

Port of Keyport

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March 2, 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 February 2, 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 marine electrician was consulted about the recent changes in the NEC code requirements. Commissioner McCracken will be contacting another electrician (Rick Drury) about the Port's obligations and expect to, at the very least, contract for an annual leakage test.
- 3) Port of Poulsbo has now informed us they will not be able to extend a maintenance agreement. Commissioner McCracken will contact the Port of Brownsville to confirm our current 2026 agreement.
- 4) Commissioner McCracken spoke with John Piccone about beginning the process of permitting and contracting for the needed pier repair work. Although John expected to phone in for the meeting he was unable and will forward information in the coming month. The commissioners would request that John obtain construction bids from multiple contractors, possibly Quigg Construction and Maine Floats.
- 5) Port water has been turned on.
- 6) Auditor Hunt continues his contact with the county about the process for obtaining a bond for the repair work.

New Business

- 1) The office printer is not connecting properly. Auditor Hunt volunteered to correct that.
- 2) The Commissioners agreed to authorize Commissioner Enriquez to purchase a modem for the Port office to replace the one we are renting from Astound

Auditor Report

- 1) Auditor Hunt gave a review of the current Port financials.
- 3) Checks #5465- #5473, totaling \$1937.12, were paid.

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

This meeting was adjourned by Commissioner Ross-Cardoso at 7:05pm.

Respectfully submitted: Don McCracken, Secretary

PORT OF KEYPORT MEETING AGENDA March 2, 2026 6:00 PM **Approval of February minutes**

Moorage Report

- Berthage agreements, vacancies, fees, etc.

Old Business

- Update on process for compliance with National Electrical Code 555.36
- Update on possible dock maintenance contract with Port of Poulsbo
- Update on pier repair (John Piccone)
- Marina water update
- Update on pier repair funding (Auditor Hunt)

New Business

Auditors Report

- Financial Report
- Warrant and check signing

Next meeting April 6 2026

Budget vs. Actuals

YTD February 2026

Accrual Basis

	Actual	Budget	\$ Over/(Under)	% Over/(Under)
Income				
Interest Income	104	0	104	NMF
Moorage & Launch Fees				
Electric Usage	1,093	800	233	27.1%
Guest Moorage	180	100	80	80.0%
Launch Fees	40	0	40	NMF
Slip Rental Fees	7,016	7,500	(484)	-6.5%
Winter Moorage	166	166	(166)	-100.0%
Total for Moorage & Launch Fees	8,329	8,626	(297)	-3.4%
Property Tax Income - 3111000	0	0	0	NMF
Total for Income	8,433	8,626	(193)	-2.2%
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				
DNR Lease and Surveys	0	0	0	NMF
General and Admin Exp - 3446000				
Office Expense	522	680	(158)	-23.2%
Professional Services	1,140	834	306	36.7%
Travel for Training	0	0	0	NMF
Utilities				
Electric Service	952	1,050	(98)	-9.3%
Toilet Service	262	276	(14)	-5.1%
Trash Service	97	103	(6)	-5.8%
Water Service	98	131	(33)	-25.2%
Total for Utilities	1,409	1,560	(151)	-9.7%
Total for General and Admin Exp - 3446000	3,071	3,074	(3)	-0.1%
Insurance				
Insurance	0	0	0	NMF
Internal Staff Costs				
Auditor	420	454	(34)	-7.5%
Commissioners	966	1,046	(80)	-7.6%
Total for Internal Staff Costs	1,386	1,500	(114)	-7.6%
Maintenance Costs - 5460030				
Maintenance and repair parts	41	666	(625)	-93.8%
Maintenance - Outside Services	109	334	(225)	-67.4%
Total for Maintenance Costs - 5460030	150	1,000	(850)	-85.0%
Total for Expenses	4,607	5,574	(967)	-17.3%
Net Operating Income	3,826	3,052	774	25.4%

(1) No Bond Principal paid this period