

**Port of Shelton**  
**Regular Commission Meeting Minutes**  
December 20, 2022

**I. CALL TO ORDER**

Commissioner Taylor called to order the meeting of the Port of Shelton Commission at 2:00 PM on December 20, 2022.

The following persons were present: Commissioner Buck; Commissioner Patterson; Wendy Smith, Executive Director; Jan Fancher, CPA and Port Auditor; 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 meeting on December 6, 2022 were approved as presented.

**VI. CHECK CONTROL**

Commissioner Patterson presented the December 20, 2022 Check Control Report, and reported payroll and payroll liability electronic payments dated December 20, 2022 in the amount of \$34,955.68 and accounts payable check numbers 31942 through 31964 dated December 20, 2022 in the amount of \$95,220.35, and accounts payable electronic payments dated December 2, 2022 through December 20, 2022 in the amount of \$1,058.35 for a total accounts payable of \$96,278.70. The total General Fund checks and electronic payments in the amount of \$131,234.38 have been approved and accepted as presented.

**VII. ACTION/DISCUSSION ITEMS**

A) Professional Service Agreement – Attorney – Action

Director Smith presented the Professional Services Agreement for Attorney Charles (Skip) H. Houser III. Commissioner Patterson moved to approve the Professional Services Agreement for Attorney Charles (Skip) H. Houser III for the term of January 1, 2023 through December 31, 2023. Commissioner Buck seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

B) Professional Services Agreements – Auditor – Action

Director Smith presented the Professional Services Agreement for Jan T. Fancher, CPA and Port Auditor. Commissioner Patterson moved to approve the Professional Services Agreement for CPA Jan T. Fancher for the term of January 1, 2023 through December 31, 2023. Commissioner Buck seconded the motion.

The Vote:

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

Motion Carries.

C) Lease Addendum Renewal – Mason Conservation District

Director Smith presented a lease addendum for a one-year renewal for Mason Conservation District. Commissioner Patterson moved to adopt the Lease with Mason Conservation District for the land and building at 450 W Business Park Rd, for the term January 1, 2023 through December 31, 2023, and Commissioner Buck seconded.

The Vote:

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

Motion Carries.

D) New Lease – Garcia Evergreens, LLC - Action

Director Smith presented a lease with Garcia Evergreens, LLC, for a five-year term. Smith announced Garcia Evergreens have been on Port Property since 2019 but this lease is to move them to the building that the Port has just renovated from a one-wall shed building to a fully insulated, functional 5000 square foot building and small office building. Commissioner Patterson moved to adopt the Lease with Garcia Evergreens, LLC at 350 E Millwright, for the term January 1, 2023 through December 31, 2028. Commissioner Buck seconded the motion.

The Vote:

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

Motion Carries.

E) Resolution 22-04 Surplus Property - Action

Director Smith presented Resolution 22-04 – Surplus Property. Commissioner Patterson moved to adopt Resolution 22-04 which surpluses a portion of property at Johns Prairie that is no longer needed for Port purposes. 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 inquired on a date to hold the City/Port Joint Council/Commission meeting. The City has offered Feb. 10 and Feb. 17. Director Smith will let the City know that Feb. 17 works

best. Topics to cover are sewer, water and annexation. Commissioners and Director Smith will research and have some Pros / Cons and questions soon for the City so they can have educated answers during this meeting. Smith also commented that she thought the WPPA annual meeting was informative and that WPPA seems to be gaining some stability. Smith also thanked the Commissioners for having faith in her abilities to lead the Port and commented on a year of accomplishments building up for further projects in the new year.

**IX.PUBLIC COMMENTS**

None.

**X.COMMISSIONER COMMENTS**

Commissioner Patterson thanked staff and consultants for all that they do. Commissioner Buck reiterated the same. Commissioner Taylor wished everyone a Merry Christmas.

**XI.ADJOURNMENT**

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:38PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

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