



Serving what matters today, with a view for tomorrow.

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

September 25th, 2024, at 1:00-3:30pm

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 September 25th, 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. We would like to remind everyone that while we greatly value your input, the Commissioners will not be responding to questions and comments during our Regular Session meetings. This practice ensures the meetings run efficiently and within the scheduled agenda. The Executive Director or a Commissioner will follow up with you after the meeting. Thank you for your understanding and continued participation.

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



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3. APPROVAL OF AGENDA

4. PUBLIC COMMENT

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

5. CONSENT AGENDA

These matters are routine and will be enacted by one motion of the Commission with no separate discussion. If discussion is desired, that item may be removed from the Consent Agenda by a Commissioner.

- A. Approve July 31st, 2024 Regular Meeting Minutes
- B. Approve August 28th, 2024 Regular Meeting Minutes
- C. Approve August 2024 Warrants **\$340,763.20** (\$48,228.49, \$41,212.04, and \$251,322.67) and EFT Payments **\$213,337.73**

6. ACTION ITEMS

- A. APPROVE - RESOLUTION NO. 2024-09-25-01 - RESCIND RESOLUTION 2023-03-22-01 – UPDATE VISA ACCOUNTS
- B. APPROVE - RESOLUTION NO. 2024-09-25-02 - RESCIND RESOLUTION 2022-06-22-02 & APPROVE RESOLUTION 2024-09-25-02 TO DELEGATE AUTHORITY OF PORT BANK ACCOUNTS

7. DISCUSSION ITEMS

- A. 2025 Preliminary Budget
- B. Strategic Plan

8. FINANCIAL REPORT

9. COMMISSIONER REPORTS

10. STAFF REPORTS



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11. NEXT REGULAR MEETING: Wednesday October 23rd , 2024, at 6:30p.m. Hybrid Village Green Community Center 26159 Dulay Rd NE Kingston, WA 98346

12. 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
 July 31st, 2024; 1:00pm
 Meeting Minutes

NAME		EMAIL	GUESTS
Greg Englin	<input checked="" type="checkbox"/>	grege@portofkingston.org	Tony Hitchman
Steve Heacock	<input checked="" type="checkbox"/>	steveh@portofkingston.org	Ron Karzmar
Laura Gronnvoll	<input checked="" type="checkbox"/>	laurag@portofkingston.org	Marla Powers
Mary McClure	<input checked="" type="checkbox"/>	marymc@portofkingston.org	Beth Berglund
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	

1. **Call to Order** - Commissioner Gronnvoll called the meeting to order at 1:04pm
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA**

 Motion to approve agenda
 Moved: Commissioner Heacock
 Second: Commissioner Gronnvoll

 Vote: Pass 2-0
4. **RECESS TO EXECUTIVE SESSION:** 1:05pm
 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(l)(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 – 1:35pm**



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Tony Hitchman, Kingston Resident – Tony asked about what safeguards are in place to mitigate credit card theft by employees.
Commissioner Gronnvoll stated Executive Director, Greg Englin, will respond via email.

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**

Motion to approve consent agenda
Moved: Commissioner McClure
Second: Commissioner Heacock

Vote: Pass 3-0

7. ACTION ITEMS

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

Commissioner McClure noted a mistake in the printed agenda. Kris Williams will correct.

Motion to approve
Moved: Commissioner McClure
Second: Commissioner Heacock
Vote: Pass 3-0

8. DISCUSSION



Serving what matters today, with a view for tomorrow.

A. KRCC representation update –

Commissioner Gronnvoll will replace Commissioner Heacock as the alternate at Kitsap Regional Coordinating Council (KRCC).

B. Event Damage Deposit – Rotary Tables and Chairs

ED Englin explained that the Port store the tables and chairs for the Rotary. When the event space is rented, the tables and chairs are available to use. The request will go directly to the Rotary. The Port has purchased an additional tent to store the tables and chairs in order to remove them from the rented tent space if the user chooses not to use them.

Commissioner Heacock suggested a “How To” sheet on stack and store the tables and chairs.

9. FINANCIAL REPORT

Finance Director, Audra Trainer, shared the Financial reports as of June 30,2024.

Balance Sheet

Cash and Equivalents - \$2,843,742 increase over last year of \$306,575

Current portion of Long-term debt - \$63,000.00

General Obligation Bond - \$542,500

Combined are the remaining balance of long-term debt (Bond) \$605,500

Total Cash all in, including the balance of the bond = \$2.237M

Income Statement

Fuel sales are less than budgeted due to volatility rather than volume of sales (\$199,161 to Budgeted \$290,754)

Slight variance with Permanent Moorage income due to implementing the 3% increase in February rather than January (\$633,761 to Budgeted \$655,808)

Seasonal Moorage is slightly less than Budgeted (\$44,826 to Budgeted \$58,176)

Licensed Parking is up \$16,000

Daily Parking is up \$4,000

Total Operating Revenue - \$1.463M

Gross Profit - \$1.295M

Operating Expense prior to Depreciation - \$1.314M

10. COMMISSION REPORT

- Commissioner McClure attended the Kitsap All Ports meeting, Tuesday July 29th hosted at the Port of Brownsville. A representative from the Department of Ecology attended letting the ports in attendance that they are available to assist with any challenges Ports are facing.
- Commissioner Heacock stated the regular monthly KCAC did not occur. However, there was a Special Meeting held, Commissioner Heacock did not attend due to his position at Kitsap County. There was a discussion that included development proposals in the area.
- Commissioner Gronnvoll attended the WPPA Commissioner’s Conference. They discussed the Tax Increment Financing (TIF). This financing can be used to fund public infrastructure in targeted areas to encourage private development and investment. Other topics included how to replace Executive Directors, Robert’s Rules of Order, conference protocol, signing waiver’s when traveling out of reach, meeting protocol, and touring a job site, the commissioner’s must do it one at a time.



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11. STAFF REPORT

Kris Williams, Administrative Services Manager – We have been primarily focused on the software conversion and moving that forward. The new fuel pumps will be installed soon.

Audra Trainer, Finance Director – We will provide the analysis on the software purchase demonstrating the payback. Sage has already been closed out; we are still working through some issues with MarinaGO. Looking forward, all of these efficiencies will allow more time to focus on other tasks, Commissioner education etc.

Torey Grandt, Maintenance Manager - Concerts on the Cove series has begun, went well. Christmas preparation is already in full swing, looking for a 30' plus tree. Preparation for the restroom construction has begun along with the parking revisions. Target date for completion is February 2025.

Greg Englin, Executive Director – The Port applied for a Boating Infrastructure RCO grant, we were one of two applicants for Tier 1 (\$287,000) which is reviewed by the State. Beyond that, it is reviewed by the Federal government. This grant would be used for the Fire Suppression system design required by the Fire Marshall.

Commissioner McClure asked about the upcoming Strategic Planning meeting on Friday August 2nd. ED Englin stated this is a follow-up to the first Strategic Planning meeting last October. We will review the results from that and build a plan for the next 2-5 years.

We will continue to discuss the plans for the hotel/restaurant commercial development as well as the options for all Port assets.

12. ADJOURN

Commission adjourned the meeting at 3:00pm

NEXT REGULAR SESSION: Wed, August 28th, 2024, at 6:30PM Village Green Community Center

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
 Regular Session
 August 28th, 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	Mary Gleysteen
Laura Gronnvoll	<input checked="" type="checkbox"/>	laurag@portofkingston.org	William Copeland
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 McClure
 Second: Commissioner Heacock</p> <p>Commissioner Heacock proposed an amendment to the agenda, to include an Action Item to schedule an additional meeting to address Kitsap Transit regarding proposed canceled Fast Ferry schedule due to failed equipment.</p> <p>Vote: Pass 3-0</p> |
| <p>4. PUBLIC COMMENT – (order changed, occurred after Consent Agenda)</p> <p>A. Mark Libby – on behalf of the Kingston Rotary
 Mark Libby asked for follow up on the process changes discussed and executed regarding the Rotary owned tables and chairs stored on Port property.
 Commissioner Heacock stated the new “process” is working very well.</p> <p>B. Mary Gleysteen – stated there is no mention of waterfront park accessibility on the website, Chapter 8 under Options and Opportunities (???) with respect to Port property. Ms. Gleysteen would like the Hill property to be accessible to the everyone, exclusively for public use. Kitsap county has approved construction for 1000 new homes for Kingston. Ms. Gleysteen believes the</p> |



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Port of Kingston has an obligation to provide access to the tax payers. She does not want additional funds spent on improvements to the Hill property until the appropriate use of the property has been determined.

C. Mark Libby – on behalf of the Kingston Parks, Trails, and Open Space

Mark Libby asked about erosion at Arness Park and is there anything the Port can do in that regard?

Commissioner Heacock stated he does not believe the Port has ever been asked by Kitsap county for input about Arness park, but would encourage Executive Director, Greg Englin, to meet with them to discuss.

Mary Gleysteen stated she would like the Port to focus on the Port owned property, Hill House, that they have control over.

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.

Commissioner McClure asked to remove the July 31st, 2024 Regular Meeting Minutes to make amendments.

- A. Update Section 8 item A. to state that Commissioner Gronnvoll is the Alternate at the KRCC meeting, rather than the representative.
- B. Section 11 item 6, clarify that the hotel/restaurant commercial development was not part of the discussion during Strategic Planning, rather an ongoing conversation to explore options.

~~A. Approve July 31st, 2024 Regular Meeting Minutes~~

B. Approve August 14th, 2024 Special Session Minutes

C. Approve July 2024 Warrants **\$209,296.10** (\$59,914.34 and \$149,381.71) and EFT Payments **\$147,071.98**

Motion to approve consent agenda

Moved: Commissioner Heacock

Second: Commissioner McClure

Vote: Pass 3-0

6. ACTION ITEMS

- A. **RESOLUTION NO. 2024-08-28-01 RESOLUTION TO APPROVE PURCHASE OF MATERIALS FOR FUEL SYSTEM**



Serving what matters today, with a view for tomorrow.

Executive Director, Greg Englin, explained the need to update the equipment for the existing fuel line as it is out of compliance and parts for repair are no longer available. This \$67,000.00 request is to approve the expense for labor and materials, as well reroute the lines for access.

Motion to approve

Moved: Commissioner Heacock

Second: Commissioner McClure

Vote: 3-0

B. Kitsap Transit Fast Ferry

Commissioner Heacock suggested creating a resolution permitting the Executive Director to address the unilateral rescinding of the passenger only Kitsap Transit Fast Ferry service from Kingston to downtown Seattle when there are potential alternatives available. As the leaseholder for Kitsap Transit at the Port of Kingston, we should have been notified and a discussion should have taken place. The Port has several customers with monthly parking passes that will be affected by this decision. Commissioner Heacock suggests a resolution stating there shall be one vessel operating at the Port of Kingston for Kitsap Transit Passenger Only Ferry. Executive Director Englin stated he can draft a letter asking for an explanation and perhaps a reallocation of a different vessel to keep some level of service for Kingston to Seattle. Commissioner McClure stated Kingston has been designated a Transportation Hub, so once a letter has been written, a discussion with the Kitsap Transit Board of Commissioners should take place requesting answers and explaining there needs to be a partnership between the Port and Kitsap Transit.

Mark Libby explained why the two vessels are not operating currently as well as the reason specific vessels are being used at other locations. Kitsap Transit has to wait for parts from the manufacturer in order to repair the vessels. Mark also encouraged the commissioners and ED Greg Englin to attend the Ferry Advisory committee meeting on September 5th, 2024. Commissioner Gronnvoll is in favor of ED Greg Englin drafting a letter and letting the commissioners review prior to sending to Kitsap Transit.

7. DISCUSSION

N/A

8. FINANCIAL REPORT

Finance Director, Audra Trainer, shared the July financials.

Cash and Equivalents - \$2.9M

LTGO Bond - \$605,500

Net Cash Reserves - \$2,297,302

Gross Profit - \$1.5M

Fuel volumes are down which is creating the variance from budgeted amount.

Expenses are also below budgeted amounts

Net Operating Income – (\$254,680)

Net Income YTD – (\$45,829) with a few months of peak season left



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<p>The State Auditors will be at the Port between now and the end of the year.</p>
<p>9. COMMISSION REPORT N/A</p>
<p>10. STAFF REPORT Admin Services Manager, Kris Williams, provided an update on the software implementation. Budget development will begin in September. Executive Director, Greg Englin – We are reviewing the capital projects and grants to assist with the funding, business practices, and rules and regulations. We are also reviewing the fire suppression system and are in the final stages of creating the contract for the design. All Recreation and Conservation Office (RCO) grant applications were rejected, including the Port's. We are updating and resubmitting. We are moving forward with the Marina Guest restroom project. We are only losing one parking stall. This project will also widen the ingress and egress. The fuel system project is underway. We have another Strategic Planning meeting on September 10th. If the commissioners would like, we can send out a mailer with a survey to the community asking what types of things they would like to see, what they value, in the Port District. We are focused on completing the budget to meet deadlines. Mary Gleysteen asked that we send a notification for the Strategic Planning meeting to the board members of KCAC.</p>
<p>11. 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(l)(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.</p>
<p>12. ADJOURN Commission adjourned the meeting at 7:25pm</p>

NEXT REGULAR SESSION: Wed, September 25th, 2024, at 1:00PM Village Green Community Center

Laura Gronnvoll, Commissioner

Greg Englin, Executive Director



Serving what matters today, with a view for tomorrow.

Steve Heacock, Commissioner

Mary McClure, Commissioner



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 **\$48,228.49** from the Port of Kingston, Marina Revenue Fund, the 8th day of August 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
8/8/2024	37241	\$1,442.32	Amazon Capital Services
8/8/2024	37242	\$55.39	Builders Firstsource
8/8/2024	37243	\$163.80	Crain Pest Control, LLC
8/8/2024	37244	\$394.24	Grainger
8/8/2024	37245	\$50.00	Kingston Chamber Of Commerce
8/8/2024	37246	\$235.77	Kitsap Bank Visa
8/8/2024	37247	\$1,826.62	Kitsap Bank Visa
8/8/2024	37248	\$96.90	Gannett Washington LocalIQ
8/8/2024	37249	\$2,022.10	Laura Gronnvoll
8/8/2024	37250	\$327.00	Mary McClure
8/8/2024	37251	\$51.84	Mitchell Fratini
8/8/2024	37252	\$93.96	Olympic Springs, Inc.
8/8/2024	37253	\$17.91	Pacific Office Automation
8/8/2024	37254	\$226.91	S-Net Communications Inc
8/8/2024	37255	\$218.01	Seattle Marine & Fishing Supply
8/8/2024	37256	\$4,099.65	Uline
8/8/2024	37257	\$2,046.10	Valley Nursery, Inc.
8/8/2024	37258	\$1,382.69	Verizon Wireless
8/8/2024	37259	\$135.39	West Marine Pro
8/8/2024	37260	\$26.64	Westbay Auto Parts
8/8/2024	37261	\$33,315.25	World Kinect Energy Services
		<u>\$48,228.49</u>	



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 **\$41,212.04** from the Port of Kingston, Marina Revenue Fund, the 16th day of August 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
8/16/2024	37262	\$148.02	Bill Wilson
8/16/2024	37263	\$545.73	Comcast
8/16/2024	37264	\$180.18	Crain Pest Control, LLC
8/16/2024	37265	\$734.03	Henery Hardware
8/16/2024	37266	\$140.75	McMaster-Carr
8/16/2024	37267	\$246.71	Mike Brooks
8/16/2024	37268	\$1,447.23	Robert Theisen II
8/16/2024	37269	\$594.80	Seattle Marine & Fishing Supply
8/16/2024	37270	\$65.00	State Of WA Department Of Ecology
8/16/2024	37271	\$4,797.50	Washington Project Consultants, PLLC
8/16/2024	37272	\$300.00	GCP WW Holdco LLC
8/16/2024	37273	\$32,012.09	World Kinect Energy Services
		<u>\$41,212.04</u>	



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 **\$251,322.67** from the Port of Kingston, Marina Revenue Fund, the 23rd day of August 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
8/23/2024	37274	\$34.12	A & L Topsoil, Inc
8/23/2024	37275	\$1,961.67	Washington Commercial Construction
8/23/2024	37276	\$16,871.40	Agate Asphalt
8/23/2024	37277	\$1,105.85	Amazon Capital Services
8/23/2024	37278	\$440.00	CG Engineering
8/23/2024	37279	\$2,630.00	Ecological Land Services
8/23/2024	37280	\$153,176.00	Enduris
8/23/2024	37281	\$310.00	Government Finance Officers Association
8/23/2024	37282	\$36.18	Greg Englin
8/23/2024	37283	\$4,253.86	Kitsap County Public Works
8/23/2024	37284	\$544.80	Laura Gronnvoll
8/23/2024	37285	\$7,950.00	Jim Darling
8/23/2024	37286	\$303.19	Pape Material Handling
8/23/2024	37287	\$2,864.74	Puget Sound Energy
8/23/2024	37288	\$27,335.82	Regence Blueshield
8/23/2024	37289	\$2,592.50	Sound Publishing, Inc.
8/23/2024	37290	\$211.23	Tacoma Screw Products
8/23/2024	37291	\$1,806.62	Uline
8/23/2024	37292	\$425.00	Washington Public Ports Association
8/23/2024	37293	\$468.78	West Marine Pro
8/23/2024	37294	\$26,000.91	World Kinect Energy Services

\$251,322.67



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
08/01/2024	Washington State Dept of L & I	\$5,768.08	Quarterly L&I Taxes	R00230661
08/01/2024	Washington State DOR	\$43,103.13	Leasehold Taxes	R00230662
08/02/2024	Intuit	\$51,948.47	Payroll	R00230681
08/06/2024	PCS Payment Systems	\$2,135.32	CC Fees - Fuel	R00230797
08/06/2024	Gravity Payment Systems	\$2,176.59	CC Fees - Parking	R00230806
08/08/2024	Washington State DRS	\$985.00	DCP	R00230882
08/08/2024	Clarent Payment System	\$5,381.60	CC-Fees-Office	R00230886
08/15/2024	Sage Intacct	\$12,108.10	Software	R00231069
08/15/2024	Washington State DRS	\$13,876.71	PERS	R00231075
08/19/2024	Intuit	\$46,893.92	Payroll	R00231136
08/21/2024	Elan Financial Services	\$12,498.58	Port Credit Cards	R00231245
08/21/2024	Intuit	\$235.62	Payroll	R00231246
08/23/2024	Washington State DRS	\$985.00	DCP	R00231329
08/27/2024	Washington State DOR	\$15,241.61	Excise Tax	R00231437
		<u>\$213,337.73</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
Balance Sheet
For The Period Ending August 31, 2024 - Preliminary

	August 31, 2024	August 31, 2023	Change
	Actual	Actual	
ASSETS			
Current Assets			
Cash and cash equivalents	2,814,689	2,873,270	(58,581)
Accounts receivable	74,854	(2,727)	77,581
Current portion of lease receivable	167,721	162,366	5,356
Taxes receivable	6,560	6,013	546
Inventory	18,188	65,798	(47,610)
Prepaid expenses	209,254	204,096	5,158
Total Current Assets	3,291,266	3,308,816	(17,550)
Noncurrent Assets			
Lease receivable	1,916,225	2,083,946	(167,722)
Net pension asset	241,945	272,707	(30,761)
Total Noncurrent Assets	2,158,170	2,356,653	(198,483)
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	1,570,686	0
Total Buildings and Structures	2,839,416	2,839,416	0
Construction in Progress	398,141	228,674	169,467
Land			
Gen and Admin	373,874	373,874	0
Real Estate	563,914	563,914	0
Parks	432,276	432,276	0
Parking	500,992	500,991	0
Total Land	1,871,056	1,871,055	0
Machinery and Equipment			
Gen and Admin	135,304	122,621	12,684
Marina Perm Moorage	87,831	87,831	0
Guest Moorage	29,859	29,859	0
Marina Fuel	103,375	45,583	57,791
Marina Boat Launch	15,320	15,320	0
Real Estate	9,122	9,123	0
Parks	41,849	41,849	0
Parking	31,443	31,443	0
Total Machinery and Equipment	454,103	383,629	70,475

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

	August 31, 2024	August 31, 2023	Change
	Actual	Actual	
Marina			
Marina Perm Moorage	6,018,820	5,967,768	51,052
Marina Guest Moorage	692,847	692,974	(127)
Marina Fuel	412,409	412,409	0
Marina Boat Launch	95,719	95,719	0
Marina Fishing Pier	46,281	46,281	0
Total Marina	<u>7,266,076</u>	<u>7,215,151</u>	<u>50,925</u>
Other Improvements			
Gen and Admin	32,237	32,237	0
Parks	1,251,807	1,251,807	0
Parking	2,823	2,823	0
Total Other Improvements	<u>1,286,867</u>	<u>1,286,867</u>	<u>0</u>
Total Capital Assets	<u>14,115,659</u>	<u>13,824,792</u>	<u>290,867</u>
Less: Accumulated Depreciation	<u>(7,224,742)</u>	<u>(6,742,369)</u>	<u>(482,373)</u>
Total Net Capital Assets	<u>6,890,917</u>	<u>7,082,422</u>	<u>(191,505)</u>
Total Assets Before Deferred Outflows	<u>12,340,353</u>	<u>12,747,891</u>	<u>(407,538)</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows - asset retirement obligation	82,248	94,411	(12,163)
Deferred outflows - pensions	249,928	284,098	(34,170)
Total Deferred Outflows	<u>332,176</u>	<u>378,509</u>	<u>(46,333)</u>
Total Assets	<u>12,672,529</u>	<u>13,126,401</u>	<u>(453,872)</u>
LIABILITIES			
Current Liabilities			
Accounts payable	142,861	282,079	(139,218)
Accrued taxes	41,660	45,310	(3,650)
Payroll liabilities	64,522	55,308	9,214
Unearned revenue	3,156	0	3,156
Tenant deposits	72,717	67,951	4,766
Current portion of compensated absences	10,029	3,501	6,528
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>422,458</u>	<u>540,479</u>	<u>(118,021)</u>

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

	August 31, 2024	August 31, 2023	
	Actual	Actual	Change
Noncurrent Liabilities			
Compensated absences	44,583	35,014	9,569
Long-term unearned revenue	1,142,815	1,167,782	(24,967)
Environmental remediation liability	120,000	117,000	3,000
Asset retirement obligation	195,824	179,655	16,169
Pension liability	99,878	156,955	(57,077)
General obligation bonds	542,500	605,500	(63,000)
Total Noncurrent Liabilities	<u>2,145,600</u>	<u>2,261,906</u>	<u>(116,306)</u>
Total Liabilities Before Deferred Inflows	2,568,058	2,802,385	(234,327)
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows - pensions	147,093	298,694	(151,601)
Deferred inflows - lease	2,083,946	2,246,312	(162,366)
Total Deferred Inflows	<u>2,231,039</u>	<u>2,545,006</u>	<u>(313,967)</u>
Total Liabilities	<u>4,799,097</u>	<u>5,347,391</u>	<u>(548,294)</u>
EQUITY			
Restricted for net pension asset	342,446	268,215	74,231
Committed	1,884,163	1,614,399	269,763
Unrestricted	5,646,823	5,896,396	(249,572)
Total Equity	<u>7,873,432</u>	<u>7,779,010</u>	<u>94,422</u>
Total Liabilities and Equity	<u>12,672,529</u>	<u>13,126,401</u>	<u>(453,872)</u>

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

	August 31, 2024		Diff	August 31, 2023	
	Actual	Budget		Actual	Change
OPERATING REVENUE					
Fuel Sales	503,623	683,954	(180,331)	635,213	(131,589)
Moorage - Guest	186,001	290,892	(104,891)	177,241	8,759
Moorage - Permanent	846,254	874,411	(28,157)	836,722	9,533
Moorage - Seasonal	50,866	58,176	(7,310)	46,457	4,408
Other Operating Income	5,486	6,921	(1,434)	5,439	48
Other Operating Service	31,935	34,957	(3,022)	32,250	(315)
Parking	444,451	415,666	28,783	362,003	82,447
Rental Property	166,400	166,375	26	151,623	14,778
Retail Sales	2,961	2,567	394	5,600	(2,641)
Utilities Income	43,340	39,156	4,184	44,167	(826)
TOTAL OPERATING REVENUE	2,281,317	2,573,075	(291,758)	2,296,715	(15,398)
COST OF GOODS SOLD	415,988	579,135	(163,148)	531,252	(115,264)
GROSS PROFIT	1,865,330	1,993,940	(128,610)	1,765,463	99,867
OPERATING EXPENSE					
Bank Charges	1,601	800	801	931	670
Commissioner Expense	60,801	69,011	(8,210)	50,544	10,257
Compensation and Benefits	1,090,684	1,078,821	11,862	1,037,752	52,932
Computer and Telecom	46,745	53,900	(7,154)	35,329	11,416
Equipment and Maintenance	57,693	112,589	(54,896)	63,607	(5,914)
Insurance and Taxes	102,786	108,489	(5,703)	98,146	4,640
Other Operating Expense	35,979	6,725	29,254	5,537	30,441
Professional Services	159,603	160,147	(544)	154,917	4,686
Promotional and Dues	61,558	46,060	15,498	46,531	15,028
Supplies	30,053	42,696	(12,644)	32,997	(2,945)
Travel and Training	12,156	22,317	(10,160)	11,456	701
Utilities	104,915	106,104	(1,189)	103,169	1,747
TOTAL OPERATING EXP BEFORE DEPR	1,764,574	1,807,659	(43,085)	1,640,915	123,659
NET OPERATING INCOME BEFORE DEPR	100,756	186,281	(85,525)	124,548	(23,792)
Depreciation and Amortization	338,362	334,220	4,142	346,986	(8,624)
NET OPERATING INCOME	(237,607)	(147,939)	(89,668)	(222,439)	(15,168)

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

	August 31, 2024		Diff	August 31, 2023	
	Actual	Budget		Actual	Change
OTHER INCOME					
Investment Income	59,906	24,067	35,838	45,021	14,884
Interest Income Lease	46,482	46,483	0	49,958	(3,475)
Property Tax Receipts	129,594	136,263	(6,669)	129,126	468
Leasehold Excise Tax	1,880	0	1,879	1,860	20
TOTAL OTHER INCOME	<u>237,862</u>	<u>206,813</u>	<u>31,048</u>	<u>225,965</u>	<u>11,897</u>
OTHER EXPENSE					
Interest Exp GO Bond	13,935	13,935	0	15,090	(1,155)
TOTAL OTHER EXPENSE	<u>13,935</u>	<u>13,935</u>	<u>0</u>	<u>15,090</u>	<u>(1,155)</u>
NET OTHER INCOME/EXPENSE	<u>223,927</u>	<u>192,878</u>	<u>31,049</u>	<u>210,875</u>	<u>13,052</u>
NET INCOME BEFORE CAPITAL GRANTS	<u>(13,680)</u>	<u>44,940</u>	<u>(58,620)</u>	<u>(11,564)</u>	<u>(2,116)</u>
Capital Grants	0	0	0	10,951	(10,951)
NET INCOME	<u><u>(13,680)</u></u>	<u><u>44,940</u></u>	<u><u>(58,620)</u></u>	<u><u>(613)</u></u>	<u><u>(13,067)</u></u>

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

	01/31/2024	02/29/2024	03/31/2024	04/30/2024	05/31/2024	06/30/2024	07/31/2024	08/31/2024	Total YTD
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	
OPERATING REVENUE									
Fuel Sales	7,573	12,958	16,622	25,175	62,475	74,359	154,704	149,757	503,623
Moorage - Guest	11,015	6,377	7,052	8,168	28,271	33,529	49,581	42,009	186,001
Moorage - Permanent	107,271	102,943	104,888	104,976	107,346	106,295	106,511	106,023	846,254
Moorage - Seasonal	12,412	11,797	12,158	4,657	3,179	0	3,785	2,878	50,866
Other Operating Income	2,095	228	330	308	1,410	275	442	399	5,486
Other Operating Service	5,488	3,286	3,878	3,545	3,533	5,351	3,871	2,982	31,935
Parking	38,676	43,161	48,688	45,375	58,287	65,336	77,557	67,370	444,451
Rental Property	20,055	20,091	20,128	20,164	20,201	20,238	24,372	21,151	166,400
Retail Sales	0	0	24	18	155	336	1,729	700	2,961
Utilities Income	7,027	8,436	7,120	6,403	4,976	3,090	3,814	2,474	43,340
TOTAL OPERATING REVENUE	211,612	209,277	220,888	218,789	289,833	308,809	426,366	395,743	2,281,317
COST OF GOODS SOLD	7,339	12,745	15,150	20,597	52,442	59,613	127,289	120,812	415,988
GROSS PROFIT	204,273	196,532	205,738	198,192	237,391	249,196	299,077	274,930	1,865,330
OPERATING EXPENSE									
Bank Charges	93	186	220	84	261	452	155	150	1,601
Commissioner Expense	5,053	6,368	8,638	7,449	7,189	12,724	6,083	7,297	60,801
Compensation and Benefits	138,801	139,723	124,856	115,894	135,949	141,139	150,556	143,765	1,090,684
Computer and Telecom	6,380	5,636	6,177	2,751	6,926	6,955	6,961	4,959	46,745
Equipment and Maintenance	8,544	8,701	12,087	593	11,289	3,533	9,838	3,108	57,693
Insurance and Taxes	11,973	12,559	12,523	12,605	12,598	13,145	13,519	13,864	102,786
Other Operating Expense	545	(6,440)	8,765	28,470	702	585	3,329	22	35,979
Professional Services	17,411	30,633	30,444	70	33,669	20,553	9,319	17,505	159,603
Promotional and Dues	12,599	2,266	3,556	1,919	9,765	18,049	10,366	3,038	61,558
Supplies	3,036	2,262	2,444	516	5,225	1,973	12,024	2,573	30,053
Travel and Training	0	3,635	550	0	887	5,416	1,073	595	12,156
Utilities	10,146	16,493	9,756	9,539	20,292	8,725	10,484	19,479	104,915
TOTAL OPERATING EXP BEFORE DEPR	214,581	222,022	220,017	179,891	244,752	233,250	233,707	216,355	1,764,574
NET OPERATING INCOME BEFORE DEPR	(10,308)	(25,490)	(14,279)	18,302	(7,361)	15,946	65,371	58,575	100,756
Depreciation and Amortization	42,724	42,562	42,562	42,540	42,578	41,972	41,943	41,482	338,362
NET OPERATING INCOME	(53,032)	(68,052)	(56,841)	(24,238)	(49,938)	(26,026)	23,428	17,093	(237,607)
OTHER INCOME									
Investment Income	6,553	6,476	6,843	7,057	8,728	7,601	8,378	8,271	59,906
Interest Income Lease	5,939	5,902	5,865	5,829	5,792	5,755	5,718	5,681	46,482
Property Tax Receipts	321	8,017	9,128	91,473	15,996	1,519	926	2,213	129,594
Leasehold Excise Tax	0	621	0	0	665	0	0	595	1,880
TOTAL OTHER INCOME	12,813	21,016	21,836	104,359	31,181	14,875	15,022	16,760	237,862

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

	01/31/2024	02/29/2024	03/31/2024	04/30/2024	05/31/2024	06/30/2024	07/31/2024	08/31/2024	Total YTD
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	
OTHER EXPENSE									
Interest Exp GO Bond	1,761	1,761	1,761	1,761	1,761	1,761	1,684	1,684	13,935
TOTAL OTHER EXPENSE	1,761	1,761	1,761	1,761	1,761	1,761	1,684	1,684	13,935
NET OTHER INCOME/EXPENSE	11,052	19,255	20,075	102,598	29,420	13,114	13,337	15,075	223,927
NET INCOME BEFORE CAPITAL GRANTS	(41,980)	(48,798)	(36,766)	78,360	(20,519)	(12,912)	36,765	32,169	(13,680)
Capital Grants	0	0	0	0	0	0	0	0	0
NET INCOME	(41,980)	(48,798)	(36,766)	78,360	(20,519)	(12,912)	36,765	32,169	(13,680)

RESOLUTION NO. 2024-09-25-01

A Resolution of the Commission of the Port of Kingston

**RESCIND RESOLUTION 2023-03-22-01 & APPROVE RESOLUTION 2024-09-25-01 TO
UPDATE THE AUTHORIZED VISA ACCOUNTS AND CREDIT CARDS**

WHEREAS, Commissioners Laura Gronnvoll, Steve Heacock and Mary McClure are currently listed as having signature authority for banking purposes.

WHEREAS, The Port of Kingston Commissioners authorize credit card accounts to be issued through Umpqua Bank and Kitsap Bank for use by designated Port Employees.

THEREFORE, BE IT RESOLVED, by the Board of Commissioners for the Port of Kingston that resolution 2023-03-22-01 be rescinded and resolved as follows:

1. Visa cards issued through Kitsap Bank with a \$10,000 limit each shall be maintained by the Executive Director and Finance Director.
2. Port of Kingston Board of Commissioners authorize credit card accounts through Umpqua Bank, with a limit of \$10,000 each, for use by the following Port employees:
 - A. **Finance Director**, Audra Trainer
 - B. **Executive Director**, Greg Englin
 - C. **Director of Operations and Real Estate**, TJ Quandt
 - D. **Maintenance Manager**, Torey Grandt
 - E. **Administrative Services Manager**, Kris Williams

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a Regular Meeting held this 25th day of September 2024.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Laura Gronnvoll, Commissioner

Steve Heacock, Commissioner

Mary McClure, Commissioner

Attest:

Executive Director, Greg Englin

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 2024-09-25-02

A Resolution of the Commission of the Port of Kingston

**RESCIND RESOLUTION 2022-06-22-02 & APPROVE RESOLUTION 2024-09-25-02 TO DELEGATE
AUTHORITY OF PORT BANK ACCOUNTS**

WHEREAS, The Port of Kingston maintains separate bank accounts with Kitsap Bank, Umpqua Bank, and KeyBank through the Kitsap County Treasurer’s Office; and

WHEREAS, this resolution authorizes and directs the Executive Director, Finance Director, and Financial Analyst the authority to create, modify, close, and/or transfer funds between accounts, and otherwise manage the accounts in full; and

THEREFORE, BE IT RESOLVED, by the Commissioners for the Port of Kingston adopts the following:

Section 1. The master policy directive of the Commission of the Port of Kingston as set forth herein, is adopted for the purpose of establishing the delegated powers and duties of the Executive Director, Finance Director, and the Financial Analyst over the Port’s bank accounts listed above.

Section 2. The following policy and directive of the delegated authority of the Port’s bank accounts is hereby adopted.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a Regular Meeting held this 25th day of September, 2024.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Laura Gronnvoll, Commissioner

Attest: _____
Greg Englin, Executive Director

Steve Heacock, Commissioner

Mary McClure, Commissioner