

Port of Shelton
Regular Commission Meeting Minutes
April 2, 2019

I. CALL TO ORDER

Commissioner Taylor called to order the meeting of the Port of Shelton Commission at 2:00 PM on April 2, 2019.

The following persons were present: Commissioner Patterson; Commissioner Buck; Wendy Smith, Executive Director; Jan Fancher, CPA and Port Auditor; Ned Wilson, Maintenance Foreman; and Detrick Allan, Mason Web TV.

II. PLEDGE OF ALLEGIANCE

Commissioner Taylor led the Pledge of Allegiance.

III. PUBLIC COMMENT

None

IV. ADOPT AGENDA

The Agenda was modified to postpone item VII (C), then was adopted as modified.

V. APPROVE MEETING MINUTES

Meeting Minutes from the March 19, 2019 Regular Meeting were adopted as presented.

VI. CHECK CONTROL REPORT

Commissioner Patterson reported the payment of March 20, 2019 Payroll and Payroll Liability checks number 29817 through 29818 dated March 20, 2019 in the amount of \$1851.88, and Payroll and Payroll Liability Electronic Payments dated March 20, 2019 in the amount of \$25,186.80 for a total Payroll and Payroll Liability Electronic payments in the amount of \$27,038.68; and reported the payments of Accounts Payable checks number 29819 through 29843 in the amount of \$145,649.70; and Accounts Payable Electronic Payments dated March 26 and March 31, in the amount of \$5,665.44 for a total combined amount of \$151,315.14. The total General Fund check and electronic payments in the amount of \$178,353.82 have been approved and accepted as presented. The bulk of the payments were for demolition expenses.

VII. ACTION/DISCUSSION ITEMS

A) Lease Renewal - Thermedia- Action

Director Smith presented a lease renewal for Thermedia Corporation at 240 Henry Trusler Way.

Commissioner Patterson moved to approve the lease with Thermedia Corporation for a three-year term, and a deposit amount of \$8,463.00, which is less than the RCW 53.08.085 recommended lease rate. Commissioner Buck seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

B) Lease Renewal – Fungi Perfecti - Action

Director Smith presented the lease renewal for Fungi Perfecti for the building at 241 Business Park Loop.

Commissioner Patterson made a motion to approve the renewal lease with Fungi Perfecti, and Commissioner Buck seconded.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

VIII. STAFF COMMENTS

Director Smith reported that Ned Wilson has been promoted to Maintenance Manager, and Louis Rodriguez has been promoted to Maintenance 2.

The Commission set April 22 for a Commission workshop, from 9:00 AM – 12:00 PM in the Commission Chambers.

IX. PUBLIC COMMENTS

Dedrick Allan asked about the next All Ports Meeting, because it was mentioned at the Port of Allyn Commission that the Port of Shelton had offered to host the next meeting.

X. COMMISSIONER COMMENTS

Commissioner Taylor continues to work with the PRTPO Executive Board as they transition away from being managed by the State. Commissioner Buck has an EDC meeting, and planned to attend a Chamber of Commerce Luncheon on April 18th.

XI. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the meeting at 2:25 PM.

Minutes submitted by: Deborah Soper, Office Assistant

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

