

Port of Shelton
Regular Commission Meeting Minutes
January 4, 2022

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on January 2, 2022.

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 COMMENTS

There was no public comment.

IV. ADOPT AGENDA

Agenda was adopted as presented.

V. APPROVE MEETING MINUTES

Meeting Minutes from the December 21, 2021 meeting were adopted as presented.

VI. CHECK CONTROL

Commissioner Patterson presented the January 4, 2022 Check Control Report, and reported no Payroll and Payroll Liability payments; and the payments of Accounts Payable check numbers 31421 through 31432 dated January 4, 2022, in the amount of \$36,411.21; and Accounts Payable Electronic Payments dated December 28 and December 31, 2021, in the amount of \$8,142.11 for a total Accounts Payable amount of \$44,553.32. The total General Fund checks and electronic payments in the amount of \$44,553.32 have been approved and accepted as presented.

VII. ACTION/DISCUSSION ITEMS

A. 2022 Officers & Committees – Action

After a brief discussion of officer positions and titles, Commissioner Buck made a motion to change the title of the Vice-Chairman position to Vice-Chairman/Secretary. Commissioner Patterson seconded.

The Vote:

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

Motion Carries.

Patterson moved to carry the slate of officers forward as in the past with Commissioner Taylor as Chairman, Commissioner Buck as Vice-Chairman/Secretary, and Commissioner Patterson as Treasurer for the 2022 calendar year. Commissioner Buck seconded.

The Vote:

Commissioner Taylor – In Favor
Commissioner Buck – In Favor

Commissioner Patterson – In Favor
Motion Carries.

Committee assignments remain the same as well, with Taylor representing the Port at the PRTPO, Buck at the EDC, and Patterson with the Shelton-Mason Chamber of Commerce and Foreign Trade Zone Committee.

VIII. STAFF COMMENTS

Director Smith reported that the Purchase of the buildings at 130 W Corporate Rd closed today. Smith provided a brief recap of Port activities in 2021, including:

- the purchase of the building and hangar at 131 Airview Way, bringing two new tenants to the Port;
- a new land lease with SQRL for a hangar to bring another new tenant to the Port;
- dealing with a catastrophic fire, to include working with the insurance companies, affected tenants, and toward rebuilding;
- successfully securing a CERB Planning Grant for Port growth;
- remodeling the Commission Chambers;
- another successful clean two-year accountability, financial and single audit;
- numerous roofing repairs and septic work.

The date for an all-county elected official meeting has been set for January 28th. Smith offered dates for a Commission Retreat and it was settled on February 25th.

IX. PUBLIC COMMENTS

There was no public comment.

X. COMMISSIONER COMMENTS


Commissioner Buck has an EDC meeting on January 13. Commissioners Taylor and Patterson plan to attend the Shelton-Mason County Chamber of Commerce/EDC Legislative Kickoff event on Friday, January 7.

XI. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:25 PM.

Minutes submitted by: Deborah Soper, Office Manager

Minutes approved by: Commission Chairman Taylor 

Minutes approved by: Commissioner Buck 

Minutes approved by: Commissioner Patterson 