

**Port of Shelton**  
**Regular Commission Meeting Minutes**  
December 17, 2019

**I. CALL TO ORDER**

Commissioner Taylor called to order the meeting of the Port of Shelton Commission at 2:00 PM on December 17, 2019.

The following persons were present: Commissioner Patterson; Commissioner Buck; Wendy Smith, Executive Director; Jan T. Fancher, CPA and Port Auditor; Charles "Skip" Houser, Port Attorney; Jennifer Baria, Executive Director of Mason County EDC; Dedrick Allan, MasonWebTV;

**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 December 3, 2019 were approved as presented.

**VI. CHECK CONTROL REPORT**

Commissioner Patterson reported the payment of December 5, 2019 Payroll Liability check numbers 30307 through 30308 in the amount of \$1,750.54, and Payroll and Payroll Liability electronic payments dated December 5, 2019, in the amount of \$29,387.00, for a total Payroll and Payroll Liability payments amounted to \$31,137.54; and reported the payments of Accounts Payable checks numbered 30309 through 30347 in the amount of \$241,511.39; and Accounts Payable Electronic Payments dated December 2, 2019 and December 10, 2019 in the amount of \$255.71, for a total combined amount of \$241,767.10. The total General Fund check and electronic payments in the amount of \$272,904.64 have been approved and accepted as presented.

Patterson noted that a credit memo of \$833.32 was applied to an invoice of \$833.32 on December 14, 2019, and the accounts payable amount included the annual insurance premium to Enduris in the amount of \$135,545.00.

**VII. ACTION/DISCUSSION ITEMS**

**A) Professional Services Agreements – Attorney – Action**

Director Smith put forward the Professional Services Agreement for Attorney Charles (Skip) H. Houser III.

Commissioner Patterson moved to approve the Professional Services Agreement for Attorney Charles (Skip) H. Houser III for the term of January 1, 2020 through December 31, 2020, and Commissioner Buck seconded.

The Vote:

Commissioner Taylor – In Favor  
Commissioner Buck – In Favor

Commissioner Patterson – In Favor  
Motion Carries.

**B) Professional Services Agreements – Auditor – Action**

Director Smith put forward the Professional Services Agreement for Jan T. Fancher, CPA and Port Auditor.

Commissioner Patterson moved to approve the Professional Services Agreement for CPA Jan T. Fancher for the term of January 1, 2020 through December 31, 2020, and Commissioner Buck seconded.

The Vote:

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

Motion Carries.

**C) EDC Quarterly Report – Presentation**

Executive Director Jennifer Baria gave a quarterly report on the activities of the EDC.

**D) Swearing In Ceremony – Action**

Attorney Skip Houser administered the oath of office according to the regulations of the State of Washington, first to Commissioner Patterson, and then to Commissioner Taylor.

**VIII. STAFF COMMENT**

Director Smith reported on the Washington Aviation Resilience Project meeting that was hosted at the Port. There were about 20 participants including federal, state and county emergency management officials, as well as representatives from the public utilities and private sector.

**IX. PUBLIC COMMENT**

None.

**X. COMMISSIONER COMMENTS**

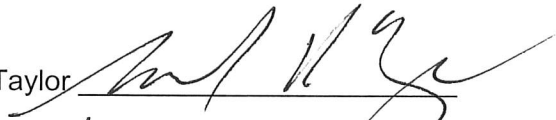
None.

**XI. ADJOURNMENT**

With no additional business **Commissioner Taylor** adjourned the meeting of the **Port of Shelton Commission at 3:00 PM.**

Minutes submitted by: Deborah Soper, Office Manager

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

