

**Port of Shelton  
Special Commission Meeting Minutes  
July 5, 2017**

**I. CALL TO ORDER**

Commissioner Taylor called to order the special meeting of the Port of the Shelton Commission at 2:00PM on Wednesday, July 5, 2017.

The following persons were present: Commissioner Buck, Commissioner Patterson, Wendy Smith, Executive Director; Jan T. Fancher, CPA and Port Auditor; Skip Houser, Attorney for the Port, Nathanael Hartman and 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 June 6, 2017 were adopted as presented.

**VI. CHECK CONTROL REPORT**

Commissioner Patterson reported on two check runs: 6/6/17 Checks #28289-#28327 in the amount of \$93,016.98 have been approved and accepted as presented. 6/20/17 Checks #28328-#28353 in the amount of \$47,054.81 have been approved and accepted as presented.

**VII. ACTION/DISCUSSION ITEMS**

**A) Resolution 17-04 CERB Repayment Resolution - Action**

Director Smith read Resolution 17-04 into the minutes explaining this is a CERB requirement to ensure the port's agreement to repay the \$300,000 low interest loan from CERB. Commissioner Patterson made the motion to adopt Resolution 17-04 which approves the repayment of the CERB loan on the Lynch Creek Farm leased buildings. Commissioner Buck seconded the motion.

The Vote.

Commissioner Taylor – In Favor  
Commissioner Buck – In Favor  
Commissioner Patterson – In Favor  
Motion Carries.

**B) Lease Approval – Action**

**Belco Forest Products:** Director Smith explained the Belco Forest Products rail lease has expired and recommended a two year extension on the nonexclusive use of the port's railyard to load and unload lumber. Commissioner Patterson made a motion to approve the two year lease extension for Belco Forest Products. Commissioner Buck seconded the motion.

The Vote.

Commissioner Taylor – In Favor

Commissioner Buck – In Favor  
Commissioner Patterson – In Favor  
Motion Carries.

**Sims Vibration Laboratory, Inc.:** Director Smith presented four leases for Sims Vibration Laboratory, Inc. Addresses: 50 Rose Nye Way, 301 Business Park Loop, 161 William White Way and 121 W Development Rd. The leases for these buildings had expired June 30, 2017. The new one-year leases include a six month surety bond for each lease. Commissioner Patterson made the motion to approve the 4 leases as provided by staff to Sims Vibration Laboratory, Inc. Commissioner Buck seconded the motion.

The Vote.  
Commissioner Taylor – In Favor  
Commissioner Buck – In Favor  
Commissioner Patterson – In Favor  
Motion Carries.

#### VIII. STAFF COMMENTS

Director Smith commented that the port recently received reimbursement from Enduris for the north dock supplies. Our maintenance department has hired a temporary grounds maintenance person, Ryan LeDoux – Welcome Ryan!

Director Smith expressed thanks to staff for efforts made during vacation time. She commented that 191 William White Way, the building that Sims Vibration Laboratory vacated, has already been spoken for by a current tenant.

#### IX. PUBLIC COMMENTS

None

#### X. COMMISSIONER COMMENTS

Commissioner Patterson and Commissioner Buck commended staff for efforts made on behalf of the port.

Commissioner Taylor thanked staff and said it's a pleasure working with them.

With there being no further business, Commissioner Taylor recessed the regular meeting at 2:25PM to go into Executive Session pursuant to RCW 42.30.110 c, Real Estate. The meeting is expected to last 35 minutes with no decisions expected after the executive session.


At 3:00PM Commissioner Taylor announced the Executive Session had ended.

#### XI. ADJOURNMENT

With no additional business **Commissioner Taylor** adjourned the meeting of the **Port of Shelton Commission at 3:00PM.**

Minutes submitted by: Kim Keeler, office assistant

Minutes approved by: Commission Chairman Taylor 

Minutes approved by: Commissioner Buck 

Minutes approved by: Commissioner Patterson 