

# Port of Keyport

## Public Meeting Notice

The Port of Keyport Monthly Meeting

Monday November 3rd, 2025

Time 6pm

The Port of Keyport Office

<https://portofkeyport.com>

Notices posted at the Post Office and the Port Office

## **Port Of Keyport Nov 3rd , 2025 Meeting Agenda**

Call for Approval of Oct 6th, 2025 Meeting Minutes

### **Old Business**

- Website Updates
- Funding discussion for Pier piling and beam replacement
- Update on Tenants and Waitlist
- Property Tax Levy resolution and 2026 budget approval

### **New Business**

- Transitioning Commissioner Duties
- Check list for new Commissioner John
- Quarterly All Ports Meeting update
- Winter Prep check list
- Holiday Decorations
- Berthage Agreements 2026

### **Auditor Earl Hunt**

- Financial Report
- Warrant and Check Signing

### **Meeting Adjourned Note Time**

**Next Meeting Dec 1st, 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

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November 3, 2025

Present: Commissioner Hunt, Commissioner McCracken, Commissioner Ross-Cardoso, Auditor Hunt, Max Watne and Brian Watne  
The meeting was called to order at 6:00pm by Commissioner Hunt.

The minutes from the October 6th and October 20th, 2025 meetings were approved by all Commissioners.

**Old Business**

- 1) The Port website waitlist has been updated. We currently have a 22' side tie and 50' slip available. Both have been offered to the waitlist without interest and will now go outside for availability. Although spelled out in our Rules and Regulations, some were surprised that we don't allow live-aboards. This will be made clear on our website.
- 2) A review of the cost to repair the pier was done. As mentioned before, the contractor fell short on their obligations and was unresponsive to completing the job. Without incurring legal costs to hold them accountable, it falls to the Commission to repair at least four pilings and one cross-tie. The general estimate for this is more than our budget at this time. Auditor Hunt has been in contact with the State Treasurer for suggestions on possible funding sources before we commit to another bond.
- 3) Former Commissioner Watne expressed his recommendation the Port look for ways to build up the investment fund to accommodate future projects.

**New Business**

- 1) Commissioner Hunt presented a list of Commissioner duties for our new incoming Commissioner. The work load will be distributed between Commissioners
- 2) Port of Brownsville maintenance installed an additional cleat on the linear dock.
- 3) The Port budget was approved.
- 4) Resolution 2025-02: Tax Levy Certification was approved.
- 5) The 2026 Budget, Tax Levy Certification and Resolution 2025-02 will be filed by Auditor Hunt.
- 6) Commissioner Ross-Cardoso reviewed the All Ports meeting.
- 7) The Port is available for any decorating the KIC decides.
- 8) Commissioner Hunt will request a maintenance service contract estimate from the Port of Poulsbo.
- 9) Berth age agreements are expected to be mailed in December for all Port tenants.

**Auditor Report**

- 1) Auditor Hunt gave a review of the current Port financials.
- 2) Checks #5425- #5432, totaling \$1836.29, were paid.

The next Regular meeting will be held on Monday, December 1, 2025 at 6:00pm.

This meeting was adjourned by Commissioner Hunt at 7:29pm.

Respectfully submitted: Don McCracken, Secretary

## Budget vs. Actual

YTD October 2025

Accrual Basis

	Actual	Budget	\$ Over/(Under)	% Over/(Under)
<b>Income</b>				
Moorage & Launch Fees				
Electric Usage				
Guest Moorage				
Launch Fees				
Slip Rental Fees				
Winter Moorage				
<b>Total for Moorage &amp; Launch Fees</b>	<b>42,224</b>	<b>41,653</b>	<b>571</b>	<b>1.4%</b>
Property Tax Income - 3111000	35,765	36,000	(235)	-0.7%
<b>Total for Income</b>	<b>77,989</b>	<b>77,653</b>	<b>336</b>	<b>0.4%</b>
 <b>Expenses</b>				
Bond Servicing				
Bond Principal - LGTO 2019	7,200			
Interest Expense	4,770			
<b>Total for Bond Servicing</b>	<b>11,970</b>	<b>12,000</b>	<b>(30)</b>	<b>-0.3%</b>
DNR Lease and Surveys	9,001	7,500	1,501	20.0%
General and Admin Exp - 3446000				
Office Expense	2,212	1,250	962	77.0%
Professional Services	6,223	4,167	2,056	49.3%
Travel for Training	0	1,500	(1,500)	-100.0%
Utilities				

Electric Service	3,788		
Toilet Service	1,311		
Trash Service	490		
Water Service	587		
<b>Total for Utilities</b>	<b>6,176</b>	<b>6,667</b>	<b>(491)</b>
<b>Total for General and Admin Exp - 3446000</b>	<b>14,611</b>	<b>13,584</b>	<b>1,027</b>
Insurance	12,580	14,000	(1,420)
Internal Staff Costs			
Auditor	2,275		
Commissioners	5,313		
<b>Total for Internal Staff Costs</b>	<b>7,588</b>	<b>7,000</b>	<b>588</b>
Maintenance Costs - 5460030			
Maintenance and repair parts	619	3,333	(2,714)
Maintenance - Outside Services	926	2,500	(1,574)
<b>Total for Maintenance Costs - 5460030</b>	<b>1,545</b>	<b>5,833</b>	<b>(4,288)</b>
<b>Total for Expenses</b>	<b>57,295</b>	<b>59,917</b>	<b>(2,622)</b>
<b>Net Operating Income</b>	<b>20,694</b>	<b>17,736</b>	<b>2,958</b>