

**Port of Shelton**  
**Regular Commission Meeting Minutes**  
April 4, 2023

**I. CALL TO ORDER**

Commissioner Taylor called to order the meeting of the Port of Shelton Commission at 2:00 PM on April 4, 2023.

The following persons were present: Commissioner Buck; Commissioner Patterson; Wendy Smith, Executive Director; Jan Fancher, Auditor and CPA; Sandy Tarzwell; 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 regular meeting on March 21, 2023 were approved as presented.

**VI. CHECK CONTROL**

Commissioner Patterson presented the April 4, 2023 Check Control Report, and reported there were no payroll and payroll liability electronic payments. Accounts payable check numbers 32072 through 32084 dated April 4, 2023 and voided check #31958, dated 12/20/22, voided 3/24/23 for \$198.78 in the amount of \$35,148.32, and accounts payable electronic payments dated March 28, 2023 through April 4, 2023 in the amount of \$12,889.98 for a total accounts payable of \$48,038.30. The total General Fund checks and electronic payments in the amount of \$48,038.30 have been approved and accepted as presented. Commissioner Patterson noted the interest amounts in our Local Government Investment Pool for the 1<sup>st</sup> Quarter. Interest for January \$20,531.72 February \$19,862.27 and March \$24,205.87 – balance is in excess of \$6 Million.

**VII. ACTION/DISCUSSION ITEMS**

A) Final Presentation – Industrial Park Action Plan – Maul Foster Alongi – Presentation  
Matt Hoffman gave a presentation to the commission on his findings and background for the CERB Planning project. Matt indicated he will provide the slides from the presentation and hopes to have the action plan wrapped up by month end.

B) 2023 EDC Contract – Action

Director Smith has provided the commission with a copy of the proposed 2023 contract from EDC. Changes include a 10% increase in annual costs and some outside special project money. Director Smith suggested bringing this contract back to the commission at a future meeting as there is some question whether the special funding amounts should be within the annual

contract. Director Smith suggests that she thinks this amount should be a separate contract and should be based on the actual amount needed.

**VIII. STAFF COMMENTS**

Director Smith updated the commissioners on the Community Economic Revitalization Board (CERB) Belco Project. The project is out for bids and they are due on April 12, 2023.

**IX. PUBLIC COMMENTS**

None

**X. COMMISSIONER COMMENTS**

Commissioner Taylor brought up the Delegation of Authority draft and said he thinks it is good. Director Smith will find when and how it was updated and brought to the commission in the past for approval and will plan to bring that forward to a future meeting. Commissioner Taylor attended the open house for Fire District 11. Discussion was the annexation. The meeting was about ¾ full. The presentation was good. Chief Schneider District 5 would like to come to a future Port meeting. He will let us know when. Election for the Fire District annexation is later in April. He also attended the Sheriff's breakfast.

Commissioner Patterson attended the Sheriff's breakfast. The speaker was the leader of the State Patrol Division that serves Downtown Seattle. He was the Incident Commander in 2020. Stressed communication.

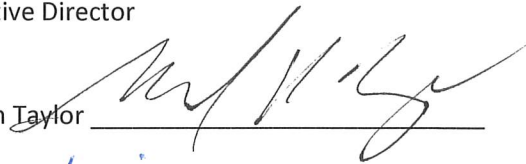
Commissioner Buck said she has an EDC meeting on Thursday.

**XI. ADJOURNMENT**

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 3:05PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

