

Port of Shelton
Regular Commission Meeting Minutes
December 05, 2017

I. CALL TO ORDER

Commissioner Taylor called to order the meeting of the Port of Shelton Commission at 2:00PM on December 05, 2017.

The following persons were present: Commissioner Buck; Commissioner Patterson; Wendy Smith, Executive Director; Jan T. Fancher, CPA and Port Auditor; Norm Eveleth, 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 November 21, 2017 were adopted as presented.

VI. CHECK CONTROL REPORT

Commissioner Patterson reported that Checks #28683-#28709 in the amount of \$50,456.74 have been approved and accepted as presented.

VII. ACTION/DISCUSSION ITEMS

A) Lease Addendum - Action

B-Plus: Director Smith explained that B-Plus has requested to renew their tenancy in 201 William White Way for another year. This is a month to month lease so the tenant is not required to have surety but they have \$3,837.98 cash surety held on deposit.

Commissioner Patterson made a motion to approve Addendum #8 to extend the lease for B-Plus for one year from December 1, 2017 – November 30, 2018.

Commissioner Buck seconded the motion.

The Vote.

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

Brothers United: Director Smith noted there are separate leases for longtime tenant, Brothers United for 3 different buildings, explaining each lease is for five years for 430 W Enterprise Rd, 440 W Enterprise Rd and 410 W Enterprise Rd.

Commissioner Patterson made a motion to approve the lease for Brothers United at **430 W Enterprise Rd** for 5 years, beginning January 1, 2018 – December 31, 2022. A surety bond in the total amount of \$92,103.12 with \$32,759.58 covering this lease, which is less than the RCW 08.085 recommended one-year lease rate.

Commissioner Buck seconded the motion.

The Vote.

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

Commissioner Patterson made a motion to approve the lease for Brothers United at **440 W Enterprise Rd** for 5 years, beginning January 1, 2018 – December 31, 2022. A surety bond in the total amount of \$92,103.12 with \$31,718.94 covering this lease, which is less than the RCW 08.085 recommended one-year lease rate.

Commissioner Buck seconded the motion.

The Vote.

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

Commissioner Patterson made a motion to approve the lease for Brothers United at **410 W Enterprise Rd** for 5 years, beginning January 1, 2018 – December 31, 2022. A surety bond in the total amount of \$92,103.12 with \$27,624.60 covering this lease, which is less than the RCW 08.085 recommended one-year lease rate.

Commissioner Buck seconded the motion.

The Vote.

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

B) Professional Services Agreements – Action

Director Smith presented amendments to the Professional Services contracts for the Port's Auditor, Jan T. Fancher and the Port's legal counsel, Charles (Skip) H. Houser III. Attorney Houser's contract extends the term for one year at the current rate, January 1, 2018 – December 31, 2018. CPA Fancher's contract includes an hourly rate increase of \$5.00 per hour for Jan T. Fancher, CPA, PLLC for a total of \$165.00 per hour and an hourly rate of \$95.00 for her staff time.

Commissioner Patterson made a motion to approve the amended Professional Services contract for Jan T. Fancher, CPA, PLLC extending the term one year, January 1, 2018 – December 31, 2018 at the hourly rate of \$165.00 and \$95.00 for her staff.

Commissioner Buck seconded the motion.

The Vote.

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

Commissioner Patterson made a motion to approve the amended Professional Services contract for Charles (Skip) H. Houser III, extending the term one year, January 1, 2018 – December 31, 2018 at the current rate of \$240.00 per hour. 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 announced we've completed the on-site portion of the state audit with favorable results thus far. The official Exit Conference is scheduled for December 13, 2017. Special thanks to CPA Fancher and port staff for all the extra effort. This will be the last 3-year audit and we have requested annual audits beginning the Fall of 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.

IX. PUBLIC COMMENTS

None

X. COMMISSIONER COMMENTS

Commissioner Buck noted Secretary of State; Kim Wyman would be speaking at a luncheon at Smokin' Mo's on December 6, 2017.

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

Commissioner Buck needs to be sworn into office at the next commission meeting.

Upcoming meeting reminders: Commissioner Taylor will not be available for the meeting scheduled for December 19, 2017 or January 2, 2018. The meetings scheduled for January 2 and 16, 2018 will be cancelled and we will hold special meetings January 9 and 23, 2018 to allow regular business to be conducted. Public notification will be made for these adjustments.

XI. ADJOURNMENT

With no additional business **Commissioner Taylor** adjourned the meeting of the **Port of Shelton Commission at 2:26PM.**

Minutes submitted by: Kim Keeler, office assistant

Minutes approved by: Commission Chairman Taylor _____

Minutes approved by: Commissioner Buck  _____

Minutes approved by: Commissioner Patterson  _____