

PORT OF KEYPORT MEETING AGENDA

January 5, 2026 6:00 PM

Approval of December 1, 2025 minutes

Old Business

- Update/report on Commissioner duties and assignments
- Moorage report
- Key Bank signature card, Commissioner Enriquez

New Business

- 2026 calendar date changes
Sept 14 due to Labor Day/Any others?
- Discussion of possible updates/resolutions to Marina Rules

Chaining, unchaining fee

Hoses on dock

Dock boxes

Other?

Auditor's Report (Earl Hunt)

- Financial report
- Warrant and check signing

Adjournment

Next Meeting February 1, 2026

Port of Keyport

P.O. Box 195 • Keyport, WA 98345-0195

John Enriquez
(480)444-6085

Ellen Ross-Cardoso
(360)981-5858

Don McCracken
(360)830-9097

January 5, 2026

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

The meeting was called to order at 6:00pm by Commissioner Ross-Cardoso.

The minutes from the December 1, 2025 meeting were approved by all Commissioners.

Old Business

- 1) Commissioner duties were reviewed for any difficulties in the transition. So far all is working well.
- 2) Commissioner Enriquez reports that all but three annual berthage agreements have been returned.
- 3) The Key Bank signature card has been filed for new Commissioner Enriquez.
- 4) Two moorage openings remain, 22 ft. and 50 ft., along with winter moorage for vessels under 40 feet.

New Business

- 1) Port meetings are expected to occur on the first Monday of each month with the planned exception of September, which will occur on the second Monday due to Labor Day. Other changes will be announced in advance as necessary.
- 2) Commissioner Ross-Cardoso will be obtaining a copy of the Port of Brownsville policy on delinquent vessels and chaining charges. A discussion of current policy along with liability and possession of the chaining process will be reviewed at the February meeting.
- 3) Some Rules and Regulation changes were discussed. Commissioner McCracken will be checking with Enduris and Merkel insurance companies about the liability restrictions regarding moorage for wooden hull boats. Any other changes to Port R&R will be addressed at the February meeting for inclusion in a change resolution to the county.
- 4) Former Commissioner Hunt handed over a thumb drive of her emails. All future Port website business will be forwarded to her new email address, portofkeyport.webmaster@gmail.com
- 5) National Electrical Code 555.36, went into effect on January 1, 2026 requiring testing protocols for each vessel occupying a marina before allowing connection to shore power. We will be exploring the process of that requirement for the February meeting.
- 6) Commissioner McCracken installed a new light in the Port office.

Auditor Report

- 1) Auditor Hunt gave a review of the current Port financials.
- 2) Kitsap County billed the Port \$1140 for this past year election. Whether this is a change or oversight, we have no record of this having been done in the past.
- 3) Checks #5443- #5451, totaling \$2494.00, were paid.

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

This meeting was adjourned by Commissioner Ross-Cardoso at 7:00pm.

Respectfully submitted: Don McCracken, Secretary