

**Port of Shelton**  
**Regular Commission Meeting Minutes**  
October 17, 2023

**I. CALL TO ORDER**

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on October 17, 2023.

The following persons were present: Commissioner Buck; Commissioner Patterson; Wendy Smith, Executive Director; Jan T. Fancher, CPA and Port Auditor; and Dale Elmlund. Tricia Needham, Finance Director and Jeff Neely attended via Zoom.

**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 modified to add item B Lease Renewal – Small & Sons – Action under VII. Action/Discussion Item. The agenda was accepted as modified.

**V. APPROVE MEETING MINUTES**

Meeting Minutes from the October 3, 2023 regular meeting were approved as presented.

**VI. CHECK CONTROL**

Commissioner Patterson presented the October 17, 2023 Check Control Report. Commissioner Patterson reported there was payroll and payroll liabilities in the amount of \$38,808.50. She reported accounts payable check numbers 32286 through 32303 dated October 17, 2023 in the amount of \$494,627.58 and accounts payable electronic payments dated October 4 through October 17, 2023 in the amount of \$3,114.86 for a total accounts payable of \$497,742.44. The total General Fund checks and electronic payments in the amount of \$536,550.94 have been approved and accepted as presented. Commissioner Patterson noted the big expenditures were approximately \$22,000 to Bright Knights for electrical work from the fire paid for by insurance proceeds, General Mechanical payment of \$416,658.92 for the Belco CERB project and Helix for approximately \$7400 also for this project which will both be reimbursed.

**VII. ACTION/DISCUSSION ITEMS**

**A. Lease Renewal – A Test – Action**

Commissioner Patterson moved to approve the lease agreement with A Test Corporation for a period of one year beginning on November 1, 2023 through October 31, 2024 for a 5000 square foot building plus .61 acres of land at 261 Business Park Loop. Commissioner Buck seconded the motion.

The Vote:

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

Motion Carries.

**B. Lease Renewal – Small & Sons – Action**

Commissioner Patterson moved to approve Lease Addendum 4 with Don Small and Sons Oil Distributing Company for a five-year term beginning November 1, 2023 through October 31, 2028 with a surety amount which is slightly less than the RCW suggested amount.

Commissioner Buck seconded the motion.

The Vote:

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

Motion Carries.

**VIII. STAFF COMMENTS**

Director Smith gave a status on the audit. Entrance Conference is complete, and they have almost completed the financial statement portion of the audit. They were looking into several accountability items including payroll, cash receipting, electronic funds transfers and procurement. Their budget is \$28,000 but this includes travel and may be less if there ends up being no travel.

**IX. PUBLIC COMMENTS**

Jeff Neely

Mr. Neely commented on the Zoom process and noted it was nearly impossible to hear the Commissioners. He also was curious who the auditor is, are they a private entity or what? Director Smith told him we are audited through the State Auditor's Office typically annually but last year they pushed our audit out so this is for two years, 2021 and 2022.

Dale Elmlund

Mr. Elmlund suggested that the commission consider adding lease review to action and giving a report on the number of employees as the leases are approved. Commissioner Taylor said we already do this but this would be considered.

**X. COMMISSIONER COMMENTS**

Commissioner Patterson said she will attend the WPPA Small Ports conference next week.

Commissioner Buck said she also will be attending the WPPA Small Ports conference next week in Lake Chelan.

Commissioner Taylor will also attend the WPPA Small Ports and announced that he attended the Audit Entrance Conference and Friday has a PRTPO Executive Board Meeting. He will be in training for fire chaplains the first week in November.

**XI. ADJOURNMENT**

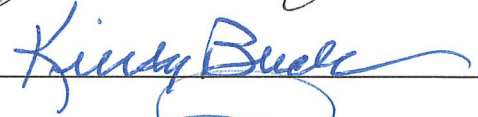
With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:23PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor

A handwritten signature in black 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.