

**Port of Shelton**  
**Regular Commission Meeting Minutes**  
November 5, 2019

**I. CALL TO ORDER**

Commissioner Taylor called to order the meeting of the Port of Shelton Commission at 2:00 PM on November 5, 2019.

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

**II. PLEDGE OF ALLEGIANCE**

Commissioner Taylor led the Pledge of Allegiance.

**III. PUBLIC COMMENT**

None.

**IV. ADOPT AGENDA**

Agenda was adopted as presented.

**V. APPROVE MEETING MINUTES**

Meeting Minutes from October 15, 2019 were approved as presented.

**VI. CHECK CONTROL REPORT**

Commissioner Patterson presented the Check Control Report to detail the payment of October 18, 2019 Payroll Liability checks numbered 30227 through 30228 and November 5, 2019 Payroll Liability checks numbered 30229 through 30230 in the amount of \$3,922.04, and Payroll and Payroll Liability electronic payments dated October 18, October 31, and November 5, 2019, in the amount of \$64,266.92, for a total Payroll and Payroll Liability payments amounting to \$68,188.96; and reported the payments of Accounts Payable checks numbered 30231 through 30260 in the amount of \$202,015.34; and Accounts Payable Electronic Payments dated September 30, October 2, October 10, October 24, and October 31, 2019 in the amount of \$56,693.61, for a total combined amount of \$258,708.95. The total General Fund check and electronic payments in the amount of \$326,897.91 have been approved and accepted as presented.

Patterson noted that about \$140,000 went toward the sprinkler systems for 30 and 130 E Export Road.

**VII. ACTION/DISCUSSION ITEMS**

**A) Lease Renewal – PC Development -- Action**

Director Smith presented a five-year lease agreement for PC Development, LLC, a current tenant. Commissioner Patterson moved to adopt the lease between the Port of Shelton and PC Development, LLC at 500 E Export Road, for the term of November 1, 2019 through October 31, 2024. Commissioner Buck seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

**B) New Lease Approval – Garcia Evergreens -- Action**

Director Smith presented a one-year lease agreement for Garcia Evergreens, LLC, a new tenant at the Port. Commissioner Patterson moved to adopt the lease between the Port of Shelton and Garcia Evergreens, LLC, for a portion of the property at 450 W Enterprise Road, for the term of October 24, 2019 through October 31, 2020. 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 the State’s auditors are finished working onsite, and that they looked at the Marina sale transaction, CERB grants, projects related to the CERB funding, and financial statements.

On November 4<sup>th</sup>, Smith, Brandon Palmer and the Commissioners attended an event to discuss the Shelton Harbor Restoration Project. Smith talked briefly about the unique partnership that was created to make the project happen and succeed.

The Port is working with three companies with a strong interest in building conventional hangars for their private use.

The runway project has begun, which will take the runway offline for a few weeks while trenching is done for the electrical, but the taxiway will act as a temporary runway.

CPA Jan Fancher presented the budget to actual report for the third quarter.

**PUBLIC COMMENTS**

None.

**IX. COMMISSIONER COMMENTS**

Commissioner Buck has her regular EDC meeting to attend on November 14. All three Commissioners plan to attend the CERB Project Tour on November 19 as well as the WPPA Annual Meeting November 20 – 22. Commissioner Patterson attended the All-Kitsap Ports meeting and may attend the Chamber After Hours Wednesday, November 13.

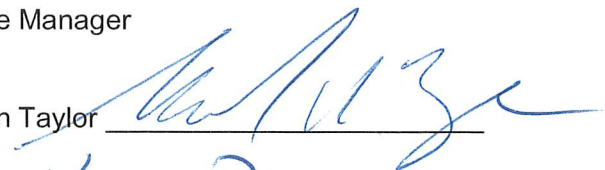
Commissioners Buck and Taylor may also attend that event. Commissioner Taylor has PRTPO meetings on November 7 and 15.

**X. ADJOURNMENT**

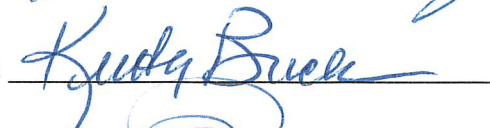
With no additional business **Commissioner Taylor** adjourned the meeting of the **Port of Shelton Commission at 3:08 PM.**

Minutes submitted by: Deborah Soper, Office Manager

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

