

**Port of Shelton
Special Commission Meeting Minutes
January 9, 2018**

I. CALL TO ORDER

Commissioner Taylor called to order the Special Meeting of the Port of Shelton Commission at 2:00PM on January 9, 2018.

The following persons were present: Commissioner Buck; Commissioner Patterson; Wendy Smith, Executive Director; Skip Houser, Port Attorney; Jan T. Fancher, CPA and Port Auditor; Bob Williams, 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 December 19, 2017 were adopted as presented.

VI. CHECK CONTROL REPORT

Commissioner Patterson reported that two payrolls are included in this check run. Checks #28765 - #28801 and #28758, #28761 and #28764 in the amount of \$116,505.08 have been approved and accepted as presented. Director Smith commented there is a break in check numbers due to remitting payment for payables presented at the end of the year, out of the regular check cycle.

VII. ACTION/DISCUSSION ITEMS

A) Election of 2018 Officers – Action

The following office proposals for 2018 were made:

Commission Chair: Dick Taylor

Vice Chair: Kristy Buck

Treasurer: Sue Patterson

PRTPO (Peninsula Regional Transportation Planning Organization) Representative: Dick Taylor

Economic Development Council Representative: Kristy Buck

Foreign Trade Zone #216 Representative: Sue Patterson

Commissioner Patterson made a motion 2018 Officers as follows: Commissioner Taylor to serve as Commission Chair and PRTPO representative; Commissioner Buck to serve as Vice Chair and EDC (Economic Development Council) representative and Commissioner Patterson to be Treasurer and represent the Port of Shelton on the Foreign Trade Zone #216.

Commissioner Buck seconded the motion.

The Vote.

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

B) Lease Addendum - Action

Shearer Brothers: Director Smith explained that Shearer Brothers Chipping, LLC has been a tenant in good standing at our Johns Prairie Industrial Park since 2000. The land lease expires December 31, 2017 and they wish to renew the lease for five years with an option for an additional five years.

Commissioner Patterson made a motion to approve Land Lease Addendum 6 with Shearer Brothers Chipping, LLC extending their tenancy from January 1, 2018 – December 31, 2022 including an annual 2.5% increase and a 5 year option. The Surety bond is in the amount of \$41,250.00, which is less than the RCW 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.

VIII. STAFF COMMENTS

Director Smith commented we're off to a good start with the New Year. We'll be closely watching Attorney General, Jeff Sessions' actions regarding potential federal intervention in the cannabis operations in Washington State. Director Smith said we are considering building the South dock replacement in-house with additional Port staff. Design work for airport runway paving will be done in 2018 with actual paving in 2019 and we have many decisions to make regarding needed upgrades and repairs to our rail on Johns Prairie, to name a few of this year's concerns.

IX. PUBLIC COMMENTS

None

X. COMMISSIONER COMMENTS

Commissioner Taylor suggested a commission retreat. A date will be set at the next Special meeting scheduled for January 23, 2018.

XI. EXECUTIVE SESSION – Real Estate

Pursuant to RCW 42.30.110 c

Commissioner Taylor recessed the meeting at 2:30 PM to go into executive session – for RCW 42.30.110 c – Real Estate for 30 minutes.


At 3:00PM Commissioner Taylor returned to the regular session of the Special Meeting.

XII. ADJOURNMENT

With no additional business **Commissioner Taylor** adjourned the Special meeting of the **Port of Shelton Commission at 3:00PM.**

Minutes submitted by: Kim Keeler, office assistant

Minutes approved by: Commission Chairman Taylor 

Minutes approved by: Commissioner Buck 

Minutes approved by: Commissioner Patterson 