

Port of Shelton
Regular Commission Meeting Minutes
November 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 November 1, 2022.

The following persons were present: Commissioner Buck; Commissioner Patterson by phone; Wendy Smith, Executive Director; Skip Houser, General Counsel; Jan T. Fancher, CPA and Port Auditor; Dedrick Allan, Mason WebTV; and Tari Landsberger, the Arc in Mason County.

II. PLEDGE OF ALLEGIANCE

Commissioner Taylor led the Pledge of Allegiance.

III. PUBLIC COMMENTS

There was no public comment.

IV. ADOPT AGENDA

Director Smith modified the agenda stating items VII B and C needed to be postponed to a future meeting. Agenda was adopted as amended.

V. APPROVE MEETING MINUTES

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

VI. CHECK CONTROL

With Commissioner Patterson attending by phone call only Director Smith presented the November 1, 2022 Check Control Report. She announced payroll and payroll liabilities dated October 20 and October 31, 2022 in the amount of \$33,307.03. Director Smith then reported accounts payable check numbers 31874 through 31889 dated November 1, 2022 in the amount of \$13,851.08, and accounts payable electronic payments dated October 26, October 28, October 31 and November 1, 2022 in the amount of \$68,698.82 for a total accounts payable of \$82,549.90. The total General Fund checks and electronic payments in the amount of \$115,856.93 have been approved and accepted as presented.

VII. ACTION/DISCUSSION ITEMS

A) Lease Renewal – Leath Manufacturing – Action

Commissioner Patterson made a motion to approve the lease addendum 4 for Leath Manufacturing for a one year term from December 1, 2022 – November 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 said the Port is currently updating the directory sign as you enter or leave the Port campus. It has been updated with the new logo and the tenants will be updated this week as well.

IX. PUBLIC COMMENTS

None.

X. COMMISSIONER COMMENTS

Commissioner Buck said she will attend an EDC by-law meeting and will have an EDC Board meeting later this month. She reminded everyone to turn back their clocks this weekend. Commissioner Taylor stated all three of the commissioners will be attending the retirement for Linda Gott, PUD 3 Commissioner on November 15 @ 2PM. The Port is cancelling the next regular meeting on November 15 and will reschedule that meeting into a Special Meeting on November 21 @ 2PM. The Port Commission will also hold a work session on November 16 @ noon. All of these will be properly advertised. Commissioner Taylor said he will have a PRTP meeting later this month.

XI. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:11 PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

