

Port of Shelton
Regular Commission Meeting Minutes
June 7, 2022

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on June 7, 2022.

The following persons were present: Commissioner Patterson; Commissioner Buck; Wendy Smith, Executive Director; Charles "Skip" Houser, Port Attorney, Curt Hunter, and Dedrick Allan, Mason WebTV.

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 May 17, 2022 meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Patterson presented the June 7, 2022 Check Control Reports, and reported payroll and payroll liability electronic payments dated May 20, 2022 and June 3, 2022 in the amount of \$62,646.63 and accounts payable check numbers 31639 through 31618 dated May 3, 2022 in the amount of \$77,277.73 and check numbers 31619 through 31666 dated June 7, 2022 in the amount of \$120,000.38, and accounts payable electronic payments dated May 26, 2022, May 28, 2022, May 31, 2022, and June 1, 2022 in the amount of \$12,225.13 for a total accounts payable of \$132,225.51. The total General Fund checks and electronic payments in the amount of \$194,872.14 have been approved and accepted as presented.

VII. ACTION/DISCUSSION ITEMS

A. Sanderson Hangar Condo Association Surety - Action

Commissioner Buck said she is interested in keeping this lease consistent with others.

Commissioner Taylor said he agrees and there is a requirement for one-year surety.

Commissioner Patterson made a motion to accept the lease addendum 1 for Sanderson Hangar Condominium Owners' Association (SHCA) to require one-year surety in the amount of \$4,962.60. Commissioner Buck seconded the motion. SHCA President Curt Hunter asked the board to consider waiving the surety until they renew their lease when it expires in 2025. The Board said if it was a few months away they might consider that but to wait for three more years is too long to let this go.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor
Commissioner Patterson – In Favor

Motion Carries

B. Lease Renewal - Sims – Action

Commissioner Patterson moved to accept lease addendums 4 for Sims Vibration Inc. for the following locations:

50 Rose Nye Way
301 W Business Park Lp
161 William White Way
121 W Development

For a one year term beginning on July 1, 2022 – June 30, 2023. Commissioner Buck seconded the motion.

The Vote:

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

Motion Carries

VIII. STAFF COMMENTS

Director Smith announced that the financial statement was submitted to the State Auditor's Office on May 25, 2022 and it was uploaded into the Municipal Securities Rulemaking Board site under the EMMA portal for use of investors.

IX. PUBLIC COMMENTS

None.

X. COMMISSIONER COMMENTS

Commissioner Patterson will be attending the WPPA Finance Seminar and leaving after the meeting. Commissioner Buck said she will be attending an EDC Meeting on Thursday June 9 and has a By-laws committee meeting for EDC coming up as well. Commissioner Taylor said they are all planning to attend the All Ports Meeting at the Port of Allyn on June 22 @ 6PM. No one has heard anything about the meeting so Director Smith will reach out for clarification.

XI. EXECUTIVE SESSIONS

Pursuant to RCW 42.30.110 (i) – potential litigation and Pursuant to RCW 42.30.110 (b) – To consider the selection of a site or the acquisition of real estate by lease or purchase. Commissioner Taylor recessed the meeting at 2:20PM to go into executive session for discussion of potential litigation and consideration of a site or the acquisition of real estate. Executive sessions are expected to last 30 minutes. At 2:50PM Commissioner Taylor went back into regular session.

XII. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:50PM.

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 '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.