

Port of Shelton
Regular Commission Meeting Minutes
March ~~2~~ 2020
3-2-20

I. CALL TO ORDER

Commissioner Taylor called to order the meeting of the Port of Shelton Commission at 2:00 PM on March ~~2~~ 3, 2020.

The following persons were present: Commissioner Buck; Wendy Smith, Executive Director; Dedrick Allan, Mason Web TV; and Jennifer Baria, Executive Director of Mason County EDC. Commissioner Patterson was excused.

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 the February 18, 2020 Regular Meeting were adopted as presented.

VI. CHECK CONTROL REPORT

Office Manager Soper reported payment of February 20, 2020 Payroll Liability check number 30455 in the amount of \$1,588.94; and Payroll and Payroll Liability electronic payments dated February 20, 2020, in the amount of \$23,882.09, for total Payroll and Payroll Liability payments amounted to \$25,471.03; and reported the payments of Accounts Payable checks #30456 through #30482 dated March 3, 2020 in the amount of \$19,719.20; and Accounts Payable Electronic Payments dated February 24, 2020 and March 1, 2020, in the amount of \$207,532.90 for a total combined amount of \$227,252.10. The total General Fund check and electronic payments in the amount of \$252,723.13 have been approved and accepted as presented.

Director Smith explained that the Port pays interest on three outstanding bond accounts annually, which is the reason for the approximately \$202,000.00 paid on March 1st.

VII. ACTION/DISCUSSION ITEMS

A) Lease Renewal – Techwood – Action

Director Smith presented the 2020 contract with the Economic Development Council for approval. EDC Director Jennifer Baria gave the Commissioners a brief summary of the EDC activities on behalf of Mason County.

Commissioner Buck moved to renew the EDC Contract for a one-year term, January 1 through December 31, 2020 and Commissioner Taylor seconded.

The Vote:

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

Motion Carries.

B) Lease Renewal – South Mason Youth Soccer Club – Action

Director Smith presented a lease renewal for the South Mason Youth Soccer Club for approximately 12.5 acres located at Johns Prairie. Commissioner Buck made a motion to approve the lease with the South Mason Youth Soccer Club for a term of twenty-five years, from March 1, 2020 through February 28, 2045, and noted that there is no surety because it is a nonprofit youth recreation club. Commissioner Taylor seconded.

The Vote:

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

Motion Carries.

C) New Lease – Belco – Action

Director Smith presented a new lease for Belco Forest Products, Inc. at 30 E Export Rd. This lease is for a 22,365 sf building, 11,500 sf out building, 3000 sf office trailers, 2.3 acres paved, and 3.06 acres of railyard. Because the tenants requested that their current Railyard Lease be tied to the 30 E Export Rd. lease, Smith also asked the Commission to approve a Lease Termination for the existing Railyard Lease. Commissioner Buck made a motion to approve the Lease Termination with Belco Forest Products for the 3.06 acre property at Johns Prairie, and Commissioner Taylor seconded.

The Vote:

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

Motion Carries.

Commissioner Buck then moved to approve the Building and Land Lease with Belco Forest Products, Inc, that includes the 3.06 railyard acres, for a five-year term from March 1, 2020 through February 28, 2025, and Commissioner Taylor seconded.

The Vote:

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

Motion Carries.

VIII. STAFF COMMENTS

Director Smith summarized the discussions at the Commission Retreat on February 28, and unveiled the Port's new logo. In addition, the Port is ready to build a new building, and is going to look into constructing a 20,000 square foot building that could be converted into two 10,000 square foot buildings.

IX. PUBLIC COMMENTS

None.

X. COMMISSIONER COMMENTS

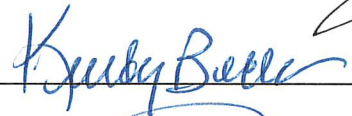
Commissioner Buck has an EDC Board meeting on March 12, and Commissioner Taylor will have a PRTPO meeting on March 19.

XI. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the meeting of the **Port of Shelton Commission** at 2:40 PM.

Minutes submitted by: Deborah Soper, Office Manager

Minutes approved by: Commission Chairman Taylor 

Minutes approved by: Commissioner Buck 

Minutes approved by: Commissioner Patterson 