

**Port of Shelton**  
**Regular Commission Meeting Minutes**  
February 1, 2022

**I. CALL TO ORDER**

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on February 1, 2022.

The following persons were present: Commissioner Patterson; Commissioner Buck; Wendy Smith, Executive Director; Jan T. Fancher, CPA and Port Auditor; Jennifer Baria, Executive Director of Mason Economic Development Council; 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 adopted as presented.

**V. APPROVE MEETING MINUTES**

Meeting Minutes from the January 18, 2022 meeting were approved as presented.

**VI. CHECK CONTROL**

Commissioner Patterson presented the February 1, 2022 Check Control Report, and reported Payroll and Payroll Liability electronic payments dated January 20, 2022 and January 31, 2022 in the amount of \$34,029.24; and the payments of Accounts Payable checks numbered 31456 through 31480 dated February 1, 2022, in the amount of \$36,088.41; and Accounts Payable Electronic Payments dated January 26, January 28, and January 31, 2022 in the amount of \$55,360.41 for a total Accounts Payable amount of \$91,448.82. The total General Fund checks and electronic payments in the amount of \$125,478.06 have been approved and accepted as presented.

**VII. ACTION/DISCUSSION ITEMS**

**A. EDC Updates - Presentation**

Jennifer Baria gave updates on EDC projects and leads throughout the community. She thanked the Commission for attending the Leadership Meeting last Friday as the BIG issue the community faces is infrastructure where utilities are concerned. Ms. Baria highlighted that they are currently actively working on 7 projects with 3 of those looking at the Port of Shelton properties both at Sanderson Field and Johns Prairie. She also reported they have worked with 15 community start up businesses recently including interpretive services and a roving notary service. She also reported that the developer for the hotel has submitted a pre-application for the county mixed use property across Hwy 102 from the Port.

**VIII. STAFF COMMENTS**

Director Smith reported that all Quarter 4 reports were submitted timely as well as all of the payroll reporting for year-end. Also reported that International FC has completely vacated the newly purchased building at 130 Corporate Way. Director Smith also commented that she will be meeting with Belco and

the consultants hired for their project this week as well as giving a site tour and kick-off meeting with Maul Foster and Alongi, the firm hired to complete the planning study for Sanderson Field.

**IX. PUBLIC COMMENTS**

There was no public comment.

**X. COMMISSIONER COMMENTS**

All Commissioners will attend their annual retreat on February 25 at the Hilton Garden Inn in Olympia from 9AM to 3PM. Commissioner Patterson will be attending the Tax Increment Financing Webinar this week through MRSC. She also might attend the Chamber After Hours on Wednesday event on Feb. 9. Commissioner Buck has an EDC board meeting on Feb. 10 and also may attend the Chamber after hours on Feb. 9.

**XI. ADJOURNMENT**

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:47 PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor

A handwritten signature in black ink, appearing to be 'W. Taylor', written over a horizontal line.

Minutes approved by: Commissioner Buck

A handwritten signature in blue ink, appearing to be 'Kathy 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.