

**Port of Shelton**  
**Regular Commission Meeting Minutes**  
September 19, 2023

**I. CALL TO ORDER**

Commissioner Taylor called to order the meeting of the Port of Shelton Commission at 2:00 PM on September 19, 2023.

The following persons were present: Commissioner Buck; Commissioner Patterson; Wendy Smith, Executive Director; Tricia Needham, Finance Director; and Jan Fancher, Port Auditor and CPA.

**II. PLEDGE OF ALLEGIANCE**

Commissioner Taylor led the Pledge of Allegiance.

**III. PUBLIC COMMENTS**

None

**IV. ADOPT AGENDA**

The agenda was amended to add item B) Resolution No. 23-04 – Investment Policy Revision under section VII. Agenda was adopted as amended.

**V. APPROVE MEETING MINUTES**

Meeting Minutes from the Special meeting on September 5, 2023 were approved as presented.

**VI. CHECK CONTROL**

Commissioner Patterson presented the September 19, 2023 Check Control Report. She reported there was no payroll and payroll liability electronic payments for this time period. Accounts payable check numbers 32254 through 32273 dated September 19, 2023 in the amount of \$106,086.76, and accounts payable electronic payments dated September 5 through September 19, 2023 in the amount of \$1,599.75 for a total accounts payable of \$107,686.51. Total general fund checks and electronic payments were approved in the amount of \$107,686.51. These have been approved and accepted as presented. Commissioner Patterson noted the Port paid an annual payment for airport insurance of almost \$10,000 and a loan payment to Washington State Department of Health for the Drinking Water State Revolving Fund for approximately \$53,000.

**VII. ACTION/DISCUSSION ITEMS**

Chairman Taylor suggested doing the Resolution Action before the Preliminary Budget Presentation.

**A. Resolution 23-04 – Investment Policy Revision – Action**

Director Smith gave the history on the Investment Policy and that what is being officially adopted today has been circulated and in practice since it was written in 2018. This Resolution makes what has been in practice since 2018 a reality and codifies current practice. Commissioner Patterson made a motion to approve Resolution 23-04 – Revising the Investment Policy for the Port of Shelton. Commissioner Buck seconded the motion.

The Vote:

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

Motion Carries.

B. Preliminary Budget Presentation - Discussion

Finance Director Needham, CPA and Auditor Fancher and Director Smith reported on the 2024 preliminary budget and discussed the budget revenues and expenses and highlighted the projects listed for 2024 as well as a five-year outlook on projects. The budget hearing will be on October 3, 2023 at 2PM.

**VIII. STAFF COMMENTS**

Executive Director Smith gave some updates on the Federal Coalition Ignite Mason County and stated this project looks like it has some traction and is being recognized by the federal delegation. Director Smith stated the first meeting with the State Auditor's Office is directly following this meeting to discuss requests, timelines and budget as well as process overall. Director Smith will be heading to Dayton Washington Sept. 20 for a CERB Project Tour and the CERB meeting on Thursday, Sept. 21.

**IX. PUBLIC COMMENTS**

None

**X. COMMISSIONER COMMENTS**

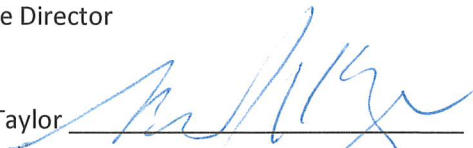
Commission Taylor has a PRTPO TAC Meeting this week and will attend the Sheriff's Breakfast.

**XI. ADJOURNMENT**

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:55 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

