

# Port of Keyport

## Public Meeting Notice

The Port of Keyport Monthly Meeting

Monday December 1st, 2025

Time 6pm

The Port of Keyport Office

<https://portofkeyport.com>

Notices posted at the Post Office and the Port Office

## **Port Of Keyport Dec 1st , 2025 Meeting Agenda**

Call for Approval of Nov 3rd minutes

### **Old Business**

- Website/ Webmaster
- 2026 Berthage Agreements
- New Signage
- Delinquent guest moorage and launch fees update
- Winter Moorage and Guest Moorage revisited

### **New Business**

- Guest James Weaver Port of Poulsbo- Maintenance
- Update Policy for delinquent boats Chaining Charges
- New Commissioner Duties discussion
- Key Bank Commissioner Signature Cards
- Swearing in Commissioner Enriquez

### **Auditor Earl Hunt**

- Financial Report
- Warrant and Check Signing

### **Meeting Adjourned Note Time**

**Next Meeting Jan 5th, 2026**

## 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

December 1, 2025

Present: Commissioner Hunt, Commissioner McCracken, Commissioner Ross-Cardoso, Auditor Hunt, John Enriquez  
and James Weaver

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

The minutes from the November 3, 2025 meetings were approved by all Commissioners.

### Old Business

- 1) Commissioner Hunt will be leaving at the end of December but has agreed to help in remaining the Port webmaster and will aid John Enriquez as the new incoming commissioner.
- 2) The cost and timing of the pier repair will be addressed in upcoming meetings as our budget allows.
- 3) Berthage agreements were mailed to tenants on November 28th.
- 4) Commissioner Hunt ordered new contact phone number signs for our public displays. Fast Signs has this format on file for future changes.
- 5) The Port has two openings, 22 ft. and 50 ft., along with winter moorage for vessels under 40 feet.

### New Business

- 1) Port of Poulsbo Manager James Weaver attended as a way of introduction and presented ideas regarding our Ports' mutual interest. These include security, development and contractual maintenance agreements. Should our Port elect to move our maintenance agreement to the Port of Poulsbo staff we will need to inform the Port of Brownsville and cancel that contract.
- 2) Commissioner Ross-Cardoso will be obtaining a copy of the Port of Brownsville policy on delinquent vessels and chaining charges.
- 3) A 55' vessel requesting winter moorage was discussed. Although we would love to accommodate the request, only inside moorage is designated for this and the vessel is just too large.
- 4) A listing of combined resolutions for changes to the Port Rules and Regulations that would be filed with the County will be discussed at the January meeting.
- 5) Changes in Commissioner assigned duties were discussed.
- 6) John Enriquez was sworn in as a new commissioner filling the seat vacated by Lena Hunt. Bank signature cards will be filed to add John and remove Lena from account access.
- 7) The current Port Commissioners and the whole community of Keyport would like to acknowledge Lena Hunt as she comes to the end of her term as a Port of Keyport Commissioner. We have benefitted greatly from her improvements in the administration of our Port and her leadership of the commission. We extend our greatest appreciation for her service to all of us.

Auditor Report

- 1) Auditor Hunt gave a review of the current Port financials.
- 2) Checks #5433- #5442, totaling \$1468.86, were paid.

The next Regular meeting will be held on Monday, January 5, 2025 at 6:00pm.

This meeting was adjourned by Commissioner Hunt at 7:06pm.

Respectfully submitted: Don McCracken, Secretary

## Budget vs. Actuals

YTD November 2025

Accrual Basis

	Actual	Budget	\$ Over/(Under)	% Over/(Under)
<b>Income</b>				
Interest Income	227	0	227	NMF
Moorage & Launch Fees				
Electric Usage	3,011			
Guest Moorage	3,278			
Launch Fees	1,107			
Slip Rental Fees	38,460			
Winter Moorage	449			
<b>Total for Moorage &amp; Launch Fees</b>	<b>46,305</b>	<b>45,819</b>	<b>486</b>	<b>1.1%</b>
Property Tax Income - 3111000	35,765	36,000	(235)	-0.7%
<b>Total for Income</b>	<b>82,297</b>	<b>81,819</b>	<b>251</b>	<b>0.3%</b>

<b>Expenses</b>				
Bond Servicing				
Interest Expense and Bond Fees	9,631			
<b>Total for Bond Servicing</b>	<b>9,631</b>	<b>10,000</b>	<b>(369)</b>	<b>-3.7%</b>
DNR Lease and Surveys	9,001	7,500	1,501	20.0%
General and Admin Exp - 3446000				
Office Expense	2,315	1,375	940	68.4%
Professional Services	6,223	4,583	1,640	35.8%
Travel for Training	0	1,500	(1,500)	-100.0%
Utilities				
Electric Service	3,956			
Toilet Service	1,442			
Trash Service	538			

Water Service	587		
<b>Total for Utilities</b>	<b>6,523</b>	<b>7,333</b>	<b>(810)</b>
<b>Total for General and Admin Exp - 3446000</b>	<b>15,061</b>	<b>14,791</b>	<b>270</b>
Insurance	12,580	14,000	(1,420)
Internal Staff Costs			
Auditor	2,695		
Commissioners	6,279		
<b>Total for Internal Staff Costs</b>	<b>8,974</b>	<b>7,700</b>	<b>1,274</b>
Maintenance Costs - 5460030			
Maintenance and repair parts	619	3,667	(3,048)
Maintenance - Outside Services	926	2,750	(1,824)
<b>Total for Maintenance Costs - 5460030</b>	<b>1,545</b>	<b>6,417</b>	<b>(4,872)</b>
<b>Total for Expenses</b>	<b>56,792</b>	<b>60,408</b>	<b>(3,616)</b>
<b>Net Operating Income</b>	<b>25,505</b>	<b>21,411</b>	<b>4,094</b>