

## **Port Of Keyport Mar 10<sup>th</sup>, 2025 Meeting Agenda**

Call for Approval of Feb 10th, 2025 Meeting Minutes

### **Old Business**

- Pier Survey
- Website Updates
- Internet service Marina
- Port of Brownsville Maintenance Agreement
- Policies Manual for the Port-Auditor

### **New Business**

- Kitsap County Derelict Boat Update
- Electrical Rate Increase
- State Audit Report
- Cash box and bank deposit Policy
- Budget to Actual Spreadsheet 2025
- Printer/scanner for Office
- Marina Camera

### **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 April 7th, 2025**

# Port of Keyport

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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

March 10, 2025

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

The meeting was called to order at 6:04pm by Commissioner Hunt.

The minutes from the February 2025 meeting were approved by all Commissioners.

## Old Business

- 1) The pier survey recommended by John Piccone was discussed. The Commissioners have decided to have that completed to finalize one aspect of the long-delayed Port projects and highlight any discrepancies.
- 2) Internet service installation was completed 02/21/2025. Commissioner Ross-Cardoso will begin researching 24/7 camera options for live feed.
- 3) The Port of Brownsville sent a formal Interlocal Maintenance Agreement addressing regular maintenance and inspections. This will be reviewed. The Commissioners are in agreement to enter into this arrangement after some clarification.
- 4) Commissioner Hunt and Auditor Dews are reviewing a Policy Manual for the Port Auditor. This along with other formal Policy Manuals and record keeping procedures are in keeping with the State Auditor's recommendations that all Port business be properly documented

## New Business

- 1) Due to an increase in PSE electricity charges, the Port will increase the tenant electrical charge to \$.15/kwh.
- 2) The State audit is complete. Recommendations from the State Auditor will be incorporated into our Policies and Procedures.
- 3) Commissioner Hunt installed a lockbox in the office to allow the Auditor to clear the payment box and securely hold for deposit. This is expected to be used bi-weekly in the winter and weekly in the summer following an established procedure.
- 4) Commissioner Ross-Cardoso will be purchasing a printer/scanner for the office.
- 5) The Port Commissioners would like to acknowledge Earl Hunt and Lena Hunt for donating much of their time to improving the Port record keeping procedures, particularly in regards to budgeting. This will lead to a much more cogent system, not just now but going into the future.
- 6) Checks #5340 - #5349, totaling \$3390.22, were paid.

The next regular meeting will be held on Monday, April 7, 2025 at 6:00pm.

This meeting was adjourned by Commissioner Hunt at 7:30pm.

Respectfully submitted: Don McCracken, Secretary

Budget to Actual Report YTD Feb 2025

**ESTIMATED OPERATING EXPENSES:**

<b>4,983</b>	<b>4,569</b>	<b>415</b>	<b>-8.3%</b>
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**Net Operating Gain / (Loss):**

<b>3,347</b>	<b>6,113</b>	<b>2,766</b>	<b>82.6%</b>
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**Port Of Keyport Balance Sheet Feb 2025**

**TOTAL ASSETS    \$27,200**

**Retained Earnings \$21,133**

**Equity:**

**Net Income \$6,113**

**Total Equity \$27,245**

**TOTAL LIABILITIES & EQUITY \$27,201**