

**Port of Shelton**  
**Regular Commission Meeting Minutes**  
January 21, 2020

**I. CALL TO ORDER**

Commissioner Taylor called to order the meeting of the Port of Shelton Commission at 2:00 PM on January 7, 2020.

The following persons were present: Commissioner Patterson; Commissioner Buck; Jan Fancher, CPA and Port Auditor; and Bob Williams. Director Wendy Smith was out of town.

**II. PLEDGE OF ALLEGIANCE**

Commissioner Taylor led the Pledge of Allegiance.

**III. PUBLIC COMMENT**

None

**IV. ADOPT AGENDA**

The Agenda was adopted as presented.

**V. APPROVE MEETING MINUTES**

Meeting Minutes from January 7, 2020 Regular Meeting were adopted as presented.

**VI. CHECK CONTROL REPORT**

Commissioner Patterson reported the payment of January 17, 2020 Payroll Liability check number 30369 in the amount of \$1,733.99; and Payroll and Payroll Liability electronic payments dated January 17, 2020, in the amount of \$25,485.78, for a total Payroll and Payroll Liability payments amounted to \$27,219.77; and reported the payments of Accounts Payable checks #30370 through #30397 dated January 21, 2020 in the amount of \$59,328.92; and Accounts Payable Electronic Payments dated January 3 and January 10, 2020, in the amount of \$309.42 for a total combined amount of \$59,638.34. The total General Fund check and electronic payments in the amount of \$86,858.11 have been approved and accepted as presented. These payments include a CERB loan payment in the amount of \$17,520.42.

**VII. ACTION/DISCUSSION ITEMS**

**A) Lease Renewal – Mason General Hospital – Action**

Office Manager Soper presented a lease renewal for Mason General Hospital at 71 W Business Park Loop. Commissioner Patterson made a motion to approve Lease Addendum 5 with Mason General Hospital for the term of February 1, 2020 through January 31, 2021, and Commissioner Buck seconded.

The Vote:

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

Motion Carries.

**VIII. STAFF COMMENTS**

Deborah Soper noted that the Hilton Garden Inn has been reserved for Friday, February 28, 2020 for the annual Commissioner Retreat.

**IX. PUBLIC COMMENTS**

None.

**X. COMMISSIONER COMMENTS**

Commissioner Taylor has a meeting of the PRTPO on January 30, 2020.

Commissioner Buck has an EDC Board meeting on February 13<sup>th</sup>, and all three

Commissioners plan to attend the EDC Luncheon on February 19<sup>th</sup>.

Commissioner Patterson volunteered at the Financial Reality Fair at Shelton High School and plans to attend the Kitsap All-Ports meeting on Monday, January 26<sup>th</sup>.

All three Commissioners are considering attending the United Way fundraiser on February 7<sup>th</sup>.

**XI. ADJOURNMENT**

With no further business, Commissioner Taylor adjourned the meeting of the **Port of Shelton Commission** at 2:15 PM.

Minutes submitted by: Deborah Soper, Office Manager

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

