

**Port of Shelton
Regular Commission Meeting Minutes
February 7, 2017**

I. CALL TO ORDER

Commissioner Taylor called to order the meeting of the Port of the Shelton Commission at 2:00PM on February 7, 2017.

The following persons were present: Commissioner Buck, Commissioner Patterson, Wendy Smith, Executive Director; , Jan T. Fancher, CPA and Port Auditor; Charles Houser, General Counsel, Kim Keeler, Office Assistant; Norm Eveleth, Bob Williams, Lynn Longan, Jennifer Baria, Nathanael Hartman, Dedrick Allen, Mason Web TV.

II. PLEDGE OF ALLEGIANCE

Commissioner Taylor led the Pledge of Allegiance.

III. PUBLIC COMMENT

None

IV. ADOPT AGENDA

Agenda was adopted as presented.

V. APPROVE MEETING MINUTES

Meeting Minutes from January 17, 2017 were adopted as presented.

VI. CHECK CONTROL REPORT

Commissioner Patterson reported that Checks #27968-28014 in the amount of \$110,535.24 have been approved and accepted as presented.

VII. ACTION/DISCUSSION ITEMS

A) Strategic Planning Session – Discussion

Director Smith introduced the topic of organizing a meeting to review commission priorities and direction going forward. Considering 2/27/17, off-site for a six hour planning session without a facilitator and no public testimony. Attendees: Commission, Wendy Smith, Brandon Palmer, Al Frey, Jan Fancher, Skip Houser (if schedule allows). Director Smith will provide last year's agenda, and work with commission to add items. Staff to secure a location and report back to commission.

VIII. STAFF COMMENTS

Director Smith reported that we've hired the engineering firm, Art Anderson & Associates for the marina projects. We hosted a kickoff meeting with the contractor for Fraser MetalWorks CERB improvements. In response to a recent article in the Journal, Director Smith said she and Brandon met with Shelton School Board officials last summer to review the proposed building expansion for the bond initiative. Upon review of drawings, we suggested obtaining a survey to clarify what zones the buildings would be on. The survey resulted in a lesser impact to airport zones. There's an upcoming marina committee meeting to review the boathouse compliance data and strategy going forward to get to 100% compliance. Currently, it's approximately 50% that have received complete sign off. Many have only minor improvements remaining. The annual Oakland Bay Marina clean-up day has been scheduled for April 1. Shelton Fire Dept will be on hand to perform boathouse inspections. The fire chief has offered to provide a checklist of the things they look for.

IX. PUBLIC COMMENTS

None

X. COMMISSIONER COMMENTS

Commissioner Buck and Commissioner Patterson both plan to attend the United Way Valentine's Day Auction on 2/10/17 and the annual EDC luncheon 2/15/17. Commissioner Taylor will be unable to attend the EDC Annual lunch meeting and plans to attend the upcoming PRTPO (Peninsula Regional Transportation Planning Organization) meeting.

Commissioner Taylor recessed the meeting at 2:30 PM to go into executive session – for RCW 42.30.110 c –Real Estate for 30 minutes.

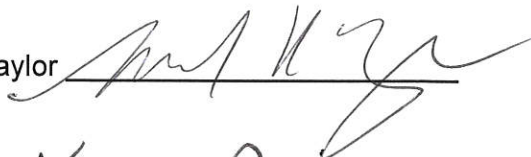
At 3:00PM Kim Keeler announced publicly that the executive session would be continuing for another twenty minutes. There was no public present. At 3:20 the board came out of executive session and back into regular session.

XI. ADJOURNMENT

With no additional business **Commissioner Taylor** adjourned the meeting of the **Port of Shelton Commission at 3:24PM.**

Minutes submitted by: Kim Keeler, Office Assistant.

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

