

Port of Shelton
Regular Commission Meeting Minutes
April 6, 2021

I. CALL TO ORDER

Commissioner Taylor called to order the meeting of the Port of Shelton Commission at 2:00 PM on April 6, 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; and Dedrick Allan, Mason Web TV.

II. PLEDGE OF ALLEGIANCE

Commissioner Taylor led the Pledge of Allegiance.

III. PUBLIC COMMENT

None

IV. ADOPT AGENDA

Agenda adopted as presented.

V. APPROVE MEETING MINUTES

Meeting Minutes from the March 16, 2021 regular meeting were adopted as presented.

VI. CHECK CONTROL REPORT

Commissioner Patterson presented the April 6, 2021 Check Control Report, and reported the Payroll and Payroll Liabilities electronic payments dated March 19 and April 5, 2021 in the amount of \$67,607.58, and reported the payments of Accounts Payable check #31026 dated March 16, 2021 and checks #31027 through #31058 dated April 6, 2021 in the amount of \$115,819.16; and Accounts Payable Electronic Payments dated February 28, March 2, 10, 12, and 25, 2021 in the amount of \$5,958.51 for a total combined amount of \$121,777.67. The total General Fund check and electronic payments in the amount of \$189,385.25 have been approved and accepted as presented. Patterson noted that the amount includes two payrolls and a check in the amount of \$84,303.18 to Lynch Creek Farm for improvements that they made to the buildings under the CERB agreement. That amount will be submitted to CERB for reimbursement.

VII. ACTION/DISCUSSION ITEMS

A) Lease Addendum– Lynch Creek - Action

Director Smith presented a lease addendum for Lynch Creek Farm at 130 E Export Rd. Commissioner Patterson made a motion to approve Lease Addendum 2 with Lynch Creek Farm, LLC to adjust the surety amount to equal six months' rent, which is less than the RCW 53.08.085 recommended lease rate, and Commissioner Buck seconded.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

VIII. STAFF COMMENTS

Director Smith reported that she and Brandon Palmer had the opportunity to speak to the Shelton-Mason County Chamber of Commerce Government Affairs Committee. Smith noted that Port tenants currently have 942 full and part-time employees.

IX. PUBLIC COMMENTS

None.

X. COMMISSIONER COMMENTS

Commissioners Patterson and Buck will attend the Shelton-Mason County Chamber of Commerce Awards Gala on April 16.

Commissioner Buck was contacted by a couple of community leaders to discuss workforce housing issue, and has an EDC Board meeting on April 8th.

Commissioner Taylor initiated discussion about a letter received from the members of the League of Women Voters expressing their concerns about the possible expansion of Sanderson Field that is under consideration by a WSDoT Aviation Committee.

Taylor proposed that he draft a letter of response from the Commission to thank them for the correspondence, and the others concurred.

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

