

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 2024-12-18-01

A Resolution of the Commission of the Port of Kingston

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF KINGSTON DELEGATING ADMINISTRATIVE POWERS AND DUTIES OF THE EXECUTIVE DIRECTOR AND DESIGNEES, REPEALING ALL PRIOR RESOLUTIONS DEALING WITH THE SAME SUBJECT MATTER.

WHEREAS, RCW 53.12.270 authorizes the Commission to delegate administrative powers and duties to the Executive Director; and

WHEREAS, the Commission of the Port of Kingston has in the past adopted policy directives delegating administrative powers and duties to the Executive Director and designees for the purpose of expeditious administration of the Port; and

WHEREAS, the Commission has from time to time found it necessary to amend and revise such directives due to changes in law and/or operations of the Port; and

WHEREAS, the Commission now wishes to provide an updated master policy directive on the delegated administrative powers and duties of the Executive Director and designees and to repeal all prior resolutions dealing with the same subject matter.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners for the Port of Kingston as follows:

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 administrative powers and duties of the Executive Director and designees as of January 1, 2025 and remains in effect until repealed, replaced, or superseded by subsequent resolution of the Commission.

Section 2. All portions of resolutions heretofore approved by the Commission pertaining to the subject matters contained in this resolution are hereby repealed.

Section 3. The Revised Code of Washington 53.08.090 authorizes the Commission to delegate by resolution to the Executive Director the authority to sell and convey Port personal property, with this section to be renewed annually.

Section 4. The following policy directive on the delegated administrative powers and duties of the Executive Director is hereby adopted.

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Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a Regular Meeting held this 18th day of December 2024.

PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON

DocuSigned by:
Laura Gronnvoll
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Laura Gronnvoll, Commissioner

Attest: DocuSigned by:
Greg Englin
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Greg Englin, Executive Director

Signed by:
Steve Heacock
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Steve Heacock, Commissioner

DocuSigned by:
Mary McClure
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Mary McClure, Commissioner

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Contracting Authority

The Executive Director (ED) will not make a single purchase or commitment of Port resources greater than that which is noted in the chart below without prior authorization of the Commission, except in the case of an emergency. Emergency rules then apply.

E.D. AUTHORITY FOR:	WILL NOT EXCEED
Property Leases Land Use Agreements Subleases Lease Renewals Terminations Realtors' Compensation	Short Term leases (terms not to exceed 5 years in duration) in accordance with rental revenue standards adopted by the Commission for similar Port property of the same or similar class and type and devoted to similar uses. Leases may not be renewed or extended beyond five years without Commission approval.
Other Agreements (e.g.): <ul style="list-style-type: none"> • Memoranda of Understanding • Interlocal Agreements 	Up to \$40K, or not greater than 10% above budgeted line item, not to exceed \$50K
Professional Services	Up to \$40K
Personal Services	Up to \$40K
Project Services	Up to \$40K
Purchased Services	Up to \$40K
Public Works	Up to \$40K
Contracts / Purchases	Up to \$40K, or no greater than 10% above budgeted line item, not to exceed \$50K
Contract Change Orders	No greater than 10% above budgeted line item
Materials, Goods, Equipment, Supplies	Up to \$40K
Promotional Hosting / Events	Up to \$2,500.00, as stated in the amended Resolution

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Legal Settlements	Up to \$40K
Write-Off of Uncontrollable Accounts	Not to exceed \$5,000.00
Third Party Reimbursements	Not to exceed \$5,000.00

Administrative Authority

The following outlines the various administrative authority of the ED. Also references applicable Resolutions where noted.

E.D. AUTHORITY FOR:	Authority Level
Tariffs Establishment and Changes	Up to \$40K in the aggregate
Estoppel Certificates	Executive Director is granted authority to approve
Personnel / Port Staff	Executive Director is granted authority to approve
Rules and Regulations	Executive Director is granted authority to approve