

**Port of Shelton**  
**Regular Commission Meeting Minutes**  
December 7, 2021

**I. CALL TO ORDER**

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on December 7, 2021.

The following persons were present: Commissioner Buck; Wendy Smith, Executive Director; Deborah Soper, Office Manager; Jan T. Fancher, CPA and Port Auditor; Dedrick Allan, Mason Web TV; Marlo Brown; and Bob Williams. Commissioner Patterson was excused.

**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 November 16, 2021 meeting were adopted as presented.

**VI. CHECK CONTROL**

Executive Director Smith presented the December 7, 2021 Check Control Report, and reported the Payroll and Payroll Liability electronic payments dated November 19 and December 3, 2021, in the amount of \$67,494.27; and the payments of Accounts Payable check numbers 31371 through 31394 dated December 7, 2021, in the amount of \$51,433.80; and Accounts Payable Electronic Payments dated November 26, November 28, and November 30, 2021, in the amount of \$5,998.41 for a total Accounts Payable amount of \$57,432.21. The total General Fund checks and electronic payments in the amount of \$124,926.48 have been approved and accepted as presented.

**VII. ACTION/DISCUSSION ITEMS**

**A) Purchase and Sale Agreement – Action**

Director Smith provided background to the negotiations for purchase of a building from R. Williams Enterprises Inc., and is looking for authorization to sign a Purchase and Sale Agreement for the buildings at 130 Corporate Rd. Commissioner Taylor made a motion to authorize Smith to sign the Purchase and Sale Agreement. Commissioner Buck seconded.

The Vote:

Commissioner Taylor – In Favor  
Commissioner Buck – In Favor  
Commissioner Patterson – absent

Motion Carries.

B) Lease Addendum – Garcia Evergreens – Action

Smith presented Lease Addendum 2 for Garcia Evergreens. Commissioner Buck moved to approve Lease Addendum 2 with Garcia Evergreens for a portion of 450 W Enterprise Rd, for a one-year term from January 1, 2022 through December 31, 2022. Commissioner Taylor seconded.

The Vote:

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

Motion Carries.

C) Lease Addendum – Laughing Grass – Action

Smith provided Lease Addendum 1 for Laughing Grass to amend the lease language regarding landlord entry. Commissioner Buck made a motion to approve Lease Amendment 1 with Laughing Grass to amend the lease language to align with Washington Liquor Cannabis Board required language for landlord entry. Commissioner Taylor seconded.

The Vote:

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

Motion Carries.

D) New Lease – ASC Security – Action

Smith presented a lease with ASC Security, a new tenant, for 129 W Airview Way, for a two-year term. Commissioner Buck moved to approve the lease with ASC Security for a term of two years: January 1, 2022 through December 31, 2023 and Commissioner Taylor seconded.

The Vote:

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

Motion Carries.

**VIII. STAFF COMMENTS**

Smith informed the Commission that the Port had another clean audit, and this one included a Federal single audit. The next meeting will contain contract renewals for the Economic Development Council, the Port's attorney, and the CPA and Port Auditor.

**IX. PUBLIC COMMENTS**

Marlo Brown addressed the Commission about her notice to vacate the location at 130 Corporate Rd.

**X. COMMISSIONER COMMENTS**

The Commissioners attended the WPPA Annual Meeting in Bellevue and found the information to be timely and valuable.

**XI. ADJOURNMENT**

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:30 PM.

Minutes submitted by: Deborah Soper, Office Manager

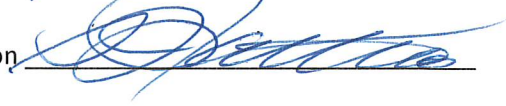
Minutes approved by: Commission Chairman Taylor

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Minutes approved by: Commissioner Buck

A handwritten signature in blue ink, appearing to be 'K. Buck', written over a horizontal line.

Minutes approved by: Commissioner Patterson

A handwritten signature in blue ink, appearing to be 'D. Patterson', written over a horizontal line.