

**Port of Shelton  
Regular Commission Meeting Minutes  
September 19, 2017**

**I. CALL TO ORDER**

Commissioner Taylor called to order the meeting of the Port of Shelton Commission at 2:00PM on September 19, 2017.

The following persons were present: Commissioner Buck; Commissioner Patterson; Wendy Smith, Executive Director; Jan T. Fancher, CPA and Port Auditor; Bob Williams, Jim Callea.

**II. PLEDGE OF ALLEGIANCE**

Commissioner Taylor led the Pledge of Allegiance.

**III. PUBLIC COMMENT**

Bob Williams: John Titus is looking for storage and he's inquiring about the property where Fraser Metalworks vacated. There are currently 9 workers at Aero Controls location. Commissioner Taylor thanked him for his comment.

**IV. ADOPT AGENDA**

Agenda was adopted as presented.

**V. APPROVE MEETING MINUTES**

Meeting Minutes from September 5, 2017 were adopted as presented.

**VI. CHECK CONTROL REPORT**

Commissioner Patterson reported that Checks #28491-#28529 in the amount of \$388,237.35 have been approved and accepted as presented. This includes our annual insurance premium in excess of \$80,000 and the Lynch Creek roof (130 Export Rd) for \$186,000 and \$11,000 for retention for the partial reroofing at 150 William White Way. In addition to the accounts payable there was nearly \$56,000 for a Department of Commerce loan, principal and interest payment on an old drinking water loan.

**VII. ACTION/DISCUSSION ITEMS**

**A) 2018 Preliminary Budget – Discussion**

Director Smith presented the 2018 preliminary budget. She described potential rate increases for hangar and marina tenants as well as water rates, maintenance and admin costs. Copies of the preliminary budget presented today will be available in the office. Public comment will be allowed for the next two weeks and the public hearing will be held on October 3, 2017.

**VIII. STAFF COMMENTS**

Director Smith thanked CPA Fancher and Port Staff for their participation in the budget planning process.

**PUBLIC COMMENTS**

None

**IX. COMMISSIONER COMMENTS**

Commissioner Taylor will be speaking at the State of the Community, Mason County Chamber event on Thursday, Sept. 21 held at Little Creek. All commissioners and Director Smith plan to attend. Commissioner Buck said she and Director Smith met with two commercial Real Estate brokers, Cameron Wilson - Rants Group and Ryan Haddock – Kidder Mathews. It was

good to make contact and they will provide valuable market information when required. Commissioner Taylor will be attending the Peninsula Regional Transportation Planning Organization (PRTPO) on 9/22.

Commissioner Taylor commented on the recent resignation of Lynn Longan, Director of the EDC, saying she will be missed. She made many contributions in Mason County including grant assistance to the Port.

With there being no further business, Commissioner Taylor recessed the regular meeting at 3:00PM to go into Executive Session pursuant to RCW 42.30.110 g, to review performance of a public employee. The meeting is expected to last about 30 minutes with no decisions expected after the executive session.

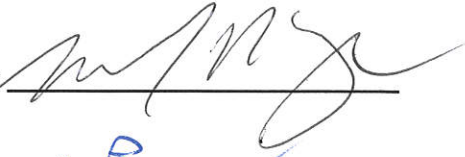
At 3:30PM Commissioner Taylor adjourned the Executive Session.

**X. ADJOURNMENT**

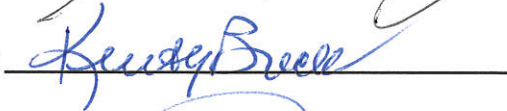
With no additional business **Commissioner Taylor** adjourned the meeting of the **Port of Shelton Commission at 3:30PM.**

Minutes submitted by: Kim Keeler, office assistant

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

