

**Port of Shelton**  
**Regular Commission Meeting Minutes**  
February 6, 2018

**I. CALL TO ORDER**

Commissioner Taylor called to order the meeting of the Port of Shelton Commission at 2:00PM on February 6, 2018.

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

**II. PLEDGE OF ALLEGIANCE**

Commissioner Taylor led the Pledge of Allegiance.

**III. PUBLIC COMMENT**

None

**IV. ADOPT AGENDA**

Director Smith added an action/discussion item to the agenda: VII. B. Emergency Resolution 18-01. The agenda was adopted as modified.

**V. APPROVE MEETING MINUTES**

Meeting Minutes from the Special Meeting held January 23, 2018 were adopted as presented.

**VI. CHECK CONTROL REPORT**

Commissioner Patterson reported that the payment of February 6, 2018 Payroll and Payroll Liability Check numbers #28841 through #28844 in the amount of \$7,429.09 and Payroll and Payroll Liability Electronic Payments dated January 31, 2018 through February 5, 2018 in the amount of \$31,640.12 and Accounts Payable Check numbers #28845 through #28863 in the amount of \$25,769.12 and Accounts Payable Electronic Payments dated January 31, 2018 in the amount of \$51,885.35 for a total combined amount of \$116,723.68.

**VII. ACTION/DISCUSSION ITEMS**

**A) Year End Financial Snapshot – Discussion**

CPA Fancher reviewed the cash and investment account recap and the positive preliminary 2017 budget vs actual, in preparation of the 2017 financial statement and upcoming commission retreat.

**B) Emergency Resolution 18-01 – Discussion and Action**

Director Smith and maintenance staff reported on and reviewed photos of the recent wind and storm damage incurred at the marina. There are no permits currently in place to make repairs. A total of four 90' pilings need urgent replacement. Director Smith is meeting with our insurance adjuster February 7, 2018 at the marina. Director Smith read into minutes Resolution 18-01. Commissioner Patterson made a motion to adopt Resolution 18-01 – Emergency Action.

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 reported on finalizing the details for the upcoming commission retreat to be held on February 26, 9am-4pm at the Hilton Garden Inn in Olympia. Directions to the venue and an agenda are forthcoming.

Director Smith reported on the Finance Manager job posting that closed February 5, 2018. We received 8 applications and interviews are scheduled to begin February 12, 2018.

Director Smith commented on exploring potential CERB funding for an existing tenant interested in expansion of their business.

**IX. PUBLIC COMMENTS**

None

**X. COMMISSIONER COMMENTS**

Commissioner Taylor plans to attend a PRTPO (Peninsula Regional Transportation Planning Organization) executive board meeting on February 16.

Commissioner Taylor recessed the meeting at 3:00 PM to go into executive session – for RCW 42.30.110 c – Real Estate for 20 minutes.

**XI. EXECUTIVE SESSION – Real Estate**

Pursuant to RCW 42.30.110 c

At 3:20PM Commissioner Taylor returned to the regular session of the Meeting.

**XII. ADJOURNMENT**

With no additional business **Commissioner Taylor** adjourned the meeting of the **Port of Shelton Commission at 3:20PM.**

Minutes submitted by: Kim Keeler, office assistant

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

