

Port of Shelton
Regular Commission Meeting Minutes
July 5, 2023

I. CALL TO ORDER

Commissioner Taylor called to order the meeting of the Port of Shelton Commission at 2:00 PM on July 5, 2023.

The following persons were present: Commissioner Buck; Commissioner Patterson; Wendy Smith, Executive Director; Tricia Needham, Finance Director; Jan Fancher, Port Auditor and CPA; Skip Houser, General Counsel; Dedrick Allan, Mason Web TV; Jennifer Baria, Mason EDC; and Jeff Neely.

II. PLEDGE OF ALLEGIANCE

Commissioner Taylor led the Pledge of Allegiance.

III. PUBLIC COMMENTS

None

IV. ADOPT AGENDA

The agenda was adopted as presented.

V. APPROVE MEETING MINUTES

Meeting Minutes from the regular meeting on June 20, 2023 were approved as presented.

VI. CHECK CONTROL

Commissioner Patterson presented the July 5, 2023 Check Control Report. She reported payroll and payroll liability electronic payments dated July 5, 2023 in the amount of \$40,408.53. Accounts payable check numbers 32169 through 32185 dated July 5, 2023 in the amount of \$38,760.88, and accounts payable electronic payments dated June 22, 2023 through July 5, 2023 in the amount of \$17,132.75 for a total accounts payable of \$55,893.63. The total General Fund checks and electronic payments in the amount of \$96,302.16 have been approved and accepted as presented.

VII. ACTION/DISCUSSION ITEMS

A. Lease approvals – Sims Vibration – Action

Commissioner Patterson made a motion to adopt lease addendum 5 with Sims Vibration Inc. for their locations at 301 W Business Park Loop, 50 Rose Nye Way, 161 William White Way, and 121 West Development Rd. for the one-year term from July 1, 2023 – June 30, 2024. Commissioner Buck seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

B. Mason County EDC Request for Special project Funding – Action

Jennifer Baria, Mason EDC gave the background on the request and that in their annual contract an amount of \$5000 is set aside for potentially funding a special project. She is asking for the Port to use the \$5000 to fund a Client Relationship Management (CRM) Software. The commission asked Jennifer to find out more about the subscription price and if it will escalate or is stable for five years or how that works.

Commissioner Patterson made a motion to table this request until the next regular commission meeting. Commissioner Buck seconded the motion.

The Vote:

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

Motion Carries

C. Mason County EDC Request for Support – Action

Jennifer Baria, Mason EDC gave the background and summary on their request for financial support to retain consultants who will assist with grant funding opportunities including the Federal Recompete Act. Mason County Partners include City of Shelton, Mason County, PUD 1, PUD 3 and the Port of Shelton. She is asking for \$15,000 toward the anticipated cost of \$75,000. Commissioner Buck made a motion to support \$15,000 in financial support for this project. Commissioner Patterson seconded the motion.

The Vote:

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

Motion Carries

VIII. STAFF COMMENTS

Executive Director Smith brought up the new signage at Sanderson Field which highlights the new Peste Business Park. Staff will reach out to the Chamber on a ribbon cutting event and date. Director Smith also reminded the commission that it is time to do the Director Evaluation so that will be coming up on a future agenda. Smith also commented on the progress of the Belco – CERB project and talked about doing a video/radio show on site to discuss the project. Budget will be worked on soon. Commissioner Buck will miss the first meeting in August and Director Smith will miss the second meeting in August.

IX. PUBLIC COMMENTS

None

X. COMMISSIONER COMMENTS

Commissioner Buck has an EDC Bylaw meeting this week and will attend the WPPA Commission Seminar July 25 & 26 at Alderbrook. She also said the Business EXPO is on July 21.

Commissioner Patterson is excited about the Sheriff's breakfast on July 28 as it will feature General Mattis and there should be over 600 in attendance.

Commission Taylor will also attend the Sheriff's breakfast.

XI. EXECUTIVE SESSION

Commissioner Taylor made the announcement to the public that the commission will recess at 2:49 PM in order to 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 10 minutes to begin at 2:50 p.m. and end at 3:00 p.m. Following the executive session, no action will be taken by the commission. Commissioner Taylor recessed the meeting at 2:49 p.m.

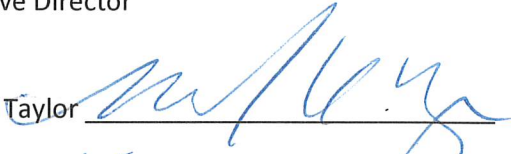
The regular commission meeting resumed at 3:00 p.m.

XII. ADJOURNMENT

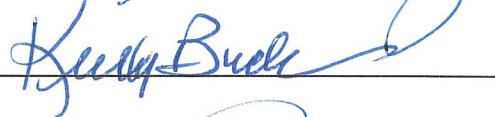
With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 3:01 p.m.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

