

**Port of Shelton**  
**Regular Commission Meeting Minutes**  
January 2, 2024

**I. CALL TO ORDER**

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on January 2, 2024.

The following persons were present: Commissioner Buck; Commissioner Elmlund; Wendy Smith, Executive Director; Tricia Needham, Auditor and Finance Director; Brandon Palmer, Engineering Manager; Skip Houser, Port General Counsel; Jeff Neely, 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**

Director Smith suggested revising the agenda to have VII Action Discussion before item VI Check Control Report. The agenda was adopted as modified.

**V. APPROVE MEETING MINUTES**

Meeting Minutes from the December 19, 2023 regular meeting were approved as presented.

**VI. ACTION/DISCUSSION ITEMS**

**A. 2024 Officers & Committees - Action**

Commissioner Elmlund moved to nominate Commissioner Taylor as Chair. Commissioner Buck seconded the motion.

The Vote:

Commissioner Taylor – In Favor  
Commissioner Buck – In Favor  
Commissioner Elmlund – In Favor

Motion Carries.

Commissioner Taylor moved to nominate Commissioner Elmlund as Vice Chair/Secretary.

Commissioner Buck seconded the motion.

The Vote:

Commissioner Taylor – In Favor  
Commissioner Buck – In Favor  
Commissioner Elmlund – In Favor

Motion Carries.

Commissioner Taylor moved to nominate Commissioner Buck as Treasurer. Commissioner Elmlund seconded the motion.

The Vote:

Commissioner Taylor – In Favor  
Commissioner Buck – In Favor

Commissioner Elmlund – In Favor  
Motion Carries.

Commissioner Taylor moved to nominate Commissioner Buck to continue as the Port Representative to the Economic Development Council of Mason County (EDC). Commissioner Elmlund seconded the motion.

The Vote:

Commissioner Taylor – In Favor  
Commissioner Buck – In Favor  
Commissioner Elmlund – In Favor

Motion Carries.

Commissioner Elmlund moved to nominate Commissioner Taylor to continue as the Port representative on the Peninsula Regional Transportation Planning Organization (PRTPO) Board. Commissioner Buck seconded the motion.

The Vote:

Commissioner Taylor – In Favor  
Commissioner Buck – In Favor  
Commissioner Elmlund – In Favor

Motion Carries.

Commissioner Taylor moved to nominate Commissioner Elmlund to represent the Port on the Foreign Trade Zone Committee (FTZ). Commissioner Buck seconded the motion.

The Vote:

Commissioner Taylor – In Favor  
Commissioner Buck – In Favor  
Commissioner Elmlund – In Favor

Motion Carries.

Dale Elmlund will also be the designated Port Representative to the Chamber of Commerce and the alternate member of the PRTPO.

**B. Lease Renewal Addendum 4 – Mason Conservation District - Action**

Commissioner Buck made a motion to approve the lease addendum 4 with Mason Conservation District for a three-year term beginning January 1, 2024 through December 31, 2026 on the land and buildings at 450 W Business Park Road with a surety amount that is less than the RCW recommended amount. Commissioner Elmlund seconded the motion.

The Vote:

Commissioner Taylor – In Favor  
Commissioner Buck – In Favor  
Commissioner Elmlund – In Favor

Motion Carries.

**VII. CHECK CONTROL**

Commissioner Buck presented the January 2, 2024 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated December 20, 2023, in the amount of \$38,092.65 for a Total Payroll and Payroll Liabilities of \$38,092.65. She reported accounts payable check numbers 32381 through 32390 dated January 2, 2024 in the amount of \$2458.50 and accounts payable electronic payments dated December 22, 2023 through January 2, 2024 in the amount of \$12,807.04 for a total accounts payable of \$15,265.54. The total

General Fund checks and electronic payments in the amount of \$53,358.19 have been approved and accepted as presented.

**VIII. STAFF COMMENTS**

Director Smith commented that Cindy Edwards, Owner of Thermedia, a tenant on Port Property is now the newest board member for CERB.

**IX. PUBLIC COMMENTS**

None

**X. COMMISSIONER COMMENTS**

Commissioner Taylor suggested adding a date for a commission retreat. Wednesday, January 24, 2024 will be the date. Location will be off-site. Suggested topics so far include:

- Comprehensive Scheme of Harbor Improvements
- Tribal Representative from Port of Shelton
- Strategic Plans
- Personnel Policy & Guidelines
- Wildest Dreams discussion
- Annexation
- EDC role and discussion

Commissioner Taylor will have a PRTPO meeting coming up also.

Commissioner Buck has an EDC Board Meeting on January 11 and the Chamber Gala on January 12.

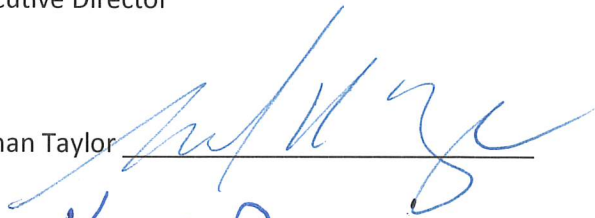
Commissioner Elmlund wanted to thank staff for the help in getting him started and the welcome.

**XI. ADJOURNMENT**

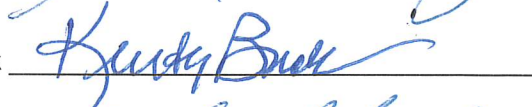
With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:51PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Elmlund

