

Port of Shelton
Regular Commission Meeting Minutes
December 19, 2017

I. CALL TO ORDER

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

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

Commissioner Taylor was on a pre-approved absence from the meeting.

II. PLEDGE OF ALLEGIANCE

Commissioner Buck led the Pledge of Allegiance.

III. PUBLIC COMMENT

None

IV. ADOPT AGENDA

Agenda was adopted as presented.

V. APPROVE MEETING MINUTES

Meeting Minutes from December 05, 2017 were adopted as presented.

VI. CHECK CONTROL REPORT

Commissioner Patterson reported that Checks #28710 - #28757 and #28762 - #28763 in the amount of \$246,870.38 have been approved and accepted as presented. There was a large payment in excess of \$130,000 for Lynch Creek loading docks that's part of the CERB (Community Economic Revitalization Board) project and will be refunded upon submittal of paperwork. Checks #28758-28761 are payroll checks dated for December 20, 2017.

VII. ACTION/DISCUSSION ITEMS

A) Lease Addendum - Action

AT&T: Director Smith explained that AT&T (now known as Cingular Wireless PCS, LLC) has been leasing space on the Sanderson Field Elevated Reservoir (water tower) for its communication equipment and has over the years, caused miscellaneous issues and corrosion damage on the tower. Now that their lease is up for renewal, we're granting them two years to submit plans and gain approval through the Port and Mason County to erect a communication tower near the elevated reservoir. Upon suitable completion of the repairs to the reservoir, we will enter into a long-term land lease agreement that could potentially attract more users. AT&T's surety bond complies with the state's recommended amount.

Commissioner Patterson made a motion to accept the Lease Addendum 3 with New Cingular Wireless PCS, LLC formerly known as AT&T Wireless PCS, LLC for the period October 1, 2017 through September 30, 2019, with a corporate Surety Bond covering the RCW recommended amount.

Commissioner Buck seconded the motion.

The Vote.

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

Mason Conservation District: Director Smith explained the Conservation District went to one-year renewals after a potential move downtown fell through. Commissioner Patterson made a motion to approve the Lease Addendum 6 for Mason Conservation District for one year, beginning January 1, 2018 – December 31, 2018 with a one year option through 2019. No surety required for a one-year lease and they are a non-profit agency.

Commissioner Buck seconded the motion.

The Vote.

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

B) Commissioner Buck – Sworn into Office – 4 Year Term

Commissioner Buck took the Oath of Office, read by Commissioner Patterson. The oath was administered according to the State of Washington regulations.

VIII. STAFF COMMENTS

Director Smith announced we've completed the exit conference and the three year State Audit for 2014-2015-2016, which included the cash conversion, financial and accountability audit had no findings or write-ups or issues whatsoever. 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.

Upcoming meeting reminders: Commissioner Taylor will not be available for the meeting scheduled for 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.

IX. PUBLIC COMMENTS

None

X. COMMISSIONER COMMENTS

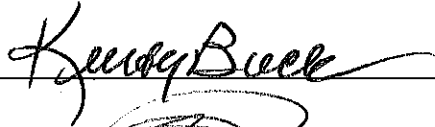
Commissioner Buck and Commissioner Patterson thanked everyone for their efforts in 2017 and wished a Merry Christmas and Happy New Year to all.

XI. ADJOURNMENT

With no additional business **Commissioner Buck** adjourned the meeting of the **Port of Shelton Commission** at **2:20PM**.

Minutes submitted by: Kim Keeler, office assistant

Minutes approved by: Commission Chairman Taylor NOT PRESENT

Minutes approved by: Commissioner Buck 

Minutes approved by: Commissioner Patterson 