

Port of Shelton
Regular Commission Meeting Minutes
December 19, 2023

I. CALL TO ORDER

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

The following persons were present: Commissioner Buck; Commissioner Patterson; Wendy Smith, Executive Director; Tricia Needham, Finance Director; Brandon Palmer, Engineering Manager; Skip Houser, Port General Counsel; Jeff Neely, Dedrick Allan, Mason WebTV; Dale Elmlund, and Connor and Molly Clark.

II. PLEDGE OF ALLEGIANCE

Commissioner Taylor led the Pledge of Allegiance.

III. PUBLIC COMMENTS

There was no public comment.

IV. ADOPT AGENDA

Director Smith added an item to the agenda under Section VII Action/Discussion – E. Lease Addendum 1 – Fungi Perfecti – Action. The agenda was adopted as modified.

V. APPROVE MEETING MINUTES

Meeting Minutes from the December 5, 2023 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Patterson presented the December 19, 2023 Check Control Report. Commissioner Patterson reported there was no payroll for this report period. She reported accounts payable check numbers 32359 through 32380 dated December 19, 2023 in the amount of \$436,828.17 and accounts payable electronic payments dated December 6 through December 19, 2023 in the amount of \$3,118.88 for a total accounts payable of \$439,947.05. The total General Fund checks and electronic payments in the amount of \$439,947.05 have been approved and accepted as presented. Commissioner Patterson noted the payment to Bright Nights LLC in the amount of approximately \$295,576 for electrical work on the space that power was taken out during the fire. Director Smith added a reminder that the commission pass the emergency resolution in 2021 authorizing work performed outside of the public bidding process. The electrician hadn't billed the Port since his original hire date until recently. Commissioner Patterson also noted another payment to General Mechanical for approximately \$91,169 for the CERB building addition and the payment to the Washington State Auditor for \$9,543.45 out of a total of approximately \$23,000. Check control approved as presented.

VII. ACTION/DISCUSSION ITEMS

A. Professional Service Agreement – Attorney - Action

Commissioner Patterson moved to accept the Amendment to the Professional Services Agreement with Charles H Houser III (Skip), for the period of January 1, 2024 – December 31, 2024. Commissioner Buck seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor
Commissioner Patterson – In Favor

Motion Carries.

B. Professional Service Agreement – CPA - Action

Commissioner Patterson moved to accept the Professional Services Agreement with Jan T. Fancher, CPA, for the period of January 1, 2024 – December 31, 2024. Commissioner Buck seconded the motion.

The Vote:

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

Motion Carries.

C. Resolution 23-07 – Appointment of Port Auditor - Action

Director Smith gave some history as the auditor position has been performed as an external position for many years with the desire to move this position in house once a Finance Director was in position. Commissioner Patterson moved to adopt Resolution 23-07 appointing the Finance Director as the Port District Auditor effective January 1, 2024. Commissioner Buck seconded the motion.

The Vote:

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

Motion Carries.

D. Lease Addendum 2 Renewal – ASC Security - Action

Commissioner Patterson moved to accept addendum 2 with the lease for ASC Security and Investigations, LLC for the building and land at 129 W Airview Way, for a two-year term beginning January 1, 2024 through December 31, 2025. Commissioner Buck seconded the motion.

The Vote:

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

Motion Carries.

E. Lease Addendum 1 – Fungi Perfecti - Action

Commissioner Patterson moved to approve the month to month lease with Fungi Perfecti, LLC for the building and land at 153 Henry Trusler Way. 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 thanked Commissioner Patterson for her service and said it has been a pleasure working with her.

IX. PUBLIC COMMENTS

Jeff Neely

Stated that he has learned a lot about the Port this year as he has attended meetings and wanted to compliment all three of the commissioners for doing a great job in looking out for the community and managing the Port. He said is looking forward to Dale sitting in the commissioner position but said Commissioner Patterson will be missed. Hopes to see the positivity continue the way it is. Jeff complimented the Port staff as well.

Dale Elmlund

Dale echoed Jeff Neely's comments and stated this commission is a family and he learned that at the conference. Thanked Commissioner Patterson for all of efforts through the years and stated she has done a wonderful job.

Karin Leaf

Karin thanked Commissioner Patterson for her support and all that she has done for the Port and the community. Complimented the staff and the commission for all the work they have done.

Molly Clark

Recently submitted an application to lease property at the Port for a start up business. Complimented Port staff and the process and ease of everything. More to come on the business soon.

X. COMMISSIONER COMMENTS

Commissioner Buck said she will be at the Belco ribbon cutting ceremony and is so excited to have seen this project from start to finish. Commissioner Patterson and Buck will also be judging holiday commercial light displays this week. Commissioner Buck added that it has been a pleasure to work with Commissioner Patterson and get to know her better. She cannot wait to see what she does next for the community.

Commissioner Taylor will attend the Belco ribbon cutting ceremony. Commissioner Taylor thanked Sue for being a good friend and a good ship mate. He said it has been a pleasure to work with her and all of the commissioners for the betterment of the community.

Commissioner Patterson said she will attend the Belco Ribbon Cutting. Commissioner Patterson said it has been an honor and a privilege to be a commissioner for the Port of Shelton. She thanked staff for all the work they do.

Skip Houser

Attorney Houser thanked the commission for approving another year on his contract as the Port's attorney. Attorney Houser thanked Commissioner Patterson for her service for the past eight years. Attorney Houser, as a notary public, administered the Oath of Office to Commissioner Taylor.

XI. EXECUTIVE SESSION

Commissioners recessed the regular meeting at 2:32PM for Executive Session pursuant to 42.30.110 (b) To consider minimum price at which real estate will be offered for sale or lease. They will be in session for 15 min and potentially will take action once out of executive session.

Commissioners went back into regular session at 2:47PM. Commissioner Patterson made a motion to authorize the Executive Director to sign a Letter of Intent with Project Aramis. Commissioner Buck seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

XII. ADJOURNMENT

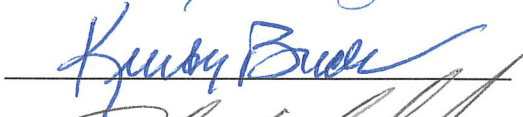
With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:51PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Elmlund

