

Port of Keyport

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February 2, 2026

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

The meeting was called to order at 6:10pm by Commissioner Ross-Cardoso.

The minutes from the January 5, 2025 meeting were approved by all Commissioners.

Old Business

- 1) Commissioner Enriquez reports all marina slips are now filled and annual agreements signed.
- 2) A review of possible Rules and Regulations changes was discussed. No changes were recommended.
- 3) A new procedure for adding the expiration date to all tenant insurance records will help the commissioners keep up to date on coverage during the year..
- 4) We have not been able to get an electrician out to discuss the requirements of NEC 555.36 yet. Commissioner McCracken will follow up on that request.
- 5) Commissioner Ross-Cardoso will follow up with James Weaver about the cost of Port of Poulsbo taking over our maintenance agreement.
- 6) Auditor Hunt was unable to find funding for pier repair from the state. He will be contacting the county office about the process and time needed to apply for a repair bond.
- 7) Annual Port fire extinguisher check completed on Jan.15.
- 8) Commissioner McCracken will contact John Piccone at Soundwest Engineering about starting the pier repair contract.

New Business

- 1) Commissioners Ross-Cardoso and Enriquez reported on their attendance at the all ports meeting.
- 2) Commissioner Enriquez reported cleaning up the Port waitlist.

Auditor Report

- 1) Auditor Hunt gave a review of the current Port financials.
- 3) Checks #5452- #5464, totaling \$2112.61, were paid.

The next Regular meeting will be held on Monday, March 2, 2026 at 6:00pm.

This meeting was adjourned by Commissioner Ross-Cardoso at 7:35pm.

Respectfully submitted: Don McCracken, Secretary

PORT OF KEYPORT MEETING AGENDA

February 2, 2026 6:00 PM Approval of January minutes

Moorage Report- John EnriquezF

- Berthage agreements, vacancies, fees, etc.

Old Business

- Resolutions

Chaining fees- discussion of liability and possession Wooden hull boats- liability from insurance standpoint Other resolutions

- Discuss process for compliance with National Electrical Code 555.36 ● Maintenance/ Brownsville vs Poulsbo
- Pier repair

New Business

- All Ports update
- Discuss clean-up of Marina waitlist

Auditors Report

- Financial Report
- Warrant and check signing

Adjournment

Next meeting March 2 2026

Budget vs. Actuals

YTD January 2026

Accrual Basis

	Actual	Budget	\$ Over/(Under)	% Over/(Under)
Income				
Interest Income	105	0	105	NMF
Moorage & Launch Fees				
Electric Usage	438	364	74	20.3%
Guest Moorage	127	100	27	27.0%
Launch Fees	25	0	25	NMF
Slip Rental Fees	3,359	3,750	(391)	-10.4%
Winter Moorage	83	83	(83)	-100.0%
Total for Moorage & Launch Fees	3,949	4,297	(348)	-8.1%
Property Tax Income - 3111000	0	0	0	NMF
Total for Income	4,054	4,297	(243)	-5.7%
Expenses				
Bond Servicing				
Interest Expense and Bond Fees (1)	0	0	0	NMF
Total for Bond Servicing	0	0	0	NMF
DNR Lease and Surveys				
	0	0	0	NMF
General and Admin Exp - 3446000				
Office Expense	102	190	(88)	-46.3%
Professional Services	1,140	417	723	173.4%
Travel for Training	0	0	0	NMF
Utilities				
Electric Service	379	444	(65)	-14.6%
Toilet Service	131	138	(7)	-5.1%
Trash Service	49	52	(3)	-5.8%
Water Service	0	65	(65)	-100.0%
Total for Utilities	559	699	(140)	-20.0%
Total for General and Admin Exp - 3446000	1,801	1,306	495	37.9%
Insurance				
	0	0	0	NMF
Internal Staff Costs				
Auditor	210	227	(17)	-7.5%
Commissioners	483	523	(40)	-7.6%
Total for Internal Staff Costs	693	750	(57)	-7.6%
Maintenance Costs - 5460030				
Maintenance and repair parts	0	333	(333)	-100.0%
Maintenance - Outside Services	0	167	(167)	-100.0%
Total for Maintenance Costs - 5460030	0	500	(500)	-100.0%
Total for Expenses	2,494	2,556	(62)	-2.4%
Net Operating Income	1,560	1,741	(181)	-10.4%

(1) No Bond Principal paid this period