

Port of Shelton
Regular Commission Meeting Minutes
July 16, 2019

I. CALL TO ORDER

Commissioner Taylor called to order the meeting of the Port of Shelton Commission at 2:00 PM on July 16, 2019.

The following persons were present: Commissioner Patterson; Commissioner Buck; Wendy Smith, Executive Director; Jan Fancher, CPA and Port Auditor; Norm Eveleth; Bob Williams; and Dedrick Allan, Mason Web TV.

II. PLEDGE OF ALLEGIANCE

Commissioner Taylor led the Pledge of Allegiance.

III. PUBLIC COMMENT

There was no public comment.

IV. ADOPT AGENDA

The Agenda was adopted as presented

V. APPROVE MEETING MINUTES

Meeting Minutes from the July 2, 2019 Regular Meeting were adopted as presented.

VI. CHECK CONTROL REPORT

Commissioner Patterson reported the payment of July 16, 2019 Payroll and Payroll Liability checks number 30023 through 30024 dated July 5, 2019 in the amount of \$1,711.38, and Payroll and Payroll Liability Electronic Payments dated July 5, 2019 in the amount of \$29,354.16 for a total Payroll and Payroll Liability in the amount of \$31,065.54; and reported the payments of Accounts Payable check numbers 30025 through 30058 dated July 16, 2019, in the amount of \$61,452.20; and Accounts Payable Electronic Payments dated July 2 and July 10, 2019, in the amount of \$321.18 for a total Accounts Payable amount of \$61,773.38. The total General Fund checks and electronic payments in the amount of \$92,838.92 have been approved and accepted as presented.

Commissioner Patterson noted that about \$26,433.00 of the Accounts Payable were CERB loan repayments.

VII. ACTION/DISCUSSION ITEMS

A) FAA Project Financing – Update / Possible Action

Director Smith summarized the fees and costs involved with obtaining a line of credit to pay for the Runway Pavement Overlay project while waiting for reimbursement from the FAA. She further indicated that Port Auditor and CPA Fancher and she did a cash flow analysis and they believe it will be much less costly to utilize the cash on hand, and the Port will be able to do so without dipping into the reserved accounts.

VIII. STAFF COMMENTS

Director Smith noted that the 2nd quarter ended on June 30th, and the Budget to Actual report will be provided to the commission for their review by the end of the day.

IX. PUBLIC COMMENTS

None

X. COMMISSIONER COMMENTS

All three Commissioners will be attending the WPPA Commissioners' Conference in Cle Elum July 22 – 24, and the EDC Membership Appreciation event on August 1, 2019.

XI. EXECUTIVE SESSION - Review the Performance of a Public Employee

Commissioner Taylor recessed the Regular Meeting to go into Executive Session to review the performance of a public employee, pursuant to RCW 42.30.110g at 2:25 PM.

Executive Session will be 15 minutes, and there will be discussion and possible action following the Executive Session. At 2:40 PM the Board came out of Executive Session and returned to the Regular Meeting.

Commissioner Patterson made a motion to increase the Executive Director's salary by 4% beginning August 1, 2019, and Commissioner Buck seconded.

The Vote:

- Commissioner Taylor – In Favor
- Commissioner Buck – In Favor
- Commissioner Patterson – In Favor

Motion Carries.

XII. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the meeting at 2:40.

Minutes submitted by: Deborah Soper, Office Assistant

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

