

Port of Shelton
Regular Commission Meeting Minutes
February 20, 2018

I. CALL TO ORDER

Commissioner Taylor called to order the meeting of the Port of Shelton Commission at 2:00PM on February 20, 2018.

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

II. PLEDGE OF ALLEGIANCE

Commissioner Taylor led the Pledge of Allegiance.

III. PUBLIC COMMENT

None

IV. ADOPT AGENDA

The agenda was adopted as modified, changing the date of Meeting minutes to approve: February 6, 2018.

V. APPROVE MEETING MINUTES

Commission Meeting Minutes from the Meeting held February 6, 2018 were adopted as presented.

VI. CHECK CONTROL REPORT

Commissioner Patterson reported that the payment of February 20, 2018 Payroll and Payroll Liability Check numbers #28841 through #28864 through #28867 in the amount of \$6,994.37 and Payroll and Payroll Liability Electronic Payments dated February 20, 2018 in the amount of \$21,079.98 and Accounts Payable Check numbers #28868 through #28911 in the amount of \$138,094.78 and Accounts Payable Electronic Payments in the amount of \$0.00 for a total combined amount of \$166,169.13. \$95,000 of this amount went to Hanson Excavation for preparation, dirt work and installing a septic system as well as plumbing into the office at 30 E Export Rd. Note: Check #28868 through #28878 was voided due to printer problems.

VII. ACTION/DISCUSSION ITEMS

None

VIII. STAFF COMMENTS

Director Smith reported on a new CERB (Community Economic Revitalization Board) project with current tenant, Belco Forest Products to partner and construct a new building. We've submitted and been approved for Phase I. Phase II will be due March 26, 2018.

The commission retreat will be held on February 26, 9am-4pm at the Hilton Garden Inn in Olympia. Public meeting notice will be distributed as well as an agenda and directions to the venue.

Director Smith reported on the emergency repair at the marina, still awaiting approval to proceed from Army Corps of Engineers. We've located a contractor standing ready to begin the work February 19, 2018.

Director Smith briefed the Commission on the Finance Manager search.

The three commissioners plan to attend the EDC annual meeting February 21, 2018 at Alderbrook Resort. As the Port is a sponsor, Commissioner Taylor will give a brief presentation.

IX. PUBLIC COMMENTS

None

X. COMMISSIONER COMMENTS

Commissioner Buck updated the group on the continuing search for Director of Mason County Economic Development Council.

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

XI. ADJOURNMENT

With no additional business **Commissioner Taylor** adjourned the meeting of the **Port of Shelton Commission at 3:30PM.**

Minutes submitted by: Kim Keeler, office assistant

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

