



Serving what matters today, with a view for tomorrow.

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

November 15th, 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 November 15th, 2023, Regular Meeting of the Port of Kingston Commission. Comments from those in attendance will be allowed upon recognition of the Chair. Please identify yourself by stating your name.

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

This is a preliminary agenda and is subject to change.

Agenda Topics

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



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

5. CONSENT AGENDA

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

- A. Approve October 18th, 2023 Regular Meeting Minutes
- B. Approve October 31st, 2023 Work Session Minutes
- C. Approve October 2023 Warrants **\$189,753.58** (\$100,889.68, \$14,645.31, and \$74,218.59) and EFT Payments **\$174,095.82**

6. ACTION ITEMS

- A. APPROVE - RESOLUTION NO. 2023-11-15-01 – ADOPT 2024 BUDGET
- B. APPROVE – RESOLUTION NO. 2023-11-15-02 RESOLUTION TO ADOPT 2024 TAX LEVY
- C. APPROVE - RESOLUTION NO. 2023-11-15-03 – ADOPT 2024 CAPITAL BUDGET
- D. APPROVE - RESOLUTION NO. 2023-11-15-04 – ADOPT COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS
- E. APPROVE – RESOLUTION NO. 2023-11-15-05 – ADOPT 2024 RATE SCHEDULE

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



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12. NEXT REGULAR MEETING: Wednesday December 20th, 2023, at 6:30 p.m. Hybrid Village Green Community Center 26159 Dulay Rd NE Kingston, WA 98346

13. ADJOURN



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PORT OF KINGSTON
 Regular Session
 October 18th, 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			
Aaron Powell	<input checked="" type="checkbox"/>		
Steve Page	<input checked="" type="checkbox"/>		
Joel Hansen	<input checked="" type="checkbox"/>		
Craig Powell	<input checked="" type="checkbox"/>		
Marla Powers	<input checked="" type="checkbox"/>		
Tami Bowen	<input checked="" type="checkbox"/>		

1. Call to Order - Commissioner McClure called the meeting to order at 6:30pm
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. EXECUTIVE SESSION – 6:35PM



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

The Commission will be in Executive Session for 30 minutes.

Commissioner McClure: I call the Regular Meeting back to order at 7:10pm

6. CONSENT AGENDA

- 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**

Motion to Accept the Consent agenda

Moved: Commissioner Heacock

Second: Commissioner Gronnvoll

Vote: Pass 3-0

7. ACTION ITEMS

- A. Approve - **RESOLUTION 2023-10-18-01 TO AMEND RESOLUTION 10-01-2019 REGARDING PORT PUBLIC RECORDS OFFICER DESIGNATION**

Motion to Approve

Moved: Commissioner Gronnvoll

Second: Commissioner Heacock

Vote: Pass 3-0

- B. Approve - **RESOLUTION 2023-10-18-02 RESOLUTION TO AMEND 2023 CONTRACT WITH WENZLAU ARCHITECTS**

ED Englin – The original plan was to purchase and install a prefabricated bathroom to replace the “middle bathroom.” However, that did not meet the Kingston Design standards with Kitsap County. We decided to move forward with an architect design. Since we are already under contract with Wenzlau Architect for the commercial development project, we have requested they design the bathroom to integrate with the commercial design. Our goal is to have the bathroom complete by the end of the first quarter next year. We are hoping to have it fully designed by Thanksgiving. Because we have moved the site, the county may request we go back and do more work. The request for \$15K is to finish the bathroom design. We met with Kitsap County for a pre-application meeting. We do not have the report back yet. We will likely have more work coming from that meeting. The additional \$25K is to



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complete the architect design for the commercial development to include any potential code changes to ensure we are prepared if they are imposed.

Tami Bowen asked for clarification on the \$15K for the bathroom. ED Englin explained we are planning to build the bathroom at a different location on Port property, near the existing building. We will need to segregate the power, design, and build a new building.

Motion to Approve

Moved: Commissioner Heacock

Second: Commissioner Gronnvoll

Vote: Pass 3-0

8. DISCUSSION

A. 2024 Budget

The proposed DRAFT budget for 2024 uses a zero-based budget process. Zero-based budgeting (ZBB) is a budgeting approach that involves developing a new budget from scratch every time (i.e., starting from “zero”), versus starting with the previous period’s budget and adjusting it as needed. Historically we used the prior year as the baseline for next year. This approach is more difficult but it forces staff to look at every line item by GL. Our Financial Analyst, Staci Hebert, did an excellent job building the model in Excel.

The Port is projecting Operating Revenues of \$3.684M but we need to revisit both Guest and Seasonal Moorage where we likely have opportunity to grow revenue and Net Operating Income. Also, we are seeing a prolonged effort by Kitsap Transit to grow ridership through the coming year with a targeted marketing plan so we are going to look at that as well. We need to complete the marina rate survey and are waiting on the WPPA Compensation Survey.

Operating Expenses of \$2.71M. Net Income under this draft version of the budget would be \$12,488 which includes depreciation and amortization of nearly \$493K. Total Projected Cash Inflow would be just under \$456K.

Revenue is broken down into Direct and Non-Direct Revenue. Direct includes Operating Revenue and Non-Direct includes property tax receipts, grants, interest income and leasehold excise tax (LHT).

Permanent moorage revenues should increase with the rate increases since occupancy has stayed at 100% for many years.

- The next year’s rates reflect an effort to benchmark against the prior year’s average rates generated from the data collected for 50+ marinas using the average rate for each slip size.
- Again, current rates are based on the previous year’s average rate for each slip size.



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- Our goal, which was established four years ago, was to trail the average rate for prior year.
- Since we base the next year's rates on previous year's moorage rates, we are always trailing the actual average for moorage rates.
- We have a wait list that continues to remain strong. 176 individuals on the waitlist
- Twenty-four (24) out of the 252 permanent moorage slips (or about 10% turnover-compared with 4% last year) were pulled from the wait list this year. About 10 of these wait list customers did not have boats. The wait list continues to backfill with new additions to the wait list. Information from BST Associates and Waggoneers indicates that there continues to be more demand than supply throughout the Puget Sound and virtually all marinas have wait lists.

Guest Moorage has grown should remain strong. We continue building guest moorage demand from yacht clubs and hope to expand and add more Canadian clubs. Direct sales and additional approaches to market the Port will be pursued through the coming year. We are concerned about price increases overall and volatility of fuel prices which in turn affects power boaters especially.

Seasonal moorage has been growing steadily and we see this trend continuing through the next 2-3 years before it will likely plateau. Seasonal moorage occupancy is also dependent on selling direct to boaters. We need to increase our efforts in this area including working with boat brokers, increasing advertising, and pulling customers away from the I-5 corridor especially. We also need to pursue boating clubs and rentals.

Utilities are going to be closely monitored so we can recover these costs. We are developing a program to reduce our water consumption both because it conserves water and because we know we have a fair amount of waste.

Real estate and lease revenue should stay relatively flat except for CPI adjustments where applicable. We will be undergoing a market rate study and will re-benchmark our rates where applicable.

Property taxes increase 1% and are capped due to legislation. We received the notice from the County Assessor and we will collect \$235K in property taxes.

Parking is challenging to predict. We expect parking revenue to strengthen. It has nearly reached pre-pandemic levels. Also, Kitsap Transit is kicking off a marketing campaign to increase ridership.

We treat Fuel as its own line of business. Prices and costs have been prone to volatility with prices hitting record highs. This volatility has had a distinct dampening effect on demand in boating – especially after a long period of record low prices. Fuel prices have increased significantly so the revenues have been increased – but so have the costs of goods sold for fuel. This line of business could move the gross revenue numbers up or down but will have little effect on improving profitability. If prices remain too high it will



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definitely decrease guest moorage revenue and profit. We have to purchase two new fuel pumps since the current pumps are so old we cannot even get parts for them. It's time but the replacement should not be difficult and we do not expect to lose revenue while they are being replaced.

Salaries & Wages

Budget reflects a tiered approach to compensation. Cost of living looks to come in around 3.3%. We are proposing a three-tier adjustment between 3%-6% depending on where you fall. Again, we don't have the WPPA survey and are collecting data from other ports and agencies. Given the aggressive interest rate hikes by the Federal Reserve have increased the costs of borrowing to but real estate. Three years ago you would need to make \$65K per year to pay for a median priced home in Kitsap County assuming half your pay went to your mortgage. Now, with current interest rates you need to make \$115K per year. Neither scenario includes saving enough for the down payment for a median priced home.

Compensation is based on:

- Market data and performance
- A goal of retaining staff and investing in them
- Staffing turnover is extremely expensive, time consuming, and incredibly challenging to backfill with new, qualified employees
- Competition for qualified staff has become even more difficult in the public sector and for earlier career employees they are more interested in their income in order to somehow mitigate the increased costs of living
- Plus we are having to compete with private sector

Employee medical is increasing an estimated 10% as a placeholder.

Pension Expense

- The Pension contribution requirements issued by the State of Washington have started to vary from year to year. Individual employee contributions are at 6.36% and employer contributions are currently 9.53%.

Training & Education

- Training and educational opportunities will include updating our staff on the marina management software. We will be transitioning to SAGE for our accounting software.

IT

- We have covered what we think our needs are hardware, software work stations and laptops for the coming year and are not expecting any significant changes in 2024.



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Utilities

- Staff has put in a lot of effort to track our utility costs. We are putting in place measures to ensure we maximize cost recovery.

Excise Taxes

- No changes are expected.

Credit Card Charges.

- We have been paying excessive fees. Our Finance Director, Audra Trainer, identified this as an area of concern. We believe we can likely reduce credit card charges annually. However, we need to integrate any changes with our new accounting software and business process so we can accommodate ACH payments. With the increase in interest rates, this is much more important now.

Bad Debt

- We continue to manage our business and have minimal bad debt.

Cash Reserves

Our cash reserves on January 1, 2019 were \$831K. They are currently \$2.73M. We take our responsibility as fiduciaries of the public trust seriously and hope these results instill confidence that we can be reliable stewards.

Also, looking at the balance sheet, it's important to note that we are steadily paying down on our debt. Our loan balance is \$668K down from about \$1M five years ago.

Kitsap County still serves as our Treasurer but we are going to work with them to increase our rate of return on our cash reserves. If we can achieve a 4% return that equates to \$110K annual contribution to our reserves. For every point we earn we earn another \$27,500. So if we earn 5% or 5 points we add \$137,500 to our reserves. We are currently at 2.79% rate of return.

We are trying to build our annual savings contributions to over \$1M annually to fund our long-term costs for replacement of our capital assets. However, we will have operating expenses and capital repair and replacement ongoing and that will be a real challenge. Staff have built a cash flow model that currently goes out 30 years. Using that model, and assumptions built into that model, we can look ahead and see we have a shortfall to fund the replacement of our capital assets in about 10-15 years – depending on the life and costs of the assets.



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We will have an LTGO debt payment of \$83,672 for 2024 (including both interest and principal).

The primary lines of business where we are focusing are:

- the marina and growing guest moorage for both daily and seasonal
- economic development and existing lines of business such as parking and fuel
- projects that support our responsibility as a transportation hub

In summary, we prioritize:

- First and foremost, safety of life and property
- Secondly, to maintain continuity of operations
- And third, and very importantly, the creation of new economic opportunities

We will have to pursue other avenues of revenue. We will go after grants, appropriations, etc. We have a long-term capital short fall. Spending the funds has become more challenging than anticipated due to the environmental mitigation requirements. We've recently partnered with Kitsap County; Andy Nelson signed a letter providing the Port with environmental mitigation credits for the stormwater. Commissioner Heacock said that one thing that is beneficial about Kingston is it is designated a transportation hub by the Puget Sound Regional Council. We are hopeful that designation will help with future projects.

Commissioner McClure asked when they will have a chance to review the 2024 rate proposal.

ED Englin stated he is hoping to provide the rate sheet next week.

A second question about the line items Commissioner Expense and Travel/Training, when Commissioners attend WPPA conferences do those expenses show in Commissioner Expense or Travel/Training?

Finance Director Audra Trainer stated the conference expense is expensed to Commissioner Expense and the Travel goes to Travel /Training.

Commissioner McClure - Is Economic Development focused on the Port's ability to replace assets or Economic Development that impacts the rest of the community?

Ed Englin – Both, the question to the Commission is do you think preserving the marina is important to the economic development of the community?

Commissioner McClure – Yes, but there are a lot of other things that we do that are important to the vitality of the community.



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Finance Director Trainer explained that we would like to do a phasing approach to the development so we can create/increase a revenue stream to then finance the future projects.

Commissioner Gronnvoll stated the discussions with business owners and community members clearly uncovered the desire to have a hotel and restaurant. Do something!

Next Work Session is October 31st

Capital Program

The Capital Program is focused on:

- Repair and maintenance of the marina.
- Replacement of the Middle Bathroom in Mike Wallace Park
- Development of Guest Moorage
- Economic development emphasizing new construction in the Tent Pad area along Washington Blvd
- Conducting due diligence related to all economic development opportunities
- Expanding our life cycle asset management approach to capital planning and our cash flow model is critical to our long-term success

9. FINANCIAL REPORT

Finance Director – Audra Trainer

Net Operating Revenue - \$2.0M

Total Operating Expenses before depreciation - \$1.84M

Net Operating Income before Depreciation - \$170,583

Total Net Income /Loss - \$13,925

Cash and Equivalents - \$2.73M

LGTO Bond - \$688,000

Cash Reserves - \$2.07M and increase of \$224,605 year to date

10. PUBLIC COMMENT

Joel Hansen - Will the Port own and operate the hotel and restaurant built on Port property?

ED Englin – The Port won't operate the business; we would like to own as much as possible to keep the proceeds in the community. We can go with a ground lease if we don't want to use our capital. We will have to go out to the market once we are ready to go. We could do a phasing approach, we can work with KPFD, we will have to research a number of financing options. Most Ports operate the marinas, but they do not operate the marine terminals. They are landlords.

Joel Hansen – Why wouldn't the Port look at rental space rather than a permanent business?

ED Englin – That was addressed early on with the Commissioners. As Commissioner Gronnvoll stated, the community asked for number one a restaurant and number two a hotel. What you are suggesting is still a



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possibility. We have considered bringing in a really great employer to bring jobs to the community. But the community really wanted a restaurant and hotel so we will pursue that.

Aaron Powell- How dependent is the Port on the potential revenue from a hotel? Is Deferred maintenance included in the draft budget?

ED Englin – Yes, we are repairing/replacing items like the hot water heater, fuel dispensers.

Finance Director Trainer – We completed a Strategic Planning session recently. We are aggressively pursuing grants and other financing opportunities. What events can we have? What are other things can we provide for the community that we haven't thought of before? Dry stack storage? How can we improve our current situation?

Aaron Powell – Does the Port have the financial capabilities to take all this on? Is that too much? Are we helping the community developers?

ED Englin – We are dependent on the county. Where are the gaps? We are pursuing an interlocal agreement with the county to finance a part-time permit staff person to assist/prioritize Port projects as well as developers in the Port District.

11. COMMISSION REPORT
N/A

12. STAFF REPORT
N/A

13. ADJOURN
Commission adjourned the meeting at 8:43pm

NEXT REGULAR SESSION: Wed, November 15th, 2023, at 6:30PM Village Green Community Center

Mary McClure, Commissioner

Greg Englin, Executive Director

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner



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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 checked="" type="checkbox"/>	marymc@portofkingston.org
Kris Williams	<input checked="" type="checkbox"/>	krisw@portofkingston.org
	<input type="checkbox"/>	
Guest		
Greg Wright	<input checked="" type="checkbox"/>	

Discussion Items:

- 2024 Budget
 - Staff reviewing preliminary budget
 - Sotheby's to conduct a market analysis on existing assets
- Commercial Development
 - Waiting on outcome of pre-application meeting with the County
 - Restroom should be complete and ready for 2024 boating season
- WPPA Annual Conference December
 - Confirmed attendance by all commissioners
- Work Session Schedule
 - Confirmed new Work Session schedule
- SR104 Work group meeting soon
- Realignment completion expected 2025
- KRCC hosting legislative reception at Gold Mountain November 16th 5-8:00pm

NEXT WORK SESSION: Tue, November 14th, 2023, at 9:00 AM – Port of Kingston 2nd Floor Conference Room

NEXT REGULAR SESSION: Wed November 15th, 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 **\$100,889.68** from the Port of Kingston, Marina Revenue Fund, the 4th day of October 2023.

Mary McCLure, Commissioner

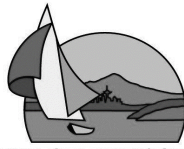
Laura Gronnvoll, Commissioner

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
10/4/2023	36821	\$720.72	BAINBRIDGE ISLAND ELECTRIC
10/4/2023	36822	\$105.02	LAURA GRONNVOLL
10/4/2023	36823	\$5,950.00	Jim Darling
10/4/2023	36824	\$17.91	PACIFIC OFFICE AUTOMATION
10/4/2023	36825	\$90,605.92	PETROCARD INC
10/4/2023	36826	\$2,706.86	REGENCE BLUESHIELD
10/4/2023	36827	\$733.25	VERIZON WIRELESS
10/4/2023	36828	\$50.00	VILLAGE GREEN COMMUNITY CENTER
		<hr/> \$100,889.68	



**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 **\$14,645.31** from the Port of Kingston, Marina Revenue Fund, the 13th day of October 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
10/13/2023	36829	\$212.05	Wayne Paulson
10/13/2023	36830	\$27.44	Bob Bethel
10/13/2023	36831	\$255.92	Scott Green
10/13/2023	36832	\$34.75	Larry & Lindsay Peyton
10/13/2023	36833	\$369.39	SHAWN WHITE
10/13/2023	36834	\$32.00	ALL SHRED
10/13/2023	36835	\$675.88	COMCAST
10/13/2023	36836	\$4,301.00	ELAN FINANCIAL SERVICES
10/13/2023	36837	\$708.57	GRAINGER
10/13/2023	36838	\$550.51	HENERY HARDWARE
10/13/2023	36839	\$572.33	KITSAP BANK VISA
10/13/2023	36840	\$1,837.38	LAURA GRONNVOLL
10/13/2023	36841	\$84.20	OLYMPIC SPRINGS, INC.
10/13/2023	36842	\$94.20	REDDY ICE
10/13/2023	36843	\$3,962.37	RIVER CITY LIGHTS, LLC
10/13/2023	36844	\$226.26	S-NET COMMUNICATIONS INC
10/13/2023	36845	\$402.16	SEATTLE MARINE & FISHING SUPPLY
10/13/2023	36846	\$53.21	WESTBAY AUTO PARTS
10/13/2023	36847	\$245.69	GCP WW Holdco LLC

\$14,645.31



**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 **\$74,218.59** from the Port of Kingston, Marina Revenue Fund, the 25th day of October 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
10/25/2023	36848	\$1,796.81	Washington Commercial Construction
10/25/2023	36849	\$1,174.92	Amazon Capital Services
10/25/2023	36850	\$232.56	COMCAST
10/25/2023	36851	\$23,326.00	Global Diving & Salvage, Inc
10/25/2023	36852	\$400.00	Kingston Cares
10/25/2023	36853	\$1,773.39	KITSAP COUNTY PUBLIC WORKS
10/25/2023	36854	\$2,929.10	OLYMPIC ESD 114
10/25/2023	36855	\$163.80	On IT Networks, Inc
10/25/2023	36856	\$3,318.52	PUGET SOUND ENERGY
10/25/2023	36857	\$23,596.98	REGENCE BLUESHIELD
10/25/2023	36858	\$545.00	RELIABLE STORAGE
10/25/2023	36859	\$164.21	SEATTLE MARINE & FISHING SUPPLY
10/25/2023	36860	\$1,280.25	SOUND PUBLISHING, INC.
10/25/2023	36861	\$7,316.26	SWIFT PLUMBING AND HEATING INC.
10/25/2023	36862	\$918.83	ULINE
10/25/2023	36863	\$3,705.00	WASHINGTON PROJECT CONSULTANTS, PLLC
10/25/2023	36864	\$1,576.96	WASTE MANAGEMENT

\$74,218.59



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
10/04/2023	Intuit	\$46,559.57	Payroll	R00221702
10/04/2023	Global Payment Systems	\$10,453.17	CC Fees - Office	R00221691
10/04/2023	Gravity Payment Systems	\$1,739.34	CC Fees - Parking	R00221813
10/04/2023	PCS Payment Systems	\$1,362.52	CC Fees - Fuel	R00221814
10/06/2023	Washington State DRS	\$953.88	DCP	R00221812
10/13/2023	Washington State DRS	\$12,496.41	PERS	R00222006
10/16/2023	Washington State DOR	\$437.18	Business License	R00222041
10/19/2023	Intuit	\$41,022.58	Payroll	R00222166
10/24/2023	Washington State DRS	\$935.13	DCP	R00222301
10/25/2023	Washington State DOR	\$10,649.69	Excise Tax	R00222394
10/31/2023	Washington State DOR	\$41,404.70	Leasehold Tax	R00222575
10/31/2023	Washington State Dept of L&I	\$6,081.65	L&I Tax	R00222579
		<u>\$174,095.82</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. 2023-11-15-01

A Resolution of the Commission of the Port of Kingston

RESOLUTION TO ADOPT 2024 BUDGET

BE IT RESOLVED by the Board of Commissioners of the Port of Kingston that the Port adopts the proposed 2024 Port of Kingston Budget as the final for the fiscal year 2024. A copy of such budget in final form is attached and is part of this Resolution.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a Regular Meeting held this 15th day of November 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



Ordinance / Resolution No. 2023-11-15-

02

RCW 84.55.120

WHEREAS, the Commissioners of The Port of Kingston has met and considered its budget for the calendar year 2024 ; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 227,978.00 ; and,

WHEREAS, the population of this district is less than 10,000; and now, therefore,

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2024 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 1,297.00 which is a percentage increase of 0.569 % from the previous year.

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 15 day of November, 2023 .

Three horizontal lines for signatures on the left and right sides.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 2023-11-15-03

A Resolution of the Commission of the Port of Kingston

RESOLUTION TO ADOPT 2024 CAPITAL BUDGET

BE IT RESOLVED by the Board of Commissioners of the Port of Kingston that the Port adopts the proposed 2024 Port of Kingston Capital Budget as the final for the fiscal year 2024. A copy of such budget in final form is attached as part of this Resolution.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a Regular Meeting held this 15th day of November 2023.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Mary McClure, Commissioner

Attest: _____
Greg Englin, Executive Director

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

CAPITAL PROJECT	2024	2025	2026	2027	2027	TOTAL COSTS
Dredge Permitting	5,000					5,000
Sailing float - Replacement	60,000					60,000
RCO Transient Floats Restroom	100,000					100,000
RCO Middle Restroom - Construction	278,000					278,000
Washington Blvd. Properties Development - Design	15,000					15,000
Aquatic Lands Development - PMA Survey and Modification	10,000					10,000
Washington Blvd. Properties Development - Permitting	10,000					10,000
Washington Blvd. Properties Development - Construction		4,500,000				4,500,000
Piling Replacements - Annual	50,000	50,000	50,000	50,000	50,000	250,000
Boat & Boat Motor - Partial or Repower, Change to 40HP? Electric?	8,000					8,000
Dump Trailer (Dble Axle)						0
Security System - Port wide	7,500					7,500
Fuel Dock - Fuel Dispenser (2ea)	47,000					47,000
Tenant (Office) Restrooms - Immediate Upgrades	15,000					15,000
Parking Improvements - Crack Seal	25,000					25,000
Fast Ferry Barge (R&R)					300,000	300,000
Mooring Buoys	20,000					20,000
Float R&R - Float Leveling	25,000	25,000	25,000	25,000	25,000	125,000
Hill House - Dock Replacement	150,000					150,000
Dredging - Maintenance		50,000				50,000
Dredge Marina		100,000				100,000
Marina Expansion (Planning)		20,000				20,000
Parking - Improvements - Seal Coat / Restripe (post stormwater project)		50,000				50,000
Hill House - Foundation, Roof			35,000			35,000
Parking - Change out to software technology driven payment system	5,000					5,000
Parking - Numbering and striping all stalls		7,500				7,500
Parking - Add Parking Stalls to Hill Property		50,000				50,000
Admin Office - Water Heaters - Replace / Refit						0
EV Chargers	15,000					15,000
Fire Suppression System	10,000	15,000	450,000			475,000
Underground Storage Tank Replacement						0
TOTAL	855,500	4,867,500	560,000	75,000	375,000	6,688,000
RCO GRANT BFP 20-2385 (FLOAT & RESTROOM)	278,000					
RCO GRANT BIG T1 20-1420 (RESTROOM)	100,000					
RCO GRANT ALEA 20-1736 (RESTROOM)						
POK CAPITAL BURDEN	477,500					

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 2023-11-15-04

A Resolution of the Commission of the Port of Kingston

RESOLUTION 2023-11-15-04 TO ADOPT 2024 COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS

WHEREAS, the Commission of the Port of Kingston, has updated the 2023-2028 Comprehensive Scheme of Harbor Improvements.

THEREFORE, BE IT RESOLVED, by the Board of Commissioners for the Port of Kingston that the Port adopts the proposed Comprehensive Scheme of Harbor Improvements.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a Regular Meeting held this 15th day of November, 2023.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

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,
WASHINGTON

COMPREHENSIVE
SCHEME OF
HARBOR
IMPROVEMENTS
2024 - 2029

Adopted 11/16/2022
Updated 11/10/2023

Proudly serving the residents of Kingston and the North Kitsap maritime community since 1919

Comprehensive Scheme of Harbor Improvements

2024 -2029

*Proudly serving the residents of Kingston and the
North Kitsap maritime community since 1919*

Port of Kingston

Port of Kingston Board of Commissioners

Steve Heacock, District 1
Mary McClure, District 2
Laura Gronnvoll, District 3

Contributing Staff

Greg Englin, Executive Director
Finance Director, Audra Trainer
Maintenance & Capital Manager, Torey Grandt
Harbormaster Raymond Carpenter
Administrative Services Manager, Kris Williams

With Input From

Kingston Port residents and business owners

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List of Abbreviations

CERB: Community
Economic Revitalization
Board

DCD: Kitsap County
Department of Community
Development

GO: General Obligation

RCO: WA State Recreation
Conservation Office

RCO: Recreation
conservation Office RCW:
Revised Code of WA. State

RNI: Rate of Natural

Increase WPPA: WA Public
Ports Association

WSDOT: WA State
Department of
Transportation

WSF: Washington State Ferry

WSP&R: Washington State
Parks and Recreation

UGA: Unincorporated
Growth Are

Part One: History of Washington Port Districts

In 1911, the Washington State Legislature enacted laws that allowed the people to establish port districts and elect commissioners to administer the districts and oversee their development and operation according to the Washington Public Ports Association (WPPA).

While those laws have been revised from time to time, the most important provisions remain. Ports are public agencies but must operate in a proprietary way much like other types of business. Formed by a vote of the people they serve, ports are financed partly by property taxes paid by district residents.

2.1 Port Districts

A port district is a geographical area that may be as large as an entire county or as small as a city or town. Its boundaries are defined when the district is formed.

Voted into being by an election of the people who live in the district, law creates Port districts as municipal corporations of the state. Often referred to as special purpose districts, ports are different from counties and cities.

Under the Revised Code of Washington (RCW 53), local counties form port districts for local economic development, via acquisition, construction, maintenance, operation, development, and regulation of any combination of harbor, rail, motor vehicle, water or air transfer, storage, terminal, and commercial facilities.

Ports may also develop and maintain public parks and recreational facilities.

Through these activities, public ports have the opportunity to improve the economies of their districts by attracting and improving commercial activities and generating public revenues.

2.2 Port District Authority

Almost all powers of the port district are vested in a board of commissioners

or “Commission.”

Elected from their district, the governing body of Port Commissioners helps assure both local control and accountability.

The Port of Kingston Commission, like a city council or county commission, is the legislative body charged with making the policies and decisions for that district in both internal and external matters.

Such policies or decisions may involve adoption of plans, establishing positions, setting employment policies, purchasing, or disposing of real estate and other property, setting rates, adopting budgets, levying taxes and many others.

The Port of Kingston Commission has chosen to appoint an executive director to administer the policies and decisions made by the Commission.

2.3 General Powers

Law allows port districts to develop many types of facilities to provide a variety of services. Most easily identified are the various transportation-related amenities, such as marine terminals, storage sites, and other direct transportation. Ports also deal directly with economic development, recreation, and tourism.

Port activities need not center around water and harbors. Per RCW 53.04, port districts lacking appropriate bodies of water may still be formed and have all the powers, privileges and immunities conferred on other port districts.

2.4 Economic Development

Law empowers Washington’s ports with broad economic development authority to bring business and jobs to their communities. Almost every Washington port pursues an aggressive program of local industrial and economic development to promote employment

and otherwise enhance the economy of the state and district. Some ports deal with all aspects of economic development, others with only one or two.

See Appendix A for a full listing of a public port’s authority.

Ports may:

- Develop lands for industrial and commercial use.
- Provide general economic development programs.
- Buy, lease, and sell property.
- Provide air and water pollution control works.
- Operate trade centers and export trading companies.
- Establish and operate foreign trade zones.
- Promote tourism and recreation.
- Build telecommunications infrastructure and provide wholesale telecommunications services; and
- Strengthen communities by providing jobs and fortifying local economies.

Part Two: Regional Context: Kitsap County

Unincorporated Kingston is located near the northern end of Kitsap County on the Kitsap peninsula.

Early history

Kitsap County consists of nearly 300 miles of saltwater coastline, with Kingston nestled in the north-eastern corner.

Native Americans were the first residents in the area. They lived in permanent settlements, fishing, hunting, and gathering. Contact with Europeans and the introduction of diseases such as smallpox in the 1780s decimated their numbers.

When the Washington Territory, was established in 1853, the Kitsap Peninsula was included in King and Jefferson counties. To feed the need for lumber in California, mills and communities grew

up at Port Orchard, Port Gamble Bay, Seabeck, and Port Madison. Because the mills attracted cash for their cut lumber, the area had the highest per capita income on Puget Sound.

Because the Kitsap peninsula was part of Jefferson and King Counties, local businesses and residents had to travel by canoe or boat either to Seattle or to Port Townsend in order to transact any official business.

To alleviate this problem, the mill owners applied to become their own county, and the measure passed the Washington legislature on January 17, 1857.

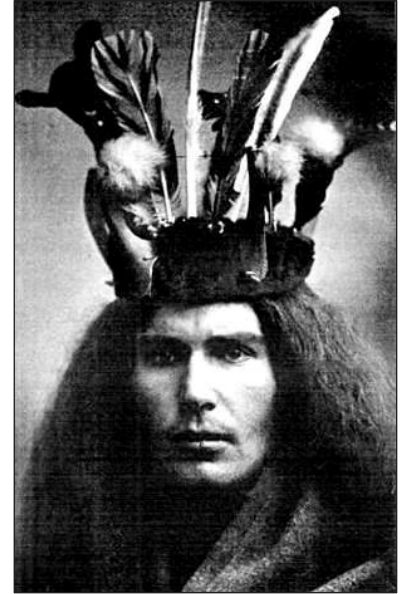
The new county encompassed the Kitsap Peninsula from Hood Canal to Puget Sound, including Bainbridge Island and south to Sawamish (Mason) County.

The legislature originally named it “Slaughter County” in honor of U.S. Army Lieutenant William A. Slaughter who had been killed by Indians on the White River a little more than a year before.

But, on July 13, 1857, when residents gathered at Port Madison to organize the county government, they voted to change the name to Kitsap, after the Suquamish war chief who defeated marauding Haida Indians at Battle Point on Bainbridge Island and constructed an immense cedar structure called Old Man House at Suquamish.

The 1850 gold rush in California triggered non-

native settlement in the



Chief Kitsap in formal head dress
www.gutenberg.org



Fig. 4.1 The Kitsap Peninsula.

Visit Kitsap

area as the demand for lumber spurred migration to the region's great stands of timber. Shipyards sprang up near the mill towns, where lumber was shipped mainly to California but also across the Pacific to Asia.

Port Orchard was selected in the 1880s as a ship repair facility nearer to the open Pacific Ocean. The U.S. Navy established the Puget Sound Naval Shipyard in 1891, which soon became a magnet for other businesses and workers. Keyport Torpedo Station was established in 1919. Bangor in 1944.

During periods of conflict, other military installations have dotted the county's coastline, including Fort Ward, the first radio station to receive the message Pearl Harbor had been attacked. The Winslow shipyards on Bainbridge Island built steel minesweepers in World War II and the Nike missile batteries at Kingston helped protect the Seattle area during the Cold War.

Part Three: History of the Port of Kingston

The Port of Kingston is one of 12 port districts in Kitsap County Washington. It encompasses nearly 11,000 acres — about 17 square miles — at the northeastern end of the Kitsap Peninsula.

The Port District was established in 1919 in order to provide a locally-owned ferry docking facility for Puget Sound's so-called "Mosquito Fleet." The Mosquito Fleet, comprised of private vessels, provided car and passenger service to the Port until 1951.

In 1951, the Washington State Department of Transportation (WSDOT) created the Washington State Ferry System (WSF) and leased Port of Kingston property to operate a public car/passenger ferry between Kingston and Edmonds. The current lease expires in 2020.

Under the terms of the lease, the Port provides the property, and the state maintains and upgrades the facilities. Upgrades have included major terminal

construction (1954) and an expansion of the vehicle holding area in the 1970s. In 1989, WSDOT commissioned a study looking at ways to solve pedestrian/vehicle loading conflicts. This led to construction of the parking/holding lot on East First Street, and construction



View from the end of the Port of Kingston wharf, circa 1920.

Kingston Historical Society



Above: The mosquito fleet at the Kingston wharf, circa 1900.

Kingston Historical Society

of the current passenger terminal/bus drop-off and overhead walkway in the 1990s.

The Port's current marina facilities were constructed in the late 1960's, based on an economic evaluation, permitting, and design process that began in 1957.

The Port breakwater was constructed by the U.S. Army Corps of Engineers in 1965. When completed, the inside of the new harbor basin was dredged, and the fill was used to construct what is now Mike Wallace Park and the WSDOT ferry terminal and parking lot. (See illustration on next page.) The marina was designed to meet the needs of that time, and included a

marine industries building, fuel dock, bathrooms, and a

boat launching hoist.

When it was completed in 1967, the Port signed a 20-year lease with Kingston resident Richard Hill to operate the new marina.

In October, 1981, Hill retired. The Port purchased back the remainder of the lease, which included the many property improvements Hill had made to the marina. The Port also bought Hill's home and property adjacent to the Port.

Rather than seek another lease holder, Port Commissioners opted to hire staff to provide marina services in the immediate region. Because of its location at the northern mouth of Puget Sound and the amenities it offers, the Port has always been a popular destination for regional boaters, attracting an estimated 20,000 boaters in 2018.

The need to plan for the future led to preparation of the first "Comprehensive

Improvement Plan of Harbor Improvements” (then called “The Master Plan”) in 1985.

The Port began its major expansion of public green spaces on the waterfront in the late 1990s. This included the purchase of Salt Air Beach (also known as “North Beach”) in 1997

At about that same time, the nearly one-acre property that had originally been a boatyard and repair facility was converted into a 40,000 square-foot park with public restrooms, picnic tables, and a covered stage. Townspeople named it “Mike Wallace Park” in memory of a colorful local figure. This transformation also provided more room for parking and recreation facilities.

Mike Wallace Park is home to the majority of Kingston’s large, outdoor community events, including the Public Market, Concerts in the Cove the Fourth

of July Celebration in the summer, and Kingston Cove Christmas, which includes a large Christmas Lights display during the month of December.

With an eye to future development, in 2013, the Port purchased the Toth property. That property is just north of the marina and adjacent to the Hill House property the Port had purchased in 1985.

Planned improvements since that time include construction of a small



WSF dock, circa 1960, prior to the creation of the breakwater, landfill, and Kingston Marina.
Kingston Historical Society

watercraft storage and launch facility for kayaks, paddle boards and canoes, a 400-foot-long fishing pier; and a double-lane boat launch with 18 parking stalls for trucks and boattrailers.

In 2018, the Port completed three major multi-year marina projects: renovation of covered moorage; expansion and remodeling of the Port Office; and renovation of the passenger holding area and passenger loading barge in preparation for the start of Kitsap

Transit’s Kingston-Seattle fast ferry in November of that year.

2018 also marked completion of the Port of Kingston Kiwanis Park on Washington Boulevard above the WSF holding lot.



The original Kingston shoreline prior to 1965 when the U.S. Army Corps of Engineers built the breakwater, dredged the harbor area, and used the fill to construct what is now the marina, Mike Wallace Park and the WSDOT ferry terminal and parking lot.

Kingston Historical Society

Part Four: Port of Kingston Inventory - Marina

Marina Inventory

1. WA State Ferry Terminal
2. Breakwater & Harbor
3. Permanent Moorage (261 slips)
4. Fuel Dock
5. Guest Moorage (51 slips)
6. Public Fishing Pier
7. Passenger Ferry Dock
8. Small Watercraft & Launch Facility

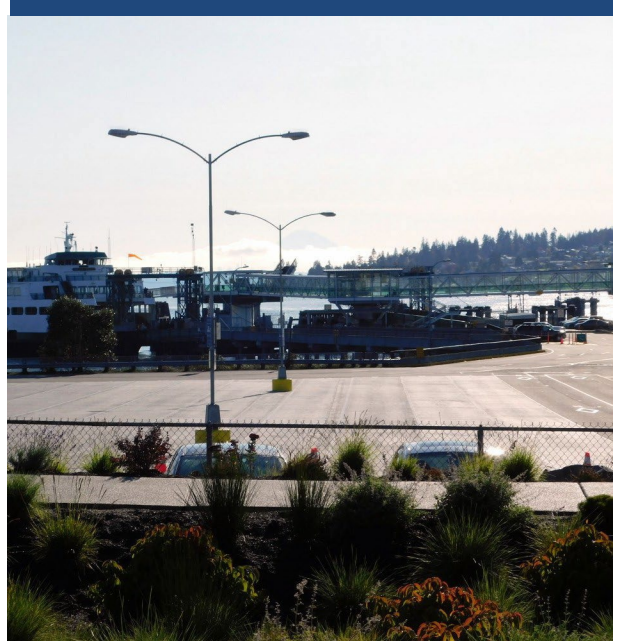




1. WA State Ferry Terminal

A four-acre area on the north end of Port property has been leased to Washington State Ferries (WSF) since 1951 to operate a public car/passenger ferry between Kingston and Edmonds.

In 1989, WSF upgraded the facilities to include the ferry and auxiliary docks, access pier, toll booths, holding lanes, waiting area, restrooms, storage sheds, and fencing.





2. Breakwater & Harbor

The Port of Kingston harbor is protected by a 1,040-foot-long breakwater. It was constructed in 1967 by the Corps of Engineers. Its purpose is to protect the inner marina facilities from waves created by storms and ships, and to slow the accumulation of sediment by slowing water flow rates with tides, and to protect boats from material drifts.





3. Permanent Moorage

The marina's permanent moorage consists of five floating finger piers with 261 slips. The wooden piers were built in 1965 and up graded in 1985.

Covered moorage is provided on docks C, D, and E. Covered moorage renovations were completed in 2018.

Fresh water and electricity are provided on each dock.



4. Fuel Dock

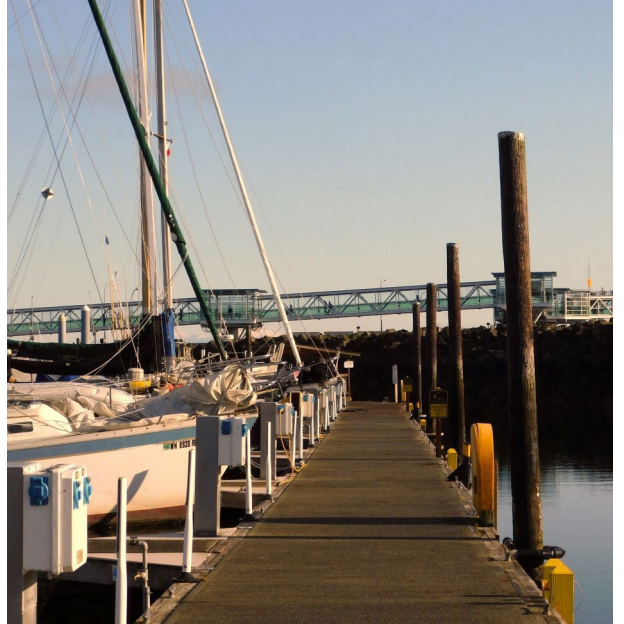
The original fuel dock was built in 1967 and replaced in 1982. The 946-square-foot dock is connected by a ramp to a high, fixed boardwalk located in the northeast corner of the harbor. In 2007, two 12,000-gallon under-ground tanks were installed, and in 2010 a new fuel dispenser was added to support the fueling of passenger vessels. The pier offers regular and diesel fuels.

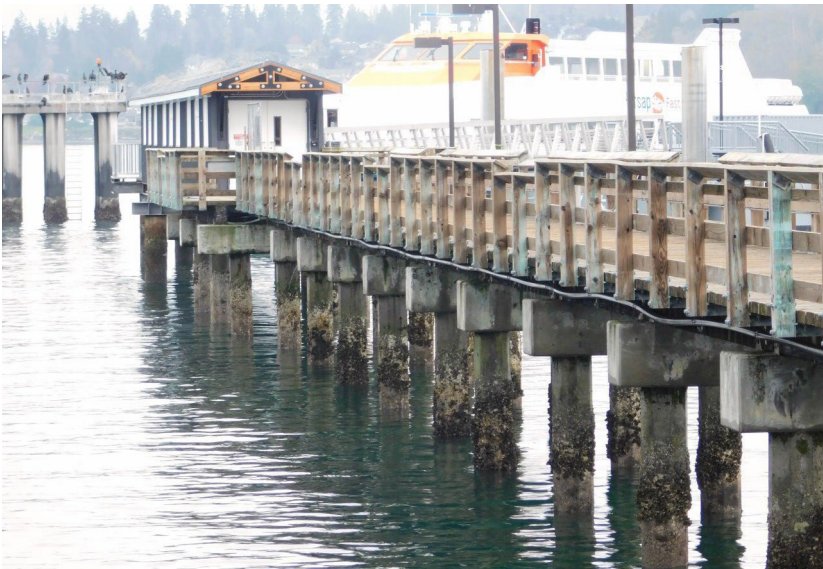




5. Guest Moorage

The guest dock provides short-term moorage for recreational boaters and commercial fishing vessels. There are 49 slips and two reciprocals. In February 2000, an 86'-foot-long extension was added to the end to accommodate larger vessels. For the convenience of guest boaters, picnic shelters are located along the dock and two electric cars are provided as a courtesy if guests need to head up town to purchase supplies.

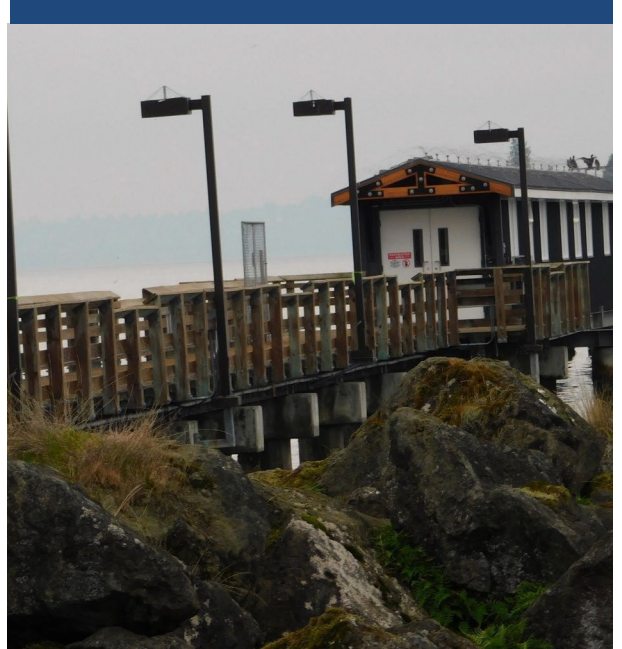




6. Public Fishing Pier

The public fishing pier provides recreation fishing for crab, squid, and other fish species. The fishing pier is most used in the summer and fall months when the local salmon runs come through.

The pier also provides access to the Kitsap Transit Passenger Ferry Dock.

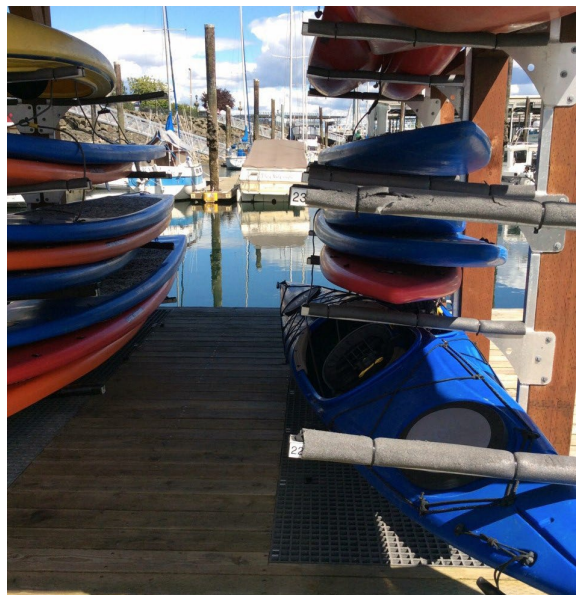




7. Passenger Ferry Dock

Use of the Passenger Ferry Dock has had an interesting history. In 2005, the Aqua Express ran for 10 months. In 2010, the Port of Kingston operated a passenger ferry service for two years. In 2016, after voters approved a sales tax increase to enable Kitsap Transit to operate passenger ferry services from Bremerton, Kingston, and South-worth, the dock was leased to them. The Kingston-Seattle ferry service began in November 2018.





8. Small Watercraft & Launch Facility

The small watercraft recreational facility was built in 2009 to provide storage of kayaks and a safe launch area for both kayaks and paddle boards.

During the summer a part of the floating dock is leased to Sail Kingston Cove for regattas and youth sailing programs.

Part Four: Port of Kingston Inventory - Onshore

Onshore Inventory

1. Salt Air Beach
2. Port of Kingston Kiwanis Park
3. Port Office
4. Mike Wallace Marina Park
5. Performing Arts Stage
6. Yacht Club & Port Shop
7. Parking Facilities
8. Boat Launch
9. Hill House Property
10. Toth Property





1. Salt Air Beach

In 1997, Salt Air Beach, also known as North Beach, was purchased with funds from both the WA State Inter-agency Committee for Outdoor Recreations (IAC) and the Port of Kingston.

In 2014, the Port built access stairs and ramps down to the beach. The beach is located immediately north of the Washington State Ferry terminal.



2. Port of Kingston Kiwanis Park

Kiwanis Park is located just above the WSF holding lot, on property that once held the Kingston Inn. The land was given to the Port by an anonymous donor on the condition it be used as a park “in perpetuity.” Design and construction costs were largely covered by a WA State Recreations and Conversation Office (RCO) grant. The park opened in August 2018.





3. Port Office

The original structure was built in 1995 and underwent major renovation and expansion in 2017, including adding a first-floor visitor's center.

Today, the Port Office building houses offices, a laundromat, and restroom and shower facilities for marina guests and tenants. Port Management offices are located on the second story.





4. Mike Wallace Marina Park

Mike Wallace Park is located south of the ferry terminal. It was built by a local labor training school in 1982. The park's central location on the waterfront and adjacent to parking and downtown businesses, make it the focus of many community events, including the annual Fourth of July Celebration, Public Market, Summer Concerts in the Cove, Kingston Cove (almost) Summer Fest and the Kingston Cove Christmas.



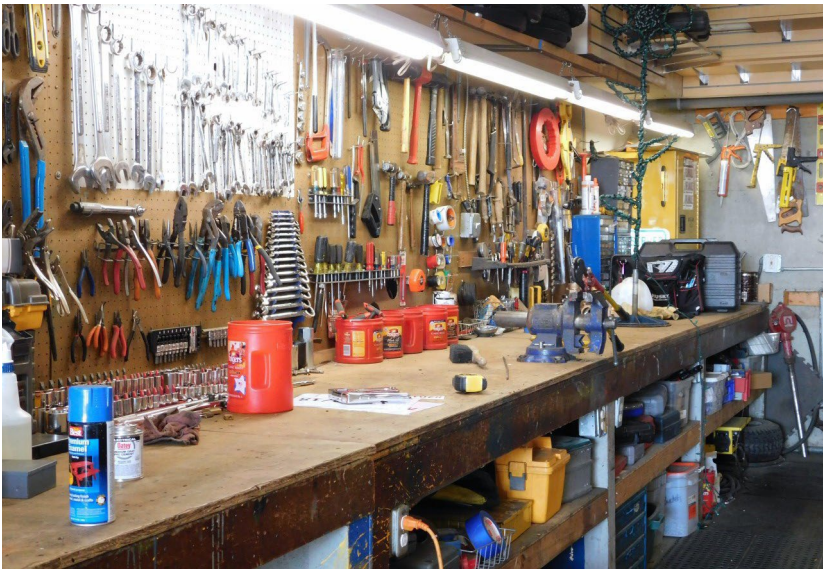


5. Performing Arts Stage

The Port of Kingston Performing Arts Stage, located in Mike Wallace Marina Park, was built in 2008. It hosts a variety of events including Public Market, the Fourth of July Celebration, and Summer Concerts on the Cove.

The stage is available to rent for special events and has been used for weddings and family reunions.





6. Yacht Club & Port Shop

The 3,744 square-foot, two-story facility was built in 1995. The upstairs is leased to the Kingston Cove Yacht Club with a meeting hall, outdoor balcony, and picnic area for club members. The club is regularly rented for special events like weddings and birthdays. Below a large Port shop is used by Port Staff for welding, mechanics and maintenance.





7. Parking Facilities

The Port of Kingston Parking Facilities have a total of 334 parking spots, which includes two-hour parking, daily, monthly and truck and trailer spots. There are ADA accessible parking spots located next to the stage and the permanent moorage docks.

With an increase in demand for parking due to the new Kitsap Transit Fast Ferry route, the Port will be studying the parking situation over the next several years.



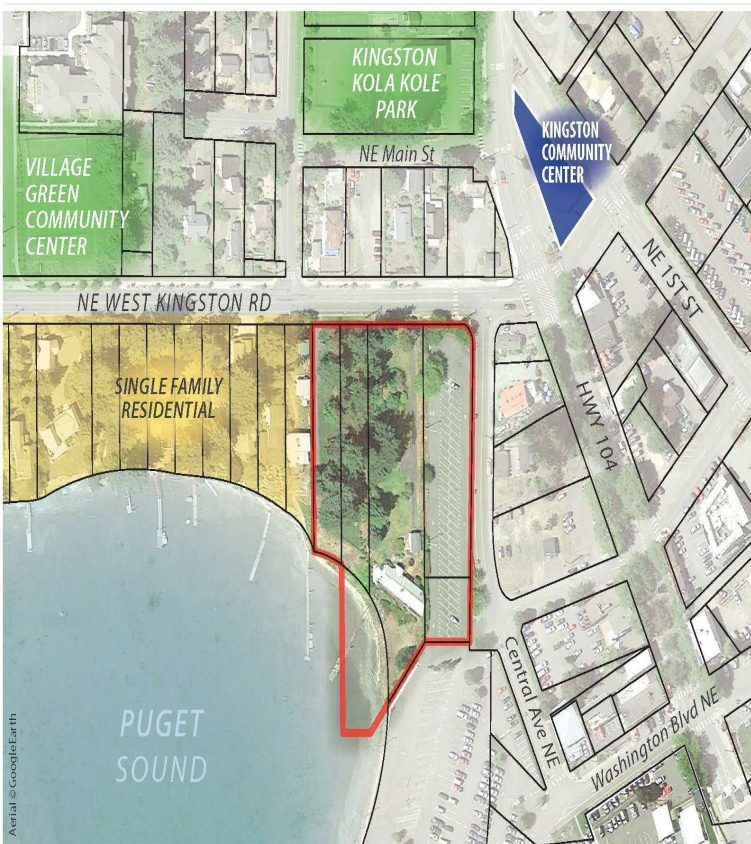


8. Boat Launch & Parking

The boat launch was built in 1998 with funds from both IAC and the Port of Kingston. It provides a two-lane launch ramp with 18 truck and trailer parking stalls.

The boat launch is accessible during all but the lowest minus tides.

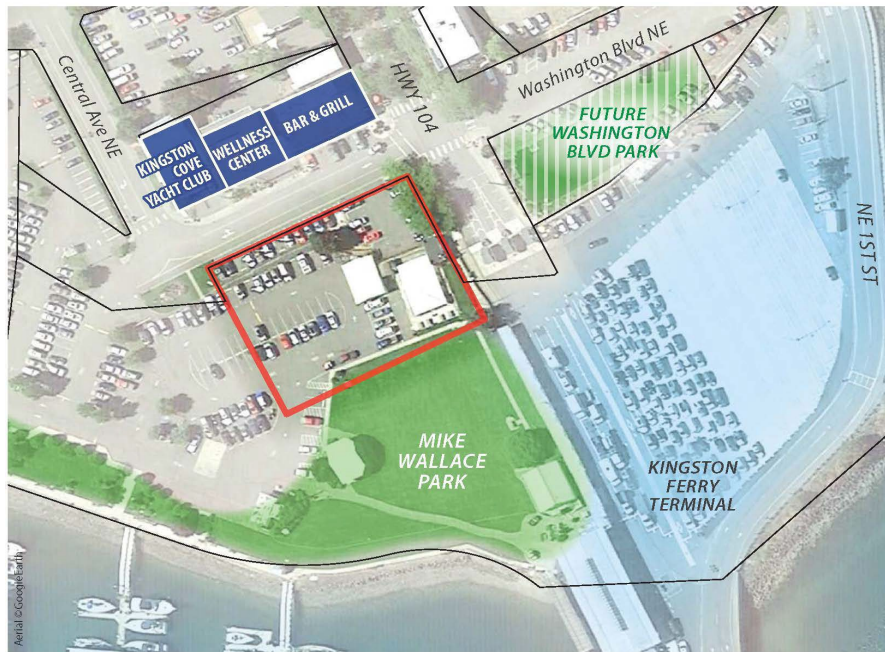




9. West Kingston Properties

These assets consist of the Hill Property, Toth Property, and a portion of the upper Parking Lot.





10. Washington Blvd

Properties

These assets consist of the land and assets including the Event Tent pad, Maintenance Shed, and adjacent parking lot on the corner of Hwy 104 and Washington Blvd.



Part Five: Capital and Recreational Plan

CAPITAL PROJECT	2024	2025	2026	2027	2028	TOTAL COSTS
Dredge Permitting	5,000					5,000
Sailing float - Replacement	60,000					60,000
RCO Transient Floats & Restroom	100,000					100,000
RCO Middle Restroom - Construction	278,000					278,000
Washington Blvd. Properties Development - Design	15,000					15,000
Aquatic Lands Development - PMA Survey and Modification	10,000					10,000
Washington Blvd. Properties Development - Permitting	10,000					10,000
Washington Blvd. Properties Development - Construction		4,500,000				4,500,000
Piling Replacements - Annual	50,000	50,000	50,000	50,000	50,000	250,000
Boat & Boat Motor - Partial or Repower, Change to 40HP? Electric?	8,000					8,000
Dump Trailer (Dble Axle)						0
Security System - Port wide	7,500					7,500
Fuel Dock - Fuel Dispenser (2ea)	47,000					47,000
Tenant (Office) Restrooms - Immediate Upgrades	15,000					15,000
Parking Improvements - Crack Seal	25,000					25,000
Fast Ferry Barge (R&R)					300,000	300,000
Mooring Buoys	20,000					20,000
Float R&R - Float Leveling	25,000	25,000	25,000	25,000	25,000	125,000
Hill House - Dock Replacement	150,000					150,000
Dredging - Maintenance		50,000				50,000
Dredge Marina		100,000				100,000
Marina Expansion (Planning)		20,000				20,000
Parking - Improvements - Seal Coat / Restripe (post stormwater project)		50,000				50,000
Hill House - Foundation, Roof			35,000			35,000
Parking - Change out to software technology driven payment system	5,000					5,000
Parking - Numbering and striping all stalls		7,500				7,500
Parking - Add Parking Stalls to Hill Property		50,000				50,000
Admin Office - Water Heaters - Replace / Refit						0
EV Chargers	15,000					15,000
Fire Suppression System	10,000	15,000	450,000			475,000
Underground Storage Tank Replacement						0
TOTAL	855,500	4,867,500	560,000	75,000	375,000	6,688,000
RCO GRANT BFP 20-2385 (FLOAT & RESTROOM)	278,000					
RCO GRANT BIG T1 20-1420 (RESTROOM)	100,000					
RCO GRANT ALEA 20-1736 (RESTROOM)						
POK CAPITAL BURDEN	477,500					

Appendix A: Public Port Powers

The following list summarizes powers granted to Public Port Districts in the State of Washington.

1. Provide facilities for all forms of transfer (air, land, and marina) such as terminal facilities, airports, multi-use buildings, warehouses, elevators, canals, locks, tidal basins, rail and motor vehicle freight and passenger handling facilities and improvements needed for industrial and manufacturing activities within the district. (RCW 53.08.20 and others)

2. Construct, purchase or maintain facilities and equipment needed for the freezing or processing of goods and agricultural products, etc. (RCW 53.08.20)

3. Improve district lands by dredging, filling, bulk heading, providing waterways or developing such lands for sale or lease for industrial or commercial development purposes. (RCW 53.08.060)

4. Install industrial waste disposal, sewer, water, and other utilities when not adequately provided by other governmental entities. (RCW 53.08.040)

5. Improve any waterway, create new waterways, widen, deepen, or otherwise improve watercourses, bays,

lakes or streams. (RCW 53.08.060)

6. Install pollution abatement facilities for new or existing business firms and industries under certain conditions. (RCW 53.08.041)

7. Develop and maintain public parks and recreational facilities as to more fully utilize boat landings, harbors, wharves, and other facilities of the district. (RCW 53.08.260)

8. Establish, operate, and maintain foreign trade zones with permission of the federal government: proceeds can be used to acquire land, construct, and maintain warehouses and other facilities with the zone. (RCW 53.08.030)

9. Fix, without right of appeal, the rates of wharfage, dockage, warehousing, or port or terminal charges upon all improvements owned and operated by the district. (RCW 53.08.070)

10. Levy property taxes, subject to constitutional limitation and, buy, sell, or build properties to finance district operation. (RCW 53.36.020)

11. Undertake and adopt comprehensive development plans for the district, including studies and surveys to assure the proper utilization of transfer facilities, land or other properties or utilities. (RCW

53.08.160)

12. Exercise the right of eminent domain. (RCW 53.25.190)

13. Make cooperative agreements with other ports, local, or state governmental bodies, thereby providing better services at lower costs. (RCW 29.34.010)

14. Expend general funds for promotional hosting to attract industry or trade to use district facilities. (RCW 53.36.130)

15. Establish local improvement districts within the district. (RCW 53.08.050)

16. Tourism promotion authorized. (RCW 53.08.255)

17. Acquire, construct, lease and operate rail services, equipment, and facilities inside or outside the district. (RCW 53.08.290)

18. Establish trade centers. (RCW 53.29.020)

19. Create industrial development districts within a port district. (RCW 53.25.040)

20. Build telecommunications infrastructure and provide wholesale telecommunications services. (RCWs 53.08.005, 53.08.370 and 53.08.380).

Appendix B: Options and Opportunities

Mooring Systems

Camping

Recreation Floats and Infrastructure

Hotel/Motel

Resort

Dry Stack Storage

Parking Garage

Commercial Development

Business Park

RV Park

Event or Conference Center

Post Secondary Education Facilities

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 2023-11-15-05

A Resolution of the Commission of the Port of Kingston

RESOLUTION TO ADOPT 2024 RATE SCHEDULE

BE IT RESOLVED by the Board of Commissioners of the Port of Kingston that the Port adopts the proposed 2024 Rate Schedule as the final for the fiscal year 2024. A copy of such Rate Schedule in final form is attached as part of this Resolution.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a Regular Meeting held this 15th day of November 2023.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Mary McClure, Commissioner

Attest: _____
Greg Englin, Executive Director

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner



EFFECTIVE 01/01/2024

DRAFT

2024 MARINA RATES

PERMANENT OPEN MOORAGE (MONTHLY):

DOCK	SIZE* FT	\$/FT	BASE	+	LH TAX**	=	TOTAL
A DOCK	24	\$10.71	\$256.93	+	\$32.99	=	\$289.92
B DOCK	28	\$11.46	\$320.88	+	\$41.20	=	\$362.08
C DOCK	32	\$11.91	\$381.06	+	\$48.93	=	\$429.99
D DOCK	36	\$11.97	\$431.06	+	\$55.35	=	\$486.41
E DOCK	40	\$12.08	\$483.33	+	\$62.06	=	\$545.39
E DOCK	45	\$12.73	\$572.78	+	\$73.54	=	\$646.32
E DOCK	50	\$12.90	\$645.17	+	\$82.84	=	\$728.00
E DOCK	56	\$13.42	\$751.37	+	\$96.48	=	\$847.84
E DOCK	60	\$13.78	\$826.69	+	\$106.15	=	\$932.83
OVER 56'	60	\$13.78					

PERMANENT COVERED MOORAGE (MONTHLY):

DOCK	SIZE*	\$/FT	BASE	+	LH TAX**	=	TOTAL
C DOCK	32	\$16.73	\$535.29	+	\$68.73	=	\$604.02
D DOCK	36	\$16.86	\$607.10	+	\$77.95	=	\$685.05
E DOCK	40	\$17.01	\$680.34	+	\$87.36	=	\$767.70
E DOCK	50	\$17.88	\$893.79	+	\$114.76	=	\$1,008.55

GUEST MOORAGE RATES:

Daily: **PEAK SEASON (MAY 1 - SEP 30)**
 \$1.50/FT for vessel 18' wide or less
 \$3.00/FT for vessel 18' wide or more

Monthly:

Seasonal Electric:

Vessels 20'-29' LOA = \$35.00/month
 Vessels 30'-40' LOA = \$40.00/month

MISC. RATES:

PERMANENT ELECTRICAL RATES \$.097 per Kilowatt hour (30 amp service)
ELECTRICAL METER READING \$5.00 per month
COVERED KAYAK RACK \$44.31/month + Leasehold tax**
SMALL BOAT STORAGE \$44.31/month + Leasehold tax**

FEES:

LIVE ABOARD \$200.00 + LEASEHOLD TAX**
IMPOUND FEE \$100.00

NSF \$35.00

PARKING:

TRUCK & TRAILER \$15.00 per 12 - Hour Period
DAILY COMMUTING \$11.00 per 12 - Hour Period
MONTHLY PARKING PASS \$135.00 per Month (Sales Tax Included)

* Minimum size to be charged

**12.84% Leasehold Tax



EFFECTIVE 01/01/2023

FINAL

2023 MARINA RATES

PERMANENT OPEN MOORAGE (MONTHLY):

DOCK	SIZE* FT	\$/FT	BASE	+	LH TAX**	=	TOTAL
A DOCK	24	\$9.79	\$234.96	+	\$30.17	=	\$265.13
B DOCK	28	\$10.48	\$293.44	+	\$37.68	=	\$331.12
C DOCK	32	\$10.89	\$348.48	+	\$44.74	=	\$393.22
D DOCK	36	\$10.95	\$394.20	+	\$50.62	=	\$444.82
E DOCK	40	\$11.05	\$442.00	+	\$56.75	=	\$498.75
E DOCK	45	\$11.64	\$523.80	+	\$67.26	=	\$591.06
E DOCK	50	\$11.80	\$590.00	+	\$75.76	=	\$665.76
E DOCK	56	\$12.27	\$687.12	+	\$88.23	=	\$775.35
E DOCK	60	\$12.60	\$756.00	+	\$97.07	=	\$853.07
OVER 56'	60	\$12.60					

PERMANENT COVERED MOORAGE (MONTHLY):

DOCK	SIZE*	\$/FT	BASE	+	LH TAX**	=	TOTAL
C DOCK	32	\$15.30	\$489.52	+	\$62.85	=	\$552.37
D DOCK	36	\$15.42	\$555.19	+	\$71.29	=	\$626.48
E DOCK	40	\$15.55	\$622.17	+	\$79.89	=	\$702.06
E DOCK	50	\$16.35	\$817.36	+	\$104.95	=	\$922.31

GUEST MOORAGE RATES:

Daily: **PEAK SEASON (MAY 1 - SEP 30)**
 \$1.50/FT for vessel 18' wide or less
 \$3.00/FT for vessel 18' wide or more

Monthly:

Seasonal Electric:

Vessels 20'-29' LOA = \$35.00/month
 Vessels 30'-40' LOA = \$40.00/month

MISC. RATES:

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ELECTRICAL METER READING \$5.00 per month
COVERED KAYAK RACK \$44.31/month + Leasehold tax**
SMALL BOAT STORAGE \$44.31/month + Leasehold tax**

FEES:

LIVE ABOARD \$250.00 + LEASEHOLD TAX**
IMPOUND FEE \$100.00

NSF \$35.00

PARKING:

TRUCK & TRAILER \$10.00 per 12 - Hour Period
DAILY COMMUTING \$10.00 per 12 - Hour Period
MONTHLY PARKING PASS \$135.00 per Month (Sales Tax Included)

* Minimum size to be charged

**12.84% Leasehold Tax