



Serving what matters today, with a view for tomorrow.

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

January 24th, 2024, at 1:00 p.m.

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

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

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

Welcome to the January 24th, 2024, 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 November 15th, 2023 Work Session Meeting Minutes
- B. Approve November 15th, 2023 Regular Meeting Minutes
- C. Approve November 21st, 2023 Work Session Minutes
- D. Approve November 28th, 2023 Work Session Minutes
- E. Approve January 23rd, 2024 Work Session Minutes
- F. Approve December 2023 Warrants **\$29,488.29** (\$29,488.29) and EFT Payments **\$117,312.49**

6. ACTION ITEMS

- A. **APPROVE - RESOLUTION NO. 2024-01-24-01** RESOLUTION DIRECTING THE EXECUTIVE DIRECTOR TO AMEND CONTRACT FOR ARCHITECTURAL SERVICES FOR COMMERCIAL DEVELOPMENT
- B. **APPROVE – RESOLUTION NO. 2024-01-24-02** A RESOLUTION DIRECTING THE EXECUTIVE DIRECTOR TO AMEND CONTRACT FOR ARCHITECTURAL SERVICES FOR THE RESTROOM

7. DISCUSSION ITEMS

- A. Port responses to previous claims
- B. North Kitsap United
- C. Kitsap County Comprehensive Plan

8. FINANCIAL REPORT



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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 February 28th, 2024, at 6:30p.m. Hybrid Village Green Community Center 26159 Dulay Rd NE Kingston, WA 98346

13. ADJOURN



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**PORT OF KINGSTON COMMISSION WORK SESSION
November 15th, 2023; 10:00 a.m. – 12:00 a.m.**

Discussion Items:

- Sports Complex update – Mary
- 2024 Budget

NEXT WORK SESSION: Tue, November 28th, 2023, at 9:00 AM at Port of Kingston 2nd Floor Conference Room

NEXT REGULAR SESSION: Wed, November 15th, 2023, at 1:00 PM at the Village Green Community Center



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PORT OF KINGSTON
 Regular Session
 November 15th, 2023; 1:00pm
 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"/>		
Greg White	<input checked="" type="checkbox"/>		
Ken Dagleish	<input checked="" type="checkbox"/>		
Tony Hitchman	<input checked="" type="checkbox"/>		
Mark Libby	<input checked="" type="checkbox"/>		

<p>1. Call to Order - Commissioner McClure called the meeting to order at 1:13pm</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 revised the agenda to add attorney's email to item #7 Discussion</p> <p>Action Item B will be voted on, All other Action Items will be tabled until next Regular Meeting</p> <p>Vote: Pass 3-0</p>
<p>4. PUBLIC COMMENT Tony Hitchman – Congratulated Commissioner Gronnvoll on her election win</p>



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Mark Libby – Wanted to share the Parks and Trails have added a project to improve access and accessibility to the North Beach park to their wish list. Also working with the S’Klallam tribe on a connector trail from Little Boston to Kingston.

Greg White – How much money has been spent on the due diligence for the commercial development?

Finance Director Trainer – We can get that information. The expenses are likely in “Construction in Progress” so you will not see them in the financial statements that you have been provided.

Greg Wright – How long will it take to clean up that mess and when will the Toth property be open for public access? Do I need write resolutions to establish timelines to hold people accountable? When will the community be able to use this property?

Maintenance Manager, Torey Grandt – We have been working on the Christmas lights since the trees have been cut down. Initially, the surplus wood was put up for bid. We did not receive any offers. We have been short staffed with employees out sick. The logs are difficult to move due to the size. KPUD volunteered to use their excavator to move the downed trees when they have available time while working on the storm water project.

Greg Wright – When will this property be available for people in this town that paid \$1.3M?

Maintenance Manager, Torey Grandt – As soon as we can make sure it’s safe.

Commissioner Heacock – No, the public is not able to write resolutions. You can write a letter to the Executive Director.

Maintenance Manager, Torey Grandt – We can’t provide a set day, there are too many variables.

Greg Wright – My statement is you are unable to clean and open a piece of property that you purchased years ago. Why do we have any ideas that you can do anything at all?

Commissioner Gronnvoll – There were all sorts of things that have happened in those 5 months, a Port to run, and several things that are out of our control. You’ve got to give them grace. They stated as soon as it’s safe.

Greg Wright – Can you commit to the 2nd quarter of 2024?

Noted to be complete by 2nd QTR OF 2024

Commissioner McClure- Can we anticipate an update at the next meeting?

ED Englin – Yes, we will update

Ken Dalglish – 2024 Marina Rates

I was a supporter of increasing rates when the rates were way too low. Now I believe the marina slip tenants are paying a disproportionate amount of the revenue. I also don’t believe the comparative rationale that is driving this increase in rates is valid. I urge the Commissioners to review the data supporting the recommendation.

5. CONSENT AGENDA

- 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**

Motion to Accept the Consent agenda

Moved: Commissioner Heacock



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Second: Commissioner Gronnvoll

Vote: Pass 3-0

6. ACTION ITEMS

A. APPROVE - RESOLUTION NO. 2023-11-15-01 – ADOPT 2024 BUDGET

B. DISCUSS – RESOLUTION NO. 2023-11-15-02 - RESOLUTION TO ADOPT 2024 TAX LEVY

Moved: Commissioner Gronnvoll

Second: Commissioner Heacock

Vote: Pass 3-0

C. DISCUSS - RESOLUTION NO. 2023-11-15-03 – ADOPT 2024 CAPITAL BUDGET

- Maintenance Dredging – the Port is working towards a programmatic permit
- Sail float
- Restroom remodel
- Washington Blvd / Commercial Development
- Piling replacement
- Boat motor
- PMA Survey
- Security system
- Fuel dock dispensers
- Upgrade office restrooms
- Parking lot – numbering, crack-sealing
- Fast ferry barge
- Mooring buoys
- Float leveling
- Hill House dock replacement
- Software upgrades
- EV chargers
- Fire Suppression system
- Underground storage tank replacement

D. DISCUSS - RESOLUTION NO. 2023-11-15-04 – ADOPT COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS

E. DISCUSS – RESOLUTION NO. 2023-11-15-05 – ADOPT 2024 RATE SCHEDULE

ED Englin – Current budget is based upon the suspected average Marina rates. The rate analysis is based on previous years data, so we lag behind a year. We try to move the rates to the average of the year before. Last year's rates were increased



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aggressively due to CPI being 10%. Some Marinas used CPI plus 1. This year we are not recommending we go to the average rate. How can we establish rates that are fair market value, but does not put us far behind? We have heard that several marinas will be increasing rates approximately 5% over last year. The analysis consists of 18,000 slips. In the past, we have based increases partially on the waitlist. How reliable is the waitlist?

Steve Young – in years past we have compared the Port of Kingston to other marinas on the west side of the Puget Sound and this analysis is using marinas at the Port of Seattle and others on the East side of the Sound. How did we get away from comparing ourselves to marinas only on the West Side?

ED Englin – For years the marinas in Kitsap County and all the way down to Olympia tried to be the cheapest. It was a race to the bottom. The problem we are running into is, how do you pay to replace or maintain the marina? We are increasing gradually over time to ensure we have funds to preserve the marina, rather than a big hike at the time of a big project or replacement. The expenses for mitigation and repair are increasing rapidly. When we attempted to add 200 linear feet of temporary floats at a cost of \$100,000, the mitigation costs were \$280,000.00. Unfortunately, there is no consistent method for determining moorage rates.

Ken Dagleish – What would be the best way to make his case to the Commissioners around the methodology for determining rates? What are other revenue sources to replace the marina, is the burden all on the boaters?

ED Englin – Submit your ideas to the Commissioners

Commissioner Gronnvoll – plan to attend a Work Session to show your presentation

Greg White – Taxing authority allows for a .45/per thousand tax levy, why have we not increased the taxes to all. It's easier to come for me and Ken to increase our moorage than a vote to the public.

Tony Hitchman – The easiest way to find your market is to get your vacancy rate to 3%. The number of slips will decrease and the rates will continue to increase.

ED Englin – We will go after appropriations. The Feds built this marina, it would be small potatoes for them to invest. We need to pursue grants, although spending the money from grants is problematic due to mitigation.

Mark Libby – Have you considered bonding?

ED Englin – Agrees with Mark Libby, we will need all of those things

Commissioner Gronnvoll – stated there have been several conversations regarding the IDD and how can the Port move that forward. There has to be a story, the Port could not expect the taxpayers to pay additional taxes when previously the tenants were not paying their share. That has been corrected over the last few years with



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<p>moorage rate increases. ED Englin has worked diligently with Kitsap County to have them award the Port with mitigation credits for the Storm water project.</p>
<p>7. DISCUSSION Commissioner McClure - An investigation has been initiated on behalf of the Port to look at certain areas of concern. Port council has hired a third-party investigator. The Port Commission has the obligation to act appropriately when issues like this arise and follow legal advice. No wrong doing has been established at this time.</p>
<p>8. FINANCIAL REPORT N/A</p>
<p>9. PUBLIC COMMENT N/A</p>
<p>10. COMMISSION REPORT N/A</p>
<p>11. STAFF REPORT N/A</p>
<p>12. ADJOURN Commission adjourned the meeting at 2:55pm</p>

NEXT REGULAR SESSION: Wed, December 19, 2023, at 6:30PM Village Green Community Center

Mary McClure, Commissioner

Greg Englin, Executive Director

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner



PORT OF KINGSTON

"Serving What Matters Today with a View For Tomorrow."

**Port of Kingston Board of
Commissioners Special Meeting**

November 21, 2023, 9:00 – 10:30AM

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"/>	
Ken Dalgleish	<input checked="" type="checkbox"/>	
Tony Hitchman	<input checked="" type="checkbox"/>	
Gavin Hitchman	<input checked="" type="checkbox"/>	

Welcome to the November 21, 2023 Special Meeting of the Kingston Port 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.

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Agenda Topics

1. CALL TO ORDER

Commissioner Gronnvoll called meeting to order at 9:02am

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

Motion to Approve – Commissioner Heacock
2nd – Commissioner Gronnvoll

Vote Passed

4. PUBLIC COMMENT: Citizens may address the Commission regarding any item on



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the agenda. Comments are limited to 3 minutes per person and a total of 15 minutes will be allocated on a first come first served basis. Additional comment may be submitted in writing to the Port staff and will be entered into the record.

Greg Wright discussed the following -

- Moorage rates increases
- Parking fees
- Port salaries
- Tax levy

5. ACTION ITEMS

A. NONE

6. DISCUSSION ITEMS

A. Budget 2024

- ED Englin reviewed the 2024 draft budget
- Moorage rates
 - Methodology
 - Market analysis
 - Waitlist discussion
- Parking
- Leases
- Tax levy
- Fuel Sales
- Environmental reserves / Pollution liability insurance
- Compensation - Salary / wages
- Pension
- Utilities

Community member, Tony Hitchman, strongly encouraged Moorage rates should increase 30% and Parking fees should increase 20% annually over the next three years and review after that time.

B. Moorage Rates

- Ken Dalglish presentation
- Ken Dalglish is urging the Commission to adopt an approach that is consistent with the rest of the assets on the West side
- ED Englin shared the Port will aggressively be going after appropriations and Grants to assist in the maintenance costs of the Port assets, it will not fall solely on the marina tenants
- The Port has taxing authority; however we must have a plan for the additional tax dollars to present to the community



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C. Comprehensive Scheme of Harbor Improvements

D. Capital & Recreational Plan

- Dredging
- Remodeled Restroom
- Washington Blvd. Development
- RCO Grants – will return the float portion
- PMA survey
- Piling replacement
- Boat motor
- Security system
- Fuel dock dispensers
- Upgrade office restrooms
- Parking lot – numbering, crack-sealing
- Fast ferry barge
- Mooring buoys
- Float leveling
- Hill House dock replacement
- Software upgrades
- EV chargers
- Fire Suppression system
- Underground storage tank replacement

7. NEXT REGULAR MEETING: Tuesday, November 28, at 9:00 a.m.

8. ADJOURN – 11:00 am



“Serving What Matters Today with a View For Tomorrow.”

Port of Kingston Board of Commissioners Special Meeting

November 28, 2023, 9:00 – 10:30AM

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		
	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>	

Welcome to the November 28, 2023 Special Meeting of the Kingston Port 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.

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Agenda Topics

1. CALL TO ORDER

Commissioner Gronnvoll called meeting to order at 9:04am

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

Motion to Approve – Commissioner Gronnvoll

2nd – Commissioner McClure

Vote Passed



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4. PUBLIC COMMENT:

Community members encourage Commissioners to reconsider any increases to the moorage rates in the marina as well as fuel costs.

Community member asked if the restroom construction will affect the permitted parking for moorage tenants.

ED Englin stated the parking will not be affected

Community member asked if electricity is included in the rates, for the first set amount.

The Port of Kingston is strictly month to month. The Port does not profit from utilities, we can only recoup our fees.

Question asked – Are the guest docks rates increasing 9% as the permanent moorage draft budget?

ED Englin – The Guest dock rates will increase, not 9%

Summer Average \$1.61

Winter Average \$1.41

Maximum \$3.00

Minimum Summer .94

Minimum Winter .90

Community member asked what the relationship is with the Suquamish and S'Klallam tribes.

Commissioner Gronnvoll stated the Port has a good working relationship with the tribes.

Community member asked if the Port has explored other business changes to increase revenue.

ED Englin stated the Port has considered Dry Stack storage which would complement the marina, boat sharing, real estate, and parking.

Community member asked if the Port is looking to reduce expenses.

Commissioner Gronnvoll stated the Port Leadership team went through the Zero Budgeting process to review all expenses and where we could reduce expenses.

ED Englin stated transactional fees for credit cards will be reduced with the new software we are implementing allowing for ACH transactions we were unable to implement with the current software, is it possible for us to perform some of the work to replace the marina, what more can we do in house. We applied for the local Parks RCO Grant. We've recently applied for EV charging stations. We are considering becoming our own Treasurer, we can reduce our state audit costs.



PORT OF KINGSTON

"Serving What Matters Today with a View For Tomorrow."

5. ACTION ITEMS

A. NONE

6. DISCUSSION ITEMS

7. NEXT REGULAR MEETING: Wednesday December 19th, 2023 at 1:00pm

8. ADJOURN – 10:59 am



"Serving What Matters Today with a View For Tomorrow."

**Port of Kingston Board of
Commissioners Special Meeting**

January 23rd, 2024, 9:00 – 10:30AM

NAME		GUEST	
Greg Englin	<input checked="" type="checkbox"/>	Mark Libby	<input checked="" type="checkbox"/>
Steve Heacock	<input checked="" type="checkbox"/>	Charlie Wenzlau	<input checked="" type="checkbox"/>
Laura Gronnvoll	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Mary McClure	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Audra Trainer	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Kris Williams	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Torey Grandt	<input type="checkbox"/>		<input type="checkbox"/>
Ray Carpenter	<input type="checkbox"/>		<input type="checkbox"/>
Marc Horton	<input type="checkbox"/>		<input type="checkbox"/>
Staci Hebert	<input type="checkbox"/>		

Meeting called by: Port of Kingston Commissioners
Type of meeting: Special Meeting
Location: Village Green Community Center

Welcome to the January 23rd, 2024 Work Session of the Kingston Port 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.

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Agenda Topics

- 1. CALL TO ORDER – 9:04am**



"Serving What Matters Today with a View For Tomorrow."

2 DISCUSSION ITEMS

- A. Public Record Request Protocol
 - Use Port issued devices
 - Staff will read the Employee Handbook and sign that it has been reviewed for 2024
 - The Port will have a third party come to the Port for in person training on PRR
 - ED Englin will reach out to Ann McFarland
- B. Commercial Development
 - Close current phase of the project
 - ED Englin will conduct a walkthrough with Marc, Bror, Charlie, and Sean
 - Will request and additional \$16K
 - Month estimation for the bathroom build
 - ED Englin spoke to Jeff Rimack regarding a County FTE partially funded by the Port for permitting. Jeff stated that is non-starter.
 - KPF – ED Englin was told this is the type of project that KPF would collaborate on. He was encouraged to bring it to the Board.
- C. Kitsap County Comprehensive Plan
 - We will move to discussion at Regular Meeting January 24th, 2024

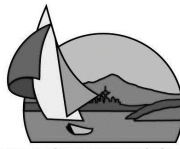
RECESS TO EXECUTIVE SESSION:

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.

1. NEXT REGULAR MEETING: Wednesday January 24th, 2024 at 6:30 p.m.

2. ADJOURN – 10:31am



**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 **\$29,488.29** from the Port of Kingston, Marina Revenue Fund, the 18th day of December 2023.

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

Mary McCLure, 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
12/18/2023	36921	\$2,078.29	Amazon Capital Services
12/18/2023	36922	\$575.00	ASSOCIATION OF WASHINGTON BUSINESS
12/18/2023	36923	\$1,093.49	BAINBRIDGE ISLAND ELECTRIC
12/18/2023	36924	\$1,500.00	BOATERS GUIDE LLC
12/18/2023	36925	\$160.50	ECOLOGICAL LAND SERVICES
12/18/2023	36926	\$4,137.25	ELAN FINANCIAL SERVICES
12/18/2023	36927	\$234.55	HENERY HARDWARE
12/18/2023	36928	\$638.73	KITSAP BANK VISA
12/18/2023	36929	\$858.33	KPUD- KITSAP PUBLIC UTILITY
12/18/2023	36930	\$2,137.46	LAURA GRONNVOLL
12/18/2023	36931	\$129.57	MCMASTER-CARR
12/18/2023	36932	\$2,929.10	OLYMPIC ESD 114
12/18/2023	36933	\$103.74	OLYMPIC SPRINGS, INC.
12/18/2023	36934	\$3,757.44	PRO-VAC
12/18/2023	36935	\$225.93	S-NET COMMUNICATIONS INC
12/18/2023	36936	\$2,249.90	STAR RENTALS INC.
12/18/2023	36937	\$1,014.88	ULINE
12/18/2023	36938	\$831.07	VERIZON WIRELESS
12/18/2023	36939	\$3,467.50	WASHINGTON PROJECT CONSULTANTS, PLLC
12/18/2023	36940	\$100.00	WASHINGTON PUBLIC PORTS ASSOCIATION
12/18/2023	36941	\$1,232.43	WASTE MANAGEMENT
12/18/2023	36942	\$33.13	WESTBAY AUTO PARTS

\$29,488.29



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
12/04/2023	Intuit	\$44,793.54	Payroll	R00223503
12/04/2023	Global Payment Systems	\$8,831.82	CC Fees - Office	R00223605
12/04/2023	Gravity Payment Systems	\$1,290.70	CC Fees - Parking	R00223604
12/04/2023	PCS Payment Systems	\$188.79	CC Fees - Fuel	R00223603
12/04/2023	PCS Payment Systems	\$64.15	CC Fees - Fuel	R00223729
12/12/2023	Washington State DRS	\$1,005.82	DCP	R00223758
12/15/2023	Washington State DRS	\$13,013.06	PERS	R00223886
12/20/2023	Intuit	\$42,015.99	Payroll	R00223958
12/20/2023	Washington State DRS	\$1,000.05	DCP	R00224018
12/26/2023	Washington State DOR	\$5,108.57	Excise Tax	R00224287
		<u>\$117,312.49</u>		

Laura Gronnvoll, Commissioner

Steve Heacock, 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. 2024-01-24-01

A Resolution of the Commission of the Port of Kingston

**A RESOLUTION DIRECTING THE EXECUTIVE DIRECTOR TO AMEND CONTRACT
FOR ARCHITECTURAL SERVICES FOR COMMERCIAL DEVELOPMENT**

WHEREAS, the Port of Kingston has a contract (2023-03-15) with Wenzlau Architects for the general purposes of architectural design for commercial development,

WHEREAS, effort under the contract includes design, and engineering documents and,

WHEREAS, during the design process, there was additional amount of design effort due to various changes including public meetings, additional capacity for potential development, and drawings showing these options for County review, and

WHEREAS, the total effort is estimated at a not-to-exceed amount of \$140,000.00.

THEREFORE BE IT RESOLVED, the Commissioners for the Port of Kingston hereby direct the Executive Director to amend the contract for 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 for a not-to-exceed amount of \$140,000.00.

Passed by the Board of Commissioners for the Port of-Kingston, Kitsap County, Washington at a regular meeting held this 24th day of January, 2024.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Laura Gronnvoll, Commissioner

Attest: _____
Greg Englin, Executive Director

Steve Heacock, Commissioner

Mary McClure, Commissioner

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 2024-01-24-02

A Resolution of the Commission of the Port of Kingston

**A RESOLUTION DIRECTING THE EXECUTIVE DIRECTOR TO AMEND CONTRACT
FOR ARCHITECTURAL SERVICES FOR THE RESTROOM**

WHEREAS, the Port of Kingston has a contract (2023-03-15) with Wenzlau Architects for the general purposes of architectural design for a public restroom,

WHEREAS, effort under the contract includes design, construction contract documents, and construction administration,

WHEREAS, the current contract has a not to exceed amount of \$34,047.00.

WHEREAS, during the design process, there was an unexpected amount of design effort due to various options for location of the restroom and development of drawings showing these options for County review, and

WHEREAS, the additional effort is estimated at a not-to-exceed amount of \$39,900.00.

THEREFORE BE IT RESOLVED, the Commissioners for the Port of Kingston hereby direct the Executive Director to amend the contract amendment for a not-to-exceed amount of \$39,900.00.

Passed by the Board of Commissioners for the Port of-Kingston, Kitsap County, Washington at a regular meeting held this 24th day of January, 2024.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Laura Gronnvoll, Commissioner

Attest: _____
Greg Englin, Executive Director

Steve Heacock, Commissioner

Mary McClure, Commissioner