



Serving what matters today, with a view for tomorrow.

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

February 28th, 2024, at 6:30 p.m.

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

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

B. Virtual via Zoom:
Join Zoom Meeting
<https://us02web.zoom.us/j/82157809065>
Meeting ID: 821 5780 9065
Dial by your location
1 253 215 8782 US (Tacoma)

Welcome to the February 28th, 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. RECESS TO EXECUTIVE SESSION:**



Serving what matters today, with a view for tomorrow.

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 10-15 minutes

5. PUBLIC COMMENT

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

- A. Kingston Waterfront Access Project – Tami Bowen

6. 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 December 12th, 2023 Work Session Meeting Minutes
- B. Approve December 19th, 2023 Regular Meeting Minutes
- C. Approve January 9th, 2024 Work Session Minutes
- D. Approve January 11th, 2024 Special Session Minutes
- E. Approve January 2024 Warrants **\$183,394.37** (\$46,822.22, \$82,621.47, \$53,950.68) and EFT Payments **\$134,820.37**

7. ACTION ITEMS

- A. **APPROVE - RESOLUTION NO. 2024-02-28-01** DIRECTING THE EXECUTIVE DIRECTOR TO AWARD CONTRACT TO WASHINGTON PROJECT CONSULTANTS, PLLC. FOR GENERAL CONSULTING SERVICES



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- B. **APPROVE – RESOLUTION NO. 2024-02-28-02** DIRECTING THE EXECUTIVE DIRECTOR TO SEND A LETTER TO KITSAP COUNTY COMMISSION WITH RECOMMENDATIONS FROM PORT COMMISSION REGARDING COMPREHENSIVE PLAN CHANGES FOR 2024

8. DISCUSSION ITEMS

- A. KEDA Annual Meeting

9. FINANCIAL REPORT

10. COMMISSIONER REPORTS

11. STAFF REPORTS

- 12. NEXT REGULAR MEETING:** Wednesday March 27th, 2024, at 1:00p.m. Hybrid Village Green Community Center 26159 Dulay Rd NE Kingston, WA 98346

13. ADJOURN



PORT OF KINGSTON

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

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

December 12th, 2023, 9:00 – 10:30AM

NAME		GUEST	
Greg Englin	<input checked="" type="checkbox"/>	Jack Lott	<input checked="" type="checkbox"/>
Steve Heacock	<input checked="" type="checkbox"/>	Aaron Powell	<input checked="" type="checkbox"/>
Laura Gronnvoll	<input checked="" type="checkbox"/>	Craig Powell	<input checked="" type="checkbox"/>
Mary McClure	<input checked="" type="checkbox"/>	Jim Serrill	<input checked="" type="checkbox"/>
Audra Trainer	<input checked="" type="checkbox"/>	Rita Osborn	<input checked="" type="checkbox"/>
Kris Williams	<input checked="" type="checkbox"/>	Jerry Kirschner	<input checked="" type="checkbox"/>
Torey Grandt	<input checked="" type="checkbox"/>	Nancy Langwith	<input checked="" type="checkbox"/>
Ray Carpenter	<input type="checkbox"/>	Ken Dagleish	<input checked="" type="checkbox"/>
Marc Horton	<input type="checkbox"/>	Beth Berglund	<input checked="" type="checkbox"/>
Staci Hebert	<input checked="" type="checkbox"/>	Steve Young	

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

Welcome to the December 12th, 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 – 9:04am



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2 PLEDGE OF ALLEGIANCE

3 APPROVAL OF AGENDA

Motion to approve - Commissioner Gronnvoll

Seconded – Commissioner Heacock

Voted – 3 passed

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

Community member discussed his concern over Port employee salaries.

Community member shared their concerns regarding the commercial development, developing a project plan and sharing with the community.

Marina tenant stated the moorage increase is a detriment to the tenants rather than improving the economic environment of the community.

Marina tenant asked where the remodeled restroom will be located. Also asked about maintenance on the docks (i.e. otter waste)

Community member reiterated the comments regarding salaries and project plans for future commercial development.

5 ACTION ITEMS

A. None

6 DISCUSSION ITEMS

A. Budget 2024

ED Englin shared suggested budget updates (What Ifs version)

- Reduced the parking tickets fees
- Moorage rates – leveling out to the fair market costs
- Medical benefits
- Travel
- Commercial development spend

Commissioner Gronnvoll shared that several Ports at the WPPA conference reported



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they are facing the same difficulties with permitting and mitigation. One individual stated they heard they are reviewing the mitigation calculator.

- Parking – demand has increased/revenue

B. Moorage Rates

C. Comprehensive Scheme of Harbor Improvements / Capital Plan

- Dredge permitting/maintenance
- Sail float replacement
- Middle restroom completion by Peak season
- Property development and design
- Port Management Agreement amend and modify
- Washington property permitting and development
- Piling replacements
- Boat motor
- Security system
- Fuel dock dispensers
- Tenant office restrooms
- Parking lot -crack sealer and numbering
- Mooring buoys
- Finger floats - leveling
- Hill House dock
- Redevelopment marina
- Parking system
- EV chargers
- Fire Suppression system

Commissioner McClure stated more conversation KPF and NKU about the timing projects. She has had several conversations around access and usage about North Beach/Salt Air Beach.

7. NEXT REGULAR MEETING: Wednesday December 19th , at 6:30 p.m.

8. ADJOURN – 10:55am



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PORT OF KINGSTON
 Regular Session
 December 19th, 2023; 9:00am
 Meeting Minutes

NAME		EMAIL	GUEST
Greg Englin	<input checked="" type="checkbox"/>	grege@portofkingston.org	Jamie Hunter
Steve Heacock	<input checked="" type="checkbox"/>	stevh@portofkingston.org	Noelle Hunter
Laura Gronnvoll	<input checked="" type="checkbox"/>	laurag@portofkingston.org	Steve Young
Mary McClure	<input checked="" type="checkbox"/>	marymc@portofkingston.org	Rick Eveleth
Audra Trainer	<input checked="" type="checkbox"/>	audrat@portofkingston.org	Greg Wright
Kris Williams	<input checked="" type="checkbox"/>	krisw@portofkingston.org	Aaron Powell
Torey Grandt	<input type="checkbox"/>	toreyg@portofkingston.org	Nancy Langwith
Ray Carpenter	<input type="checkbox"/>	rayc@portofkingston.org	Jerry Kirschner
Marc Horton	<input checked="" type="checkbox"/>	mhorton@washingtonprojectconsultants.com	Craig Powell
			Kim Page
			Steve Page
			Mark Libby
			Art Hammon
			Cheryl Hammon
			Alma Hammon
			Rita Osborn
			Tony Hitchman
			Ken Dalglish
			Mark Ryan
			Ron Karzmar
			Marla Powers

- | |
|--|
| <p>1. Call to Order - Commissioner McClure called the meeting to order at 9:07am</p> |
| <p>2. PLEDGE OF ALLEGIANCE</p> |
| <p>3. APPROVAL OF AGENDA</p> <p>Motion to approve agenda
 Moved: Commissioner Heacock
 Second: Commissioner Gronnvoll</p> <p>Commissioner Gronnvoll asked for discussion to be moved to after the Consent Agenda prior to a vote.
 Vote: Pass 3-0</p> |
| <p>4. PUBLIC COMMENT</p> |



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Community member shared her concerns over the processes used by the Commission on decision making, how you manage the public comments, conduct, and communication.

Marina tenant shared his perspective on maintaining lower moorage rates and not further burdening the current marina tenant with capital expenditures for the future. As a member of the parks and trails committee he is very interested in access to North Beach, consideration for how we create a water trail landing, and general coordination around environmental aspects.

Community member asked the Commissioners to give the employee out on Administrative leave all the considerations during this time.

Community member shared her concern about things she has heard about an employee's treatment at the Port.

Community member shared his concerns Port owned property, staff salaries, a hostile work environment, harassment, budgets, and public input.

Community member concerned about potential lawsuits.

Marina tenant shared his concerns for a staff member's alleged mistreatment.

Community member shared her concerns regarding potential law suits and treatment of Port staff

Community member asked, " why does the Port need residential properties - Toth and Hill house. It should be sold and the money put into the marina infrastructure.

- 5. 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 30-45 minutes. Break at 9:45

Commissioner McClure: "I call the Regular Meeting back to order 11:07"

6. CONSENT AGENDA

- A. Approve November 2023 Warrants \$139,344.82 (\$78,519.74 and \$60,825.08) and EFT Payments \$118,807.38**



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Motion to Accept the Consent agenda
Moved to approve as amended: Commissioner Gronnvoll
Second: Commissioner Heacock

Vote: Pass 3-0

7. ACTION ITEMS

A. APPROVE - RESOLUTION NO. 2023-12-19-01 – ADOPT 2024 BUDGET

Motion to adopt with caveat to further discuss in January – Commissioner Heacock
Seconded – Commissioner Gronnvoll
Vote – Passed 3

B. APPROVE - RESOLUTION NO. 2023-12-19-02 – ADOPT 2024 CAPITAL BUDGET

Motion to adopt with caveat – Commissioner Heacock
Seconded – Gronnvoll
Vote – Passed 3

C. APPROVE - RESOLUTION NO. 2023-12-19-03 – ADOPT COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS

Motion to adopt – Commissioner Heacock
Seconded – Commissioner Gronnvoll
Vote – Passed 3

D. APPROVE – RESOLUTION NO. 2023-12-19-04 – ADOPT 2024 RATE SCHEDULE

ED Englin shared the updated moorage rates
Motion to adopt with a caveat to discuss further and amend in January – Commissioner Heacock
Seconded with caveat the Commissioners have time to review – Commissioner Gronnvoll
Vote – Passed 3

E. APPROVE - RESOLUTION NO. 2023-12-19-05 – ADOPT RESOLUTION TO AMEND CONTRACT FOR ARCHITECTURAL SERVICES FOR THE RESTROOM

F. APPROVE – RESOLUTION NO. 12-19-06 ADOPT RESOLUTION TO EXECUTE CONTRACT WITH CG ENGINEERING

G. APPROVE – RESOLUTION NO. 2023-12-19-07 ADOPT RESOLUTION DIRECTING EXECUTIVE DIRECTOR TO AMEND A CONTRACT WITH ELMQUIST COMMERCIAL LLC.

H. COMMISSIONER GRONNVOLL OATH OF OFFICE

Move to first Work Session in 2024

8. DISCUSSION



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9. FINANCIAL REPORT N/A
10. PUBLIC COMMENT Community member shared her concerns regarding the communication and alleged disconnect between commissioners. Community member asked how long the Commission has had the draft 2024 budget for review. Community member expressed his concern on the increased moorage rate for 40 ft slip Community member shared her disappointment for the timing of meetings and asked for more meeting times when people are not at work.
11. COMMISSION REPORT N/A
12. STAFF REPORT N/A
13. ADJOURN Commission adjourned the meeting at 12:30pm

NEXT REGULAR SESSION: Wed, January 24th, 2024, at 1:00PM Village Green Community Center

Mary McClure, Commissioner

Greg Englin, Executive Director

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner



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

Port of Kingston Board of Commissioners Special Meeting

January 9th , 2024, 9:00 – 10:30AM

NAME		GUEST	
Greg Englin	<input checked="" type="checkbox"/>	Noelle Hunter	<input checked="" type="checkbox"/>
Steve Heacock	<input checked="" type="checkbox"/>	Rick Eveleth	<input checked="" type="checkbox"/>
Laura Gronnvoll	<input checked="" type="checkbox"/>	Nancy Langwith	<input checked="" type="checkbox"/>
Mary McClure	<input type="checkbox"/>	Jerry Kirschner	<input checked="" type="checkbox"/>
Audra Trainer	<input checked="" type="checkbox"/>	Ken Dalglish	<input checked="" type="checkbox"/>
Kris Williams	<input checked="" type="checkbox"/>	Charlie Wenzlau	<input checked="" type="checkbox"/>
Torey Grandt	<input type="checkbox"/>	Steve Young	<input checked="" 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: Work Session Meeting
Location: Village Green Community Center

Welcome to the January 9th, 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 – 9:10am**



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2 DISCUSSION ITEMS

A. Moorage Rates

- Reviewing the waitlist to help determine the moorage rates
- Recommending 3% increase for the next three years

B. Budget Adjustments

- Moorage revenue reduced
- Covered moorage revenue reduced
- Parking revenue increased
- Guest moorage revenue increased during peak season
- Medical benefits expense increased

C. Marina software installation

D. Kitsap County Comprehensive Plan

- Encourage the community to review the updates
- Add to next meeting agenda to continue discussion

E. Stakeholders update

F. KEDA update – move to next Work Session agenda

G. KRCC update – move to next Work Session agenda

H. RCO Grant – Success rate increases with 33% match

I. North Beach Access – Tami Bowen's proposal will be included at next Regular Meeting Feb. 28th, 2024

1. NEXT REGULAR MEETING: Wednesday January 24th, 2024 at 1:00 p.m.

2. ADJOURN – 9:57am

Laura Gronnvoll, Commissioner

Greg Englin, Executive Director

Steve Heacock, Commissioner

Mary McClure, Commissioner



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

Port of Kingston Board of Commissioners Special Session

January 11th, 2024, 10:00 – 11:00AM

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

Welcome to the January 11th, 2024 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.

Agenda Topics

1. ACTION ITEMS

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

Motion to Approve
Moved: Commissioner Heacock
Second: Commissioner McClure

Vote: Pass 3-0

B. APPROVE – RESOLUTION NO. 2024-01-11-02 – ADOPT 2024 RATE SCHEDULE

Motion to Approve
Moved: Commissioner
Second: Commissioner

Vote: Pass 3-0



PORT OF KINGSTON

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

C. APPROVE – RESOLUTION NO. 2024-01-11-03 – RESOLUTION TO PAY RAY CARPENTER FOR UNUSED PAID TIME OFF FOR 2023

Motion to Approve

Moved: Commissioner McClure

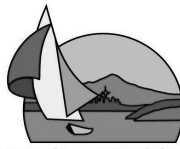
Second: Commissioner Heacock

Vote: Pass 3-0

2 PUBLIC COMMENT: N/A

3 NEXT REGULAR MEETING: Wednesday January 24th 2024, at 1:00 p.m.

4 ADJOURN – 10:14am



**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 **\$46,822.22** from the Port of Kingston, Marina Revenue Fund, the 5th day of January 2024.

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
1/5/2024	36943	\$45.49	Gerald Huddleston
1/5/2024	36944	\$81.01	Shane Smith
1/5/2024	36945	\$53.70	David & Celene Salo
1/5/2024	36946	\$1,703.99	Washington Commercial Construction
1/5/2024	36947	\$334.27	Amazon Capital Services
1/5/2024	36948	\$545.00	RELIABLE STORAGE
1/5/2024	36949	\$2,090.00	BUNDY LAW GROUP
1/5/2024	36950	\$4,885.00	CG Engineering
1/5/2024	36951	\$2,100.00	DH ENVIRONMENTAL, INC
1/5/2024	36952	\$547.42	GLOBAL EQUIPMENT COMPANY
1/5/2024	36953	\$109.13	HENERY HARDWARE
1/5/2024	36954	\$15,000.00	KINGSTON CHAMBER OF COMMERCE
1/5/2024	36955	\$2,936.47	KITSAP COUNTY PUBLIC WORKS
1/5/2024	36956	\$103.74	OLYMPIC SPRINGS, INC.
1/5/2024	36957	\$2,875.00	PACIFIC NORTHWEST WATERWAYS ASSOCIATION
1/5/2024	36958	\$6,442.03	PUGET SOUND ENERGY
1/5/2024	36959	\$893.00	SOUND PUBLISHING, INC.
1/5/2024	36960	\$1,331.69	STAR RENTALS INC.
1/5/2024	36961	\$300.00	Trapper Ran
1/5/2024	36962	\$4,386.44	ULINE
1/5/2024	36963	\$58.84	WESTBAY AUTO PARTS

\$46,822.22



PORT OF KINGSTON
Warrant List

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington, do hereby certify the merchandise for services hereinafter specified have been received and the warrants listed below are approved for payment in the amount of **\$82,621.47** from the Port of Kingston, Marina Revenue Fund, the 12th day of January 2024.

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

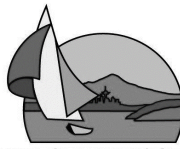
Mary McCLure, Commissioner

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
1/12/2024	36964	\$100.86	Thomas & Shirlee Jelcick
1/12/2024	36965	\$917.28	A. Millican Crane Service, Inc.
1/12/2024	36966	\$32.00	ALL SHRED
1/12/2024	36967	\$615.00	ASSOCIATED INDUSTRIES OF THE INLAND NW
1/12/2024	36968	\$122.98	BUILDERS FIRSTSOURCE
1/12/2024	36969	\$690.75	COMCAST
1/12/2024	36970	\$163.80	CRAIN PEST CONTROL, LLC
1/12/2024	36971	\$7,105.26	CSD ATTORNEYS AT LAW
1/12/2024	36972	\$2.72	DEPARTMENT OF LICENSING
1/12/2024	36973	\$1,121.50	DH ENVIRONMENTAL, INC
1/12/2024	36974	\$7,752.84	ELAN FINANCIAL SERVICES
1/12/2024	36975	\$54.40	KINGSTON MAIL AND PRINT
1/12/2024	36976	\$1,228.51	Kingwest, LLC
1/12/2024	36977	\$607.47	KITSAP BANK VISA
1/12/2024	36978	\$2,822.00	KITSAP REGIONAL COORDINATING COUNCIL
1/12/2024	36979	\$2,171.71	KPUD- KITSAP PUBLIC UTILITY
1/12/2024	36980	\$2,022.10	LAURA GRONNVOLL
1/12/2024	36981	\$5,307.00	LESCAULT WALDERMAN
1/12/2024	36982	\$9,971.55	Northwest Pump & Equipment Co.
1/12/2024	36983	\$2,929.10	OLYMPIC ESD 114
1/12/2024	36984	\$98.96	PACIFIC OFFICE AUTOMATION
1/12/2024	36985	\$821.36	PAPE MATERIAL HANDLING
1/12/2024	36986	\$303.00	Payment Innovators
1/12/2024	36987	\$28,004.40	REGENCE BLUESHIELD
1/12/2024	36988	\$225.94	S-NET COMMUNICATIONS INC
1/12/2024	36989	\$611.30	SJ GRAPHICS CORP.
1/12/2024	36990	\$820.18	VERIZON WIRELESS
1/12/2024	36991	\$4,227.50	WASHINGTON PROJECT CONSULTANTS, PLLC
1/12/2024	36992	\$1,770.00	WASHINGTON PUBLIC PORTS ASSOCIATION

\$82,621.47



**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 **\$53,950.68** from the Port of Kingston, Marina Revenue Fund, the 29th day of January 2024.

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
1/29/2024	36993	\$177.89	Clint Boxman
1/29/2024	36994	\$2,034.22	Washington Commercial Construction
1/29/2024	36995	\$739.07	Amazon Capital Services
1/29/2024	36996	\$545.00	RELIABLE STORAGE
1/29/2024	36997	\$44.49	BLUE SKY PRINTING
1/29/2024	36998	\$1,230.00	CG ENGINEERING
1/29/2024	36999	\$468.39	COMCAST
1/29/2024	37000	\$327.60	CRAIN PEST CONTROL, LLC
1/29/2024	37001	\$1,581.46	HD Fowler Company
1/29/2024	37002	\$3,148.62	KITSAP COUNTY PUBLIC WORKS
1/29/2024	37003	\$1,100.19	NORTHERN ASPHALT
1/29/2024	37004	\$679.80	NORTHWEST PARKING EQUIPMENT COMPANY
1/29/2024	37005	\$6,997.70	PUGET SOUND ENERGY
1/29/2024	37006	\$26,800.22	REGENCE BLUESHIELD
1/29/2024	37007	\$726.25	SEATTLE MARINE & FISHING SUPPLY
1/29/2024	37008	\$256.20	STATE AUDITOR'S OFFICE
1/29/2024	37009	\$2,609.01	SWIFT PLUMBING AND HEATING INC.
1/29/2024	37010	\$817.57	ULINE
1/29/2024	37011	\$590.00	VILLAGE GREEN COMMUNITY CENTER
1/29/2024	37012	\$3,077.00	WASHINGTON PUBLIC PORTS ASSOCIATION
		<u>\$53,950.68</u>	



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
01/04/2024	Global Payment Systems	\$10,634.61	CC Fees - Office	R00224432
01/04/2024	Gravity Payment Systems	\$1,338.69	CC Fees - Parking	R00224431
01/04/2024	PCS Payment Systems	\$235.10	CC Fees - Fuel	R00224463
01/05/2024	Intuit	\$5,140.16	Payroll	R00224390
01/05/2024	Intuit	\$44,327.38	Payroll	R00224392
01/08/2024	Washington State DRS	\$953.88	DCP	R00224501
01/12/2024	Washington State DRS	\$13,591.67	PERS	R00224652
01/18/2024	Intuit	\$41,745.83	Payroll	R00224748
01/18/2024	Intuit	\$5,528.13	Payroll	R00224747
01/23/2024	Washington State DRS	\$850.00	DCP	R00224906
01/25/2024	Washington State DOR	\$5,390.86	Excise Tax	R00225010
01/29/2024	Washington State Dept of L&I	\$5,084.06	L&I Tax	R00225094
		<u>\$134,820.37</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. 2024-02-28-01

A Resolution of the Commission of the Port of Kingston

**A RESOLUTION DIRECTING THE EXECUTIVE DIRECTOR TO AWARD CONTRACT
TO WASHINGTON PROJECT CONSULTANTS, PLLC FOR GENERAL CONSULTING SERVICES**

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

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

Passed by the Board of Commissioners for the Port of-Kingston, Kitsap County, Washington at a regular meeting held this 28th day of February, 2024.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Laura Gronnvoll, Commissioner

Attest: _____
Greg Englin, Executive Director

Steve Heacock, Commissioner

Mary McClure, Commissioner

Port of Kingston Professional Services Agreement

THIS AGREEMENT is entered into between the Port of Kingston, hereinafter referred to as the "PORT," and **Washington Project Consultants, PLLC**, hereinafter referred to as "CONSULTANT", in consideration of the mutual benefits, terms, and conditions hereinafter specified.

1. Project Designation. CONSULTANT is retained by the Port to provide on-call technical and planning consulting services in connection with a range of technical and planning issues and initiatives, including:
 - a. Budget development.
 - b. Capital project development.
 - c. technical assessment and issue evaluation.
 - d. Operations issues analysis.
 - e. Policy analysis.
 - f. Economic development planning; and
 - g. Strategic and Master Planning, including assisting in the development /maintenance of the Port's Multi-Year Capital Improvement Program, including the development of a detailed funding and spending plan.
 - h. See attachment 2 for additional scope of work.
2. Consultant Qualification. CONSULTANT warrants that they have the required skills to perform the work specified in this Agreement. See attachment 1.
3. Scope of Services. CONSULTANT shall provide services under the direction of the Executive Director generally consistent with the Scope of Services described in Attachment A:
4. Time and Duration of Agreement. This agreement shall be for the period January 1, 2024 – February 28, 2025 unless otherwise terminated (see provision 12 below.)
5. Compensation. CONSULTANT shall be paid on a time and materials basis for an amount not to exceed \$45,000.00 on a time and materials basis, billed at CONSULTANT'S standard rate of \$95.00 per hour. Monthly invoices will include a brief description of daily activity and hours applied to Port services.
6. Compliance with laws. CONSULTANT shall, in performing the services contemplated by this Agreement, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations applicable to the services to be rendered under this Agreement.
7. Hold Harmless and Indemnification. CONSULTANT shall indemnify, defend and hold harmless the PORT, its officers, agents and employees, from and against any and all claims, losses or liability, or any portion thereof, including attorneys' fees and costs, arising from any acts, omissions or in any way related to the performance of this contract by CONSULTANT.
8. Independent Contractor. CONSULTANT and the PORT agree that CONSULTANT is an independent contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. CONSULTANT shall not be entitled to any benefits accorded PORT employees by virtue of the services provided under this Agreement. The PORT shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the State Industrial Insurance program, otherwise assuming the duties of an employer with respect to CONSULTANT.
9. Assignment. CONSULTANT shall not sublet or assign any of the services covered by this Agreement without the expressed written consent of the PORT.

10. Drug-Free Workplace Policy. The PORT has adopted a Drug-Free Workplace Policy that the workplace will be a drug free environment conducive to conducting the PORT's business free from unlawful manufacture, distribution, dispensing, possession or use of controlled substances. This policy applies to PORT Commissioners, PORT employees, and contractors conducting business on PORT property.
11. Equal Opportunity Policy. All persons or entities performing work for the Port shall provide equal opportunity to all of its employees and applicants for employment and assure that there is no discrimination on the basis of race, color, region, national origin, sex, age, marital status, or physical disability unless based upon a bona fide occupational qualification. All persons or entities performing services for the PORT must ensure that the foregoing extend to all areas of employment and to all relations with employees including recruitment, selection, placement, compensation, promotion and transfer, training, daily working conditions, awards and benefits, and all other terms and conditions of employment as provided for in state and national laws. CONSULTANT hereby agrees to abide by applicable regulations during the course of this agreement.
12. Termination. The PORT reserves the right to terminate this agreement at any time by giving ten (10) days written notice to CONSULTANT.
13. Integrated Agreement. This agreement together with attachments or addenda, represents the entire and integrated agreement between the PORT and CONSULTANT and supersedes all prior negotiations, representations, or agreements written or oral. This agreement may be amended only by written instrument signed by both PORT and CONSULTANT.

DATED _____

CONSULTANT

PORT OF KINGSTON

Marc A. Horton, PE

Greg Englin, Executive Director

APPROVED AS TO FORM:

Kris Williams, Administrative Services Manager



212 S Rhododendron DR
Port Townsend, WA 98368
360-890-0752

Resume

Marc A. Horton, PE

Experience Summary

Washington Project Consultants, PLLC **Consultant and Owner**
(2015 to Present)

Consultant to Government, Business, and Industry on various types of projects – services include project development, permitting, and management.

Port of Grays Harbor **Director of Environmental and Engineering Services**
(2011 to 2015)

Planned, developed and implemented the Port's Capital Improvement Program; Responsible for environmental compliance; Developed contracting policy and procedures consistent with existing statutes and regulations; Provided a point of contact and served as a liaison with the Port and regulatory agencies, the consultant industry, and various service providers.

Consulting Firms **Consultant: Skillings Connolly, HDR, Economic and Engineering Svcs.**
(1992 to 2011)

Managed environmental regulatory and permitting projects (small to large) with federal, state, and local requirements; Managed environmental review (SEPA compliance), permitting, design, and construction of water supply facilities; Developed Comprehensive Water System Plans Meeting Department of Health Requirements; Conducted hazardous waste treatment and management assessments.

Washington State Department of Ecology **Deputy Director, Manager, Supervisor, & Staff**
(1974 to 1992)

As Deputy Director, Program Manager, Staff - Managed activities in the program development, operations and enforcement activities of the department in water resources (water rights), shorelines management, air resources, water quality, solid waste, dangerous waste, and laboratory services.

Education & Credentials

- **Bachelor of Science** - Chemistry - 1969 - University of Washington
- **Master of Science** - Chemistry (Water and Air Resources) - 1972 - University of Washington
- **Doctoral Candidate** - Chemistry (Water and Air Resources) - 1973 - University of Washington - Graduate Fellowship from the U.S. Environmental Protection Agency, National Research Laboratory, Corvallis, Oregon
- **Licensed Professional Engineer** – State of Washington

ATTACHMENT 2 SCOPE OF WORK

GENERAL AREAS FOR TASK ASSIGNMENTS

The following task areas are within Marc Horton's experience and expertise. Therefore, the following topic areas for task assignments are described to provide a generalized Scope of Work. Many of the issues below are addressed best when done in concert with a Port team composed of members with varied backgrounds. Participation on the Port team on any or all of these may be required.

It is recognized that the activities describe below are intended to complement capability of existing staff, and as necessary, add specialized resource capability to the Port team.

- Budget development: Expertise may be requested to assist in budget development. For example, technical assistance may be needed to integrate capital projects and funding with the multiple year cash flow projections.
- Capital project development and management: Engineering and technical assistance may be required to develop or refine capital projects planning and delivery - overall approach and planning, funding, implementation. (e.g., Development of project definitions and scopes, development of project plans, permitting, funding alternatives, and implementation - some project areas might include, dredging, marine maintenance and repair projects)
- Technical assessment/ issue evaluation: Issues such as environmental permit compliance (e.g., eelgrass mitigation), stormwater management, security technology, etc. may require specific analysis or strategy development.
- Operations issue analysis: Specific operations issues may require special analysis or attention in the way of short-term studies or evaluations. These could be in areas such as data systems and analysis for operational areas, day to day protocols and tools, etc.
- Policy Analysis: Policies exist for a variety of Port operations. From time to time, these need to be reviewed or updated with appropriate and experienced analysis. Similarly, assistance may be needed for evaluation and development of new policy where none currently exists. (e.g., purchasing, public works project processing, and environmental)
- Economic Development: Specific analysis of proposed or existing economic development activity may be required. This can involve specialized overview reports on prototypical investments to detailed analysis of existing or proposed activity applicable to the Port.
- Planning: Relationship to County Plan, and the Port's Strategic and Master Planning: These plans should be in a fairly routine state of review and update but may needs experienced and technical review. In addition, specific planning may be required for specific properties requiring team building, facilitation, scoping, and implementation. (e.g., Evaluation of the County's Stormwater Planning, Shoreline Mater Plan from planning and policy perspectives)

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 2024-02-28-02

A Resolution of the Commission of the Port of Kingston

A RESOLUTION DIRECTING THE EXECUTIVE DIRECTOR TO SEND A LETTER TO KITSAP COUNTY COMMISSION WITH RECOMMENDATIONS FROM PORT COMMISSION REGARDING COMPREHENSIVE PLAN CHANGES FOR 2024

WHEREAS, Kitsap County has requested recommendations from the Port of Kingston regarding the Kitsap County Comprehensive Plan and the Kingston Subarea Plan for 2024 planning process and,

WHEREAS, the Port of Kingston Commission has reviewed the zoning code, alternative plans, and received input from community members and consultants,

THEREFORE BE IT RESOLVED, the Commissioners for the Port of Kingston hereby direct the Executive Director to send a letter endorsing the Kingston Subarea Plan as attached (see Attachment A) and Storefront Zone (see Attachment B).

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a regular meeting held this 28th day of February, 2024.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Laura Gronnvoll, Commissioner

Attest: _____
Greg Englin, Executive Director

Steve Heacock, Commissioner

Mary McClure, Commissioner

ATTACHMENT A

KINGSTON SUBAREA PLAN

Economic Development

GOAL 1 - NEW ZONE – KINGSTON STOREFRONT (SEE KINGSTON UVC STOREFRONT ZONE MAP)

- Zone Revisions for Density (55' plus) with requirement of commercial on street level
- Commercial on first floor required along Main Street and NE First Street (SR 104 Corridor) up to Illinois Street (Coffee Oasis) (approximately 1000' from toll booths)
- No single family or duplexes allowed in “storefront zone”
- All Port owned commercial zoned property will be included in the “storefront zone” requirements
- Storefront design standards include the following:
 - Create ‘storefront overlay’ along Main Street and NE First Street (SR104 Corridor) only
 - Reinforce existing code regarding Convertible requirement concept on first floor throughout UVC
 - Commercial retail required on first floor on parcel frontage along Main Street and First Street from toll booth to Illinois
 - Define minimum retail depth as 20’
 - Commercial shall be built to meet typical standard for commercial including increased ceiling height
 - No minimum retail floor area requirement as long as a minimum of 50% of frontage is retail
 - No residential units or parking garages may front onto street
 - For corner sites, retail shall extend either 50% of side street or 50’ minimum
 - No parking requirements for commercial “storefront zone”
 - Reinforce existing zoning code regarding building heights above 45 feet to have a 10 foot modulation of the building front
 - <https://www.codepublishing.com/WA/KitsapCounty/html/images/17700AppendixC1.pdf>

2. Building Height

The following building height requirements shall apply:

Design District →	Old Town/ Waterfront	Village Green	Lindvog Commercial
Maximum building height	45'	45'	45'
Minimum number of stories for commercial buildings	2	2	1
Minimum number of stories for mixed-use and multi-family buildings	2	2	2

Upper story setbacks for buildings over 35' in height are required (see Chapter IV, Section C.1).

“Building height” is defined in the Kitsap County Zoning Ordinance.

The number of stories is determined from the sidewalk abutting the main entrance.

GOAL 2: KINGSTON BUILDABLE LANDS (BI-ANNUAL UPDATE)

- A Buildable Lands Analysis will be developed that provides a capacity analysis to support the State’s Growth Management Act requirements

GOAL 3: INFRASTRUCTURE (CAPITAL) PLANNING (KINGSTON SPECIFIC)

- A comprehensive infrastructure plan will be developed for the Kingston UGA starting with the Kingston UVC and extending to the full Kingston UGA
- The Capital Infrastructure Plan will be updated every other year

GOAL 4: SUPPORT ECONOMIC DEVELOPMENT PLANNING (WITH KINGSTON INTEREST GROUPS) WITH PURPOSE OF TARGETING THE FOLLOWING MARKET SECTORS

- Commercial Development in the Kingston UVC
- Tourism (Eco, Agri, Marine and others)
- Event Venues / Sports Complex
- Business Park & Office Complex Strategy to attract employers

GOAL 5: EXPEDITED PERMITTING (TEAM) – “CAN DO!”

- Establish team to conduct development and grant permitting review

GOAL 6: PLANNING, PROPERTY ACQUISITION, FUNDING, GRANT, AND LEGISLATIVE

- Fund Parking Study & Implementation (Kingston UGA & Downtown)
- Help fund Tourism Study & Implementation (Kingston Hub)
- Proactively support Marine industry (Kingston)
- Proactively support High tech industry (Kingston Area)
- Proactively support Port Commercial Development

GOAL 7: ESTABLISH ECONOMIC & FINANCIAL INCENTIVES TO PROMOTE NEW BUSINESSES IN KINGSTON UGA

- Reduction in permitting fees – dedicated DCD staff member from planning department for both planning and permitting
- Parking
 - Establish Parking Cost Reduction Offset (Minimum 50% of Cost per Stall)
 - Eliminate parking requirements for commercial development
 - Build Parking Capacity to serve Commercial Capacity in Downtown Storefront Zone
- Work with Kitsap Sheriff to identify enforcement options including periodic Deputy patrols, C.O.P. (Citizens On Patrol) , or potentially Port staff
- In appropriate UVC parking areas critical to business health, implement an automated paid parking system
- Develop and utilize an automated parking surveillance and ticketing systems

GOAL 8: PROMOTE KINGSTON AS A TRANSPORTATION HUB AS A KEY ECONOMIC DRIVER IN CONJUNCTION WITH PLANNING AND FUNDING OPPORTUNITIES

- Participate in Partner Agency meetings at least twice per year with emphasis on Reviewing and updating Objectives and Key Results and the TIP
- Sponsor Funding Opportunities at the Federal, State and Local level including Appropriations and Grants



Proposed
"Storefront"
Zone

2/22/2024

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

	ACTUAL DEC 2023*	ACTUAL DEC 2022*	CHG
ASSETS			
Current Assets			
Cash and cash equivalents	2,805,771	2,458,320	347,451
Accounts receivable	3,125	181,542	(178,417)
Current portion of lease receivable	164,132	158,890	5,242
Taxes receivable	6,560	6,013	547
Inventory	35,726	59,859	(24,133)
Prepaid expenses	151,869	114,861	37,008
Total Current Assets	3,195,108	2,991,080	204,029
Noncurrent Assets			
Lease receivable	2,028,643	2,192,775	(164,132)
Net pension asset	241,945	272,707	(30,761)
Total Noncurrent Assets	2,270,588	2,465,482	(194,893)
Capital Assets			
Buildings and Structures			
Gen and Admin	541,656	-	541,656
Marina Boat Launch	39,817	-	39,817
Real Estate	525,083	-	525,083
Parks	162,174	-	162,174
Terminal Facility	1,570,686	-	1,570,686
Total Buildings and Structures	2,839,416	2,839,416	-
Construction in Progress	332,769	92,130	240,639
Land			
Gen and Admin	373,874	-	373,874
Real Estate	563,914	-	563,914
Parks	432,276	-	432,276
Parking	500,992	-	500,992
Total Land	1,871,056	1,871,056	-
Machinery and Equipment			
Gen and Admin	135,304	-	135,304
Marina Perm Moorage	87,831	-	87,831
Marina Guest Moorage	29,858	-	29,858
Marina Fuel	45,584	-	45,584
Marina Boat Launch	15,320	-	15,320
Real Estate	9,122	-	9,122
Parks	41,849	-	41,849
Parking	31,443	-	31,443
Total Machinery and Equipment	396,312	383,628	12,684

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

	ACTUAL DEC 2023*	ACTUAL DEC 2022*	CHG
Marina			-
Marina Perm Moorage	6,004,973	-	6,004,973
Marina Guest Moorage	692,974	-	692,974
Marina Fuel	412,409	-	412,409
Marina Boat Launch	95,719	-	95,719
Marina Fishing Pier	46,281	-	46,281
Total Marina	<u>7,252,356</u>	<u>7,215,151</u>	<u>37,205</u>
Other Improvements			-
Gen and Admin	32,237	-	32,237
Parks	1,251,807	-	1,251,807
Parking	2,823	-	2,823
Total Other Improvements	<u>1,286,867</u>	<u>1,286,867</u>	<u>-</u>
Total Capital Assets	<u>13,978,775</u>	<u>13,688,248</u>	<u>290,527</u>
Less: Accumulated Depreciation	<u>(6,906,319)</u>	<u>(6,412,167)</u>	<u>(494,152)</u>
Total Net Capital Assets	<u>7,072,456</u>	<u>7,276,081</u>	<u>(203,624)</u>
Total Assets Before Deferred Outflows	<u>12,538,153</u>	<u>12,732,642</u>	<u>(194,489)</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows - pensions	249,928	284,098	(34,170)
Deferred outflows - asset retirement obligation	86,019	103,294	(17,276)
Total Deferred Outflows	<u>335,946</u>	<u>387,392</u>	<u>(51,446)</u>
Total Assets	<u>12,874,099</u>	<u>13,120,034</u>	<u>(245,935)</u>
LIABILITIES			
Current Liabilities			
Accounts payable	179,166	122,428	56,738
Accrued taxes	50,439	46,151	4,287
Payroll liabilities	58,706	51,103	7,603
Tenant deposits	70,922	70,244	677
Current portion of compensated absences	10,029	3,501	6,528
Current portion of long-term unearned revenue	24,512	47,660	(23,148)
Current portion of long-term debt	63,000	124,000	(61,000)
Total Current Liabilities	<u>465,192</u>	<u>474,196</u>	<u>(9,004)</u>

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

	ACTUAL DEC 2023*	ACTUAL DEC 2022*	CHG
Noncurrent Liabilities			
Compensated absences	44,583	35,014	9,569
Long-term unearned revenue	1,159,118	1,159,801	(683)
Environmental remediation liability	120,000	117,000	3,000
Asset retirement obligation	179,655	171,754	7,901
Pension liability	104,572	157,289	(52,717)
General obligation bonds	574,000	575,000	(1,000)
Total Noncurrent Liabilities	2,181,928	2,215,858	(33,929)
Total Liabilities Before Deferred Inflows	2,647,120	2,690,053	(42,933)
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows - pensions	147,093	298,694	(151,601)
Deferred inflows - lease	2,192,775	2,351,665	(158,890)
Total Deferred Inflows	2,339,868	2,650,359	(310,491)
Total Liabilities	4,986,988	5,340,412	(353,424)
EQUITY			
Restricted for net pension asset	342,446	268,215	74,231
Committed	1,736,199	1,482,638	253,561
Unrestricted	5,808,466	6,028,769	(220,302)
Total Equity	7,887,111	7,779,622	107,489
Total Liabilities and Equity	12,874,099	13,120,034	(245,935)

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

	YTD ACTUAL DEC 2023*	YTD BUDGET DEC 2023	VAR	YTD ACTUAL DEC 2022*	CHG
OPERATING REVENUE					
Fuel Sales	810,554	814,295	(3,741)	875,724	(65,169)
Moorage - Guest	237,944	322,990	(85,046)	226,541	11,403
Moorage - Permanent	1,248,951	1,248,661	290	1,169,914	79,037
Moorage - Seasonal	81,273	102,480	(21,207)	77,123	4,150
Other Operating Income	6,756	6,743	13	30,310	(23,554)
Other Operating Service	46,656	40,376	6,280	40,427	6,229
Parking	558,507	464,546	93,961	483,625	74,882
Rental Property	231,308	297,840	(66,532)	218,033	13,275
Retail Sales	6,222	1,650	4,572	2,111	4,111
Utilities Income	58,288	69,211	(10,923)	56,777	1,511
TOTAL OPERATING REVENUE	3,286,460	3,368,792	(82,332)	3,180,586	105,874
COST OF GOODS SOLD	684,444	682,972	(1,472)	741,623	(57,179)
GROSS PROFIT	2,602,016	2,685,820	(83,804)	2,438,963	163,053
OPERATING EXPENSE					
Bank Charges	1,414	1,068	(347)	1,771	(357)
Commissioner Expense	75,705	70,760	(4,945)	63,027	12,679
Compensation and Benefits	1,414,199	1,548,144	133,945	1,376,580	37,619
Computer and Telecom	63,272	44,668	(18,604)	56,511	6,761
Equipment and Maintenance	93,290	117,368	24,078	100,434	(7,144)
Insurance and Taxes	151,395	150,583	(812)	142,040	9,355
Other Operating Expense	15,039	6,400	(8,639)	(152,840)	167,879
Professional Services	268,915	198,409	(70,506)	234,431	34,483
Promotional and Dues	80,861	47,204	(33,656)	71,985	8,876
Supplies	47,384	36,500	(10,884)	41,079	6,306
Travel and Training	18,249	24,708	6,459	19,450	(1,201)
Utilities	148,100	157,341	9,241	147,412	688
TOTAL OPERATING EXP BEFORE DEPR	2,377,823	2,403,155	25,332	2,101,881	275,943
NET OPERATING INCOME BEFORE DEPR	224,193	282,666	(58,472)	337,082	(112,889)
Depreciation and Amortization	519,328	468,905	(50,423)	552,794	(33,466)
NET OPERATING INCOME	(295,135)	(186,240)	(108,895)	(215,711)	(79,424)

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

	<u>YTD ACTUAL DEC 2023*</u>	<u>YTD BUDGET DEC 2023</u>	<u>VAR</u>	<u>YTD ACTUAL DEC 2022*</u>	<u>CHG</u>
OTHER INCOME					
Operating Grants	-	-	-	2,655	(2,655)
Investment Income	62,900	8,226	54,675	14,041	48,860
Interest Income-Lease	74,076	-	74,076	72,365	1,712
Property Tax Receipts	228,214	227,772	442	222,414	5,800
Leasehold Excise Tax	2,465	1,390	1,075	2,781	(317)
Gain/Los Asset Dspstn	-	-	-	(68,393)	68,393
TOTAL OTHER INCOME	<u>367,656</u>	<u>237,387</u>	<u>130,268</u>	<u>245,863</u>	<u>121,793</u>
OTHER EXPENSE					
Interest Exp GO Bond	22,420	22,420	-	24,035	(1,614)
Election Expense	6,935	-	(6,935)	-	6,935
Environmental expense	3,000	-	(3,000)	3,000	-
TOTAL OTHER EXPENSE	<u>32,355</u>	<u>22,420</u>	<u>(9,935)</u>	<u>27,035</u>	<u>5,320</u>
NET OTHER INCOME/EXPENSE	<u>335,301</u>	<u>214,967</u>	<u>120,334</u>	<u>218,828</u>	<u>116,472</u>
NET INCOME BEFORE CAPITAL GRANTS	40,165	28,727	11,438	3,117	37,049
Capital Grants	<u>67,324</u>	<u>-</u>	<u>67,324</u>	<u>11,595</u>	<u>55,729</u>
NET INCOME	<u><u>107,489</u></u>	<u><u>28,727</u></u>	<u><u>78,762</u></u>	<u><u>14,711</u></u>	<u><u>92,778</u></u>

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

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL 2023*
OPERATING REVENUE													
Fuel Sales	13,218	10,649	22,657	26,643	77,365	90,128	196,636	197,916	103,993	41,214	16,315	13,820	810,554
Moorage - Guest	11,209	6,733	8,404	9,596	22,796	25,982	44,528	47,995	34,389	12,432	7,792	6,089	237,944
Moorage - Permanent	106,784	103,992	103,827	105,240	104,360	104,122	104,231	104,166	104,203	103,070	102,902	102,056	1,248,951
Moorage - Seasonal	11,971	11,416	10,415	8,378	3,420	616	-	242	646	8,894	13,421	11,854	81,273
Other Operating Income	1,186	1,117	319	562	1,397	359	260	238	407	339	269	303	6,756
Other Operating Service	5,314	3,328	2,872	3,719	3,753	4,943	4,883	3,436	5,569	3,055	2,889	2,893	46,656
Parking	34,413	33,779	34,822	36,030	43,962	52,858	63,647	62,492	57,714	48,012	43,228	47,550	558,507
Rental Property	18,051	18,087	18,122	18,158	18,193	18,229	22,966	19,817	19,853	19,889	19,925	20,018	231,308
Retail Sales	625	1,353	63	55	194	246	2,435	630	433	99	15	75	6,222
Utilities Income	7,808	7,766	7,547	6,009	6,069	4,035	3,075	1,857	1,897	2,886	3,780	5,558	58,288
TOTAL OPERATING REVENUE	210,580	198,220	209,047	214,392	281,509	301,517	442,661	438,789	329,104	239,889	210,535	210,216	3,286,460
COST OF GOODS SOLD	13,493	10,714	17,305	19,879	59,781	73,701	167,584	168,793	88,843	35,404	15,246	13,698	684,444
GROSS PROFIT	197,086	187,505	191,742	194,512	221,728	227,816	275,077	269,996	240,261	204,486	195,289	196,518	2,602,016
OPERATING EXPENSE													
Bank Charges	108	76	98	67	4	34	411	133	102	(38)	341	78	1,414
Commissioner Expense	4,518	4,006	5,068	6,829	9,342	4,937	9,381	6,462	6,785	7,750	4,427	6,198	75,705
Compensation and Benefits	136,330	126,154	129,776	128,789	128,679	131,937	128,034	128,052	123,248	126,122	126,193	885	1,414,199
Computer and Telecom	3,805	5,194	3,125	2,037	3,509	4,049	9,854	3,758	3,750	6,254	3,552	14,386	63,272
Equipment and Maintenance	8,435	6,599	11,096	9,288	14,561	4,584	5,846	3,199	6,129	5,635	9,465	8,454	93,290
Insurance and Taxes	11,109	11,694	11,582	11,649	11,744	12,141	12,542	15,684	14,078	13,430	12,674	13,067	151,395
Other Operating Expense	502	502	-	1,061	546	784	547	1,595	545	643	783	7,530	15,039
Professional Services	14,111	24,333	16,690	20,069	13,976	23,589	15,914	26,236	25,701	15,455	32,364	40,478	268,915
Promotional and Dues	5,592	20,458	(3,552)	2,056	7,810	3,689	5,715	4,763	3,372	8,659	8,007	14,292	80,861
Supplies	6,533	2,069	5,414	2,221	3,632	788	4,241	8,099	1,804	6,109	1,624	4,850	47,384
Travel and Training	-	199	1,897	143	1,800	5,181	1,084	1,151	941	1,395	600	3,857	18,249
Utilities	12,248	19,775	13,282	12,571	9,349	10,913	7,053	17,976	7,769	13,154	10,367	13,641	148,100
TOTAL OPERATING EXP BEFORE DEPR	203,291	221,060	194,476	196,780	204,952	202,625	200,624	217,108	194,225	204,569	210,396	127,717	2,377,823
NET OPERATING INCOME BEFORE DEPR	(6,205)	(33,554)	(2,734)	(2,268)	16,776	25,191	74,453	52,888	46,035	(83)	(15,107)	68,801	224,193
Depreciation and Amortization	43,835	43,835	43,835	43,482	43,269	42,998	42,867	42,867	42,867	43,487	43,036	42,952	519,328
NET OPERATING INCOME	(50,039)	(77,389)	(46,569)	(45,750)	(26,492)	(17,807)	31,586	10,022	3,169	(43,570)	(58,143)	25,848	(295,135)

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

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL 2023*
OTHER INCOME													
Investment Income	2,585	2,543	2,797	3,153	5,805	3,343	21,153	3,642	3,738	4,152	4,564	5,425	62,900
Interest Income-Lease	6,369	6,334	6,298	6,263	6,227	6,191	6,156	6,120	6,084	6,048	6,011	5,975	74,076
Property Tax Receipts	811	6,724	10,565	86,468	20,410	1,347	957	1,844	3,380	79,730	14,172	1,807	228,214
Leasehold Excise Tax	-	573	-	-	687	-	-	600	-	-	604	-	2,465
TOTAL OTHER INCOME	9,765	16,174	19,661	95,884	33,129	10,881	28,266	12,206	13,202	89,929	25,351	13,208	367,656
OTHER EXPENSE													
Interest Exp GO Bond	1,904	1,904	1,904	1,904	1,904	1,904	1,833	1,833	1,833	1,833	1,833	1,833	22,420
Election Expense	-	-	-	-	-	-	-	-	-	-	-	6,935	6,935
Environmental expense	-	-	-	-	-	-	-	-	-	-	-	3,000	3,000
TOTAL OTHER EXPENSE	1,904	1,904	1,904	1,904	1,904	1,904	1,833	1,833	1,833	1,833	1,833	11,767	32,355
NET OTHER INCOME/EXPENSE	7,861	14,269	17,757	93,980	31,225	8,977	26,433	10,373	11,370	88,097	23,519	1,441	335,301
NET INCOME BEFORE CAPITAL GRANTS	(42,178)	(63,120)	(28,813)	48,230	4,733	(8,830)	58,019	20,395	14,538	44,527	(34,625)	27,289	40,165
Capital Grants	-	-	-	-	-	-	10,951	-	-	28,448	-	27,925	67,324
NET INCOME	(42,178)	(63,120)	(28,813)	48,230	4,733	(8,830)	68,970	20,395	14,538	72,975	(34,625)	55,214	107,489