

Port of Kingston  
Kitsap County, WA

**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powers and duties of the Executive Director and designees as of January 28, 2026 and remains in effect until repealed, replaced, or superseded by subsequent resolution of the Commission.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heretofore approved by the Commission pertaining to the subject matters contained in this resolution are hereby repealed.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.

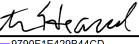
**Section 4.** The Port Commission hereby delegates to the Executive Director the authority to undertake the management operations of the Port.


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

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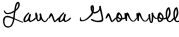
Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a Regular Meeting held this 28<sup>th</sup> day of January 2026.

**PORT OF KINGSTON**  
**KITSAP COUNTY, WASHINGTON**

Signed by:  
  
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Steve Heacock, Commissioner

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

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Mary McClure, Commissioner

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Laura Gronnvoll, 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.

| <b>E.D. AUTHORITY FOR:</b>   | <b>WILL NOT EXCEED</b>   |
|--|--|
| Property Leases<br>Land Use Agreements<br>Subleases<br>Lease Renewals<br>Terminations<br>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.<br><br>Leases may not be renewed or extended beyond five years without Commission approval. |
| Other Agreements (e.g.): <ul style="list-style-type: none"> <li>• Memoranda of Understanding</li> <li>• Interlocal Agreements</li> </ul> | 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  |

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|                                      |                    |
|--------------------------------------|--------------------|
| 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.

| <b>E.D. AUTHORITY FOR:</b>        | <b>Authority Level</b>                             |
|-----------------------------------|--|
| 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 |