

Port of Shelton
Regular Commission Meeting Minutes
June 18, 2019

I. CALL TO ORDER

Commissioner Taylor called to order the meeting of the Port of Shelton Commission at 2:00 PM on June 18, 2019.

The following persons were present: Commissioner Patterson; Commissioner Buck; Wendy Smith, Executive Director; Bob Williams; Lexi Nakhla, Port Summer Intern; and Dedrick 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 add Item IV A.- Introduction of new staff, then was adopted as modified.

- A) Director Smith introduced Lexi Nakhla, who will be interning in the office this summer before returning to college in the fall.

V. APPROVE MEETING MINUTES

Meeting Minutes from the June 4, 2019 Regular Meeting were adopted as presented.

VI. CHECK CONTROL REPORT

Commissioner Patterson reported the payment of June 5, 2019 Payroll and Payroll Liability checks number 29970 through 29971 dated June 5, 2019 in the amount of \$2,003.16, and Payroll and Payroll Liability Electronic Payments dated June 5, 2019 in the amount of \$30,922.29 for a total Payroll and Payroll Liability in the amount of \$32,925.45; and reported the payments of Accounts Payable check number 29972 dated June 7, and checks number 29973 through 29999 in the amount of \$36,780.69; and Accounts Payable Electronic Payments dated June 4 and June 10, in the amount of \$230.35 for a total Accounts Payable amount of \$37,011.04. The total General Fund checks and electronic payments in the amount of \$69,936.49 have been approved and accepted as presented.

VII. ACTION/DISCUSSION ITEMS

A) Lease Renewal – Department of Natural Resources - Action

Director Smith presented a new lease for DNR, a long-term Port tenant at 450 Business Park Rd.

Commissioner Patterson moved to approve the lease with DNR for a five-year term.

Commissioner Buck seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

B) Lease Renewal – Sims Vibration Laboratory, Inc - Action

Director Smith presented lease addendums for four properties that are leased by Sims Vibration Laboratory, another long-time Port tenant, at 50 Rose Nye Way, 301 W Business Park Loop, 121 W Development Rd, and 161 William White Way.

Commissioner Patterson made a motion to approve the lease addendums with Sims Vibration Laboratory, Inc, each for a one-year term. 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 that Cody Hill has returned to work with our maintenance crew for the summer, and we have a temporary office assistant starting on Monday, June 24th. Also, she will be attending the Ribbon Cutting at Oakland Bay Marina after the meeting.

IX. PUBLIC COMMENTS

None

X. COMMISSIONER COMMENTS

All three Commissioners will be attending the Ribbon Cutting at Oakland Bay Marina after the meeting. And Commissioner Patterson reported that she and Director Smith will be sharing an update on the Port with the Shelton Kiwanis group on Tuesday, June 25th.

XI. ADJOURNMENT

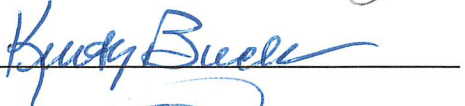
With no further business, Commissioner Taylor adjourned the meeting at 2:15 PM.

Minutes submitted by: Deborah Soper, Office Assistant

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

