

Port of Shelton
Regular Commission Meeting Minutes
August 17, 2021

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on August 17, 2021.

The following persons were present: Commissioner Patterson; Commissioner Buck; Wendy Smith, Executive Director; Deborah Soper, Office Manager; and Dedrick Allan, Mason Web TV.

II. PLEDGE OF ALLEGIANCE

Commissioner Taylor led the Pledge of Allegiance.

III. PUBLIC COMMENT

There was no public comment.

IV. ADOPT AGENDA

The Agenda was modified to postpone the EDC Update to a later date, then adopted as modified.

V. APPROVE MEETING MINUTES

Meeting Minutes from the July 22, 2021 Special Meeting were adopted as presented.

VI. CHECK CONTROL REPORT

Commissioner Patterson presented the August 3, 2021 Check Control Report, and reported the Payroll and Payroll Liability electronic payments dated August 2, 2021 in the amount of \$5,879.73; and the payments of Accounts Payable check numbers 31204 through 31213 dated August 3, 2021, in the amount of \$196,384.77; and Accounts Payable Electronic Payments dated July 24, July 27, July 28 and August 2, 2021, in the amount of \$56,115.67 for a total Accounts Payable amount of \$252,500.44. The total General Fund checks and electronic payments in the amount of \$258,380.17 have been approved and accepted as presented. Patterson noted a disbursement of \$185,972.00 to Enduris Washington, for the Port's membership contribution to the Port's risk pool.

Patterson then presented the August 17, 2021 Check Control Report, including Payroll and Payroll Liability electronic payments dated August 5, 2021 in the amount of 35,558.42; and the payments of Accounts Payable check numbers 31214 through 31232 dated August 17, 2021 in the amount of \$57,653.72; and Accounts Payable Electronic Payments dated July 31, August 3, and August 10, 2021, in the amount of \$364.34 for a total Accounts Payable amount of \$58,018.06. The total General Fund checks and electronic payments in the amount of \$93,576.48 have been approved and accepted as presented. \$30,601.14 was paid to Hanson Excavation for the Port's portion of their demolition work of the burned building.

VII. ACTION/DISCUSSION ITEMS

None

VIII. STAFF COMMENTS

Director Smith reported that the CERB presentation for the Planning Grant application will be September 16, 2021.

The State Audit is scheduled to begin September 7 and will all be done remotely.

The roof project for Lynch Creek Farm is close to completion to close out the CERB grant project from 2017.

IX. PUBLIC COMMENTS

None

X. COMMISSIONER COMMENTS

Commissioner Taylor attended the EDC function at The Ridge Motorsports Park on August 5, and has a PRTPO Executive Committee meeting on August 20th.

XI. EXECUTIVE SESSION - Review the Performance of a Public Employee

Commissioner Taylor recessed the Special Meeting to go into Executive Session to review the performance of a public employee, pursuant to RCW 42.30.110g at 2:25 PM, for approximately 10 minutes with possible action to be taken.

At 2:35 PM Director Smith announced that the Executive Session would be extended by 5 minutes.

At 2:40 PM the Board came out of Executive Session and returned to the Regular Meeting. Commissioner Buck made a motion to give Executive Director Smith a 5.8% raise effective August 1, 2021. Commissioner Patterson seconded.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

XII. ADJOURNMENT

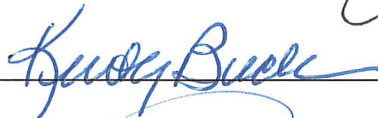
With no further business, Commissioner Taylor adjourned the Regular Meeting of the **Port of Shelton Commission** at 2:44 PM.

Minutes submitted by: Deborah Soper, Office Manager

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

