P.O. Box 195 • Keyport, WA 98345-0195

John Enriquez	Ellen Ross-Cardoso	Don McCracken
(480)444-6085	(360)981-5858	(360)830-9097

September 14, 2026

Present: Commissioner Ross-Cardoso, Commissioner McCracken, Commissioner Enriquez, Auditor Hunt, Lena Hunt, Rep. Greg Nance

The meeting was called to order at 6:01pm by Commissioner Ross-Cardoso.

The minutes from the August 3, 2026 meeting were approved by all Commissioners.

Old Business

1) All marina slips are occupied. Commissioner Enriquez mailed a letter to all tenants to make sure their registration decals are displayed properly.
2) Commissioner McCracken has contacted Tim Knapp at Leeward Marine Works and they have agreed to being our on-call maintenance contact. A contract will be forthcoming.
3) Slow progress continues with permits to complete the maintenance projects we need on the pier. We are getting updates through Soundwest Engineering and at this time all required forms have been filed with Kitsap County. Once they receive permit payment, they will begin the next six-week window. Although Federal and State permits have been obtained, Kitsap County continues to delay with added requirements and subsequent added costs. Rep. Nance attended to listen to our concerns and briefed the Port on ongoing efforts to create a more proactive response to permitting frustrations. Rather than hinder maintenance and development, and through coordination with state agencies and the federal government's Maritime Action Plan, our state representatives have proposed an initial five Maritime Prosperity Zones to encourage development. Commissioner McCracken and Auditor Hunt will be forwarding information to Rep. Nance to aid in the documenting of the barriers we have faced and we hope this will help to alleviate those in the future.
4) Although the Commissioners would love to have the parts ordered and the pier repair during an open window coming in October, the timing of the permits and obtaining the bond preclude quick action. The final estimate of the extent of the work will be required when the bond is applied for.
5) This first dock at slip #1 is listing. Commissioner McCracken met with Leeward Marine Works and received a repair estimate. The Commissioners are ready to order that done but are waiting on an additional estimate to repair the poorly installed launch float that twists at low tide. We will re-evaluate the total costs and priorities when that bid comes in.

New Business

1) Commissioner Enriquez has researched the cost of a new launch sign and will be ordering that this coming month.
2) Commissioner McCracken will request a copy of the Evidence of Coverage letter Enduris sent to Washington DNR.
3) Commissioner Enriquez and Auditor Hunt have followed through on the FOIA request.
4) Auditor Hunt researched the cost of adding a video recorder to our camera and after discussion it was decided it is not necessary.
5) Commissioner McCracken will provide a resolution at the next meeting to increase monthly moorage rates for 2027.

Auditor Report

1) Port financials were reviewed.
3) Checks #5524-#5537, totaling $13053.21, were paid.

The next Regular meeting will be held on Monday, October 5, 2026 at 6:00pm.

This meeting was adjourned by Commissioner Ross-Cardoso at 7:58pm.

Respectfully submitted: Don McCracken, Secretary

Port of Keyport
Balance Sheet
As of Sep 30, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
Key Bank - Checking	9,509
Key Bank - Investment	31,863
Total for Bank Accounts	**$41,371**
Accounts Receivable	
Accounts Receivable	-1
Total for Accounts Receivable	**-$1**
Total for Current Assets	**$41,370**
Total for Assets	**$41,370**
Liabilities and Equity	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Last month rent payable	3,234
LGTO 2019 Bond - Current	14,000
Total for Other Current Liabilities	**$17,234**
Total for Current Liabilities	**$17,234**
Long-term Liabilities	
LGTO 2019 Bond	236,000
Total for Long-term Liabilities	**$236,000**
Total for Liabilities	**$253,234**
Equity	
Retained Earnings	-214,257
Net Income	2,394
Total for Equity	**-$211,863**
Total for Liabilities and Equity	**$41,370**

PORT OF KEYPORT MEETING AGENDA

September 14, 2026 6:00 PM

Approval of August minutes

Introduction of District 23 House Representative Greg Nance

Moorage Report- John Enriquez

- Berthage agreements, vacancies, fees, etc.

Old Business

- Maintenance agreement/Port of Brownsville, Leeward Marine
- Update on dock repair- (John Piccone) Don McCracken
- Update on DNR being listed on insurance agreement
- Discussion of signage for boat ramp

New Business

- Discussion of vessels overstaying guest moorage
- Recent FOIA request
- Discuss compensation for commissioners doing work on waterlines, etc.
- Discuss possibility of recording video from Marina-facing camera

Auditor's Report

- Financial Report
- Warrant and check signing

Adjournment

Next meeting October 5, 2026