

**Port of Shelton**  
**Regular Commission Meeting Minutes**  
November 21, 2017

**I. CALL TO ORDER**

Commissioner Taylor called to order the meeting of the Port of Shelton Commission at 2:00PM on November 21, 2017.

The following persons were present: Commissioner Buck; Commissioner Patterson; Wendy Smith, Executive Director; Jan T. Fancher, CPA and Port Auditor; Steven Marler

**II. PLEDGE OF ALLEGIANCE**

Commissioner Taylor led the Pledge of Allegiance.

**III. PUBLIC COMMENT**

Steve Marler: Spoke in regards to the upcoming marina rate changes. Steve plans to attend a marina committee meeting in January to discuss the rate difference between boathouses and open slip moorage.

**IV. ADOPT AGENDA**

Agenda was adopted as presented.

**V. APPROVE MEETING MINUTES**

Meeting Minutes from November 7, 2017 were adopted as presented.

**VI. CHECK CONTROL REPORT**

Commissioner Patterson reported that Checks #28650-#28682 in the amount of \$75,236.14 have been approved and accepted as presented.

**VII. ACTION/DISCUSSION ITEMS**

None

**VIII. STAFF COMMENTS**

Director Smith thanked Steve Marler for bringing the new marina rates discussion to the Port and committee's attention.

Director Smith announced the office would close at noon on Wednesday for the Thanksgiving holiday and remain closed through the weekend. She mentioned that she'll be on vacation December 1-4, 2017.

Director Smith discussed the ongoing audit, noting things are going well in the 4<sup>th</sup> week. They are scheduled to complete the office portion of the audit on November 30, 2017 with the Exit Conference scheduled for December 13, 2017.

Director Smith commented on the CERB (Community Economic Revitalization Board) Third Quarter payout. We've made some large payments over the last few months for building improvements and docks and will be invoicing CERB for some of these allowable costs.

She brought up the end of the year meetings as well as Commissioners schedules. The next regularly scheduled meeting will be December 5, with everyone planning to attend. Commissioner Taylor will not be available for the meeting scheduled for December 19, 2017

or January 2, 2018. Director Smith suggested canceling the meetings scheduled for January 2 and 16, 2018 and hold special meetings January 9 and 23, 2018 to allow regular business to be conducted. Public notification will be made for these adjustments.

Election of commission officers will be held January 9, 2018.

Upcoming Holiday schedule: Office will be closed 12/25 and 12/26 in observance of Christmas Eve and Christmas Day. Office will be closed 1/1/18, to observe New Years' Day.

The EDC Regional Expo is coming up December 7 at Little Creek Casino. Commissioner Taylor, Commissioner Patterson and Director Smith plan to attend.

**IX. PUBLIC COMMENTS**

None

**X. COMMISSIONER COMMENTS**

Commissioner Taylor had good feedback following the Washington Public Ports Association annual conference held in Seattle on November 15-17, 2017.

**XI. ADJOURNMENT**

With no additional business **Commissioner Taylor** adjourned the meeting of the **Port of Shelton Commission at 2:30PM.**

Minutes submitted by: Kim Keeler, office assistant

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

