

PDR Number	Requester	Records Requested	Date Request Received	Response Due	Date Request Closed	Records Provided	Notes
2023-01	Smart Procure	any and all purchasing records from 12/13/2022 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.	1-Feb-23	15-Feb-23	9-Feb-23	Records requested	
2023-02	Michelle Draper	Video from February 26, 2023	11-Mar-23	14-Mar-23	14-Mar-23	Video requested provided	
2023-03	Stephanie Schreiner American Transparency	An electronic file (ie Excel, PDF, Word) of any and all employees including part-time, temporary, seasonal employees and elected officials for year of 2022 (fiscal or calendar year). Each employee record should contain the year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title.	27-Mar-23	10-Apr-23	4-Apr-23	Excel spreadsheet of requested data	
2023-04	Pooja Gangrade	Water Shutoff Records	24-Apr-23	N/A	25-Apr-23	No responsive records	Requester referred to KPUD
2023-05	Smart Procure	Smart Procure is submitting a public records request to the Port of Kingston for any and all purchasing records from 2/8/2023 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable. Please be advised that we are not seeking a list of individuals. We are only looking for purchasing information. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase date 3. Line item details (Detailed description of the purchase) 4. Line item quantity 5. Line item price 6. Vendor ID number, name, address If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.	2-May-23	19-May-23	11-May-23	All requested records were provided.	
2023-06	Steve Velie	Can you please provide me with the minutes of your port committee meetings and the records of your notes on this years port business relating to the public market and vendor requirements.	2-May-23	12-May-23	10-May-23	No Responsive Records	
2023-07	Aaron Powell	Cash Flow Model	4-May-23	N/A	4-May-23	Excel Cash Flow Model	
2023-08	Smart Procure	Purchasing Records	31-Jul-23	7-Aug-23	3-Aug-23	Excel Vendor Reports	
2023-09	Jason Gartner, Covent Bridge	Video from June 21st	9-Aug-23	14-Aug-23	10-Aug-23	Video Provided	
2023-10	Tansingco-Maceta, Annalise	Records regarding George Carriere	5-Sep-23	N/A	7-Sep-23	No Records	
2023-11	Madison Browne	Pitney Bowes purchase or lease agreement	2-Oct-23	N/A	2-Oct-23	No Records	

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2023-12	Robert Records	<p>I would like to make a public records request for the following information.</p> <ol style="list-style-type: none"> 1. Payroll details in regards to each staff member's pay rates, as well as any bonuses, merit raises, CPI, travel costs, and reimbursements. 2. Details regarding staff leave accumulation and use, as well as remaining leave and how employees are held accountable. 3. All details regarding fuel purchases and sales for the past five years. Please include any reports on net and gross profits or losses. 4. Any invoices, estimates, bids, and payments from the most recent project completed on the breakwater. 5. Details regarding previous settlements for lawsuits or severance packages given to former staff members for the past five years. 6. Information on any leases or ongoing contracts the Port is currently engaged in. 	3-Oct-23	23-Feb-24	1-Mar-24	<p>Employee Handbook</p> <p>Breakwater Records</p> <p>Employee Payroll Summary 2018-2023</p> <p>Employee Payroll Adjustment History</p> <p>Employee Expense Reimbursements</p> <p>Payroll Expense Reimbursement</p> <p>Time Off Report</p> <p>Severance Packages detail</p> <p>Lease Agreements for - KCYC Hill House Aviator Coffee Kitsap Transit WSF</p>	<p>Records are being gathered and a first installment is due November 30th. Further installments will be provided after records are gathered and reviewed.</p> <p>2nd installment produced 11/21/2023</p> <p>3rd Installment 12/28/2023</p> <p>4th Installment Fuel last 5 years</p> <p>5th Installment 12/29/2023 Severance Packages</p> <p>6th installment 02/16/2024 Lease Agreements Final 3/1/2024</p>
2023-13	Greg Wright	Annual Budget Records	18-Oct-23	N/A	23-Oct-23	Budget Documents	
2023-14	Smart Procure	Purchasing Records	30-Oct-23	10-Nov-23	9-Nov-23	Excel Vendor Reports	
2023-15	Krazan & Assoc.	<p>Krazan & Associates, Inc. has been contracted to conduct a Phase I Environmental Site Assessment at</p> <p>Main APNs: 212702-1-011-2003 212702-3-007-2005</p> <p>Adjacent Sites' APNs: 5411-000-020-0008 282702-2-014-2001 212702-3-005-2007 282702-2-029-2004 212702-2-017-2005 5097-000-010-0001</p> <p>We are requesting any permits or reports regarding underground/above ground storage tanks, hazardous materials handling or reported spills, or dry cleaning, as well as date of original water/sewer connection at main site and adjacent sites. If records are found, please send them via email (ErlianaAcob@krazan.com).</p>	31-Oct-23	N/A	31-Oct-23	No Records	

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2023-16	James McCanna, Attorney	<p>1. Please provide all records related to Ray Carpenter to include his salary, job description, awards and community outreach.</p> <p>2. Please provide all copies of emails, voice mails, text messages and other formats regarding complaints made about Greg Englin by Mr. Carpenter and others to the Port Commissioners.</p> <p>3. Please provide all records relating to any action, review, investigation or discipline of Greg Englin as a result of complaints made by Mr. Carpenter and others to the Port Commissioners.</p> <p>4. Please provide any and all policies the Port Commissioners use to respond to complaints by employees of the Port of Kingston.</p> <p>5. Please provide the salary and job description for Mr. Englin.</p> <p>6. Please provide all communications with Port Commissioners and Greg Englin about Mr. Carpenter's complaints.</p> <p>7. Please provide all communications between Mr. Englin and Port Commissioners regarding any investigation of Mr. Carpenter.</p> <p>8. Please provide copies of all communications and related contracts for any investigator hired by the Port of Kingston into Mr. Carpenter's work performance and/or conduct.</p>	7-Nov-23	29-Feb-24	29-Feb-24	<p>1st installment: Exemption Log, Letter of engagement</p> <p>2nd Installment - Greg Englin Job Description and Salary</p> <p>3rd Installment - (77) Text messages M.McClure, multiple emails regarding complaints, verbal / written reprimand</p>	
2023-17	Greg Wright	Exec Director Contract, 2024 Marina Rate Schedule	20-Nov-23	N/A	20-Nov-23	Both records provided	
2023-18	Ken Dalgleish	Marina Rates Analysis by Quartile	20-Nov-23	N/A	20-Nov-23	Spread Sheet with provided data.	
2023-19	Greg Wright	<p>5 Years - Money spent on Commercial Development</p> <p>Severance packages for former employees with amounts</p>	27-Nov-23	31-Dec-23	22-Dec-23	<p>Severance packages for the following to include the dollar amount -</p> <p>Jeannette Swanson</p> <p>Lacy Gray</p> <p>Ashley Ferguson</p> <p>Julia Hustler</p> <p>Juanita Gomez</p> <p>5 Years - Money spent on Commercial Development</p>	
2023-20	Greg Wright	5 Years Hill House Rental	11-Dec-23	31-Jan-24	25-Jan-24	Residential Lease 30 Day Conversion Letter	