

**Port of Shelton**  
**Regular Commission Meeting Minutes**  
February 16, 2021

**I. CALL TO ORDER**

Commissioner Taylor called to order the Zoom internet conference meeting of the Port of Shelton Commission at 2:00 PM on February 16, 2021.

The following persons were present: Commissioner Patterson; Commissioner Buck; Deborah Soper, Office Manager; Jan T. Fancher, CPA and Port Auditor; Charles "Skip" Houser, Port Attorney; and Dedrick Allan, Mason Web TV. Executive Director Wendy Smith was out of town.

**II. PLEDGE OF ALLEGIANCE**

Because this was a Zoom internet conference meeting, there was no Pledge of Allegiance.

**III. PUBLIC COMMENT**

None.

**IV. ADOPT AGENDA**

Agenda adopted as presented.

**V. APPROVE MEETING MINUTES**

Meeting Minutes from the February 2, 2021 meeting were adopted as presented.

**VI. CHECK CONTROL REPORT**

Commissioner Patterson presented the February 16, 2021 Check Control Report, and reported the Payroll and Payroll Liabilities electronic payments dated February 5, 2021 in the amount of \$34,009.16, and reported the payments of Accounts Payable checks #30959 through #30980 dated February 16, 2021 in the amount of \$37,196.84; and no Accounts Payable Electronic Payments; for a total Accounts Payable amount of \$37,196.84. The total General Fund check and electronic payments in the amount of \$71,206.00 have been approved and accepted as presented.

**VII. ACTION/DISCUSSION ITEMS**

None.

**VIII. STAFF COMMENTS**

Port Attorney Skip Houser updated the Commission on the latest COVID-19 guidelines for in-person meetings, and what the process would be for the Commission Retreat.

**IX. PUBLIC COMMENTS**

None.

**X. COMMISSIONER COMMENTS**

Commissioner Buck had an EDC Board meeting on February 11<sup>th</sup>.

Commissioner Taylor has a PRTPPO Executive Board meeting on February 19<sup>th</sup>.

The Commission Retreat has been scheduled for March 5, 2021 at the Hilton Garden Inn, Olympia.

**XI. ADJOURNMENT**

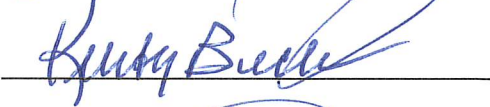
With no further business, Commissioner Taylor adjourned the meeting of the **Port of Shelton Commission** at 2:15 PM.

Minutes submitted by: Deborah Soper, Office Manager

Minutes approved by: Commission Chairman Taylor

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 "Kathy 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.