

Port of Shelton
Regular Commission Meeting Minutes
June 20, 2023

I. CALL TO ORDER

Commissioner Taylor called to order the meeting of the Port of Shelton Commission at 2:00 PM on June 20, 2023.

The following persons were present: Commissioner Buck; Commissioner Patterson; Tricia Needham, Finance Director; Jan Fancher, Port Auditor and CPA; and Dale Elmund (via Zoom).

II. PLEDGE OF ALLEGIANCE

Commissioner Taylor led the Pledge of Allegiance.

III. PUBLIC COMMENTS

None

IV. ADOPT AGENDA

The agenda was amended to remove the lease approval under section VII item A) for Sims Vibration. Agenda was adopted as amended.

V. APPROVE MEETING MINUTES

Meeting Minutes from the regular meeting on May 16, 2023 were approved as presented.

VI. CHECK CONTROL

Commissioner Patterson presented the June 6, 2023 Check Control Report. She reported payroll and payroll liability electronic payments dated May 19, 2023 and June 5, 2023 in the amount of \$78,992.37. Accounts payable check numbers 32136 through 32154 dated June 6, 2023 in the amount of \$63,445.62, and accounts payable electronic payments dated May 22, 2023 through June 6, 2023, including one voided eft dated May 30, 2023, in the amount of \$19,737.42 for a total accounts payable of \$83,183.04. The total General Fund checks and electronic payments in the amount of \$162,175.41 have been approved and accepted as presented.

Commissioner Patterson presented the June 20, 2023 Check Control Report. She reported payroll and payroll liability electronic payments dated June 20, 2023 in the amount of \$35,152.66. Accounts payable check numbers 32155 through 32168 dated June 20, 2023 in the amount of \$25,588.93, and accounts payable electronic payments dated June 2, 2023 through June 20, 2023 in the amount of \$3,208.89 for a total accounts payable of \$28,797.82. The total General Fund checks and electronic payments in the amount of \$63,950.48 have been approved and accepted as presented.

VII. ACTION/DISCUSSION ITEMS

None

VIII. STAFF COMMENTS

Finance Director Needham reported the Port's 2022 Annual Report had been filed timely with the State Auditor's office in May. Also, the Port has Addendums extending terms on four leases

for Sims Vibration Laboratory, which awaiting signatures from the tenant before presenting to the commission.

IX. PUBLIC COMMENTS

None

X. COMMISSIONER COMMENTS

Commissioner Patterson will attend the Sheriff's breakfast on 6/30/23.

Commissioner Buck attended the EDC June board meeting.

Commission Taylor will attend the PRTPO executive board meeting on 6/23/23, the Sheriff's breakfast on 6/30/23 and the TAC meeting. He will also be joining the Port of Call radio program tomorrow, 6/21/23, at 9 a.m. with Jeff Slakey at the Port office. Since the July 4th holiday lands on the first Tuesday of the month, the next regular commission meeting will be Wednesday, July 5th at 2 p.m.

XI. EXECUTIVE SESSION

Commissioner Taylor made the announcement to the public that the commission will enter into executive session pursuant to 42.30.110 (b) – To consider minimum price at which real estate will be offered for sale or lease. The executive session will last 15 minutes and begin at 2:18 p.m. and end at 2:33 p.m. Following the executive session, no action will be taken by the commission. Commissioner Taylor recessed the meeting at 2:18 p.m.

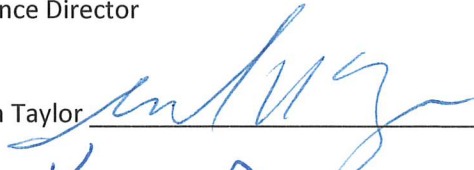
The regular commission meeting resumed at 2:33 p.m.

XII. ADJOURNMENT

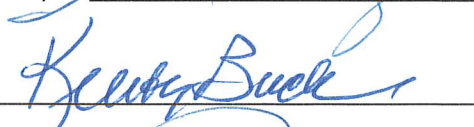
With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:33 p.m.

Minutes submitted by: Tricia Needham, Finance Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

