



Serving what matters today, with a view for tomorrow.

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

July 31st, 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 July 31st, 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**



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4. RECESS TO EXECUTIVE SESSION:

The Commission will now adjourn into an executive session to evaluate the qualifications of an applicant for public employment or review the performance of a public employee pursuant to RCW 42.30.110(1)(g).

The executive session is expected to last 30 minutes. Executive sessions are not open to the public.

After the executive session the Commission will reconvene to the public portion of the commission meeting.

5. PUBLIC COMMENT

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

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 March 27th, 2024 Regular Meeting Minutes
- B. Approve April 2nd, 2024 Work Session Minutes
- C. Approve April 9th, 2024 Work Session Minutes
- D. Approve April 16th, 2024 Special Session Minutes
- E. Approve June 20th, 2024 Regular Meeting Minutes
- F. Approve July 2nd, 2024 Special Session Minutes
- G. Approve July 9th, 2024 Work Session Minutes
- H. Approve June 2024 Warrants **\$178,432.13** (\$107,760.80 and \$70,671.33) and EFT Payments **\$132,540.87**

7. ACTION ITEMS

- A. **APPROVE - RESOLUTION NO. 2024-07-31-01 APPROVE RENEWAL OF ENDURIS 2024-2025 INSURANCE POLICY**



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8. DISCUSSION ITEMS

- A. KRCC representation follow up
- B. Event Damage Deposit – Rotary Tables and chairs

9. FINANCIAL REPORT

10. COMMISSIONER REPORTS

11. STAFF REPORTS

12. NEXT REGULAR MEETING: Wednesday August 28th , 2024, at 6:30 p.m. Hybrid Village Green Community Center 26159 Dulay Rd NE Kingston, WA 98346

13. ADJOURN

Laura Gronnvoll, Commissioner

Attest: _____
Greg Englin, Executive Director

Steve Heacock, Commissioner

Mary McClure, Commissioner



Serving what matters today, with a view for tomorrow.

PORT OF KINGSTON
 Regular Session
 March 27th, 2024; 2:00pm
 Meeting Minutes

NAME		EMAIL	GUESTS
Greg Englin	<input checked="" type="checkbox"/>	grege@portofkingston.org	Ron Karzmar
Steve Heacock	<input checked="" type="checkbox"/>	steveh@portofkingston.org	Tony Hitchman
Laura Gronnvoll	<input checked="" type="checkbox"/>	laurag@portofkingston.org	Nancy Langwith
Mary McClure	<input checked="" type="checkbox"/>	marymc@portofkingston.org	Sean Cox
Audra Trainer	<input checked="" type="checkbox"/>	audrat@portofkingston.org	Sharon (Ray Carpenter's sister)
Kris Williams	<input checked="" type="checkbox"/>	krisw@portofkingston.org	Betsy Cooper
Torey Grandt	<input checked="" type="checkbox"/>	toreyg@portofkingston.org	Beth Berglund
Marc Horton	<input type="checkbox"/>	mhorton@washingtonprojectconsultants.com	Patricia Rose
			Greg (virtual)

<p>1. Call to Order - Commissioner Gronnvoll called the meeting to order at 2:01pm</p>
<p>2. PLEDGE OF ALLEGIANCE</p>
<p>3. APPROVAL OF AGENDA</p> <p>Motion to approve agenda with the addition of KEDA dues to number 6 Action Items Moved: Commissioner Heacock Second: Commissioner McClure</p> <p>Vote: Pass 3-0</p>
<p>4. PUBLIC COMMENT</p> <p>Sharon (Carpenter) – Ray Carpenter’s sister shared how much Ray enjoyed his job, the community, the boaters he interacted with, the tribal members, and coworkers. She thanked those who were there for Ray and his family.</p> <p>Nancy Langwith – On behalf of the Stakeholders, thank you for agreeing to meet with KCAC to discuss the Comp Plan to try to come to an agreement on the recommendations to the county for the Comp Plan. Nancy hopes the options for honoring Ray Carpenter at the Port is still on the table.</p> <p>Ron Karzmar – Ron shared he was a good friend to Ray Carpenter and he is missed. Regarding the Comp Plan, he would like the Commissioners to take an aggressive role with the Stakeholders, KCAC and the public. It’s time that we do it right. He doesn’t believe that the community members are all represented.</p>



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He urged the Port to take an aggressive role and get public opinion. It's time to come together with something that makes sense for all of the community.

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 December 12th, 2023 Work Session Meeting Minutes
- B. Approve January 24th, 2024 Regular Meeting Minutes
- C. Approve February 27th, 2024 Work Session Minutes
- D. Approve February 28th, 2024 Regular Meeting Minutes
- E. Approve March 19th, 2024 Work Session Minutes
- F. Approve February 2024 Warrants **\$71,070.66** (\$24,302.94, \$46,767.72) and EFT Payments **\$178,640.26**

Motion to Accept the Consent agenda
Moved to approve: Commissioner Heacock
Second: Commissioner McClure

Vote: Pass 3-0

6. ACTION ITEMS

- A. KEDA Dues Increase
 - Joe Morrison attended the March 19th Work Session to discuss the request to increase the amount the Port pays KEDA in annual dues
 - Commissioner McClure stated she believes the Port should pay the increase to continue the relationship with KEDA. They are valuable to the county and could be more valuable to the Port if we work together in a more connected manner and look for more opportunities.
 - Commissioner Gronnvoll shared who KEDA is and how they contribute to the Economic Development of Kitsap County. She also mentioned the she, Commissioner McClure, and Executive Director Englin attended the annual KEDA conference earlier. Commissioner Gronnvoll shared the information she has from the conference is available to those in the audience.
 - Commissioner McClure stated they also presented economic analysis (employment, cost of living) which will likely be saved on the KEDA website.

Motion made to approve the increased KEDA dues from \$2,500 to \$5,000
Moved to approve: Commissioner McClure
Second: Commissioner Heacock



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Vote: Pass 3-0

7. DISCUSSION

A. Kitsap County Comprehensive Plan

- Commissioner Heacock stated there are two components in relation to the Comp Plan, there is the Kingston Sub Area plan as well as the general Comp Plan that includes the Environmental Impact Statement (EIS) that is the procedure for approving a Comp Plan. The Sub area plan is a component of the EIS work. Commissioner Heacock believes the discussion is slightly premature because the Commissioners are continuing to work with the Stakeholders group and KCAC.
- Commissioner McClure agrees with Commissioner Heacock that reaching a conclusion is a little premature. The two key issues being discussed are the building height and a commercial/retail space on the first floor in the downtown corridor. More discussion is needed.
- Schedule a 9:30am Work Session on April 2 for more discussion after Commissioner Heacock has a chance to meet with members of KCAC
- Executive Director Englin further explained the differences between the Port's recommendations and KCAC's recommendations. Part of the goal of the county was densification of housing and incent development and the cost. Building "up" does improve the financials. We are not that far apart in what each group is saying. Incorporated areas, such as Poulsbo, have a storefront zone where they require retail. How can we preserve that in Kingston if we don't include it in the code?
- Commissioner McClure stated there is difference between GMA goals and GMA targets. They are really targets and more of a projection of what is going to happen based on population growth. The State didn't say we had to do it, rather we have to plan for it.

B. Letter from Commissioners

- Commissioner Heacock read a letter from the Commissioners regarding the retaliation claim against Executive Director Englin. (Letter included in minutes)

8. FINANCIAL REPORT

- Finance Director Audra Trainer shared the February Financial results
- Gross Profit - \$400,000
- Total Operating Expenses prior to Depreciation - \$436,603
- Net Operating Loss - \$36K
- Total Net Operating Loss - \$90,778
- Cash & Equivalent - \$2.73M
- LGTO Bond - \$637,000
- All in Cash - \$2.1M



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Commissioner McClure asked that when we share the Financial results, we state the page the information can be found on in order to follow along.

9. COMMISSION REPORT

Commissioner McClure

- NKU discussion is continuing. They are planning to attend the County Commissioner hearing on April 8th. Commissioner McClure is planning to make a statement regarding the role this project will play in Economic Development and the fact that it is a regional facility. Is a vote for the Sport Complex a vote for rezoning? You will not have one without the other.
- KRCC – The Executive Board meeting was postponed. The current focus is regional project submittals (2 projects – Bremerton/So Kitsap) The next meeting and Transportation policy meeting will be focused on hearing presentations about the projects within the county funded by the countywide dollars. Commissioner McClure will bring the list to the next Port meeting.
 - Commissioner Gronnvoll stated the Alternates for the meetings should be reviewed
 - Commissioner Gronnvoll said she is willing to be the Alternate for KRCC
 - ED Englin stated he will send an email with the contact to update the Alternates

Commissioner Heacock

- KCAC – ongoing discussion relating to the Kitsap County Comp Plan. Commissioner Heacock is meeting with a couple KCAC members on Friday March 29th. KCAC is also meeting today March 27th at 4:00pm.

10. STAFF REPORT

Maintenance Manager, Torey Grandt

- Working on landscaping, preparing for dock adjustments
- New hire, Mitch Fratini is doing well
- Prepping for Summer events
- Permits are submitted for the tent space
- Spoke with the Fire Marshall regarding food trucks for events
- 4th of July discussions are happening
- Christmas repairs are happening

Admin Services Manager, Kris Williams

- Update on Software conversion

Finance Director, Audra Trainer

- Additional information on the Software conversion of both Marina and Accounting software
- Will offer more payment options
- Will allow for staff to step away from the desk and interact with customers

Executive Director Englin

- New Full time hire to assist with landscaping as well as operation backup
- We have listed the Director of Operations and Real Estate

11. ADJOURN

Commission adjourned the meeting at 2:54pm



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NEXT REGULAR SESSION: Wed, April 24th, 2024, at 6:30PM Village Green Community Center

Laura Gronnvoll, Commissioner

Greg Englin, Executive Director

Steve Heacock, Commissioner

Mary McClure, Commissioner



PORT OF KINGSTON

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

Port of Kingston Board of Commissioners

Work Session

April 2nd, 2024, 9:30 – 11:30AM

NAME		GUEST	
Greg Englin	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Steve Heacock	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Laura Gronnvoll	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Mary McClure	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Audra Trainer	<input type="checkbox"/>		<input type="checkbox"/>
Kris Williams	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Torey Grandt	<input type="checkbox"/>		<input type="checkbox"/>

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

Welcome to the April 2nd, 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 – 9:30am

2. DISCUSSION ITEMS

- A. Kitsap County Comp Plan
 - Recommendations regarding the store front and height limits were discussed
- B. Meeting Protocol
 - Multiple options for public comment and gathering community input were discussed
- C. Strategic Planning
 - Discussed opportunities included the Comprehensive Scheme of Harbor Improvements



PORT OF KINGSTON

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

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

ADJOURN – 11:29pm

Laura Gronnvoll, Commissioner

Greg Englin, Executive Director

Steve Heacock, Commissioner

Mary McClure, Commissioner



PORT OF KINGSTON

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

Port of Kingston Board of Commissioners

Work Session

April 9th, 2024, 9:30 – 10:30AM

NAME		GUEST	
Greg Englin	<input checked="" type="checkbox"/>	Ron Karzmar	<input checked="" type="checkbox"/>
Steve Heacock	<input checked="" type="checkbox"/>	Marc Horton	<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 type="checkbox"/>		<input type="checkbox"/>
Kris Williams	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Torey Grandt	<input type="checkbox"/>		<input type="checkbox"/>

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

Welcome to the April 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.

This is a preliminary agenda and is subject to change.

Agenda Topics

- 1. CALL TO ORDER – 9:30am**

- 2. DISCUSSION ITEMS**
 - A. Governance items for the agenda
 - B. More effective communication
 - C. Strategic Planning
 - Schedule for June/July
 - D. Parking Study
 - E. Property analysis – site plans for Port assets



PORT OF KINGSTON

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

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

ADJOURN – 10:18pm

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

April 16th, 2024, 9:00 – 10:00AM

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

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

Welcome to the April 16, 2024 Special Meeting of the Port of Kingston Commission. No public comment will be taken.

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 – 9:08am**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF AGENDA**

Motion to approve – Commissioner Heacock
Second – Commissioner Gronnvoll

Vote – 2 passed

- 4. PUBLIC COMMENT:** No public comment will be taken at this time.
- 5. ACTION ITEMS**



PORT OF KINGSTON

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

A. APPROVE - RESOLUTION NO. 2024-04-16-01 DIRECTING THE EXECUTIVE DIRECTOR TO AMEND CONTRACT FOR ARCHITECTURAL SERVICES FOR THE RESTROOM

Motion to approve Resolution
Moved: Commissioner McClure
Second: Commissioner Heacock

Vote: 3 Passed

6. DISCUSSION ITEMS
N/A

7. NEXT REGULAR MEETING: Wednesday, April 24th, at 6:30 p.m.

8. ADJOURN 9:16am

Laura Gronnvoll, Commissioner

Greg Englin, Executive Director

Steve Heacock, Commissioner

Mary McClure, Commissioner



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PORT OF KINGSTON
 Regular Session
 June 20, 2024; 6:30pm
 Meeting Minutes

NAME		EMAIL	GUESTS
Greg Englin	<input checked="" type="checkbox"/>	grege@portofkingston.org	Mark Libby
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 type="checkbox"/>	toreyg@portofkingston.org	
Marc Horton	<input type="checkbox"/>	mhorton@washingtonprojectconsultants.com	

<p>1. Call to Order - Commissioner Gronnvoll called the meeting to order at 6:30pm</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>Vote: Pass 2-0</p>
<p>4. PUBLIC COMMENT</p> <p>Mark Libby –</p> <ul style="list-style-type: none"> A. CBC – Citizens Beautification Committee would like help adjusting the height of the hanging basket on the corner of Washington and SR104. They are not able to reach for watering. B. SR104 Realignment – naming of Main Street, C. SR 104 Realignment – During the SR104 Realignment is the perfect time to post better signage and create a more identifiable entrance to North Beach. D. Rotary Mobile bar discussion – schedule time to discuss with Port staff
<p>5. CONSENT AGENDA</p> <p>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.</p>



Serving what matters today, with a view for tomorrow.

- A. Approve May 22, 2024 Regular Meeting Minutes
- B. Approve May 2024 Warrants **\$87,842.95** (\$33,755.76, \$54,087.19) and EFT Payments **\$163,663.30**

Motion to approve consent agenda

Moved: Commissioner Heacock

Second: Commissioner Gronnvoll

Vote: Pass 2-0

6. ACTION ITEMS

A. APPROVE - **RESOLUTION NO. 2024-06-20-01** TO PURCHASE REPLACEMENT FLOATS

Executive Director Englin - In 2022, the Port was awarded an RCO Grant for purchase of floats for the marina. Included in this project (but not under the grant) was replacement of the sail floats. Because of the mitigation costs projected for this project, and other issues, the project to add another 200 Lineal ft. of floats was abandoned in 2024.

The sail "float" is a combination of 15 float components linked together - each 6 x 20 feet.

The sail float was and is considered "repair and replacement" and under state and local rules and is allowed under Shorelines rules, exempt under SEPA rules, and covered under the Port's HPA (Hydraulic Project Approval managed by Washington Dept of Fish and Wildlife).

In pursuit of purchasing floats, Port staff learned that the Port of Friday Harbor was manufacturing floats and could provide them at considerably less cost than those of the private sector. This led to an Inter-Local Agreement (ILA) between the two ports to allow the purchase without a design or bid process.

Despite the abandonment of the larger float project, there is still a need to replace the sail float. Commission approval is necessary because the project is beyond the cost in the current Capital Budget. The sail float cost is estimated at \$165,000 all in.

Motion to approve

Moved: Commissioner Heacock

Second: Commissioner Gronnvoll

Vote: Pass 2-0

B. APPROVE – **RESOLUTION NO. 2024-06-20-02** TO PURCHASE REPLACEMENT DOCK SECTIONS

Executive Director Englin - In the 1990's, the Hill House property had a dock (floats) extending about 164 feet into Appletree Cove. The plan is to replace this deteriorated structure with new floats. The restoration of 164 ft. will cost approximately \$90,000. Replacement of these floats is considered "repair and replacement" as with the sail floats. Commission approval is necessary because the project is beyond the costs identified in the Capital Budget. ED Englin recognizes both Marc Horton, Port Engineer, and Torey Grandt, Maintenance Manager, for all of the work that have conducted in relation to this project. Also a thank you to the Friday Harbor staff.



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Motion to approve

Moved: Commissioner Heacock

Second: Commissioner Gronnvoll

Vote: Pass 2-0

C. APPROVE - **RESOLUTION NO. 2024-06-20-03** TO APPROVE CONTRACT FOR DESIGN AND ENGINEERING OF FIRE SUPPRESSION SYSTEM

Executive Director Englin - In 2022, the Kitsap Fire Marshall issued a Notice of Violation to the Port. In the report, the Fire Marshal cited the uniform fire code - Section 905.3.7 where Marina's must meet the conditions of Chapter 36

The Port staff have attempted to convey to the Fire Marshal that it was understood that by providing free moorage for the North Kitsap Fire District fire boat, it was understood (at the time) that this was adequate fire protection for the marina. The Fire Marshal has insisted that regardless, the requirement stands. In response, the Port has received two quotes for design of such a system. At this time, a proposal from FSI Engineers represents the most qualified firm for the work. Estimated cost for the design is \$60,000. Construction costs range from \$300,000 to \$600,000 depending on the projects used for comparison. A refined estimate will come from this design effort. There is a plan to submit a grant application to RCO (BIG program) for a portion of the construction fund allocated to the guest dock. The remainder of the project will likely be phased in some manner - depending on availability of funds. Staff is requesting approval for funding of the design of the fire suppression system.

Motion to approve

Moved: Commissioner Heacock

Second: Commissioner Gronnvoll

Vote: Pass 2-0

D. APPROVE - **RESOLUTION NO. 2024-06-20-04** TO APPROVE FUNDING FOR THE FOURTH OF JULY CELEBRATION TO PROMOTE TOURISM

Commissioner Heacock – The Port has monetarily contributed to the 4th of July activities in the past as well as staff time spent. There is a significant short fall of funds this year. This event is important for promoting tourism and generating revenue for the town. The request is for \$10,000.00.

ED Englin – Wants to thank Torey Grandt for working on this event.

Motion to approve

Moved: Commissioner Heacock

Second: Commissioner Gronnvoll

Vote: Pass 2-0

7. DISCUSSION

Commissioner Heacock asked for an update on software conversion.



Serving what matters today, with a view for tomorrow.

Finance Director Audra Trainer shared some of the challenges we continue to work through with the conversion of the 2 software systems since going live in May. Washington state has leasehold taxes which has created challenges within the Marina software, the vendor is working on this. We are a “Beta” for MarinaGo since we are one of the first to convert to Sage. We continue to meet with the support team at MarinaGo. We continue to update processes and procedures. The focus has been on customer facing concerns first. Several customers have opted to switch to ACH for their monthly payments. The processing time is longer than credit card transactions, but it has been positive. We have a small number of customers who have not updated their payment information.

8. FINANCIAL REPORT

- N/A
- Shared the software conversion updates

9. COMMISSION REPORT

Commissioner Gronnvoll attended KCAC

- Discover Kingston is in early October
- No July KCAC meeting
- August is when KCAC hosts a meal
- Interact Club will be painting a mural at the High School
- Sea Side property has been sold, there should be progress now after the sale is complete
- Salmon derby is September 21st
- Rotary awarded \$20k in trade and academic scholarships
- Rotary’s meeting schedule is changing – 1st and 3rd Wednesdays will be noon meetings, 2nd and 4th will be evening meetings, the 5th will be a wild card with a potluck or dinner at a restaurant.
- August 8th is Pie in the Park
- Sign up for Kitsap Alert
- Emergency kits at the place of business, not just in your home or car
- Get to know your neighbors, we can be resources for each other.
- Community Connect

10. STAFF REPORT

Finance Director Audra Trainer – mentioned she was happy to have TJ Quandt on board. Thanked all the staff! Torey Grandt really stepped up and kept things going in the last several months.

ED Englin shared that the Port has been short-handed for the last 8 months and the staff stepped up and filled the void.

11. ADJOURN

Commission adjourned the meeting at 7:10pm

NEXT REGULAR SESSION: Wed, July 31st, 2024, at 1:00PM Village Green Community Center



Serving what matters today, with a view for tomorrow.

Laura Gronnvoll, Commissioner

Greg Englin, Executive Director

Steve Heacock, Commissioner

Mary McClure, Commissioner



PORT OF KINGSTON

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

**Port of Kingston Board of Commissioners
Special Session**

July 2nd, 2024, 9:00 – 10:00AM

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

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

Welcome to the July 2, 2024 Special Meeting of the Port of Kingston Commission. No public comment will be taken.

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 – 9:06am

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

Motion to approve – Commissioner Heacock
Second – Commissioner McClure

Vote – 3 passed

4. PUBLIC COMMENT: No public comment will be taken at this time.



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5. ACTION ITEMS

A. APPROVE - RESOLUTION NO. 2024-07-02-01 TO APPROVE LIMITED ACCESS AND GUEST MONTHLY RATES

Director of Operations and Real Estate, TJ Quandt, shared a presentation for the moorage recommendations for limited use and guest monthly rates.

- Purpose
 - Underutilized moorage space
 - Demand – Sportfishing & crabbing
 - Seasonal Activity – Small craft
- Limited Access
 - Permanent Moorage Space – Unutilized tidal condition space
 - Location – Between guest dock and breakwater
 - No power or rafting
 - First come first serve
 - Maximum 20' length and 8' beam
 - Rate proposed - \$9.07/ft. (90% of lowest current rate)
- Guest Monthly
 - Short-term Monthly Option – 31 days to Maximum of 5 months
 - Location – "A" Linear Dock
 - Rate Proposed – Permanent + 15%
 - Rules & Regs - Add a new definition
 - Limited Size – 28' x 10.5'

Motion to approve Resolution

Moved: Commissioner McClure

Second: Commissioner Heacock

Vote: 3 Passed

B. APPROVE – RESOLUTION NO. 2024-07-02-02 APPROVE 2024-2024 OESD CONTRACT

Executive Director Englin discussed continuing the service we currently have with OESD for annual IT support. There is an increase of approximately \$3000.00, but the service we receive is worth the expense.



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Motion to approve Resolution
Moved: Commissioner Heacock
Second: Commissioner McClure

Vote: 3 Passed

6. DISCUSSION ITEMS

- A. Kitsap Public Facilities District (KPF) discussion
Executive Director Englin – The Port initially thought KPF would be agreeable in assisting in funding the commercial development on Port property. However, ED Englin attended a meeting in April at the suggestion of the Executive Director of KPF. At that meeting, ED Englin learned they have committed their funds through 2041 to the Poulsbo Recreation Center. ED Englin suggested sending a modified letter to the each of the board members asking that they create strong financial policies to ensure the funds are used appropriately throughout the county.
- B. Commercial Development update – ED Englin discussed the development with Columbia Hospitality. Hotel developments are not a viable option due to the rising cost of construction. COVID has had a drastic impact on hotels and restaurants creating a very difficult environment. There are no large employers in the Kingston area. The Air B & B industry has also changed the demand for hotels. We will regroup and look at other options for development.
- C. Strategic Planning Session scheduled Friday, August 2nd
- D. Fourth of July instructions – ED Englin will send to the Commissioners

7. NEXT REGULAR MEETING: Wednesday, July 31st, at 1:00 p.m.

8. ADJOURN – 10:24am



PORT OF KINGSTON

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

Port of Kingston Board of Commissioners

Work Session

June 9th, 2024, 9:00 – 10:30AM

NAME		GUEST	
Greg Englin	<input type="checkbox"/>	Becky Erickson – Mayor, Poulsbo	<input checked="" type="checkbox"/>
Steve Heacock	<input checked="" type="checkbox"/>	Zak Ott, KRCC	<input checked="" type="checkbox"/>
Laura Gronnvoll	<input checked="" type="checkbox"/>	Sophie Glass – KRCC	<input checked="" type="checkbox"/>
Mary McClure	<input checked="" type="checkbox"/>	Emilie Pilchowski – KRCC	<input checked="" type="checkbox"/>
Audra Trainer	<input type="checkbox"/>		<input type="checkbox"/>
Kris Williams	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Torey Grandt	<input type="checkbox"/>		<input type="checkbox"/>

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

Welcome to the July 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.

This is a preliminary agenda and is subject to change.

Agenda Topics

- 1. CALL TO ORDER – 9:05am**

- 2 Kitsap Regional Coordinating Council (KRCC) presentation**
 KRCC staff shared the following -
 - History
 - Purpose
 - Boundaries
 - Members
 - Staff
 - Chair and Vice Chair
 - Structure
 - Executive Board (to include Commissioner McClure)



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

- Focus Areas
 - Land Use Program
 - Countywide Planning policies
 - Transportation Program
 - Competitions for funding
 - Regional Collaboration
 - Puget Sound Regional Council (PSRC) Structure
 - Kitsap Transportation funding from PSRC
 - Collaboration between KRCC and PSRC
3. Include KRCC representative discussion to the next Commission meeting
 4. Include Rotary Tables/Chairs and Damage deposit discussion to the next Commission meeting

NEXT REGULAR MEETING: Wednesday July 31st, 2024 at 1:00p.m.

ADJOURN – 10:00am

Laura Gronnvoll, Commissioner

Greg Englin, Executive Director

Steve Heacock, Commissioner

Mary McClure, Commissioner

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 2024-07-31-01

A Resolution of the Commission of the Port of Kingston

A RESOLUTION TO ADOPT 2024 ENDURIS WASHINGTON INSURANCE RENEWAL FOR 2024-2025

WHEREAS, Enduris Washington is currently providing insurance benefits to the Port of Kingston which is scheduled to expire on August 31, 2024.

WHEREAS, the cost of coverage to the Port is one hundred fifty-three thousand and one hundred and seventy-six dollars (\$53,176.00) for the policy year 2025, which is an increase from the previous year of \$9,128.00.

WHEREAS, the renewal is effective September 1, 2024, through August 31, 2025.

THEREFORE BE IT RESOLVED, by the Commissioners for the Port of Kingston approves the above referenced insurance policy and authorizes the Executive Director to execute the renewal documents.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a regular meeting held this 31st day of July 2024.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Laura Gronnvoll, Commissioner

Attest: _____
Greg Englin, Executive Director

Steve Heacock, Commissioner

Mary McClure, Commissioner

Port of Kingston
Balance Sheet
For The Period Ending May 31, 2024 - Preliminary

	May 31, 2024	May 31, 2023	Change
	Actual	Actual	
ASSETS			
Current Assets			
Cash and cash equivalents	2,853,771	2,559,434	294,336
Accounts receivable	50,334	167,309	(116,974)
Grants receivable	0	11,595	(11,594)
Current portion of lease receivable	166,367	161,053	5,312
Taxes receivable	6,559	6,013	547
Inventory	32,661	50,112	(17,451)
Prepaid expenses	78,701	70,135	8,565
Total Current Assets	3,188,393	3,025,651	162,741
Noncurrent Assets			
Lease receivable	1,958,667	2,125,034	(166,366)
Net pension asset	241,945	272,706	(30,762)
Total Noncurrent Assets	2,200,612	2,397,740	(197,128)
Capital Assets			
Buildings and Structures			
Gen and Admin	541,656	541,656	0
Marina Boat Launch	39,817	39,817	0
Real Estate	525,083	525,083	0
Parks	162,174	162,174	0
Terminal Facility	1,570,686	1,570,687	0
Total Buildings and Structures	2,839,416	2,839,417	0
Construction in Progress	372,295	165,942	206,353
Land			
Gen and Admin	373,874	373,875	0
Real Estate	563,914	563,914	0
Parks	432,276	432,275	0
Parking	500,992	500,992	0
Total Land	1,871,056	1,871,056	0
Machinery and Equipment			
Gen and Admin	135,304	122,621	12,683
Marina Perm Moorage	87,831	87,831	0
Guest Moorage	29,859	29,858	0
Marina Fuel	45,583	45,584	0
Marina Boat Launch	15,320	15,320	0
Real Estate	9,123	9,123	0
Parks	41,849	41,849	0
Parking	31,443	31,442	0
Total Machinery and Equipment	396,312	383,628	12,683

Port of Kingston
Balance Sheet
For The Period Ending May 31, 2024 - Preliminary

	May 31, 2024	May 31, 2023	Change
	Actual	Actual	
Marina			
Marina Perm Moorage	6,018,820	5,967,769	51,051
Marina Guest Moorage	692,847	692,974	(126)
Marina Fuel	412,409	412,409	0
Marina Boat Launch	95,719	95,719	0
Marina Fishing Pier	46,280	46,281	0
Total Marina	<u>7,266,075</u>	<u>7,215,152</u>	<u>50,925</u>
Other Improvements			
Gen and Admin	32,237	32,236	0
Parks	1,251,807	1,251,807	0
Parking	2,823	2,823	0
Total Other Improvements	<u>1,286,867</u>	<u>1,286,866</u>	<u>0</u>
Total Capital Assets	<u>14,032,021</u>	<u>13,762,061</u>	<u>269,961</u>
Less: Accumulated Depreciation	<u>(7,106,823)</u>	<u>(6,619,931)</u>	<u>(486,892)</u>
Total Net Capital Assets	<u>6,925,199</u>	<u>7,142,130</u>	<u>(216,931)</u>
Total Assets Before Deferred Outflows	<u>12,314,203</u>	<u>12,565,521</u>	<u>(251,318)</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows - asset retirement obligation	89,726	100,705	(10,980)
Deferred outflows - pensions	249,927	284,098	(34,170)
Total Deferred Outflows	<u>339,653</u>	<u>384,803</u>	<u>(45,150)</u>
Total Assets	<u>12,653,857</u>	<u>12,950,324</u>	<u>(296,467)</u>
LIABILITIES			
Current Liabilities			
Accounts payable	104,252	114,828	(10,576)
Accrued taxes	36,813	36,937	(123)
Payroll liabilities	64,631	56,993	7,637
Unearned revenue	114	0	114
Tenant deposits	74,247	69,199	5,048
Current portion of compensated absences	10,029	3,501	6,528
Current portion of long-term unearned revenue	24,512	23,830	682
Current portion of long-term debt	63,000	62,000	1,000
Total Current Liabilities	<u>377,598</u>	<u>367,288</u>	<u>10,310</u>

Port of Kingston
Balance Sheet
For The Period Ending May 31, 2024 - Preliminary

	May 31, 2024	May 31, 2023	Change
	Actual	Actual	
Noncurrent Liabilities			
Compensated absences	44,584	35,014	9,569
Long-term unearned revenue	1,148,929	1,173,725	(24,796)
Environmental remediation liability	120,000	117,000	3,000
Asset retirement obligation	195,823	179,655	16,169
Pension liability	99,847	157,387	(57,540)
General obligation bonds	574,000	637,000	(63,000)
Total Noncurrent Liabilities	<u>2,183,183</u>	<u>2,299,781</u>	<u>(116,598)</u>
Total Liabilities Before Deferred Inflows	2,560,781	2,667,069	(106,288)
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows - pensions	147,093	298,694	(151,601)
Deferred inflows - lease	2,125,033	2,286,087	(161,054)
Total Deferred Inflows	<u>2,272,126</u>	<u>2,584,781</u>	<u>(312,655)</u>
Total Liabilities	<u>4,832,907</u>	<u>5,251,850</u>	<u>(418,943)</u>
EQUITY			
Restricted for net pension asset	342,446	268,215	74,231
Committed	1,761,495	1,551,694	209,802
Unrestricted	5,717,009	5,878,565	(161,558)
Total Equity	<u>7,820,950</u>	<u>7,698,474</u>	<u>122,475</u>
Total Liabilities and Equity	<u>12,653,857</u>	<u>12,950,324</u>	<u>(296,468)</u>

Port of Kingston
Income Statement Year-To-Date
For The Period Ending May 31, 2024 - Preliminary

	May 31, 2024		Diff	May 31, 2023	
	Actual	Budget		Actual	Change
OPERATING REVENUE					
Fuel Sales	124,802	183,910	(59,108)	150,533	(25,731)
Moorage - Guest	63,800	62,785	1,014	58,737	5,063
Moorage - Permanent	527,424	546,507	(19,082)	524,203	3,221
Moorage - Seasonal	44,826	58,176	(13,349)	45,599	(773)
Other Operating Income	4,372	4,625	(254)	4,581	(210)
Other Operating Service	19,730	19,688	42	18,988	744
Parking	234,188	241,657	(7,469)	183,006	51,182
Rental Property	100,639	100,638	2	90,611	10,028
Retail Sales	195	1,604	(1,409)	2,289	(2,095)
Utilities Income	33,964	32,461	1,502	35,200	(1,236)
TOTAL OPERATING REVENUE	1,153,940	1,252,051	(98,111)	1,113,747	40,193
COST OF GOODS SOLD	108,273	155,539	(47,266)	121,174	(12,901)
GROSS PROFIT	1,045,667	1,096,512	(50,845)	992,573	53,094
OPERATING EXPENSE					
Bank Charges	844	500	344	353	491
Commissioner Expense	34,697	42,332	(7,635)	29,764	4,933
Compensation and Benefits	655,223	674,263	(19,041)	649,729	5,494
Computer and Telecom	27,871	33,170	(5,299)	17,668	10,202
Equipment and Maintenance	41,212	94,493	(53,281)	49,979	(8,766)
Insurance and Taxes	62,259	64,016	(1,756)	57,779	4,480
Other Operating Expense	32,043	3,899	28,143	2,611	29,432
Professional Services	112,225	104,993	7,233	89,178	23,048
Promotional and Dues	30,106	33,567	(3,461)	32,363	(2,258)
Supplies	13,483	31,098	(17,615)	19,870	(6,386)
Travel and Training	5,072	15,652	(10,580)	4,039	1,032
Utilities	66,227	69,716	(3,489)	67,225	(998)
TOTAL OPERATING EXP BEFORE DEPR	1,081,263	1,167,699	(86,437)	1,020,558	60,704
NET OPERATING INCOME BEFORE DEPR	(35,596)	(71,188)	35,592	(27,985)	(7,611)
Depreciation and Amortization	212,966	210,908	2,058	218,254	(5,288)
NET OPERATING INCOME	(248,562)	(282,096)	33,534	(246,239)	(2,323)

Port of Kingston
Income Statement Year-To-Date
For The Period Ending May 31, 2024 - Preliminary

	May 31, 2024		Diff	May 31, 2023	
	Actual	Budget		Actual	Change
OTHER INCOME					
Investment Income	35,656	14,812	20,844	16,884	18,772
Interest Income Lease	29,328	29,328	0	31,491	(2,163)
Property Tax Receipts	124,935	132,214	(7,279)	124,977	(42)
Leasehold Excise Tax	1,286	0	1,285	1,260	25
TOTAL OTHER INCOME	191,205	176,354	14,850	174,612	16,592
OTHER EXPENSE					
Interest Exp GO Bond	8,805	8,805	0	9,521	(716)
TOTAL OTHER EXPENSE	8,805	8,805	0	9,521	(716)
NET OTHER INCOME/EXPENSE	182,400	167,549	14,851	165,092	17,308
NET INCOME BEFORE CAPITAL GRANTS	(66,162)	(114,547)	48,385	(81,147)	14,985
Capital Grants	0	0	0	0	0
NET INCOME	(66,162)	(114,547)	48,385	(81,147)	14,985

Port of Kingston
Balance Sheet
For The Period Ending June 30, 2024 - Preliminary

	June 30, 2024	June 30, 2023	Change
	Actual	Actual	
ASSETS			
Current Assets			
Cash and cash equivalents	2,843,742	2,537,167	306,575
Accounts receivable	58,304	172,562	(114,258)
Grants receivable	0	11,595	(11,595)
Current portion of lease receivable	166,818	161,490	5,328
Taxes receivable	6,559	6,013	546
Inventory	38,490	58,838	(20,348)
Prepaid expenses	71,289	53,684	17,606
Total Current Assets	3,185,202	3,001,349	183,854
Noncurrent Assets			
Lease receivable	1,944,558	2,111,374	(166,817)
Net pension asset	241,945	272,707	(30,762)
Total Noncurrent Assets	2,186,503	2,384,081	(197,579)
Capital Assets			
Buildings and Structures			
Gen and Admin	541,656	541,656	0
Marina Boat Launch	39,817	39,817	0
Real Estate	525,083	525,083	0
Parks	162,174	162,174	0
Terminal Facility	1,570,687	1,570,686	0
Total Buildings and Structures	2,839,417	2,839,416	0
Construction in Progress	410,057	177,063	232,995
Land			
Gen and Admin	373,874	373,874	0
Real Estate	563,915	563,914	0
Parks	432,275	432,276	0
Parking	500,992	500,992	0
Total Land	1,871,056	1,871,056	0
Machinery and Equipment			
Gen and Admin	135,304	122,620	12,684
Marina Perm Moorage	87,831	87,832	0
Guest Moorage	29,859	29,858	0
Marina Fuel	45,583	45,584	0
Marina Boat Launch	15,321	15,320	0
Real Estate	9,122	9,122	0
Parks	41,849	41,849	0
Parking	31,443	31,443	0
Total Machinery and Equipment	396,312	383,628	12,684

Port of Kingston
Balance Sheet
For The Period Ending June 30, 2024 - Preliminary

	June 30, 2024	June 30, 2023	Change
	Actual	Actual	
Marina			
Marina Perm Moorage	6,018,820	5,967,769	51,051
Marina Guest Moorage	692,847	692,974	(127)
Marina Fuel	412,409	412,409	0
Marina Boat Launch	95,719	95,718	0
Marina Fishing Pier	46,281	46,281	0
Total Marina	<u>7,266,076</u>	<u>7,215,151</u>	<u>50,924</u>
Other Improvements			
Gen and Admin	32,236	32,237	0
Parks	1,251,807	1,251,807	0
Parking	2,823	2,823	0
Total Other Improvements	<u>1,286,866</u>	<u>1,286,867</u>	<u>0</u>
Total Capital Assets	<u>14,069,784</u>	<u>13,773,181</u>	<u>296,603</u>
Less: Accumulated Depreciation	<u>(7,146,302)</u>	<u>(6,660,832)</u>	<u>(485,470)</u>
Total Net Capital Assets	<u>6,923,482</u>	<u>7,112,349</u>	<u>(188,867)</u>
Total Assets Before Deferred Outflows	<u>12,295,187</u>	<u>12,497,779</u>	<u>(202,592)</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows - asset retirement obligation	87,233	98,607	(11,374)
Deferred outflows - pensions	249,928	284,098	(34,171)
Total Deferred Outflows	<u>337,161</u>	<u>382,705</u>	<u>(45,545)</u>
Total Assets	<u>12,632,348</u>	<u>12,880,484</u>	<u>(248,136)</u>
LIABILITIES			
Current Liabilities			
Accounts payable	119,947	83,958	35,989
Accrued taxes	52,314	52,146	168
Payroll liabilities	65,641	58,328	7,312
Unearned revenue	6,616	0	6,617
Tenant deposits	73,747	68,691	5,056
Current portion of compensated absences	10,029	3,502	6,527
Current portion of long-term unearned revenue	24,513	23,830	683
Current portion of long-term debt	63,000	62,500	500
Total Current Liabilities	<u>415,807</u>	<u>352,955</u>	<u>62,852</u>

Port of Kingston
Balance Sheet
For The Period Ending June 30, 2024 - Preliminary

	June 30, 2024 Actual	June 30, 2023 Actual	Change
Noncurrent Liabilities			
Compensated absences	44,583	35,013	9,569
Long-term unearned revenue	1,146,891	1,171,745	(24,853)
Environmental remediation liability	120,000	117,000	3,000
Asset retirement obligation	195,824	179,655	16,169
Pension liability	100,154	157,414	(57,259)
General obligation bonds	542,500	605,500	(63,000)
Total Noncurrent Liabilities	<u>2,149,952</u>	<u>2,266,327</u>	<u>(116,374)</u>
Total Liabilities Before Deferred Inflows	2,565,759	2,619,282	(53,522)
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows - pensions	147,093	298,694	(151,601)
Deferred inflows - lease	2,111,375	2,272,864	(161,490)
Total Deferred Inflows	<u>2,258,468</u>	<u>2,571,558</u>	<u>(313,091)</u>
Total Liabilities	<u>4,824,227</u>	<u>5,190,840</u>	<u>(366,613)</u>
EQUITY			
Restricted for net pension asset	342,446	268,215	74,231
Committed	1,766,861	1,607,474	159,387
Unrestricted	5,698,814	5,813,955	(115,142)
Total Equity	<u>7,808,121</u>	<u>7,689,644</u>	<u>118,477</u>
Total Liabilities and Equity	<u>12,632,348</u>	<u>12,880,484</u>	<u>(248,137)</u>

Port of Kingston
Income Statement Year-To-Date
For The Period Ending June 30, 2024 - Preliminary

	June 30, 2024		Diff	June 30, 2023	
	Actual	Budget		Actual	Change
OPERATING REVENUE					
Fuel Sales	199,161	290,754	(91,593)	240,661	(41,499)
Moorage - Guest	99,002	128,029	(29,027)	84,718	14,283
Moorage - Permanent	633,761	655,808	(22,048)	628,325	5,436
Moorage - Seasonal	44,826	58,176	(13,349)	46,215	(1,389)
Other Operating Income	4,646	5,391	(745)	4,941	(295)
Other Operating Service	24,965	26,124	(1,159)	23,930	1,035
Parking	297,968	305,310	(7,342)	235,864	62,104
Rental Property	120,877	120,875	1	108,840	12,037
Retail Sales	531	1,925	(1,393)	2,536	(2,005)
Utilities Income	37,054	34,693	2,360	39,234	(2,181)
TOTAL OPERATING REVENUE	1,462,791	1,627,085	(164,295)	1,415,264	47,526
COST OF GOODS SOLD	167,887	246,043	(78,157)	194,874	(26,988)
GROSS PROFIT	1,294,904	1,381,042	(86,138)	1,220,390	74,514
OPERATING EXPENSE					
Bank Charges	1,255	600	655	386	868
Commissioner Expense	47,421	49,959	(2,538)	34,701	12,720
Compensation and Benefits	796,362	809,116	(12,755)	781,665	14,697
Computer and Telecom	34,826	42,899	(8,073)	21,717	13,108
Equipment and Maintenance	44,746	102,114	(57,367)	54,563	(9,816)
Insurance and Taxes	75,404	77,983	(2,580)	69,919	5,484
Other Operating Expense	32,628	5,603	27,025	3,396	29,233
Professional Services	132,778	131,723	1,055	112,766	20,012
Promotional and Dues	48,154	38,443	9,711	36,053	12,101
Supplies	15,457	35,055	(19,598)	20,657	(5,201)
Travel and Training	10,488	21,135	(10,647)	9,221	1,268
Utilities	74,952	81,048	(6,095)	78,139	(3,186)
TOTAL OPERATING EXP BEFORE DEPR	1,314,471	1,395,678	(81,207)	1,223,183	91,288
NET OPERATING INCOME BEFORE DEPR	(19,567)	(14,636)	(4,931)	(2,793)	(16,774)
Depreciation and Amortization	254,938	252,346	2,592	261,253	(6,315)
NET OPERATING INCOME	(274,504)	(266,982)	(7,522)	(264,046)	(10,458)

Port of Kingston
Income Statement Year-To-Date
For The Period Ending June 30, 2024 - Preliminary

	June 30, 2024		Diff	June 30, 2023	
	Actual	Budget		Actual	Change
OTHER INCOME					
Investment Income	43,257	17,897	25,360	20,227	23,031
Interest Income Lease	35,084	35,084	0	37,682	(2,600)
Property Tax Receipts	126,454	133,574	(7,120)	126,324	130
Leasehold Excise Tax	1,285	0	1,285	1,260	26
TOTAL OTHER INCOME	206,080	186,555	19,525	185,493	20,587
OTHER EXPENSE					
Interest Exp GO Bond	10,566	10,566	0	11,425	(859)
TOTAL OTHER EXPENSE	10,566	10,566	0	11,425	(859)
NET OTHER INCOME/EXPENSE	195,514	175,989	19,525	174,069	21,445
NET INCOME BEFORE CAPITAL GRANTS	(78,990)	(90,993)	12,003	(89,978)	10,988
Capital Grants	0	0	0	0	0
NET INCOME	(78,990)	(90,993)	12,003	(89,978)	10,988

Port of Kingston
Income Statement Year-To-Date
For The Period Ending June 30, 2024 - Preliminary

	01/31/2024	02/29/2024	03/31/2024	04/30/2024	05/31/2024	06/30/2024	Total YTD
	Actual	Actual	Actual	Actual	Actual	Actual	
OPERATING REVENUE							
Fuel Sales	7,573	12,958	16,622	25,175	62,475	74,359	199,161
Moorage - Guest	11,015	6,377	7,052	8,168	31,187	35,203	99,002
Moorage - Permanent	107,271	102,943	104,888	104,976	107,346	106,336	633,761
Moorage - Seasonal	12,412	11,797	12,158	4,657	3,803	0	44,826
Other Operating Income	2,095	228	330	308	1,410	274	4,646
Other Operating Service	5,488	3,286	3,878	3,545	3,533	5,235	24,965
Parking	38,676	43,161	48,688	45,375	58,288	63,780	297,968
Rental Property	20,055	20,091	20,128	20,164	20,201	20,238	120,877
Retail Sales	0	0	24	18	154	336	531
Utilities Income	7,027	8,436	7,120	6,403	4,977	3,090	37,054
TOTAL OPERATING REVENUE	211,612	209,277	220,888	218,789	293,374	308,851	1,462,791
COST OF GOODS SOLD	7,339	12,745	15,150	20,597	52,442	59,613	167,887
GROSS PROFIT	204,273	196,532	205,738	198,192	240,932	249,237	1,294,904
OPERATING EXPENSE							
Bank Charges	93	186	220	84	261	410	1,255
Commissioner Expense	5,053	6,368	8,638	7,449	7,189	12,724	47,421
Compensation and Benefits	138,801	139,723	124,856	115,894	135,949	141,139	796,362
Computer and Telecom	6,380	5,636	6,177	2,751	6,926	6,955	34,826
Equipment and Maintenance	8,544	8,701	12,087	593	11,289	3,534	44,746
Insurance and Taxes	11,973	12,559	12,523	12,605	12,598	13,145	75,404
Other Operating Expense	545	(6,440)	8,765	28,470	702	585	32,628
Professional Services	17,411	30,633	30,444	70	33,669	20,553	132,778
Promotional and Dues	12,599	2,266	3,556	1,919	9,765	18,048	48,154
Supplies	3,036	2,262	2,444	516	5,225	1,973	15,457
Travel and Training	0	3,635	550	0	887	5,417	10,488
Utilities	10,146	16,493	9,756	9,539	20,292	8,725	74,952
TOTAL OPERATING EXP BEFORE DEPR	214,581	222,022	220,017	179,891	244,752	233,208	1,314,471
NET OPERATING INCOME BEFORE DEPR	(10,308)	(25,490)	(14,279)	18,302	(3,820)	16,029	(19,567)
Depreciation and Amortization	42,724	42,562	42,562	42,540	42,578	41,972	254,938
NET OPERATING INCOME	(53,032)	(68,052)	(56,841)	(24,238)	(46,398)	(25,943)	(274,504)
OTHER INCOME							
Investment Income	6,553	6,476	6,843	7,057	8,728	7,601	43,257
Interest Income Lease	5,939	5,902	5,865	5,829	5,792	5,755	35,084
Property Tax Receipts	321	8,017	9,128	91,473	15,996	1,519	126,454
Leasehold Excise Tax	0	621	0	0	665	0	1,285
TOTAL OTHER INCOME	12,813	21,016	21,836	104,359	31,181	14,875	206,080

Port of Kingston
Income Statement Year-To-Date
For The Period Ending June 30, 2024 - Preliminary

	01/31/2024	02/29/2024	03/31/2024	04/30/2024	05/31/2024	06/30/2024	Total YTD
	Actual	Actual	Actual	Actual	Actual	Actual	
OTHER EXPENSE							
Interest Exp GO Bond	1,761	1,761	1,761	1,761	1,761	1,761	10,566
TOTAL OTHER EXPENSE	1,761	1,761	1,761	1,761	1,761	1,761	10,566
NET OTHER INCOME/EXPENSE	11,052	19,255	20,075	102,598	29,420	13,114	195,514
NET INCOME BEFORE CAPITAL GRANTS	(41,980)	(48,798)	(36,766)	78,360	(16,978)	(12,828)	(78,990)
Capital Grants	0	0	0	0	0	0	0
NET INCOME	(41,980)	(48,798)	(36,766)	78,360	(16,978)	(12,828)	(78,990)