

Port of Shelton
Regular Commission Meeting Minutes
July 18, 2017

I. CALL TO ORDER

Commissioner Taylor called to order the meeting of the Port of Shelton Commission at 2:00PM on July 18, 2017.

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

Special Meeting Minutes from July 5, 2017 were amended to read "...port recently received reimbursement from Enduris for the *north* dock supplies". Minutes were adopted as amended.

VI. CHECK CONTROL REPORT

Commissioner Patterson reported that Checks #28354-#28394 in the amount of \$104,567.81 have been approved and accepted as presented.

VII. ACTION/DISCUSSION ITEMS

A) Lease Addendum - Action

Director Smith explained the policy on surety requirements for lease terms that exceed one year. She referenced Lynch Creek Farm's five year lease and the many contributions to their property citing the improvements to buildings and overall clean-up of the former mill site. Discussion followed. Commissioner Patterson made a motion to set Lynch Creek Farms surety at three month's payments in cash or bond which is less than the RCW recommended one-year lease rate. Commissioner Buck seconded the motion. After further discussion, Commissioner Patterson moved to amend the motion to remove the three month's payments and replace with \$37,000.00 for the term of this lease ending June 30, 2021. Commissioner Buck seconded the motion as amended.

The Vote.

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

VIII. STAFF COMMENTS

Director Smith commented the roofing project will be starting soon on building #2 of Lynch Creek Farm's lease property. We will be working on CERB requirements and Enduris

reimbursement. Also beginning paving at the same site. The partial re-roofing of 150 William White Way is complete. A new potential tenant has been identified and we are working out the lease details. Oakland Bay Marina is once again designated as a clean marina, due to the annual inspection conducted earlier this month.

Director Smith reported on the illegally moored vessels in Oakland Bay. SPI has made great strides in removing all but three boats. According to DNR, you can motor through their waters, but mooring indefinitely is not permitted.

IX. PUBLIC COMMENTS

None

X. COMMISSIONER COMMENTS

All three commissioners will be attending the annual WPPA commissioner conference at Alderbrook, July 24-25.

All three commissioners and staff will attend a barbecue lunch on Friday, July 28 at noon.

XI. ADJOURNMENT

With no additional business **Commissioner Taylor** adjourned the meeting of the **Port of Shelton Commission at 2:25PM.**

Minutes submitted by: Kim Keeler, office assistant

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

