



Serving what matters today, with a view for tomorrow.

Port of Kingston Board of Commissioners Regular Meeting Agenda

January 28th, 2026 at 6:30-8:30pm

Meeting called by: Port of Kingston Commissioners
Type of meeting: Regular Meeting
Location: Village Green Community Center
26159 Dulay Rd NE
Kingston, WA 98346

Welcome to the January 28th, 2026, 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

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.



Serving what matters today, with a view for tomorrow.

- A. Approve December 9th, 2025 Regular Meeting Minutes
- B. Approve January 13th, 2026 Work Session Meeting Minutes
- C. Approve January 20th, 2026 Work Session Meeting Minutes
- D. Approve December 2025 Warrants **\$157,272.34 (\$107,378.83 and \$49,893.51)** and **\$125,672.73** EFT Payments

6. ACTION ITEMS

- A. APPROVE – **RESOLUTION NO. 2026-01-28-01 APPROVE COMMISSION BYLAWS**
- B. APPROVE – **RESOLUTION NO. 2026-01-28-02 AMEND DELEGATION OF AUTHORITY**
- C. APPROVE – **RESOLUTION NO. 2026-01-28-03 ESTABLISHING SMALL WORKS ROSTER AND CONSULTANT SERVICE ROSTER**
- D. APPROVE – **RESOLUTION NO. 2026-01-28-04 REORGANIZE RESERVE FUNDS**
- E. APPROVE – **RESOLUTION NO. 2026-01-28-05 DIRECTING THE EXECUTIVE DIRECTOR TO AWARD CONTRACT TO WASHINGTON PROJECT CONSULTANTS**
- F. APPROVE – **RESOLUTION NO. 2026-01-28-06 RESCIND RESOLUTION 2022-10-26-02 APPROVE REIMBURSEMENT TO PORT COMMISSIONERS FOR HEALTH INSURANCE EQUIVALENT TO REGULAR PORT EMPLOYEES**
- G. APPROVE – **RESOLUTION NO. 2026-01-28-07 APPROVE REIMBURSEMENT OF SECONDARY INSURANCE COSTS**
- H. APPROVE - **RESOLUTION NO. 2026-01-28-08 RESCIND RESOLUTION 11-03-14 MARINA REHAB FUND CHANGES**
- I. **Election of Officers**

7. DISCUSSION ITEMS

8. FINANCIAL REPORT

- A. 2025 Year End Financials

9. COMMISSIONER REPORTS

10. STAFF REPORTS

- 11. NEXT REGULAR MEETING:** Wednesday February 25th, 2026 at 6:30PM. Village Green Community Center 26159 Dulay Rd NE Kingston, WA 98346



Serving what matters today, with a view for tomorrow.

12. ADJOURN

Steve Heacock, Commissioner

Attest: _____
Greg Englin, Executive Director

Mary McClure, Commissioner

Laura Gronnvoll, Commissioner



Serving what matters today, with a view for tomorrow.

PORT OF KINGSTON
 Regular Session
 December 9th, 2025 9:00-11:00am
 Meeting Minutes

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

<p>1. Call to Order - Commissioner Heacock called the meeting to order at 9:07am</p>
<p>2. PLEDGE OF ALLEGIANCE</p>
<p>3. APPROVAL OF AGENDA</p> <p>Motion to approve agenda Moved: Commissioner Gronnvoll Second: Commissioner McClure</p> <p>Vote: 3-0 Pass</p>
<p>4. PUBLIC COMMENT –</p>
<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> <ul style="list-style-type: none"> A. Approve November 7th, 2025 Special Session Minutes B. Approve November 12th, 2025 Regular Meeting Minutes C. Approve November 18th, 2025 Work Session Minutes D. Approve November 22nd, 2025 Special Session Minutes E. Approve November 25th, 2025 Special Session Minutes



Serving what matters today, with a view for tomorrow.

- F. Approve November 26th, 2025 Special Session Minutes
- G. Approve November 2025 Warrants **\$153,025.65 (\$62,831.98 and \$90,193.67)** and **\$153,990.60** EFT Payments

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

Vote: Pass 3-0

ACTION ITEMS

- A. **APPROVE – RESOLUTION NO. 2025-12-09-01 APPROVE DOMESTIC PARTNERSHIP POLICY**
Executive Director (ED) Englin explained the Port would like to continue the practice of providing insurance coverage for domestic partners for the year 2026 and will revert to state law in 2027.

Motion to approve resolution
Moved: Commissioner Gronnvoll
Second: Commissioner McClure

Vote: Pass 3-0

- B. **APPROVE – RESOLUTION NO. 2025-12-09-02 AMEND CG ENGINEERING CONTRACT AMOUNT**
ED Englin explained that the Port has an existing contract with CG Engineering for work on the new restroom. We have spent close to the contracted amount. This increase will ensure that the Port does not spend more than the contracted amount.

Motion to approve resolution
Moved: Commissioner McClure
Second: Commissioner Gronnvoll

Vote: Pass 3-0



Serving what matters today, with a view for tomorrow.

C. APPROVE – RESOLUTION NO. 2025-12-09-03 APPROVE ELECTRIC VEHICLE (EV) CHARGING STATION GRANT APPLICATION

ED Englin reported that the Port intends to pursue a Department of Commerce grant to install EV charging stations in the Port’s parking lot. He noted that the Port should qualify as a Transportation Hub. Before moving forward, the Port will confirm with Puget Sound Energy that adequate electrical capacity is available to support the proposed chargers.

Motion to approve resolution

Moved: Commissioner Gronnvoll

Second: Commissioner McClure

Vote: Pass 3-0

D. APPROVE – RESOLUTION NO. 2025-12-09-04 RESCINDING RESOLUTION 2025-11-07-01 PETITIONING THE KITSAP COUNTY BOARD OF COMMISSIONERS TO SUBMIT TO THE VOTERS RESIDING WITHIN CERTAIN PROPERTY, AT THE NEXT SPECIAL ELECTION, A BALLOT PROPOSITION ON WHETHER THE PORT OF KINGSTON SHOULD BE ENLARGED BY ADDING SUCH PROPERTY TO THE PORT OF KINGSTON

ED Englin stated this resolution is to ensure all resolutions regarding the property annexation are rescinded. In the future, we will continue to build the relationship with the locals tribes. Commissioner Heacock stated that although the Port has worked with both the Suquamish and S’Klallam tribe for decades, there has never been anything formal in place. This could be the catalyst to make that happen. The Port supports the growth of the tribes, as it aligns with the Port’s mission of economic growth and job creation.

Motion to approve resolution

Moved: Commissioner McClure

Second: Commissioner Gronnvoll

Vote: Pass 3-0

6. DISCUSSION



Serving what matters today, with a view for tomorrow.

A. Delegation of Authority

ED Englin explained that we are updating the Delegation of Authority to align with the state Procurement / Small Works changes. Updated policies will also follow to ensure we are in compliance.

B. Commission By-Laws

ED Englin explained the Bylaws were outdated and need to be refreshed. Commissioner Heacock suggested reviewing the bylaws over the holidays and come back to a January work session to review before approving the updates at the January 28th Regular session.

C. Procurement

7. FINANCIAL REPORT

Financial Statements for November year-to-date were reviewed by the Finance Director.

Balance Sheet

- Cash & Equivalents totaled \$2,682,759.
- Debt remaining from LTGO Bond is (\$542,000).
- Net Cash Reserves totaled \$2,140,759.

Profit and Loss (year-to-date)

- Gross operating revenue (including cost of goods sold) totaled \$2,711,960.
- Total operating expense before depreciation totaled (\$2,488,121).
- Net operating income before depreciation was \$223,839; and (\$240,141) after depreciation.
- Non-operating income/expenses (property taxes, lease interest, etc.) \$370,873.
- Net income before capital grants \$130,642; and \$403,626 including grant proceeds.

8. COMMISSION REPORT

Commissioner Gronnvoll – N/A

Commissioner McClure – N/A

Commissioner Heacock – Tree lighting was fantastic, great turnout

9. STAFF REPORT

10. ADJOURN

Commission adjourned the meeting at 10:02am

NEXT REGULAR SESSION: Wednesday January 28th, 2026 at 1:00PM Village Green Community Center



Serving what matters today, with a view for tomorrow.

26159 Dulay Rd NE Kingston, WA 98346

Steve Heacock, Commissioner

Greg Englin, Executive Director

Mary McClure, Commissioner

Laura Gronnvoll, Commissioner



PORT OF KINGSTON

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

**Port of Kingston Board of Commissioners Work
Session**

January 13th 2026 , 9:00–10:00AM

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

Welcome to the January 13th, 2026 Work Session of the Kingston Port Commission. I'd like to remind everyone that this is a working session for the Commission to discuss and review various matters. Please note that public comment is not taken during the Work Session. There will be opportunities for public input during our regular Commission meeting. We appreciate your understanding and cooperation.

This is a preliminary agenda and is subject to change.

Agenda Topics

1. DISCUSSION

- Commissioner Bylaws – reviewed commission duties
- Reserve Accounts
- Delegation of Authority

2 NEXT REGULAR MEETING: Wednesday January 13th, 2026 at 1:00PM.

3. ADJOURN



PORT OF KINGSTON

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

Steve Heacock, Commissioner

Greg Englin, Executive Director

Mary McClure, Commissioner

Laura Gronnvoll, Commissioner



PORT OF KINGSTON

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

**Port of Kingston Board of Commissioners Work
Session**

January 20th 2026 , 4:30-PM

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

Welcome to the January 20th, 2026 Work Session of the Kingston Port Commission. I'd like to remind everyone that this is a working session for the Commission to discuss and review various matters. Please note that public comment is not taken during the Work Session. There will be opportunities for public input during our regular Commission meeting. We appreciate your understanding and cooperation.

This is a preliminary agenda and is subject to change.

Agenda Topics

1. DISCUSSION

- Parcel acquisition update
- Restroom project timeline and updates
- Sail Kingston Cove Float / Army Corp
- Parking system updates
- Meeting schedules

2 NEXT REGULAR MEETING: Wednesday January 28th, 2026 at 4:30PM.

3. ADJOURN



PORT OF KINGSTON

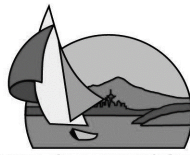
"Serving What Matters Today with a View For Tomorrow."

Steve Heacock, Commissioner

Greg Englin, Executive Director

Mary McClure, Commissioner

Laura Gronnvoll, 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 **\$107,378.83** from the Port of Kingston, Marina Revenue Fund, the 5th day of December 2025.

Steve Heacock, Commissioner

Mary McClure, Commissioner

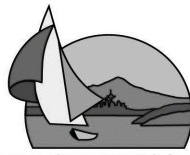
Laura Gronnvoll, Commissioner

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
12/5/2025	37941	\$99,121.55	Alpha Developers LLC
12/5/2025	37942	\$1,665.36	Bainbridge Island Electric
12/5/2025	37943	\$163.80	Crain Pest Control, LLC
12/5/2025	37944	\$1,258.00	CSD Attorneys At Law
12/5/2025	37945	\$324.87	Henery Hardware
12/5/2025	37946	\$92.93	Olympic Springs, Inc.
12/5/2025	37947	\$180.00	Puget Sound Clean Air Agency
12/5/2025	37948	\$155.58	Reddy Ice
12/5/2025	37949	\$148.29	Seattle Marine & Fishing Supply
12/5/2025	37950	\$77.26	Sunbelt Rentals
12/5/2025	37951	\$87.44	Torey Grandt
12/5/2025	37952	\$891.25	Verizon Wireless
12/5/2025	37953	\$2,422.50	Washington Project Consultants, PLLC
12/5/2025	37954	\$790.00	Washington Public Ports Association

\$107,378.83



**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 **\$49,893.51** from the Port of Kingston, Marina Revenue Fund, the 23rd day of December 2025.

Steve Heacock, Commissioner

Mary McClure, Commissioner

Laura Gronnvoll, 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
12/23/2025	37955	\$8.00	COBRA Management Services
12/23/2025	37956	\$82.84	Amazon Capital Services
12/23/2025	37957	\$917.50	CG Engineering
12/23/2025	37958	\$209.41	Comcast
12/23/2025	37959	\$9,750.00	Fred C Strickland & Associates LLC
12/23/2025	37960	\$7,197.85	FSI Engineers
12/23/2025	37961	\$3,182.82	Kitsap County Public Works
12/23/2025	37962	\$375.00	L&L Port O Potty, Inc
12/23/2025	37963	\$1,190.49	Laura Gronnvoll
12/23/2025	37964	\$2,873.34	Olympic ESD 114
12/23/2025	37965	\$4,797.76	Puget Sound Energy
12/23/2025	37966	\$6,875.00	Reliable Storage
12/23/2025	37967	\$232.67	S-Net Communications Inc
12/23/2025	37968	\$850.00	Sound Publishing, Inc.
12/23/2025	37969	\$25.00	WAPRO
12/23/2025	37970	\$1,622.97	Waste Management
12/23/2025	37971	\$9,702.86	World Kinect Energy Services

\$49,893.51



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
12/04/2025	Intuit	\$52,110.57	Payroll	R00245328
12/05/2025	Washington State DRS	\$1,060.00	DCP	R00245383
12/08/2025	Clearent Payment System	\$5,043.82	CC-Fees-Office	R00245411
12/08/2025	Gravity Payment Systems	\$1,338.20	CC Fees - Parking	R00245412
12/15/2025	Washington State DRS	\$10,018.94	PERS	R00245621
12/18/2025	Intuit	\$48,029.69	Payroll	R00245766
12/19/2025	Washington State DRS	\$1,060.00	DCP	R00245822
12/29/2025	Washington State DOR	\$6,520.09	Excise Tax	R00246002
12/31/2025	Washington State DOR	\$491.42	Bus License	R00246118
		<u>\$125,672.73</u>		

Steve Heacock, Commissioner

Mary McClure, Commissioner

Laura Gronnvoll, 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
Kitsap County, WA

**RESOLUTION NO. 2026-01-28-01
APPROVE UPDATED COMMISSION BYLAWS**

WHEREAS, the Port of Kingston is a municipal corporation governed by a Board of Commissioners responsible for establishing policies, procedures, and governance standards that ensure transparency, accountability, and effective oversight; and

WHEREAS, the Board of Commissioners has reviewed the proposed Port of Kingston Commissioner Bylaws, which outline the roles, responsibilities, operational procedures, and ethical expectations of the Commission; and

WHEREAS, the commission finds that the adoption of these bylaws is in the best interest of the Port, its staff, and the public it serves; and

WHEREAS, the commission has provided appropriate opportunity for review, discussion, and public input regarding the proposed bylaws;

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE PORT OF KINGSTON that:

1. The Port of Kingston Commissioner Bylaws, as presented and reviewed, are hereby approved and adopted.
2. The Executive Director is authorized and directed to implement and publish the bylaws, ensuring they are made available to Port staff, stakeholders, and the public.
3. This resolution shall take effect immediately upon adoption.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a Regular Meeting held this 28th day of January, 2026.

Steve Heacock, Commissioner

Attest: _____
Greg Englin, Executive Director

Mary McClure, Commissioner

Laura Gronnvoll, Commissioner

RESOLUTION NO. 2026-01-28-02

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 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 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 28, 2026 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 [RCW 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 Port Commission hereby delegates to the Executive Director the authority to undertake the management operations of the Port.

Section 5. The following policy directive on the delegated administrative powers and duties of the Executive Director is hereby adopted.

Port of Kingston
Kitsap County, WA

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a Regular Meeting held this 28th day of January 2026.

PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON

Steve Heacock, Commissioner

Attest: _____
Greg Englin, Executive Director

Mary McClure, Commissioner

Laura Gronnvoll, Commissioner

Port of Kingston
Kitsap County, WA

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, in any case not to exceed \$50K total
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, in any case not to exceed \$50K total
Contract Change Orders	No greater than 10% above budgeted line time
Materials, Goods, Equipment, Supplies	Up to \$40K
Promotional Hosting / Events	Up to \$2,500.00, as stated in Resolution 2025-11-12-01

Port of Kingston
Kitsap County, WA

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

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

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 2026-01-28-03

A Resolution of the Commission of the Port of Kingston

A RESOLUTION OF THE PORT OF KINGSTON ON THE SUBJECTS OF ESTABLISHING A SMALL PUBLIC WORKS ROSTER AND THE AUTHORITY TO USE THE ROSTER PROCESS TO AWARD SMALL PUBLIC WORKS CONTRACTS, AND USE OF A CONSULTANT SERVICES ROSTER FOR GENERAL CONSULTING AND OTHER PROFESSIONAL SERVICES

WHEREAS, RCW 53.08.120, RCW 39.04.151-154, and other laws regarding contracting for public works by authorized local governments, allow certain contracts to be awarded by a small works roster process; and

WHEREAS, to be able to implement a small works roster and process, the PORT OF KINGSTON is required to adopt a resolution, establish reporting procedures that are publicly available, and commit to providing the most practicable opportunities for small businesses when using Direct Contracting; and

WHEREAS, to be able to use Direct Contracting on occasion, the PORT OF KINGSTON is required to develop a [Small] Business Utilization Plan; and

WHEREAS, chapter 39.80 RCW and other laws regarding contracting for consulting services by municipalities allow certain contracts to be awarded by a consultant roster process;

NOW, THEREFORE, THE PORT OF KINGSTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Previous Resolutions Repealed. Any previous Port of Kingston resolutions relating to the use of Small Works (Public Works) and Consultant Rosters are hereby repealed (including Resolution 2025-04-08-01) and replaced with this Resolution.

Section 2. MRSC Rosters. PORT OF KINGSTON hereby elects to use the statewide small works roster established under RCW 39.04.151(2) and administered by the Municipal Research Services Center of Washington (MRSC).

Section 3. Small Works Roster. PORT OF KINGSTON adopts the following to use in the management and awards of small public works projects as allowed under RCW 53.08.120 and RCW 39.04.152. The PORT OF KINGSTON will maintain separate procedures and contracting templates for small works roster contracts.

- A. Small Works, as defined by RCW 39.04.152 are public works projects estimated to cost \$350,000 or less, excluding sales tax, for the construction, renovation, remodeling, repair, or improvement of real property.
- B. A Small Works Roster is a pre-established list of properly licensed contractors, registered to do business with the PORT OF KINGSTON under selected project types and (work) categories.
- C. The Small Works Roster process is an alternative to publicly advertising public work projects.
- D. Every small works contract is subject to the same public works bidding, award, and compliance requirements of chapter 39.04 RCW unless specifically included in RCW 53.08.120 and RCW 39.04.151-154, this resolution, or the incorporated policies or procedures.
- E. Small Work Roster contract procurements will be bid electronically through the PORT OF KINGSTON's procurement processes using [portal, electronic bidding, etc.], except as may be used in small works roster direct contracting process. (RCW 39.04.152(4))
- F. Only those contractors registered with MRSC Rosters will be invited to bid on small works roster projects.
- G. Invitations for bid or direct contracting negotiations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.
- H. Small Works contracts will be awarded to a responsible contractor (RCW 39.04.350) submitting the lowest responsive bid, unless using direct contracting where a contract will be awarded to a responsible contractor submitting a competitive bid or negotiated bid.
- I. Small Works bidding and award information will be entered by the PORT OF KINGSTON into the statewide small works roster platform immediately upon conclusion of each small works roster award.
- J. Small Works bidding and award data will be part of the PORT OF KINGSTON's procurement files and records and all documents will be available for review upon request from the PORT OF KINGSTON.

- K. Annual Notification and Invitation. At least once a year, MRSC shall, on behalf of the PORT OF KINGSTON publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the small works roster and invite contractors to register on the statewide small works roster. Additionally, as required by RCW 39.04.151(1)(c), MRSC will notify the Office of Minority and Women's Business Enterprise (OMWBE) directory of certified firms and invite small businesses to apply to the roster.
- L. MRSC shall add responsible contractors to the small works roster at any time that a contractor completes the online application provided by MRSC and meets minimum State requirements for roster listing.
- M. **Direct Contracting.**

The PORT OF KINGSTON intends to use the direct contracting option (RCW 39.04.152(4)) whenever practicable for Small Works projects estimated to cost \$150,000 or less, excluding sales tax. The PORT OF KINGSTON has developed additional policies and procedures to ensure the PORT OF KINGSTON uses Direct Contracting with the spirit and intent of the statute; and are incorporated herein as follows:

1. Direct Contracting Procedures
2. Direct Contracting Business Rotation
3. Business Utilization Plan

The PORT OF KINGSTON delegates authority to oversee and manage the use and outcomes of the small works roster to the Port's Executive Director. As the delegated authority, the Executive Director will be responsible for ensuring all necessary policies, procedures, templates, contracts or similar are developed and used in accordance with the applicable statutes and guidance provided by MRSC.

Further, the Executive Director will be responsible for establishing and implementing the PORT OF KINGSTON's Business Utilization Plan and reporting annually on the utilization and improvements needed to the policy or contracting processes to meet or exceed the Port's established goals for small business utilization through the Direct Contracting opportunities.

The Executive Director will also be responsible for data collection, reporting, and similar on all activities, uses, and awards for small works and will ensure all information is provided to MRSC, the state, or the public as required or requested.

Section 4. Consultant Services Roster. PORT OF KINGSTON adopts the use of the MRSC Consultant Roster to be used for the procurement and award of consultant services.

- A. **Consultant Services.** Consultant services can be “personal services” such as technical expertise, studies, project management, planning, or similar, or “architecture and engineering services” or “professional services” services as defined by chapter 39.80 RCW. For all services, PORT OF KINGSTON reserves the right to procure using methods other than formal sealed bidding (low bid) as afforded under RCW 39.04.190.

- B. **Soliciting to join the Consultant Roster.** MRSC Rosters, as provided as part of their membership service, will publish in a newspaper of general circulation within the PORT OF KINGSTON’s county, a notice of the existence of the Consultant Roster and solicit consultants to join on the Port’s behalf. (RCW 39.04.190(2))

- C. **Procuring Consultants.** The PORT OF KINGSTON adopts the following as policies, procedures or similar when contracting for consultant services:
 - 1. **Personal Services.**
 - a. Personal consultants, firms and individuals that provide subject matter expertise, or services more intellectual in nature such as studies, accounting, legal, project management, or similar shall be procured using a Request for Proposal (RFP) for Contracts over \$50,000.

 - 2. **Professional Services.**
 - a. Professional architecture and engineering services shall be procured under the requirements of chapter 39.80 RCW, using the MRSC Consultant Roster. Procuring professionals will be consistent with the requirements of RCW 39.80 and may be through a Request for Qualification (RFQ) and/or Request for Proposals (RFP). Further, selection criteria shall include a plan, as appropriate, to include minority and women-owned firms, small business, and veteran-owned firms to the maximum extent practicable.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a Regular Meeting held this 28th day of January, 2026.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Steve Heacock, Commissioner

Attest: _____
Greg Englin, Executive Director

Mary McClure, Commissioner

Laura Gronnvoll, Commissioner

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 2026-01-28-04

A Resolution of the Commission of the Port of Kingston

**RESCIND RESOLUTION 10-03-2019 AND APPROVE RESOLUTION 2026-01-28-04
RESOLUTION TO REORGANIZE RESERVE FUNDS**

WHEREAS: Fund FD00722 Port/Kingston General Fund is used for payment of property tax receipts and any adjustments to leasehold or timber excise taxes. In addition, this fund is used as the repayment source for Limited-tax general obligation (LTGO) bonds; and

WHEREAS: Fund FD00723 Port/Kingston Marina Construction is no longer necessary as construction costs are tracked separately. This fund shall be renamed Port/Kingston Industrial Development District (IDD) for future use; and

WHEREAS: Fund FD00725 Port/Kingston Marina Revenue is the main operating account for all operating revenue and expenses. This fund shall be renamed as the Port/Kingston Operations Fund; and

WHEREAS: Fund FD00726 Port/Kingston Rev Bond is used to track debt service funds for paying and securing the principal and interest payments of all District Revenue Bonds; and

WHEREAS: Fund FD00727 Port/Kingston Capital Projects Fund is the account where funds have been set aside for marina replacement and new development; and

WHEREAS: Fund FD00728 Port/Kingston GO Bond is used to track and pay debt service funds for paying and securing principal and interest payments for all LTGO bonds; and

THEREFORE, BE IT RESOLVED by the Board of Commissioners for the Port of Kingston FD00723 and FD00725 be renamed as follows:

1. FD00723 Port/Kingston IDD...
2. FD00725 Port/Kingston Operations...

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a Regular Meeting held this 28th day of January 2026.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Steve Heacock, Commissioner

Mary McClure, Commissioner

Laura Gronnvoll, Commissioner

Attest: _____
Greg Englin, Executive Director

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 2026-01-28-05

A Resolution of the Commission of the Port of Kingston

A RESOLUTION DIRECTING THE EXECUTIVE DIRECTOR TO AWARD PERSONAL SERVICES AGREEMENT TO WASHINGTON PROJECT CONSULTANTS, PLLC FOR GENERAL CONSULTING SERVICES

WHEREAS, the Port of Kingston will amend the contract with Washington Project Consultants, PLLC. for general consulting purposes,

THEREFORE BE IT RESOLVED, the Commissioners for the Port of Kingston hereby direct the Executive Director to award a contract for personal services for an amount not to exceed of \$50,000.00 with Washington Project Consultants, PLLC.

Passed by the Board of Commissioners for the Port of-Kingston, Kitsap County, Washington at a regular meeting held this 28th day of January, 2026.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Steve Heacock, Commissioner

Attest: _____
Greg Englin, Executive Director

Mary McClure, Commissioner

Laura Gronnvoll, Commissioner

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 2026-01-28-06

A Resolution of the Commission of the Port of Kingston

A RESOLUTION OF THE PORT OF KINGSTON RESCINDING RESOLUTION 2022-10-26-02 REGARDING REIMBURSEMENT TO PORT COMMISSIONERS FOR HEALTH INSURANCE BENEFITS

WHEREAS, Resolution 2022-10-26-02 authorized reimbursement to Port Commissioners for medical, dental, and vision insurance benefits equivalent to those offered to regular Port employees; and

WHEREAS, the Board of Commissioners has determined that it is in the best interest of the Port of Kingston to rescind Resolution 2022-10-26-02 in order to revise the previously authorized Benefits Reimbursement Program; and

WHEREAS, the Board retains full authority under RCW 53.08.170 to determine whether and how Commissioners may participate in or receive reimbursement for medical, dental, and vision benefits;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Port of Kingston that Resolution 2022-10-26-02 is hereby rescinded in its entirety and shall have no further force or effect.

BE IT FURTHER RESOLVED, that any future benefits, reimbursements, or participation in Port-sponsored medical, dental, or vision plans by Commissioners shall require separate authorization by formal resolution of the Board.

PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON

Steve Heacock, Commissioner

Attest: _____
Greg Englin, Executive Director

Mary McClure Commissioner

Laura Gronnvoll, , Commissioner

RESOLUTION NO. 2026-01-28-07

**A RESOLUTION TO APPROVE REIMBURSEMENT TO PORT COMMISSIONERS FOR HEALTH INSURANCE
EQUIVALENT TO REGULAR PORT EMPLOYEES**

WHEREAS, per RCW 53.08.170, Commissioners may elect to participate in the Port’s medical, dental, and vision plans in the same manner as a Port employee; and

WHEREAS, due to restrictions in the Port’s insurance contract excluding participation of Port Commissioners, Port staff hereby recommends implementation of a Benefits Reimbursement Program for Commissioners which will offer insurance-type benefits in an amount not to exceed the annual premium (“Health Insurance Premium”) paid by the Port for medical, dental, and vision insurance (collectively “Health Insurance”) for each Port employee; and

WHEREAS, the Benefits Reimbursement Program consists of the following elements:

- a. Annually, Commissioners must submit in writing an enrollment form requesting either (i) the right to obtain reimbursement for out-of-pocket medical expenses for themselves and/or family members who would otherwise be covered under the Port’s Health Insurance (“Covered Family Member”) or (ii) requesting that they be exempt from reimbursement during the enrollment period.
- b. A Commissioner who elects to be reimbursed may request reimbursement for out-of-pocket medical expenses upon submission of appropriate documentation verifying the amount of the expense and that it was for medical expenses incurred by the Commissioner or Covered Family Member.
- c. The maximum amount a Commissioner may be reimbursed in any given year is the amount of the Port’s Health Insurance Premium for a Port employee.
- d. Any portion of the annual reimbursement amount which is not paid to a Commissioner is forfeited.

THEREFORE BE IT RESOLVED, by the Commissioners for the Port of Kingston, that the Board of Commissioners hereby approves the above referenced Benefits Reimbursement Program.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a regular meeting held this 28th day of January 2026.

KITSAP COUNTY, WASHINGTON

Steve Heacock, Commissioner

Mary McClure, Commissioner

Laura Gronnvoll, Commissioner

Attest:_____
Greg Englin, Executive Director

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 2026-01-28-08

A Resolution of the Commission of the Port of Kingston

RESOLUTION TO RESCIND RESOLUTION 11-03-14 MARINA REHAB FUND CHANGES

WHEREAS, the Board of Commissioners of the Port of Kingston previously adopted Resolution 11-03-14, which addressed the establishment, funding, and authorized uses of the Marina Rehabilitation Account, Fund #88727; (currently named Capital Projects Fund FD00727), and

WHEREAS, the Board of Commissioners finds it necessary and appropriate to rescind Resolution 11-03-14 in order to clarify current policy and ensure that future actions regarding the Marina Rehabilitation Account are governed by updated resolutions and financial directives adopted by the Board.

THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port of Kingston that Resolution 11-03-14 is hereby rescinded in its entirety.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a Regular Meeting held this 28th day of January 2026.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Steve Heacock, Commissioner

Mary McClure, Commissioner

Laura Gronnvoll, Commissioner

Attest: _____
Greg Englin, Executive Director

Port of Kingston
Balance Sheet Preliminary
As of December 31, 2025

	December 31, 2025	December 31, 2024	Change
	Actual	Actual	
ASSETS			
Current Assets			
Cash and cash equivalents	2,680,534	2,936,161	(255,627)
Accounts receivable	9,007	21,802	(12,796)
Grants receivable	30,046	0	30,047
Current portion of lease receivable	177,458	171,791	5,667
Taxes receivable	7,651	7,499	152
Inventory	34,992	33,682	1,311
Prepaid expenses	149,559	146,775	2,783
Total Current Assets	3,089,247	3,317,710	(228,463)
Noncurrent Assets			
Lease receivable	1,611,356	1,788,814	(177,458)
Net pension asset	249,197	204,124	45,073
Total Noncurrent Assets	1,860,553	1,992,938	(132,385)
Capital Assets			
Buildings and Structures			
Gen and Admin	541,655	541,656	0
Marina Boat Launch	39,817	39,817	0
Real Estate	525,083	525,083	0
Parks	162,175	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	925,813	463,471	462,342
Land			
Gen and Admin	373,875	373,875	0
Real Estate	563,914	563,914	0
Parks	432,275	432,275	0
Parking	500,992	500,992	0
Total Land	1,871,056	1,871,056	0
Machinery and Equipment			
Gen and Admin	145,701	135,304	10,396
Marina Perm Moorage	87,831	87,832	0
Guest Moorage	29,858	29,858	0
Marina Fuel	74,652	74,652	0
Marina Boat Launch	15,320	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	435,776	425,380	10,396

Port of Kingston
Balance Sheet Preliminary
As of December 31, 2025

	December 31, 2025	December 31, 2024	
	Actual	Actual	Change
Marina			
Marina Perm Moorage	6,018,820	6,018,820	0
Marina Guest Moorage	897,745	692,974	204,772
Marina Fuel	460,029	460,028	0
Marina Boat Launch	95,719	95,719	0
Marina Fishing Pier	46,280	46,281	0
Total Marina	<u>7,518,593</u>	<u>7,313,822</u>	<u>204,772</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>
Intangible Assets			
Subscription Asset Gen & Admin	36,251	0	36,251
Total Intangible Assets	<u>36,251</u>	<u>0</u>	<u>36,251</u>
Total Capital Assets	<u>14,913,772</u>	<u>14,200,011</u>	<u>713,761</u>
Less: Accumulated Depreciation	<u>(7,807,139)</u>	<u>(7,333,979)</u>	<u>(473,159)</u>
Total Net Capital Assets	<u>7,106,634</u>	<u>6,866,032</u>	<u>240,602</u>
Total Assets Before Deferred Outflows	<u>12,056,433</u>	<u>12,176,680</u>	<u>(120,247)</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows - asset retirement obligation	49,028	72,279	(23,251)
Deferred outflows - pensions	338,178	317,682	20,496
Total Deferred Outflows	<u>387,206</u>	<u>389,961</u>	<u>(2,755)</u>
Total Assets	<u>12,443,640</u>	<u>12,566,641</u>	<u>(123,001)</u>
LIABILITIES			
Current Liabilities			
Accounts payable	170,746	247,022	(76,276)
Accrued taxes	52,000	49,520	2,480
Payroll liabilities	51,424	50,369	1,055
Unearned revenue	4,168	2,560	1,608
Tenant deposits	82,049	77,875	4,174
Current portion of compensated absences	80,388	68,748	11,640
Current portion of long-term unearned revenue	25,940	25,216	724
Current portion of long-term debt	65,000	64,500	500
Current portion of subscription liability	5,683	0	5,684
Total Current Liabilities	<u>537,398</u>	<u>585,810</u>	<u>(48,411)</u>

Port of Kingston
Balance Sheet Preliminary
As of December 31, 2025

	December 31, 2025	December 31, 2024	
	Actual	Actual	Change
Noncurrent Liabilities			
Compensated absences	83,261	58,473	24,786
Long-term unearned revenue	1,107,963	1,133,903	(25,939)
Environmental remediation liability	126,000	123,000	3,000
Asset retirement obligation	207,182	195,824	11,358
Pension liability	59,893	85,892	(26,000)
General obligation bonds	444,500	509,500	(65,000)
Subscription liability	17,907	0	17,908
Total Noncurrent Liabilities	<u>2,046,706</u>	<u>2,106,592</u>	<u>(59,887)</u>
Total Liabilities Before Deferred Inflows	2,584,104	2,692,402	(108,298)
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows - pensions	103,379	103,869	(489)
Deferred inflows - lease	1,788,815	1,960,605	(171,791)
Total Deferred Inflows	<u>1,892,194</u>	<u>2,064,474</u>	<u>(172,280)</u>
Total Liabilities	<u>4,476,298</u>	<u>4,756,876</u>	<u>(280,578)</u>
NET POSITION			
Restricted for net pension asset	488,112	411,267	76,845
Committed	1,224,838	2,014,021	(789,183)
Unrestricted	6,254,392	5,384,477	869,915
Total Net Position	<u>7,967,342</u>	<u>7,809,765</u>	<u>157,577</u>
Total Liabilities and Net Position	<u>12,443,640</u>	<u>12,566,641</u>	<u>(123,001)</u>

Port of Kingston
Income Statement Year-To-Date Preliminary
For The Period Ending December 31, 2025

	December 31, 2025			December 31, 2024	
	Actual	Budget	Diff	Actual	Change
OPERATING REVENUE					
Fuel Sales	697,423	769,243	(71,819)	682,890	14,534
Moorage - Guest	256,488	287,400	(30,913)	252,495	3,992
Moorage - Permanent	1,306,978	1,318,232	(11,254)	1,263,687	43,291
Moorage - Seasonal	76,235	129,336	(53,101)	82,964	(6,729)
Other Operating Income	9,422	8,181	1,241	7,020	2,402
Other Operating Service	39,842	45,092	(5,251)	48,905	(9,064)
Parking	754,973	706,324	48,649	665,474	89,500
Rental Property	269,101	267,756	1,346	257,582	11,518
Retail Sales	4,552	11,350	(6,798)	3,640	913
Utilities Income	61,949	63,543	(1,594)	55,021	6,927
TOTAL OPERATING REVENUE	3,476,963	3,606,457	(129,494)	3,319,678	157,284
COST OF GOODS SOLD	562,597	634,228	(71,631)	560,018	2,579
GROSS PROFIT	2,914,366	2,972,229	(57,863)	2,759,660	154,706
OPERATING EXPENSE					
Bank Charges	1,662	2,120	(458)	2,407	(746)
Commissioner Expense	79,200	100,868	(21,666)	92,838	(13,637)
Compensation and Benefits	1,705,486	1,807,983	(102,498)	1,622,206	83,280
Computer and Telecom	67,769	80,780	(13,011)	68,415	(646)
Equipment and Maintenance	140,966	118,588	22,378	109,892	31,074
Insurance and Taxes	167,899	170,269	(2,370)	159,926	7,973
Other Operating Expense	233,784	12,087	221,697	44,883	188,901
Professional Services	207,244	184,548	22,696	256,125	(48,881)
Promotional and Dues	64,318	87,430	(23,113)	104,786	(40,468)
Supplies	43,828	56,030	(12,201)	42,275	1,554
Travel and Training	13,821	31,096	(17,275)	19,621	(5,800)
Utilities	170,326	153,715	16,611	148,474	21,851
TOTAL OPERATING EXP BEFORE DEPR	2,896,303	2,805,513	90,790	2,671,849	224,454
NET OPERATING INCOME BEFORE DEPR	18,063	166,716	(148,653)	87,811	(69,748)
Depreciation and Amortization	507,768	497,722	10,046	505,630	2,137
NET OPERATING INCOME	(489,705)	(331,006)	(158,699)	(417,819)	(71,886)

Port of Kingston
Income Statement Year-To-Date Preliminary
For The Period Ending December 31, 2025

	December 31, 2025		Diff	December 31, 2024	
	Actual	Budget		Actual	Change
OTHER INCOME					
Investment Income	102,127	79,950	22,176	94,338	7,788
Interest Income Lease	61,175	63,420	(2,244)	62,690	(1,513)
Property Tax Receipts	237,791	228,035	9,756	232,106	5,684
Leasehold Excise Tax	2,564	0	2,564	2,516	48
Gain/Loss on Assets	0	0	0	(32,542)	32,543
Insurance Recoveries	61,622	0	61,622	0	61,622
TOTAL OTHER INCOME	465,279	371,405	93,874	359,108	106,172
OTHER EXPENSE					
Interest Exp GO Bond	18,806	18,806	0	20,672	(1,866)
Election Expense	6,555	7,000	(445)	0	6,555
Environmental Expense	3,000	3,000	0	3,000	0
Other non operating expense - services	62,622	0	62,622	0	62,622
TOTAL OTHER EXPENSE	90,983	28,806	62,177	23,672	67,311
NET OTHER INCOME/EXPENSE	374,296	342,599	31,697	335,435	38,861
NET INCOME BEFORE CAPITAL GRANTS	(115,409)	11,593	(127,002)	(82,384)	(33,025)
Capital Grants	272,986	0	272,986	5,037	267,948
NET INCOME	157,577	11,593	145,984	(77,346)	234,923

Port of Kingston
Income Statement Year-To-Date Preliminary
For The Period Ending December 31, 2025

	01/31/2025	02/28/2025	03/31/2025	04/30/2025	05/31/2025	06/30/2025	07/31/2025	08/31/2025	09/30/2025	10/31/2025	11/30/2025	12/31/2025	Total YTD
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	
OPERATING REVENUE													
Fuel Sales	15,526	9,874	15,939	22,588	62,678	76,414	166,175	155,033	74,776	59,958	25,046	13,417	697,423
Moorage - Guest	11,836	4,896	3,966	11,301	23,426	26,238	51,365	54,593	32,522	19,181	9,416	7,747	256,488
Moorage - Permanent	107,424	107,826	107,561	108,378	109,358	109,667	110,265	111,427	110,305	109,078	107,785	107,905	1,306,978
Moorage - Seasonal	9,912	8,008	8,018	9,069	2,573	3,091	3,660	3,716	2,983	10,013	8,710	6,482	76,235
Other Operating Income	1,524	555	675	543	2,450	650	531	649	441	799	303	300	9,422
Other Operating Service	2,066	2,927	2,811	3,435	3,311	4,215	3,805	4,308	3,523	3,767	6,874	(1,199)	39,842
Parking	44,093	41,147	52,470	52,091	65,785	73,662	91,305	88,311	77,139	62,434	52,160	54,376	754,973
Rental Property	21,581	21,619	21,706	21,744	21,783	21,822	25,810	22,517	22,556	22,595	22,634	22,734	269,101
Retail Sales	7	10	14	63	207	319	1,326	1,449	715	288	63	91	4,552
Utilities Income	5,678	7,406	10,296	7,477	6,057	3,458	3,094	3,111	2,773	3,006	4,051	5,543	61,949
TOTAL OPERATING REVENUE	219,647	204,268	223,456	236,689	297,628	319,536	457,336	445,114	327,733	291,119	237,042	217,396	3,476,963
COST OF GOODS SOLD	13,300	7,889	12,170	16,397	49,845	58,478	135,168	122,667	61,595	49,595	20,503	14,990	562,597
GROSS PROFIT	206,347	196,379	211,287	220,291	247,783	261,058	322,168	322,447	266,138	241,523	216,539	202,406	2,914,366
OPERATING EXPENSE													
Bank Charges	232	98	111	91	89	128	139	142	312	155	92	74	1,662
Commissioner Expense	5,650	5,890	4,041	6,294	6,686	5,973	4,756	10,954	4,633	9,363	6,618	8,342	79,200
Compensation and Benefits	146,594	143,865	145,389	147,534	154,428	151,697	152,692	148,719	146,323	144,805	142,449	80,991	1,705,486
Computer and Telecom	8,276	5,691	7,429	4,856	4,736	4,499	7,798	6,219	4,616	5,941	5,431	2,275	67,769
Equipment and Maintenance	12,232	4,705	22,175	10,557	6,803	9,070	7,802	15,987	6,467	4,630	12,653	27,887	140,966
Insurance and Taxes	13,382	13,331	13,223	13,332	13,439	13,857	13,975	14,768	14,479	13,672	13,346	17,094	167,899
Other Operating Expense	1,356	576	5,121	(126)	49	0	228	710	(49)	0	295	225,623	233,784
Professional Services	10,653	13,883	11,106	23,041	17,116	18,918	17,266	22,270	17,868	16,607	11,746	26,771	207,244
Promotional and Dues	9,916	5,265	3,189	7,327	11,603	2,660	2,477	2,519	5,366	3,570	2,545	7,879	64,318
Supplies	4,066	917	8,600	1,612	8,349	4,925	7,135	(3,424)	7,222	1,338	2,028	1,062	43,828
Travel and Training	70	501	2,070	599	1,868	1,098	1,552	994	1,554	311	2,146	1,058	13,821
Utilities	11,362	12,424	14,961	24,731	8,440	15,739	8,603	19,521	8,155	27,006	10,257	9,126	170,326
TOTAL OPERATING EXP BEFORE DEPR	223,789	207,146	237,415	239,849	233,606	228,564	224,423	239,379	216,946	227,399	209,606	408,182	2,896,303
NET OPERATING INCOME BEFORE DEPR	(17,442)	(10,767)	(26,129)	(19,558)	14,178	32,494	97,745	83,068	49,191	14,124	6,933	(205,776)	18,063
Depreciation and Amortization	41,259	41,259	41,432	42,373	42,961	42,961	42,961	42,371	42,371	42,371	41,662	43,788	507,768
NET OPERATING INCOME	(58,701)	(52,026)	(67,561)	(61,931)	(28,783)	(10,467)	54,784	40,698	6,821	(28,246)	(34,728)	(249,564)	(489,705)
OTHER INCOME													
Investment Income	9,122	8,585	8,885	8,622	8,512	7,956	8,397	9,103	8,989	8,648	7,785	7,523	102,127
Interest Income Lease	5,310	5,272	5,234	5,195	5,156	5,118	5,079	5,041	5,001	4,962	4,924	4,884	61,175
Property Tax Receipts	826	7,876	11,046	91,801	16,204	1,523	2,349	2,046	3,694	84,875	13,362	2,188	237,791
Leasehold Excise Tax	0	592	0	0	682	0	0	605	0	0	686	0	2,564
Insurance Recoveries	0	0	0	61,622	0	0	0	0	0	0	0	0	61,622
TOTAL OTHER INCOME	15,258	22,325	25,165	167,240	30,554	14,597	15,825	16,795	17,684	98,485	26,757	14,595	465,279

Port of Kingston
Income Statement Year-To-Date Preliminary
For The Period Ending December 31, 2025

	01/31/2025	02/28/2025	03/31/2025	04/30/2025	05/31/2025	06/30/2025	07/31/2025	08/31/2025	09/30/2025	10/31/2025	11/30/2025	12/31/2025	Total YTD
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	
OTHER EXPENSE													
Interest Exp GO Bond	1,608	1,608	1,608	1,608	1,608	1,608	1,527	1,527	1,527	1,527	1,527	1,527	18,806
Election Expense	0	0	0	0	0	0	0	0	0	0	0	6,554	6,555
Environmental Expense	0	0	0	0	0	0	0	0	0	0	0	3,000	3,000
Other non operating expense - services	0	0	0	62,622	0	0	0	0	0	0	0	0	62,622
TOTAL OTHER EXPENSE	1,608	1,608	1,608	64,230	1,608	1,608	1,527	1,527	1,527	1,527	1,527	11,081	90,983
NET OTHER INCOME/EXPENSE	13,650	20,717	23,557	103,010	28,946	12,989	14,298	15,268	16,158	96,958	25,230	3,513	374,296
NET INCOME BEFORE CAPITAL GRANTS	(45,051)	(31,309)	(44,004)	41,080	163	2,523	69,082	55,966	22,978	68,712	(9,498)	(246,051)	(115,409)
Capital Grants	0	0	0	0	0	0	0	0	53,634	219,350	0	2	272,986
NET INCOME	(45,051)	(31,309)	(44,004)	41,080	163	2,523	69,082	55,966	76,613	288,062	(9,498)	(246,049)	157,577