

Port Of Keyport Feb 10th, 2025 Meeting Agenda

Call for Approval of Jan 6th and 13th, 2025 Meeting Minutes

Old Business

- Pier Repair Soundwest Engineering Meeting
- Website Updates
- Internet service Marina- fiber optics pricing
- Record Keeping Dropbox .pdf minutes and agenda, resolutions
- Port of Brownsville Maintenance

New Business

- Kitsap County Derelict Boat Update
- Pier Inspection Pricing
- Fire Extinguisher Inspection
- State Audit Report
- Policies Manual for the Port-Auditor
- Classic Boat Rendezvous Port Of Keyport Aug Festival

Auditor Belinda Dews

- Balance Sheet and Budget to actual Income Statement for review and approval by the commissioners
- Warrant and Check Signing

Meeting Adjourned Note Time

Next Meeting March 10th, 2025

Port of Keyport

P.O. Box 195 • Keyport, WA 98345-0195

Lena Hunt - Chairman
(206)910-7644

Ellen Ross-Cardoso
(360)981-5858

Don McCracken- Secretary
(360)830-9097

February 10, 2025

Present: Commissioner Hunt, Commissioner McCracken, Commissioner Ross-Cardoso, Auditor Dews

The meeting was called to order at 6:00pm by Commissioner Hunt.

The minutes from the January 6, 2025 meeting and January 13, 2025 Special meeting were approved by all Commissioners.

Old Business

- 1) Commissioner Hunt read a letter from John Piccone of Soundwest Engineering regarding some past history of the Port. Government Agency in-fighting, difficulty with the contractor and delayed construction required the past Commissioners to readjust the timeline and process to complete the last Port construction. Even with those adjustments, a second bond was required and a recommended final engineering report was not completed. Estimates for several needed pier repairs along with a cost estimate for this engineering report will be reviewed at the next meeting to determine a budget timeline.
- 2) After a review of the cost of fiber optic, the Commissioners have decided to approve an internet cable connection with Astound Broadband. Commissioner McCracken will contact Astound to schedule installation.
- 3) The Port website and waiting list have been updated.
- 4) All meeting agendas, minutes, warrants, vouchers, financial accounting, resolutions and copies of filed forms will be uploaded to the Port Dropbox. This is in keeping with record-keeping as addressed in our last Special meeting.
- 5) Commissioner Hunt will be contacting the Port of Brownsville on any outstanding bills for past work.
- 6) Fire extinguisher inspection was completed.

New Business

- 1) Commissioner Ross-Cardoso reported on progress with the County Derelict and Abandoned Boat Task Force. This is a new organization and is still a work in progress.
- 2) The state audit has highlighted some issues with the Port record-keeping, in particular with the past construction projects. Although these issues were before the current Commissioners were elected, we are working to address what can be fixed and establish a process of record-keeping for future Commissioners. We are fortunate to have the support of past commissioners and John Piccone.
- 3) Along with a contacts list and Procedure manual for the Commissioners, Commissioner Hunt has initiated a timeline Policies manual for the Port Auditor. This was reviewed and will be formalized in the Port Dropbox.
- 4) A Classic Boat Rendezvous was requested and the Port Commissioners approved. We will help facilitate the guest dock for their use on August 16, 2025. These are mostly small wooden boats and some will be on dryland display during Keyport Fest.
- 5) Commissioner Hunt will be reviewing the Policies with the Port Auditor and also purchasing a lockbox for the Port office.
- 6) Commissioner Ross-Cardoso will attend the All Ports meeting.
- 7) Port Auditor Dews reported a found money market account in the Port's name. More research will be done to determine its origin and purpose.
- 8) Checks #5329 - #5339, totaling \$2844.59, were paid.

The next regular meeting will be held on Monday, March 10, 2025 at 6:00pm.

This meeting was adjourned by Commissioner Hunt at 7:21pm.

Respectfully submitted: Don McCracken, Secretary

VOUCHER APPROVAL

We, the undersigned Board of Commissioners of the Port of Keyport, Kitsap County, Washington, do hereby certify that the merchandise or services hereafter specified have been received and that the vouchers listed below are approved for payment from the General Fund in the total amount of \$ ~~5742.59~~ 2844.59
Dated this 08 day of FEBRUARY, 2025 *SH*

Port Commissioner: *Ronald D. Hunt*

Port Commissioner: *Dana Hunt*

Port Commissioner: *[Signature]*

| <u>Fund</u> | <u>Micro Number</u> | <u>Warrant</u> | <u>Amount</u> | <u>Dated</u> | <u>Payee</u> |
|-------------|---------------------|----------------|---------------|--------------|-------------------------------|
| 88718 | 1233088251234560 | 5329 | 32.78 | 02/10/2025 | LENA HUNT |
| 88718 | 1233088251234560 | 5330 | 300.00 | 02/10/2025 | WASHINGTON PUBLIC PORTS ASSOC |
| 88718 | 1233088251234560 | 5331 | 131.10 | 02/10/2025 | HONEY BUCKET |
| 88718 | 1233088251234560 | 5332 | 267.49 | 02/10/2025 | PENINSULA FIRE |
| 88718 | 1233088251234560 | 5333 | 93.58 | 02/10/2025 | KITSAP PUD |
| 88718 | 1233088251234560 | 5334 | 585.04 | 02/10/2025 | PUGET SOUND ENERGY |
| 88718 | 1233088251234560 | 5335 | 48.60 | 02/10/2025 | WASTE MANAGEMENT |