

Port of Shelton
Regular Commission Meeting Minutes
March 16, 2021

I. CALL TO ORDER

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

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

II. PLEDGE OF ALLEGIANCE

Commissioner Taylor led the Pledge of Allegiance.

III. PUBLIC COMMENT

None

IV. ADOPT AGENDA

Action/Discussion Item (C) – Lease Addendum 1 – Lynch Creek Farm was added, then the Agenda was adopted as amended.

V. APPROVE MEETING MINUTES

Meeting Minutes from the March 2, 2021 regular meeting were adopted as presented. Meeting Minutes from the March 5, 2021 special meeting were adopted as presented.

VI. CHECK CONTROL REPORT

Commissioner Patterson presented the March 16, 2021 Check Control Report, and reported the Payroll and Payroll Liabilities electronic payments dated March 5, 2021 in the amount of \$31,722.18, and reported the payments of Accounts Payable checks #31002 through #31025 dated March 16, 2021 in the amount of \$94,064.40; and Accounts Payable Electronic Payments dated February 19, 2021 in the amount of \$371,172.71 for a total combined amount of \$465,237.11. The total General Fund check and electronic payments in the amount of \$497,009.29 have been approved and accepted as presented. Patterson noted that \$371,172.71 was for the purchase of a building.

VII. ACTION/DISCUSSION ITEMS

A) Lease Renewal – Lynch Creek - Action

Director Smith presented a lease renewal for Lynch Creek Farm at 130 E Export Rd. Commissioner Buck made a motion to approve the lease renewal with Lynch Creek Farm, LLC for 130 E Export Rd for the term of March 1, 2021 through February 28, 2026 and Commissioner Patterson seconded.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

B) Letter to the City of Shelton - Action

Director Smith provided a letter to the City of Shelton for consideration by the Commission in regards to a proposed housing project near Sanderson Field, to thank the Council for taking more time to study the proposal. Commissioner Patterson made a motion to send the letter under the Chairman's signature and Commissioner Buck seconded. After further discussion Patterson withdrew that motion and Buck withdrew the second. Patterson then moved to send the letter from the Commission and Commissioner Buck seconded.

The Vote:

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

Motion Carries.

C) Lease Addendum – Lynch Creek Farm - Action

Smith presented Lease Addendum 1 for Lynch Creek Farm to provide for the Contingency Agreement for CERB funding reimbursement. Commissioner Buck made a motion to approve Lease Addendum 1 with Lynch Creek Farm at 130 E Export Rd which includes the CERB repayment schedule of an annual repayment on January 10th in the amount of \$20,612.26 with a balloon payment at the end of the lease, and Commissioner Patterson seconded.

The Vote:

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

Motion Carries

VIII. STAFF COMMENTS

Port Attorney Skip Houser provided the Commissioners with a legislative update and the changing COVID-19 guidelines.

IX. PUBLIC COMMENTS

None.

X. COMMISSIONER COMMENTS

Commissioner Patterson initiated discussion about the fees charged to Mason County for the use of the inactive runway for the vaccination clinics. Commissioner Taylor made a motion to enter into an interlocal agreement with Mason County for the use of the inactive runway and to refund the fees that have already been paid by the County, and Commissioner Patterson seconded.

The Vote:

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

Motion Carries.

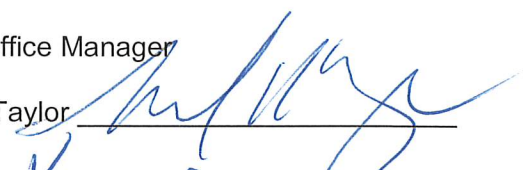
Commissioner Taylor will attend a virtual PRTPO meeting on March 18.

XI. ADJOURNMENT

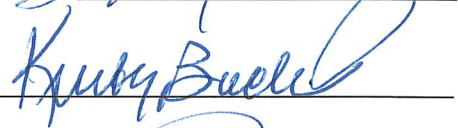
With no further business, Commissioner Taylor adjourned the meeting of the **Port of Shelton Commission** at 3:40 PM.

Minutes submitted by: Deborah Soper, Office Manager

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

