

Port of Shelton
Regular Commission Meeting Minutes
December 3, 2019

I. CALL TO ORDER

Commissioner Taylor called to order the meeting of the Port of Shelton Commission at 2:00 PM on December 3, 2019.

The following persons were present: Commissioner Patterson; Commissioner Buck; Wendy Smith, Executive Director; Cathy Krumpols, Office Assistant; Dedrick Allan, MasonWebTV.

II. PLEDGE OF ALLEGIANCE

Commissioner Taylor led the Pledge of Allegiance.

III. PUBLIC COMMENT

Director Smith took a moment to introduce the Port's new office assistant, Cathy Krumpols to the Commission.

There was no public comment.

IV. ADOPT AGENDA

V. APPROVE MEETING MINUTES

Special Meeting Minutes from November 19, 2019 were approved as presented.

Regular Meeting Minutes from November 19, 2019 were approved as presented.

VI. CHECK CONTROL REPORT

Commissioner Patterson presented the Check Control Report to detail the payment of November 20, 2019 Payroll Liability checks numbered 30285 through 30286 in the amount of \$1,890.52, and Payroll and Payroll Liability electronic payments dated November 20, 2019, in the amount of \$24,212.74, for a total Payroll and Payroll Liability payments amounting to \$26,103.26; and reported the payments of Accounts Payable checks numbered 30287 through 30306 in the amount of \$18,339.43; and Accounts Payable Electronic Payments dated November 4, November 12, November 22 and November 30, 2019 in the amount of \$5,417.14, for a total combined amount of \$23,756.57. The total General Fund check and electronic payments in the amount of \$49,859.83 have been approved and accepted as presented. Patterson also noted voided check number 30280 dated November 19, 2019 in the amount of \$30.55, and a Credit Memo applied to invoice in the amount of \$1,257.76 on November 22, 2019.

VII. ACTION/DISCUSSION ITEMS

A) Lease Renewal – B-Plus – Action

Director Smith presented Lease Addendum 10 for B-Plus, Inc. Commissioner Patterson moved to adopt Lease Addendum 10 with B-Plus, Inc, at 201 William White Way, for a term of one year, from 12/01/19 – 11/30/20. Commissioner Buck seconded.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

B) Lease Renewal – AT & T Wireless -- Action

Director Smith presented Lease Addendum 4 for New Cingular Wireless PCS, LLC, f/k/a AT&T Wireless PCS, LLC. Commissioner Patterson moved to adopt Lease Addendum 4 with

New Cingular Wireless PCS, LLC, to allow their equipment to remain on our elevated water reservoir for a maximum term of eighteen months, from 10/01/2019 – 04/30/2021.

Commissioner Buck seconded.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

C) Lease Renewal – Mason Conservation District – Action

Director Smith presented Lease Addendum 8 for Mason Conservation District. Commissioner Patterson moved to adopt Lease Addendum 8 with Mason Conservation District, at 450 W Business Park Rd, for a term of one year, from 01/01/2020 – 12/31/2020. Commissioner Buck seconded.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

VIII. STAFF COMMENTS

Director Smith spoke about the highlights of the recent Washington Public Ports Association Annual Conference.

PUBLIC COMMENTS

None.

IX. COMMISSIONER COMMENTS

All three Commissioners plan to attend some of the Christmas festivities in downtown Shelton on Friday and Saturday, December 6 & 7. Commissioner Buck may attend the 2019 Regional Economic Forecast & Innovation Expo on Thursday, December 5, and Commissioners Patterson and Taylor were checking their availability. All three Commissioners have also been invited to the EDC Holiday Open House on Friday, December 6.

Commissioner Buck asked the Commissioners for a letter in support of the Shelton School District's February 2020 levy. Commissioner Patterson moved to ask the Executive Director to draft a letter in support of the school district's February 2020 Levy, and to authorize Chairman Taylor to sign it on behalf of the Commission. Commissioner Buck seconded.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

X. ADJOURNMENT

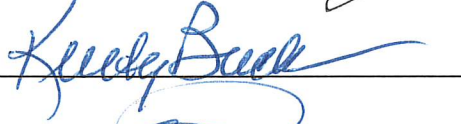
With no additional business Commissioner Taylor adjourned the meeting at 2:32 PM.

Minutes submitted by: Deborah Soper, Office Manager

Minutes approved by: Commission Chairman Taylor

A handwritten signature in blue ink, appearing to be 'M. Taylor', written over a horizontal line.

Minutes approved by: Commissioner Buck

A handwritten signature in blue ink, appearing to be 'K. Buck', written over a horizontal line.

Minutes approved by: Commissioner Patterson

A handwritten signature in blue ink, appearing to be 'D. Patterson', written over a horizontal line.