

**Port of Shelton**  
**Regular Commission Meeting Minutes**  
February 7, 2023

**I. CALL TO ORDER**

Commissioner Taylor called to order the meeting of the Port of Shelton Commission at 2:00 PM on February 7, 2023.

The following persons were present: Commissioner Buck; Commissioner Patterson; Wendy Smith, Executive Director; Tricia Needham, Finance Director; Jeff Neely; 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 special meeting on January 23, 2023 were approved as presented.

**VI. CHECK CONTROL**

Commissioner Patterson presented the February 7, 2023 Check Control Report, and reported payroll and payroll liability electronic payments dated January 31 and February 3, 2023 in the amount of \$45,235.35. Accounts payable check numbers 32002 through 32018 dated February 7, 2023 in the amount of \$38,686.87, and accounts payable electronic payments dated January 19, 2023 through February 7, 2023 including January 30, 2023 Void in the amount of \$72,327.36 for a total accounts payable of \$111,014.23. The total General Fund checks and electronic payments in the amount of \$156,249.58 have been approved and accepted as presented. Commissioner Patterson pointed out that the 4<sup>th</sup> Quarter payment to Department of Revenue for Leasehold Excise Tax and others are included in this run. Commissioner Patterson also pointed out that the LGIP account earned over \$20,000 in interest for the month.

**VII. ACTION/DISCUSSION ITEMS**

A) Addendums - Techwood – Action

Director Smith reported that the port purchased this building in 2019 and Techwood was going to expand their operations to be housed under one roof. With COVID, supply issues and increases in construction cost this expansion has been on hold for a couple of years.

Commissioner Patterson made a motion to approve Lease Addendum 4 with Techwood LLC for property at 171 W Sanderson Way for a two-year term from February 1, 2023 to January 31, 2025. Commissioner Buck seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

Director Smith is also looking to increase the square footage on the month to month storage lease for 450 Enterprise Way.

Commissioner Patterson made a motion approve lease addendum 2 with Techwood LLC for property at 450 Enterprise Way to increase square footage to 7200 Square feet on a month to month basis. Commissioner Buck seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

#### B) Employee One Time Waiver Vacation Policy – Action

Director Smith gave background to this request. A key office staff person is out after major surgery and a new finance director started her employment January 2023. These two combined has made it nearly impossible for Director Smith to use up her vacation leave by the anniversary date. Attorney Houser also weighed in on the issue and said there was no harm in supporting this waiver and added that 80 hours is a very low amount for a carry-over.

Commissioner Patterson made a motion to grant a one-time waiver for Wendy Smith for 27 hours over the allowed 80 hours. Commissioner Buck seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

Commissioner Patterson would also like to request that the policy be reviewed and policy revised.

### **VIII. STAFF COMMENTS**

Director Smith reminded the commission there will be a joint City Council and Port Commission Meeting on Friday, February 17 from 9AM to 11AM. Also, on February 21, the Board will be meeting with Congressman Kilmer @ 12:30PM before the next regular meeting. Also, the agenda for Feb. 21 will include a history of the Peste family and a presentation from them.

### **IX. PUBLIC COMMENTS**

Jeff Neely

Thanked the commission for allowing him to attend.

### **X. COMMISSIONER COMMENTS**

Commissioner Buck has an EDC meeting on Feb. 9 and will attend the City/Port meeting and meeting with Congressman Kilmer. Commissioner Patterson will also be attending those same meetings and will have a check control meeting early on Feb. 21. Commissioner Taylor will also be attending the City/Port meeting, the meeting with Congressman Kilmer. He will attend the Sheriff's breakfast on Feb. 24 and he will have a PRTPPO TAC meeting on either Feb. 16 or Feb. 23. Commissioner Patterson said she will most likely attend the Sheriff's breakfast also.

**XI. ADJOURNMENT**

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:30PM.

Minutes submitted by: Wendy Smith, Executive Director

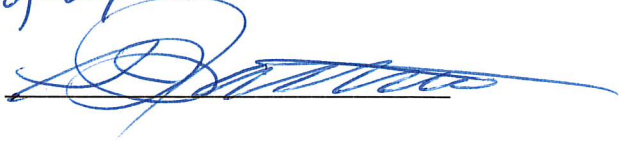
Minutes approved by: Commission Chairman Taylor

A handwritten signature in blue ink, appearing to be "W. Taylor", written over a horizontal line.

Minutes approved by: Commissioner Buck

A handwritten signature in blue ink, appearing to be "K. Buck", written over a horizontal line.

Minutes approved by: Commissioner Patterson

A handwritten signature in blue ink, appearing to be "D. Patterson", written over a horizontal line.