

Serving what matters today, with a view for tomorrow.

Port of Kingston Board of Commissioners Regular Meeting Agenda

May 22nd, 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/j/82157809065

Meeting ID: 821 5780 9065 Dial by your location 1 253 215 8782 US (Tacoma)

Welcome to the April 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



Serving what matters today, with a view for tomorrow.

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

5.	CO	NSE	NT	AGE	NDA

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 April 2024 Warrants **\$127,904.31** (\$40,101.30, \$78,109.82, \$9,693.19) and EFT Payments **\$122,004.20**

- 6. ACTION ITEMS
- 7. DISCUSSION ITEMS
- 8. FINANCIAL REPORT
- 9. COMMISSIONER REPORTS
- **10. STAFF REPORTS**
- **11. NEXT REGULAR MEETING:** Wednesday June 12th, 2024, at 6:30p.m. Hybrid Village Green Community Center 26159 Dulay Rd NE Kingston, WA 98346
- 12. ADJOURN

	Attest:
Laura Gronnvoll, Commissioner	Greg Englin, Executive Director



Serving what matters today, with a view for tomorrow.

Steve Heacock, Commissioner	
Mary McClure, Commissioner	



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 **\$40,101.30** from the Port of Kingston, Marina Revenue Fund, the <u>15th day of April 2024</u>.

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
4/15/2024	37083	\$545.00	RELIABLE STORAGE
4/15/2024	37084	\$163.80	CRAIN PEST CONTROL, LLC
4/15/2024	37085	\$7,048.00	CSD ATTORNEYS AT LAW
4/15/2024	37086	\$10,894.24	ELAN FINANCIAL SERVICES
4/15/2024	37087	\$32.73	AUSTIN GOFF
4/15/2024	37088	\$936.74	HENERY HARDWARE
4/15/2024	37089	\$117.25	JOSEPH KROGH
4/15/2024	37090	\$8,521.75	KITSAP BANK VISA
4/15/2024	37091	\$2,022.10	LAURA GRONNVOLL
4/15/2024	37092	\$2,929.10	OLYMPIC ESD 114
4/15/2024	37093	\$123.29	OLYMPIC SPRINGS, INC.
4/15/2024	37094	\$1,028.61	PENINSULA FIRE INC.
4/15/2024	37095	\$226.06	S-NET COMMUNICATIONS INC
4/15/2024	37096	\$693.96	VERIZON WIRELESS
4/15/2024	37097	\$4,512.50	WASHINGTON PROJECT CONSULTANTS, PLLC
4/15/2024	37098	\$306.17	WESTBAY AUTO PARTS
		\$40,101.30	



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 **\$78,109.82** from the Port of Kingston, Marina Revenue Fund, the <u>26th day of April 2024</u>.

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
4/26/2024	37099	\$460.06	Amazon Capital Services
4/26/2024	37100	\$26.21	CHS
4/26/2024	37101	\$1,177.06	COMCAST
4/26/2024	37102	\$343.98	CRAIN PEST CONTROL, LLC
4/26/2024	37103	\$86.46	GRAINGER
4/26/2024	37104	\$3,040.88	KITSAP COUNTY PUBLIC WORKS
4/26/2024	37105	\$170.00	L&L Port O Potty, Inc
4/26/2024	37106	\$600.00	LESCAULT WALDERMAN
4/26/2024	37107	\$5,227.72	PUGET SOUND ENERGY
4/26/2024	37108	\$25,392.49	REGENCE BLUESHIELD
4/26/2024	37109	\$418.63	SEATTLE MARINE & FISHING SUPPLY
4/26/2024	37110	\$487.25	SOUND PUBLISHING, INC.
4/26/2024	37111	\$695.14	Sunbelt Rentals
4/26/2024	37112	\$90.00	Torey Grandt
4/26/2024	37113	\$606.81	ULINE
4/26/2024	37114	\$560.04	VERN'S ORGANIC TOPSOIL
4/26/2024	37115	\$1,270.44	WASTE MANAGEMENT
4/26/2024	37116	\$1,562.54	WEST MARINE PRO
4/26/2024	37117	\$35,894.11	World Kinect Energy Services

\$78,109.82



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 **\$9,693.19** from the Port of Kingston, Marina Revenue Fund, the 30th day of April 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

Audra	Trainer, Finance	Director		
	Date	Warrant	Amount	Vendor
	4/30/2024	37118	\$9,693.19	WENZLAU ARCHITECTS, PS
			\$9,693.19	

said claim.



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
04/02/2024	Global Payment Systems	\$11,058.01	CC Fees - Office	R00227088
04/02/2024	Gravity Payment Systems	\$1,303.54	CC Fees - Parking	R00227089
04/02/2024	PCS Payment Systems	\$263.38	CC Fees - Fuel	R00227090
04/04/2024	Intuit	\$45,774.31	Payroll	R00227024
04/18/2024	Washington State DRS	\$12,508.20	PERS & DCP	R00227404
04/18/2024	Intuit	\$39,449.06	Payroll	R00227456
04/25/2024	Washington State DOR	\$5,423.97	Excise Tax	R00227723
04/29/2024	Washington Dept of L&I	\$5,238.73	L&I Quarterly Taxes	R00227763
04/30/2024	Washington State DRS	\$960.00	DCP	R00227515
04/30/2024	Washington State DRS	\$25.00	OASI Tax Annual	R00227403
		\$122,004.20		

Laura Gronnvoll, Commissioner	
Steve Heacock, Commissioner	
Mary McClure, Commissioner	
I, the undersigned, do hereby certify under penalty or perj claims are just, due, and paid obligations against the Port certify to said claims.	ury that the expenses incurred as described herein and all of Kingston and that I am authorized to authenticate and
Audra Trainer, Finance Director/Port Auditor	

PORT OF KINGSTON BALANCE SHEET FOR THE PERIOD ENDING APRIL 30, 2024

	ACTUAL APR 2024*	ACTUAL APR 2023*	СНС
ASSETS			
Current Assets			
Cash and cash equivalents	2,820,097	2,537,906	282,191
Accounts receivable	(38,082)	166,712	(204,793)
Grants receivable	27,925	11,595	16,330
Current portion of lease receivable	165,917	160,619	5,299
Taxes receivable	6,560	6,013	547
Inventory	48,960	35,619	13,342
Prepaid expenses	94,017	82,997	11,021
Total Current Assets	3,125,395	3,001,459	123,936
Noncurrent Assets			
Lease receivable	1,972,738	2,138,655	(165,917)
Net pension asset	241,945	272,707	(30,761)
Total Noncurrent Assets	2,214,683	2,411,362	(196,679)
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	366,602	163,567	203,035
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	122,621	12,684
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 APRIL 30, 2024

	ACTUAL APR 2024*	ACTUAL APR 2023*	СНС
Marina			-
Marina Perm Moorage	6,004,973	5,967,769	37,205
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	7,252,356	7,215,151	37,205
Other Improvements			-
Gen and Admin	32,237	32,237	-
Parks	1,251,807	1,251,807	-
Parking	2,823	2,823	-
Total Other Improvements	1,286,867	1,286,867	-
Total Capital Assets	14,012,608	13,759,685	252,923
Less: Accumulated Depreciation	(7,066,737)	(6,578,761)	(487,976)
Total Net Capital Assets	6,945,871	7,180,924	(235,054)
Total Assets Before Deferred Outflows	12,285,948	12,593,745	(307,797)
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows - pensions	249,928	284,098	(34,170)
Deferred outflows - asset retirement obligation	92,218	102,803	(10,585)
Total Deferred Outflows	342,146	386,901	(44,756)
Total Assets	12,628,094	12,980,646	(352,552)
LIABILITIES			
Current Liabilities			
Accounts payable	29,777	104,880	(75,103)
Accrued taxes	66,085	65,423	663
Payroll liabilities	52,053	58,560	(6,507)
Tenant deposits	73,738	68,711	5,028
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	319,196	472,735	(153,539)

PORT OF KINGSTON BALANCE SHEET FOR THE PERIOD ENDING APRIL 30, 2024

	ACTUAL APR ACTUAL APR		
	2024*	2023*	CHG
Noncurrent Liabilities			
Compensated absences	44,583	35,014	9,569
Long-term unearned revenue	1,150,967	1,151,876	(909)
Environmental remediation liability	120,000	117,000	3,000
Asset retirement obligation	195,824	179,655	16,169
Pension liability	99,849	157,657	(57,808)
General obligation bonds	574,000	575,000	(1,000)
Total Noncurrent Liabilities	2,185,223	2,216,203	(30,980)
Total Liabilities Before Deferred Inflows	2,504,418	2,688,937	(184,519)
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows - pensions	147,093	298,694	(151,601)
Deferred inflows - lease	2,138,655	2,299,274	(160,619)
Total Deferred Inflows	2,285,748	2,597,967	(312,220)
Total Liabilities	4,790,166	5,286,905	(496,738)
EQUITY			
Restricted for net pension asset	342,446	268,215	74,231
Committed	1,755,207	1,546,002	209,206
Unrestricted	5,740,275	5,879,525	(139,250)
Total Equity	7,837,928	7,693,742	144,186
Total Liabilities and Equity	12,628,094	12,980,646	(352,552)

PORT OF KINGSTON INCOME STATEMENT YEAR-TO-DATE FOR THE PERIOD ENDING APRIL 30, 2024

	YTD ACTUAL APR 2024*	YTD BUDGET APR 2024	VAR	YTD ACTUAL APR 2023*	CHG
OPERATING REVENUE					
Fuel Sales	62,328	110,453	(48,125)	73,168	(10,841)
Moorage - Guest	32,612	12,336	20,276	35,941	(3,330)
Moorage - Permanent	420,079	437,205	(17,126)	419,843	236
Moorage - Seasonal	41,023	58,176	(17,153)	42,180	(1,156)
Other Operating Income	2,961	3,060	(99)	3,184	(223)
Other Operating Service	16,198	15,497	701	15,234	964
Parking	175,901	186,811	(10,911)	139,044	36,856
Rental Property	80,438	80,436	1	72,418	8,020
Retail Sales	41	1,283	(1,242)	2,095	(2,054)
Utilities Income	28,987	26,889	2,098	29,131	(144)
TOTAL OPERATING REVENUE	860,566	932,148	(71,581)	832,238	28,328
COST OF GOODS SOLD	55,831	93,160	37,329	61,393	(5,561)
GROSS PROFIT	804,735	838,987	(34,252)	770,846	33,890
OPERATING EXPENSE					
Bank Charges	583	400	(183)	349	234
Commissioner Expense	27,508	31,608	4,100	20,422	7,086
Compensation and Benefits	519,274	539,411	20,137	521,050	(1,776)
Computer and Telecom	20,945	27,991	7,046	14,160	6,785
Equipment and Maintenance	29,923	74,680	44,757	35,418	(5,494)
Insurance and Taxes	49,660	50,451	791	46,034	3,626
Other Operating Expense	31,341	3,338	(28,003)	2,065	29,276
Professional Services	78,557	91,133	12,576	75,202	3,355
Promotional and Dues	20,340	25,529	5,189	24,554	(4,214)
Supplies	8,259	26,824	18,565	16,238	(7,979)
Travel and Training	4,184	10,706	6,521	2,239	1,945
Utilities	45,935	59,989	14,054	57,876	(11,941)
TOTAL OPERATING EXP BEFORE DEPR	836,511	942,060	105,550	815,607	20,904
NET OPERATING INCOME BEFORE DEPR	(31,775)	(103,073)	71,298	(44,761)	12,986
Depreciation and Amortization	170,388	168,865	(1,524)	174,986	(4,598)
NET OPERATING INCOME	(202,163)	(271,938)	69,774	(219,747)	17,583

PORT OF KINGSTON INCOME STATEMENT YEAR-TO-DATE FOR THE PERIOD ENDING APRIL 30, 2024

	YTD ACTUAL	YTD BUDGET	GET YTD ACTUAL			
	APR 2024*	APR 2024	VAR	APR 2023*	CHG	
OTHER INCOME						
Investment Income	26,929	11,815	15,114	11,079	15,850	
Interest Income-Lease	23,536	23,536	-	25,264	(1,728)	
Property Tax Receipts	108,939	111,600	(2,661)	104,567	4,371	
Leasehold Excise Tax	621	<u> </u>	621	573	48	
Gain/Los Asset Dspstn	-	-	-		-	
TOTAL OTHER INCOME	160,024	146,951	13,073	141,483	18,541	
OTHER EXPENSE						
Interest Exp GO Bond	7,044	7,044	(0)	7,617	(572)	
TOTAL OTHER EXPENSE	7,044	7,044	(0)	7,617	(572)	
NET OTHER INCOME/EXPENSE	152,980	139,907	13,073	133,867	19,113	
NET INCOME BEFORE CAPITAL GRANTS	(49,184)	(132,031)	82,847	(85,880)	36,697	
Capital Grants						
NET INCOME	(49,184)	(132,031)	82,847	(85,880)	36,697	

PORT OF KINGSTON INCOME STATEMENT ACTUAL BY MONTH FOR THE PERIOD ENDING APRIL 30, 2024

	JAN	FEB	MAR	APR	TOTAL 2024*
OPERATING REVENUE					
Fuel Sales	7,573	12,958	16,622	25,175	62,328
Moorage - Guest	11,015	6,377	7,052	8,167	32,612
Moorage - Permanent	107,272	102,943	104,888	104,976	420,079
Moorage - Seasonal	12,412	11,797	12,158	4,657	41,023
Other Operating Income	2,095	227	330	308	2,961
Other Operating Service	5,488	3,287	3,878	3,545	16,198
Parking	38,677	43,161	48,688	45,375	175,901
Rental Property	20,055	20,091	20,128	20,164	80,438
Retail Sales	-	-	24	18	41
Utilities Income	7,027	8,435	7,121	6,404	28,987
TOTAL OPERATING REVENUE	211,612	209,277	220,888	218,789	860,566
					-
COST OF GOODS SOLD	7,339	12,745	15,150	20,597	55,831
GROSS PROFIT	204,273	196,532	205,738	198,192	804,735
OPERATING EXPENSE					
Bank Charges	93	186	220	84	583
Commissioner Expense	5,053	6,368	8,638	7,449	27,508
Compensation and Benefits	138,801	139,723	124,856	115,895	519,274
Computer and Telecom	6,380	5,637	6,177	2,751	20,945
Equipment and Maintenance	8,543	8,701	12,087	593	29,923
Insurance and Taxes	11,973	12,559	12,523	12,606	49,660
Other Operating Expense	545	(6,440)	8,765	28,470	31,341
Professional Services	17,412	30,632	30,444	69	78,557
Promotional and Dues	12,598	2,266	3,556	1,919	20,340
Supplies	3,036	2,262	2,444	517	8,259
Travel and Training	-	3,635	549	-	4,184
Utilities	10,146	16,494	9,757	9,539	45,935
TOTAL OPERATING EXP BEFORE DEPR	214,581	222,022	220,017	179,891	836,511
NET OPERATING INCOME BEFORE DEPR	(10,308)	(25,490)	(14,279)	18,302	(31,775)
Depreciation and Amortization	42,724	42,562	42,562	42,540	170,388
NET OPERATING INCOME	(53,032)	(68,052)	(56,841)	(24,238)	(202,163)

PORT OF KINGSTON INCOME STATEMENT ACTUAL BY MONTH FOR THE PERIOD ENDING APRIL 30, 2024

	JAN	FEB	MAR	APR	TOTAL 2024*
OTHER INCOME					
Investment Income	6,553	6,476	6,843	7,057	26,929
Interest Income-Lease	5,939	5,902	5,866	5,829	23,536
Property Tax Receipts	321	8,016	9,128	91,473	108,939
Leasehold Excise Tax	-	621	-	-	621
Gain/Los Asset Dspstn	-	-	-	-	-
TOTAL OTHER INCOME	12,813	21,016	21,836	104,359	160,024
OTHER EXPENSE					
Interest Exp GO Bond	1,761	1,761	1,761	1,761	7,044
TOTAL OTHER EXPENSE	1,761	1,761	1,761	1,761	7,044
NET OTHER INCOME/EXPENSE	11,052	19,255	20,075	102,598	152,980
NET INCOME BEFORE CAPITAL GRANTS	(41,980)	(48,798)	(36,766)	78,360	(49,184)
NET INCOME BEFORE CAPITAL GRANTS	(41,380)	(40,730)	(30,700)	76,300	(49,104)
Capital Grants	-	-	-	-	-
NET INCOME	(41,980)	(48,798)	(36,766)	78,360	(49,184)