

# 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

July 7, 2025

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

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

The minutes from the June 9, 2025 meeting were approved by all Commissioners.

## Old Business

- 1) Port camera installation is progressing as technical issues are addressed.
- 2) The pier engineering inspection was completed by Consor consulting. John Piccone called into the meeting to discuss the results and our options. The process of acquiring permits is our first step. We will review our budget before authorizing John to begin that step. Repairs, depending on budget, would be expected during the open fish window later next year.
- 3) A dock cart has been donated to the Port and we have ordered a second for tenants and guest dock use..

## New Business

- 1) Resolution 2025-01; Approval of new Auditor Earl Hunt - was signed.
- 2) Commissioner McCracken will contact Enduris about wooden boat liability. This information will aid in our rewrite of Port Rules and Regulations.
- 3) A discussion was held regarding our guest dock. As a community service we will occasionally reserve the dock for community events. Although normally, per regulations, available first come, we need to allow for occasional block reservations and will need to consider wording for this.
- 4) Commissioner Hunt will be in contact with the county about disposal of old records. We will keep required records and dispose of unneeded older records to clean up our files.
- 5) Commissioner Hunt will contact the county about trimming the trees along the county easement leading to our boat launch.
- 6) Checks #5380- #5389, totaling \$1511.10, and check #5390, totaling \$6358.75, were paid.

The next regular meeting will be held on Monday, August 4, 2025 at 6:00pm.

This meeting was adjourned by Commissioner Hunt at 7:08pm.

Respectfully submitted: Don McCracken, Secretary

## **Port Of Keyport July 7<sup>th</sup> , 2025 Meeting Agenda**

Call for Approval of June 9th, 2025 Meeting Minutes

### **Old Business**

- Website Updates
- Marina Camera Status
- Pier Inspection update-Report
- Dock Cart donation
- Aug 16th Keyport Festival Update

### **New Business**

- New Auditor Resolution 2025-01
- Wooden Hulled Boats Policy
- Pier Repair Projected Cost- John Piccone
- Old Records disposal

### **Auditor Belinda Dews**

- Financial Report
- Warrant and Check Signing

### **Meeting Adjourned Note Time**

**Next Meeting Aug 4th, 2025**

# Port of Keyport Public Meeting Notice

The Port of Keyport Monthly Meeting  
Monday July 7th, 2025

Time 6pm

The Port of Keyport Office

<https://portofkeyport.com>

## Budget vs. Actuals

January 1-July 31, 2025

	YTD July 2025			
	Actual	Budget	Difference	% Over
<b>Income</b>				
Moorage & Launch Fees				
Electric Usage	2,564.71			
Guest Moorage	1,286.30			
Launch Fees	625.00			
Slip Rental Fees	24,549.19			
Winter Moorage	449.36			
<b>Total for Moorage &amp; Launch Fees</b>	<b>\$29,474.56</b>	<b>\$29,157.00</b>	<b>\$317.56</b>	<b>1.1%</b>
Property Tax Income - 3111000	21,051.42	18,000.00	3,051.42	17.0%
<b>Total for Income</b>	<b>\$50,525.98</b>	<b>\$47,157.00</b>	<b>\$3,368.98</b>	<b>7.1%</b>
<b>Expenses</b>				
Bond Servicing				
Bond Principal - LGTO 2019	7,000.00			
Interest Expense	4,770.25			
<b>Total for Bond Servicing</b>	<b>\$11,770.25</b>	<b>\$12,000.00</b>	<b>\$229.75</b>	<b>-1.9%</b>
DNR Lease and Surveys	6,000.00	7,500.00	1,500.00	-20.0%
General and Admin Exp - 3446000				
Office Expense	1,557.41	875.00	-682.41	78.0%
Professional Services	6,223.00	2,917.00	-3,306.00	113.3%
Travel for Training		750.00	750.00	-100.0%
Utilities				
Electric Service	3,382.73			
Toilet Service	917.70			
Trash Service	544.23			
Water Service	93.58			
<b>Total for Utilities</b>	<b>\$4,938.24</b>	<b>\$4,667.00</b>	<b>-\$271.24</b>	<b>5.8%</b>
<b>Total for General and Admin Exp - 3446000</b>	<b>\$12,718.65</b>	<b>\$9,209.00</b>	<b>-\$3,509.65</b>	<b>38.1%</b>
Internal Staff Costs				
Auditor	1,645.00			
Commissioners	3,864.00			
<b>Total for Internal Staff Costs</b>	<b>\$5,509.00</b>	<b>\$4,900.00</b>	<b>-\$609.00</b>	<b>12.4%</b>
Maintenance Costs - 5460030				
Maintenance and repair parts	32.78	2,333.00	2,300.22	-98.6%
Maintenance - Outside Services	926.24	1,750.00	823.76	-47.1%
<b>Total for Maintenance Costs - 5460030</b>	<b>\$959.02</b>	<b>\$4,083.00</b>	<b>\$3,123.98</b>	<b>-76.5%</b>
<b>Total for Expenses</b>	<b>\$36,956.92</b>	<b>\$37,692.00</b>	<b>\$735.08</b>	<b>-2.0%</b>
<b>Net Operating Income</b>	<b>\$13,569.06</b>	<b>\$9,465.00</b>	<b>-\$4,104.06</b>	<b>43.4%</b>