

**Port of Shelton  
Special Commission Meeting Minutes  
January 23, 2018**

**I. CALL TO ORDER**

Commissioner Taylor called to order the Special Meeting of the Port of Shelton Commission at 2:00PM on January 23, 2018.

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

**II. PLEDGE OF ALLEGIANCE**

Commissioner Taylor led the Pledge of Allegiance.

**III. PUBLIC COMMENT**

None

**IV. ADOPT AGENDA**

Item VII. B. Lease Addendum-Action has been removed from the agenda. The agenda was adopted as amended.

**V. APPROVE MEETING MINUTES**

Meeting Minutes from the Special Meeting held January 9, 2018 were adopted as presented.

**VI. CHECK CONTROL REPORT**

Commissioner Patterson reported that the State Auditor's Office has changed the wording requirements necessary to approve each check control report. She read the new statement into the minutes (copy attached). Check #28802 - #28840 in the amount of \$74,954.59 and electronic payroll payments dated January 19, 2018 in the amount of \$21,174.11 for a total of \$96,128.70. Our total payroll and payroll liabilities is \$28,110.23 and our accounts payables in the amount of \$68,018.47 for a grand total of \$96,128.70, which is the same total noted above for the checks and electronic payments for this time period. A payment in the amount of \$29,431.68 for a new truck purchased through the state enterprise services is included in this check run and was budgeted.

**VII. ACTION/DISCUSSION ITEMS**

**A) Upcoming Calendar – Action**

Commission Retreat dates were discussed and decided on February 26, 2018, 9:00am – 4:00pm. Location to be determined and communicated at a later date.

Questions to ask: Who are we? Who do we want to be? What policies do we make to accomplish our goals? What do we NOT want to be? Please bring your ideas with you.

Commissioner Patterson will be absent for the commission meeting on March 20, 2018. Commissioner Buck volunteered to fill in for the treasurer's check control on March 19 or March 20<sup>th</sup>.

**VIII. STAFF COMMENTS**

Director Smith reported on a marina advisory committee meeting held last week. One tenant is questioning the method of computing rates on open slips vs. boathouses. We encouraged

him to talk with other open slip tenants to see if others support his efforts. The rates were figured using the same methodology as when the yacht club ran the marina. Director Smith has checked with other marinas for their rate structure and found most are using the same type of computation. Many marinas do not allow boathouses at all. We increased our rates effective January 1, 2018 and will not be altering those charges at this time. We will continue to monitor the situation.

Director Smith commented we are going out for request for qualifications (RFQ) for a five year term for an airport engineering planning firm. We developed new airport standards and rules and regulations in-house and will meet with a group of current hangar tenants and condo owners to review for accuracy before adopting the changes.

The Inactive Runway calendar has been set for the upcoming season and we've posted on our website [www.portofshelton.com](http://www.portofshelton.com) under *Links* for users to refer to.

Director Smith is working on a job description to hire a finance person in-house. We will also be hiring a maintenance staff person to fill maintenance needs in the coming year.

#### **IX. PUBLIC COMMENTS**

None

#### **X. COMMISSIONER COMMENTS**

Commissioner Patterson attended the Mason County Chamber of Commerce annual banquet and plans to attend more chamber functions in the future.

#### **XI. ADJOURNMENT**

With no additional business **Commissioner Taylor** adjourned the Special meeting of the **Port of Shelton Commission at 2:40PM.**

Minutes submitted by: Kim Keeler, office assistant

Minutes approved by: Commission Chairman Taylor

Minutes approved by: Commissioner Buck

Minutes approved by: Commissioner Patterson