACTUAL SEPT 2022*	CHG
Marina			-
Marina Perm Moorage	5,967,769	-	5,967,769
Marina Guest Moorage	692,974	-	692,974
Marina Fuel	412,409	-	412,409
Marina Boat Launch	95,719	-	95,719
Marina Fishing Pier	46,281	-	46,281
Total Marina	<u>7,215,151</u>	-	<u>7,215,151</u>
Other Improvements			-
Gen and Admin	32,237	-	32,237
Parks	1,251,807	-	1,251,807
Parking	2,823	-	2,823
Total Other Improvements	<u>1,286,867</u>	<u>3,744,852</u>	<u>(2,457,985)</u>
Total Capital Assets	<u>13,873,965</u>	<u>13,583,751</u>	<u>290,214</u>
Less: Accumulated Depreciation	<u>(6,783,138)</u>	<u>(6,241,399)</u>	<u>(541,739)</u>
Total Net Capital Assets	<u>7,090,826</u>	<u>7,342,352</u>	<u>(251,526)</u>
Total Assets Before Deferred Outflows	<u>12,602,698</u>	<u>10,687,489</u>	<u>1,915,208</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows - pensions	284,098	99,327	184,771
Deferred outflows - asset retirement obligation	92,313	123,810	(31,497)
Total Deferred Outflows	<u>376,411</u>	<u>223,137</u>	<u>153,274</u>
Total Assets	<u>12,979,109</u>	<u>10,910,626</u>	<u>2,068,483</u>
LIABILITIES			
Current Liabilities			
Accounts payable	130,549	166,442	(35,893)
Accrued taxes	50,597	49,734	863
Payroll liabilities	54,543	7,648	46,896
Tenant deposits	68,288	69,838	(1,550)
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>393,809</u>	<u>379,491</u>	<u>14,318</u>

*unaudited

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

	ACTUAL SEPT 2023*	ACTUAL SEPT 2022*	CHG
Noncurrent Liabilities			
Compensated absences	35,014	30,855	4,159
Long-term unearned revenue	1,165,801	1,189,464	(23,663)
Environmental remediation liability	117,000	114,000	3,000
Asset retirement obligation	179,655	168,883	10,772
Pension liability	157,107	49,997	107,110
General obligation bonds	605,500	667,500	(62,000)
Total Noncurrent Liabilities	2,260,077	2,220,698	39,378
Total Liabilities Before Deferred Inflows	2,653,886	2,600,190	53,696
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows - pensions	298,694	580,634	(281,940)
Deferred inflows - lease	2,232,982	-	2,232,982
Total Deferred Inflows	2,531,676	580,634	1,951,042
Total Liabilities	5,185,562	3,180,823	2,004,738
EQUITY			
Restricted for net pension asset	268,215	121,534	146,681
Committed	1,670,569	1,423,491	247,078
Unrestricted	5,854,763	6,184,779	(330,015)
Total Equity	7,793,547	7,729,803	63,744
Total Liabilities and Equity	12,979,109	10,910,626	2,068,483

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

	<u>YTD ACTUAL</u> <u>SEPT 2023*</u>	<u>YTD BUDGET</u> <u>SEPT 2023</u>	<u>VAR</u>	<u>YTD ACTUAL</u> <u>SEPT 2022*</u>	<u>CHG</u>
OPERATING REVENUE					
Fuel Sales	739,206	727,991	11,215	759,028	(19,822)
Moorage - Guest	211,631	305,929	(94,297)	197,076	14,555
Moorage - Permanent	940,924	936,496	4,428	878,237	62,687
Moorage - Seasonal	47,104	58,560	(11,456)	53,821	(6,717)
Other Operating Income	5,846	5,651	195	28,573	(22,727)
Other Operating Service	37,819	31,876	5,943	31,963	5,857
Parking	419,717	374,993	44,724	375,057	44,660
Rental Property	171,475	221,679	(50,204)	217,246	(45,771)
Retail Sales	6,033	1,500	4,533	1,790	4,244
Utilities Income	46,064	47,959	(1,895)	47,275	(1,211)
TOTAL OPERATING REVENUE	<u>2,625,819</u>	<u>2,712,634</u>	<u>(86,815)</u>	<u>2,590,065</u>	<u>35,754</u>
COST OF GOODS SOLD	<u>620,095</u>	<u>609,779</u>	<u>(10,316)</u>	<u>652,384</u>	<u>(32,289)</u>
GROSS PROFIT	2,005,724	2,102,855	(97,131)	1,937,681	68,043
OPERATING EXPENSE					
Bank Charges	1,033	903	(130)	1,774	(742)
Commissioner Expense	57,329	53,187	(4,142)	45,071	12,258
Compensation and Benefits	1,160,999	1,162,421	1,421	1,064,246	96,753
Computer and Telecom	39,080	36,929	(2,150)	42,069	(2,989)
Equipment and Maintenance	69,737	87,030	17,294	73,302	(3,566)
Insurance and Taxes	112,224	112,854	631	104,234	7,990
Other Operating Expense	6,082	4,791	(1,291)	6,724	(642)
Professional Services	180,617	147,599	(33,019)	150,030	30,587
Promotional and Dues	49,903	33,402	(16,501)	29,215	20,687
Supplies	34,802	29,025	(5,777)	31,242	3,559
Travel and Training	12,397	18,214	5,816	9,796	2,601
Utilities	110,938	118,610	7,672	110,194	744
TOTAL OPERATING EXP BEFORE DEPR	<u>1,835,141</u>	<u>1,804,965</u>	<u>(30,175)</u>	<u>1,667,899</u>	<u>167,242</u>
NET OPERATING INCOME BEFORE DEPR	170,583	297,889	(127,306)	269,782	(99,199)
Depreciation and Amortization	<u>389,853</u>	<u>352,280</u>	<u>(37,573)</u>	<u>358,639</u>	<u>31,215</u>
NET OPERATING INCOME	(219,270)	(54,391)	(164,879)	(88,856)	(130,414)

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

	YTD ACTUAL SEPT 2023*	YTD BUDGET SEPT 2023	VAR	YTD ACTUAL SEPT 2022*	CHG
OTHER INCOME					
Investment Income	48,759	5,758	43,001	7,255	41,504
Interest Income-Lease	56,042	-	56,042	-	56,042
Property Tax Receipts	132,505	135,084	(2,579)	130,950	1,556
Leasehold Excise Tax	1,860	1,390	471	2,062	(202)
TOTAL OTHER INCOME	<u>239,167</u>	<u>142,232</u>	<u>96,935</u>	<u>71,874</u>	<u>167,293</u>
OTHER EXPENSE					
Interest Exp GO Bond	16,923	16,923	0	18,125	(1,202)
TOTAL OTHER EXPENSE	<u>16,923</u>	<u>16,923</u>	<u>0</u>	<u>18,125</u>	<u>(1,202)</u>
NET OTHER INCOME/EXPENSE	<u>222,244</u>	<u>125,310</u>	<u>96,935</u>	<u>53,749</u>	<u>168,495</u>
NET INCOME BEFORE CAPITAL GRANTS	2,974	70,919	(67,944)	(35,107)	38,082
Capital Grants	<u>10,951</u>	<u>-</u>	<u>10,951</u>	<u>-</u>	<u>10,951</u>
NET INCOME	<u><u>13,925</u></u>	<u><u>70,919</u></u>	<u><u>(56,993)</u></u>	<u><u>(35,107)</u></u>	<u><u>49,033</u></u>

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

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL 2023*
OPERATING REVENUE										
Fuel Sales	13,218	10,649	22,657	26,643	77,365	90,128	196,636	197,916	103,993	739,206
Moorage - Guest	11,209	6,733	8,404	9,596	22,796	25,982	44,528	47,995	34,389	211,631
Moorage - Permanent	106,784	103,992	103,827	105,240	104,360	104,122	104,231	104,166	104,203	940,924
Moorage - Seasonal	11,971	11,416	10,415	8,378	3,420	616	-	242	646	47,104
Other Operating Income	1,186	1,117	319	562	1,397	359	260	238	407	5,846
Other Operating Service	5,314	3,328	2,872	3,719	3,753	4,943	4,883	3,436	5,569	37,819
Parking	34,413	33,779	34,822	36,030	43,962	52,858	63,647	62,492	57,714	419,717
Rental Property	18,051	18,087	18,122	18,158	18,193	18,229	22,966	19,817	19,853	171,475
Retail Sales	625	1,353	63	55	194	246	2,435	630	433	6,033
Utilities Income	7,808	7,766	7,547	6,009	6,069	4,035	3,075	1,857	1,897	46,064
TOTAL OPERATING REVENUE	210,580	198,220	209,047	214,392	281,509	301,517	442,661	438,789	329,104	2,625,819
COST OF GOODS SOLD	13,493	10,714	17,305	19,879	59,781	73,701	167,584	168,793	88,843	620,095
GROSS PROFIT	197,086	187,505	191,742	194,512	221,728	227,816	275,077	269,996	240,261	2,005,724
OPERATING EXPENSE										
Bank Charges	108	76	98	67	4	34	411	133	102	1,033
Commissioner Expense	4,518	4,006	5,068	6,829	9,342	4,937	9,381	6,462	6,785	57,329
Compensation and Benefits	136,330	126,154	129,776	128,789	128,679	131,937	128,034	128,052	123,248	1,160,999
Computer and Telecom	3,805	5,194	3,125	2,037	3,509	4,049	9,854	3,758	3,750	39,080
Equipment and Maintenance	8,435	6,599	11,096	9,288	14,561	4,584	5,846	3,199	6,129	69,737
Insurance and Taxes	11,109	11,694	11,582	11,649	11,744	12,141	12,542	15,684	14,078	112,224
Other Operating Expense	502	502	-	1,061	546	784	547	1,595	545	6,082
Professional Services	14,111	24,333	16,690	20,069	13,976	23,589	15,914	26,236	25,701	180,617
Promotional and Dues	5,592	20,458	(3,552)	2,056	7,810	3,689	5,715	4,763	3,372	49,903
Supplies	6,533	2,069	5,414	2,221	3,632	788	4,241	8,099	1,804	34,802
Travel and Training	-	199	1,897	143	1,800	5,181	1,084	1,151	941	12,397
Utilities	12,248	19,775	13,282	12,571	9,349	10,913	7,053	17,976	7,769	110,938
TOTAL OPERATING EXP BEFORE DEPR	203,291	221,060	194,476	196,780	204,952	202,625	200,624	217,108	194,225	1,835,141
NET OPERATING INCOME BEFORE DEPR	(6,205)	(33,554)	(2,734)	(2,268)	16,776	25,191	74,453	52,888	46,035	170,583
Depreciation and Amortization	43,835	43,835	43,835	43,482	43,269	42,998	42,867	42,867	42,867	389,853
NET OPERATING INCOME	(50,039)	(77,389)	(46,569)	(45,750)	(26,492)	(17,807)	31,586	10,022	3,169	(219,270)

*unaudited

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

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL 2023*
OTHER INCOME										
Investment Income	2,585	2,543	2,797	3,153	5,805	3,343	21,153	3,642	3,738	48,759
Interest Income-Lease	6,369	6,334	6,298	6,263	6,227	6,191	6,156	6,120	6,084	56,042
Property Tax Receipts	811	6,724	10,565	86,468	20,410	1,347	957	1,844	3,380	132,505
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	13,202	239,167
OTHER EXPENSE										
Interest Exp GO Bond	1,904	1,904	1,904	1,904	1,904	1,904	1,833	1,833	1,833	16,923
TOTAL OTHER EXPENSE	1,904	1,904	1,904	1,904	1,904	1,904	1,833	1,833	1,833	16,923
NET OTHER INCOME/EXPENSE	7,861	14,269	17,757	93,980	31,225	8,977	26,433	10,373	11,370	222,244
NET INCOME BEFORE CAPITAL GRANTS	(42,178)	(63,120)	(28,813)	48,230	4,733	(8,830)	58,019	20,395	14,538	2,974
Capital Grants	-	-	-	-	-	-	10,951	-	-	10,951
NET INCOME	(42,178)	(63,120)	(28,813)	48,230	4,733	(8,830)	68,970	20,395	14,538	13,925