

Port of Shelton
Regular Commission Meeting Minutes
January 3, 2023

I. CALL TO ORDER

Commissioner Taylor called to order the meeting of the Port of Shelton Commission at 2:00 PM on January 3, 2023.

The following persons were present: Commissioner Buck; Commissioner Patterson (by phone); Wendy Smith, Executive Director; Tricia Needham, Finance Director; Skip Houser, Port General Counsel; 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 20, 2022 were approved as presented.

VI. CHECK CONTROL

Commissioner Patterson presented the January 3, 2023 Check Control Report, and reported that there were no payroll and payroll liability electronic payments for this period. Accounts payable check numbers 31965 through 31978 dated January 3, 2023 in the amount of \$7,218.56, and accounts payable electronic payments dated December 27, 2022 through January 1, 2023 in the amount of \$13,117.45 for a total accounts payable of \$20,336.01. The total General Fund checks and electronic payments in the amount of \$20,336.01 have been approved and accepted as presented.

VII. ACTION/DISCUSSION ITEMS

A) 2023 Officers – Action

Commissioner Buck made a motion to keep Commissioner Taylor as Chairman, herself as the Vice Chair/Secretary and Commissioner Patterson as the Treasurer. Commissioner Patterson seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

B) 2023 Committee Assignments – Action

Commissioner Buck made a motion to keep the committee assignments the same for another year; Commissioner Taylor – PRTPO and Commissioner Patterson as the Alternate, Commissioner Buck – EDC and Commissioner Patterson as Mason Chamber and Foreign Trade Zone representative. Commissioner Patterson seconded the motion.

The Vote:

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

Motion Carries.

C) Land Lease Renewal – Shearer Brothers LLC - Action

Director Smith presented a new land lease for a five-year term for Shearer Brothers, LLC. Shearer has been a port tenant since at least 2000 occupying 21.9 acres at Johns Prairie. He currently has 16 employees. Commissioner Buck made a motion to approve a lease with Shearer Brothers LLC for a term of five years from January 1, 2023 to December 31, 2028 and a surety bond equal to \$41,250 which is less than the one year suggested by RCW 53.08.085. Commissioner Patterson seconded the motion.

The Vote:

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

Motion Carries.

D) Vacant Land Purchase & Sale Agreement - Action

Director Smith and Attorney Houser gave the background on this proposed purchase and sale agreement. Last meeting the Board passed Resolution 22-04 which surplussed the property allowing for sale of such property. Legal has been fully reviewed by the Port's attorney and outside legal counsel. This document incorporated all changes that were addressed through that review. Smith said staff would recommend authorizing her signature on this agreement to move forward on a sale of the land. Commissioner Buck moved to authorize Director Smith to sign the Purchase and Sale Agreement with Mitchell Development II, LLC. Commissioner Taylor seconded the motion.

The Vote:

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

Motion Carries.

VIII. STAFF COMMENTS

Director Smith introduced the new Finance Director of the Port of Shelton to the public, Tricia Needham. Tricia has over 16 years of background working for a private CPA firm and over 9 years working in the Port industry for the Ports of Ilwaco and Chinook.

Director Smith also brought up that she will miss the next meeting on January 17 and Commissioner Patterson will also be out of town. The Commission decided to cancel the regular

meeting on January 17 and hold a special meeting on Monday, January 23, 2023 at 2PM to conduct regular business. Proper notice will be sent out with these changes.

IX. PUBLIC COMMENTS

None.

X. COMMISSIONER COMMENTS

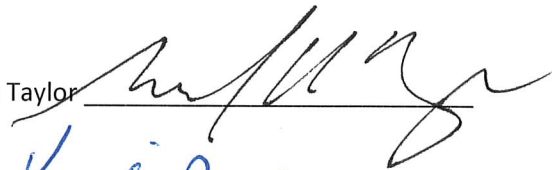
Commissioner Buck will have an EDC meeting on Jan. 12.

XI. ADJOURNMENT

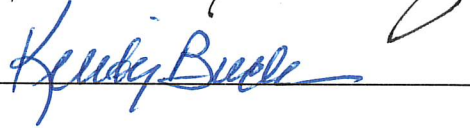
With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:25PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson
