

Port of Shelton
Regular Commission Meeting Minutes
September 21, 2021

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on September 21, 2021.

The following persons were present: Commissioner Patterson; Commissioner Buck; Wendy Smith, Executive Director; Deborah Soper, Office Manager; Charles "Skip" Houser, Port Attorney; 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 COMMENTS

There was no public comment.

IV. ADOPT AGENDA

The agenda was modified to add an Executive Session for potential litigation pursuant to RCW 42.30.110i. Agenda was adopted as modified.

V. APPROVE MEETING MINUTES

Meeting Minutes from the September 7, 2021 Meeting were adopted as presented.

VI. CHECK CONTROL

Commissioner Patterson presented the September 21, 2021 Check Control Report, and reported the Payroll and Payroll Liability electronic payments dated September 20, 2021, in the amount of \$29,598.20; and the payments of Accounts Payable check numbers 31253 through 31276 dated September 21, 2021, in the amount of \$374,151.92; and Accounts Payable Electronic Payments dated September 2 and September 10, 2021, in the amount of \$246.53 for a total Accounts Payable amount of \$374,398.45. The total General Fund checks and electronic payments in the amount of \$403,996.65 have been approved and accepted as presented. Commissioner Patterson noted that \$325,921.50 for the new roofs at Lynch Creek Farm and \$23,308.58 to Servpro for cleanup of the fire-affected building were the largest expenditures in this payables run.

VII. ACTION/DISCUSSION ITEMS

A) 2022 Preliminary Budget – Discussion/Presentation
Executive Director Smith and CPA Fancher reviewed the preliminary budget with the Commission.

VIII. STAFF COMMENTS

Director Smith announced that the Port was awarded a \$50,000 grant from CERB for planning. Smith reported that the State audit is going well.

IX. PUBLIC COMMENTS

There was no public comment.

X. COMMISSIONER COMMENTS

Commissioner Buck attended the Port of Allyn's Centennial Celebration on September 12. Buck will attend an EDC meeting in early October.

XI. EXECUTIVE SESSION

At 2:40 PM Commissioner Taylor announced that the meeting was to go into recess for approximately 20 minutes for two executive sessions, for real estate pursuant to RCW 42.30.110b, and for potential litigation pursuant to RCW42.30.110i, with no action to follow.

At 3:00 PM the Board came out of Executive Session and returned to the Regular Meeting.

XII. ADJOURNMENT

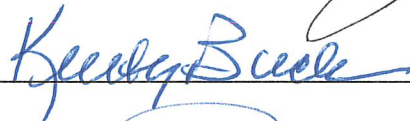
With no further business, Commissioner Taylor adjourned the Regular Meeting of the Port of Shelton Commission at 3:00 PM.

Minutes submitted by: Deborah Soper, Office Manager

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

