

**Port of Shelton**  
**Regular Commission Meeting Minutes**  
November 2, 2021

**I. CALL TO ORDER**

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on November 2, 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 COMMENTS**

There was no public comment.

**IV. ADOPT AGENDA**

The agenda was approved as presented

**V. APPROVE MEETING MINUTES**

Meeting Minutes from the October 19, 2021 Meeting were adopted as presented.

**VI. CHECK CONTROL**

Commissioner Patterson presented the ~~September 21~~<sup>November 2, 2021</sup> 2021 Check Control Report, and reported the Payroll and Payroll Liability electronic payments dated October 20 and November 1, 2021, in the amount of \$35,774.23; and the payments of Accounts Payable check numbers 31321 through 31344 dated November 2, 2021, in the amount of \$144,822.21; and Accounts Payable Electronic Payments dated October 27, 28, and November 2, 2021, in the amount of \$62,568.69 for a total Accounts Payable amount of \$207,390.90. The total General Fund checks and electronic payments in the amount of \$243,165.13 have been approved and accepted as presented. Commissioner Patterson noted disbursements of \$52,000 for 3<sup>rd</sup> quarter LET, \$98,000 for roofing work by Dodge Foam & Coatings, and \$13,515 to the State Auditor's Office toward the audit fees.

**VII. ACTION/DISCUSSION ITEMS**

A) Lease Renewal – Leath Manufacturing – Action

Director Smith presented a Lease Addendum for Leath Manufacturing. Commissioner Patterson made a motion to approve Lease Addendum 3 for Leath Manufacturing for the term of December 1, 2021 through November 30, 2022. Commissioner Buck seconded.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

**VIII. STAFF COMMENTS**

Director Smith met with the Federal Economic Development Authority for information on EDA funding.

The exit conference with the State Auditor's Office should be scheduled soon.

For the Commissioners' signatures, Smith provided a letter to the State District 35 Legislators in support of funding for the final phase of the Oakland Bay Restoration Project before the permit expires in 2025.

**IX. PUBLIC COMMENTS**

There was no public comment.

**X. COMMISSIONER COMMENTS**

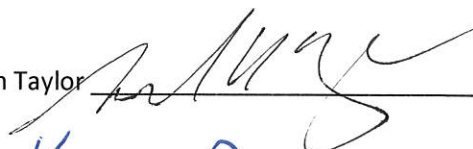
Commissioner Buck has an upcoming EDC meeting. On November 3, Commissioner Patterson will attend a meeting regarding the Oakland Bay project, and Commissioner Taylor may also attend. Taylor has a PRTPO Legislative Forum on November 4. All three Commissioners may attend the WPPA Virtual Roundtable Discussion on Economic Development on November 9.

**XI. ADJOURNMENT**

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:17 PM.

Minutes submitted by: Deborah Soper, Office Manager

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

