

Port of Shelton
Regular Commission Meeting Minutes
June 21, 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 21, 2022.

The following persons were present: Commissioner Patterson; Commissioner Buck; Wendy Smith, Executive Director; and Jan T. Fancher, CPA and Port Auditor.

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 June 7, 2022 meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Patterson presented the June 21, 2022 Check Control Reports, and reported payroll and payroll liability electronic payments dated June 17, 2022 in the amount of \$27,873.39 and accounts payable check numbers 31667 through 31688 dated June 21, 2022 in the amount of \$66,673.76, and accounts payable electronic payments dated June 2, June 10 and June 21, 2022 in the amount of \$416.12 for a total accounts payable of \$67,089.88. The total General Fund checks and electronic payments in the amount of \$94,963.27 have been approved and accepted as presented.

VII. ACTION/DISCUSSION ITEMS

A. Lease Renewal – Trufab LLC - Action

Commissioner Patterson moved to adopt a lease agreement with Trufab LLC for a two year term beginning July 1, 2022 and ending June 30, 2024 with a surety deposit of \$34,898.43 which is less than the RCW 53.08.085 recommended amount. Commissioner Buck seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries

B. Annual Financial Statement Highlights –Presentation

CPA and Port Auditor Fancher passed out copies of the filed annual report which was submitted to the State Auditor on May 25, 2022. The document was discussed and reviewed as to content, notes and questions answered.

At 2:30PM Commissioner Taylor recessed the regular meeting to go into executive session pursuant to RCW 42.30.110 (i) potential litigation for 15 minutes.

VIII. EXECUTIVE SESSION

At 2:45PM the board came out of executive session and Commissioner Taylor called the meeting back in to regular session.

The meeting continued with the discussion and presentation of the annual financial statement.

IX. STAFF COMMENTS

Director Smith announced that her CERB Board application has been sent to the Governor's Office. Also, the City of Shelton applied and submitted for ARPA funding from the County to fund a sewer line extension down Shelton Springs Road and we supported their application for this. The Port supported this and wrote a letter of support to go in with their package. Director Smith also reported that there was a food drop practice this weekend and there were eleven planes who successfully dropped 2400 lbs of food being donated to local food banks. They used Sanderson Field for the event in practice for a real emergency need.

X. PUBLIC COMMENTS

None.

XI. COMMISSIONER COMMENTS

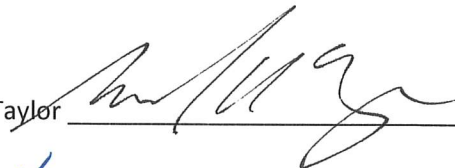
Commissioner Patterson signed up for the Commissioner's Conference later in July. Commissioner Taylor will probably sign up as well. Commissioner Buck has a conflict for the meeting on July 5 so she said she will miss it unless they change or cancel it. The Commission agreed to move the meeting from July 5 @ 2PM to Thursday July 7 @ 2PM. Staff will send a cancellation and Special Meeting notice out.

XII. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 3:25PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

