Port of Keyport

P.O. Box 195 • Keyport, WA 98345-0195

John Enriquez	Ellen Ross-Cardoso	Don McCracken
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April 6, 2026

Present: Commissioner Ross-Cardoso, Commissioner McCracken, Commissioner Enriquez, Auditor Hunt, John Piccone via phone
The meeting was called to order at 6:02pm by Commissioner Ross-Cardoso.
The minutes from the March 2, 2026 meeting were approved by all Commissioners.

Old Business

1) Commissioner Enriquez reports marina slips are occupied except our open 22 ft. side tie. An agreement has been made and approved for one specific vessel to use extended winter moorage on the guest dock until the end of April.
2) The Port pier has several pilings that are in need of replacement along with one cross member. Although this work should have been completed by the previous contractor, the Port commissioners are in agreement that these issues constitute a serious safety issue and need to be repaired. John Piccone of Soundwest Engineering has past records and was the engineer of record on the last project. The Port commissioners are hiring him to evaluate the costs and scope of repair.
3) Discussion was held prior to John Piccone calling in. John made himself available to answer questions regarding the upcoming pier repair process and estimated costs. Our budget allows for the initial review and work estimates.
4) Auditor Hunt reviewed the process for obtaining a bond to complete the pier repair work. This will involve drafting a resolution to submit to the bond counsel and then the bank. A more complete work estimate will be needed to satisfy the application.
5) Commissioner McCracken will contact John Piccone about setting a date for the initial review inspection.
6) Commissioner McCracken will draft a resolution to be considered at the May meeting.
7) Commissioner Enriquez has been authorized to buy a new router/modem for the office rather than renting from Astound.

New Business

1) Commissioner Ross-Cardoso reported on the new legislation regarding abandoned boats and a Kitsap County tracker program for derelict vessels. This is a new program but should be very helpful in the future in finding and removing illegal users.
2) Discussion on any changes to our current rules regarding winter moorage and sub-leasing.
3) Contact with Brownsville regarding the maintenance agreement was unsuccessful due to a management change. Commissioner McCracken will reattempt to secure the annual maintenance agreement.
4) The annual Enduris Risk Assessment was completed and submitted by Commissioner McCracken

Auditor Report

1) Auditor Hunt gave a review of the current Port financials.
3) Checks #5474- #5482, totaling $1915.12, were paid.

The next Regular meeting will be held on Monday, May 4, 2026 at 6:00pm.
This meeting was adjourned by Commissioner Ross-Cardoso at 7:36pm.
Respectfully submitted: Don McCracken, Secretary

Balance Sheet

Port of Keyport

As of Mar 31, 2026

	TOTAL
Assets	
Current Assets	
Bank Accounts	
Key Bank - Checking	23,643
Key Bank - Investment	31,238
Total for Bank Accounts	**$54,881**
Total for Current Assets	**$54,881**
Total for Assets	**$54,881**
Liabilities and Equity	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Last month rent payable	3,115
LGTO 2019 Bond - Current	14,000
Total for Other Current Liabilities	**$17,115**
Total for Current Liabilities	**$17,115**
Long-term Liabilities	
LGTO 2019 Bond	243,000
Total for Long-term Liabilities	**$243,000**
Total for Liabilities	**$260,115**
Equity	
Retained Earnings	-214,257
Net Income	9,024
Total for Equity	**-$205,234**
Total for Liabilities and Equity	**$54,881**

PORT OF KEYPORT MEETING AGENDA

April 6, 2026 6:00 PM

Approval of March minutes

Moorage Report

- Berthage agreements, vacancies, fees, etc.

Old Business

- Update on pier repair (John Piccone)
- Update on pier repair funding (Auditor Hunt)
- Printer, modem updates

New Business

- ADV update: New legislation passed regarding definition of abandoned boat
- Kitsap Vessel tracker website in beta testing
- Port of Brownsville/ change in management

Auditors Report

- Financial Report
- Warrant and check signing

Adjournment

Next meeting May 4, 2026