

**Port of Shelton**  
**Regular Commission Meeting Minutes**  
December 6, 2022

**I. CALL TO ORDER**

Commissioner Taylor asked Commissioner Buck to run the meeting since he was in attendance by phone. Commissioner Buck called to order the meeting of the Port of Shelton Commission at 2:00 PM on December 6, 2022.

The following persons were present: Commissioner Taylor by phone; Commissioner Patterson; Wendy Smith, Executive Director; Jan Fancher, CPA and Port Auditor; and Skip Houser, General Counsel.

**II. PLEDGE OF ALLEGIANCE**

Commissioner Buck 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 special meeting on November 21, 2022 were approved as presented.

**VI. CHECK CONTROL**

Commissioner Patterson presented the December 6, 2022 Check Control Report, and reported payroll and payroll liability electronic payments dated November 18, 2022 and December 5, 2022 in the amount of \$67,978.21 and accounts payable check numbers 31914 through 31941 dated December 6, 2022 in the amount of \$77,591.25, and accounts payable electronic payments dated October 12, October 31, November 2, November 14, and November 25 through December 5, 2022 in the amount of \$12,434.10 for a total accounts payable of \$90,025.35. The total General Fund checks and electronic payments in the amount of \$158,003.56 have been approved and accepted as presented.

**VII. ACTION/DISCUSSION ITEMS**

None

**VIII. STAFF COMMENTS**

Director Smith announced that she was invited to attend and present at the EDC Legislative Committee earlier in the day to provide legislative priorities of the Port which at the highest level is infrastructure to make properties project ready. Smith also commented on the Regional Business EXPO she attended last week and the various breakout sessions on the future of energy like fusion. She reported she signed a Letter of Intent with Island Lake LLC advising they were through the vetting process of the Port and the Port stands ready to draft a lease for their proposed 14-unit T-Hangar building once they get FAA approval. Smith asked the Commissioners if they had any changes for the Auditor or Attorney contracts as these would

come forward at the next meeting. Also the EDC Contract for 2023. Discussion was started on the meetings for January 2023. The first meeting will be held on the regular day and time of January 3 @ 2PM. Commissioner Patterson and Director Smith will not be in town for the meeting on January 17.

**IX. PUBLIC COMMENTS**

None.

**X. COMMISSIONER COMMENTS**

Commissioner Patterson and Commissioner Buck will be heading to the WPPA Annual Meeting in Tacoma later today. Director Smith reminded the commissioners that she will need their timesheets prior to the meeting on December 20 in order to pay out for the meetings that occur in 2022.

At 2:15PM Commissioner Buck recessed the regular meeting to go into executive session pursuant to RCW 42.30.110 (i) Litigation and 42.30.110 (c) To consider the minimum price at which real estate will be offered for sale or lease. The executive session should last 20 minutes. for 15 minutes. After 20 minutes at 2:35 pm the board extended the executive session for 10 more minutes. After 10 minutes at 2:45 pm the board extended the executive session for another 10 minutes.

**XI. EXECUTIVE SESSION**

At 2:55PM the board came out of executive session and Commissioner Buck called the meeting back in to regular session.

**XII. ADJOURNMENT**

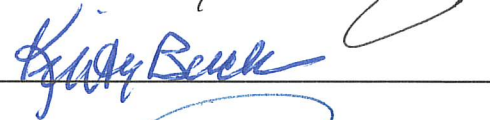
With no further business, Commissioner Buck adjourned the regular meeting of the Port of Shelton Commission at 2:56PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

