

**Port of Shelton**  
**Regular Commission Meeting Minutes**  
February 6, 2024

**I. CALL TO ORDER**

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on February 6, 2024.

The following persons were present: Commissioner Buck; Commissioner Elmlund; Wendy Smith, Executive Director; Tricia Needham, Finance Director; Jeff Neely, Molly Clark, and Bob Williams.

**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 adopted as presented.

**V. APPROVE MEETING MINUTES**

Meeting minutes from the January 16, 2024 regular meeting were approved as presented.  
Meeting minutes from the January 31, 2024 special meeting were approved as presented.

**VI. CHECK CONTROL**

Commissioner Buck presented the February 6, 2024 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated January 19, 2024, January 31, 2024 and February 5, 2024 in the amount of \$87,287.47 for a Total Payroll and Payroll Liabilities of \$87,287.47. She then reported accounts payable check numbers 32414 through 32428 dated February 6, 2024 in the amount of \$127,190.98 and accounts payable electronic payments dated January 17, 2024 through February 6, 2024 in the amount of \$71,910.15 for a total accounts payable of \$199,101.13. The total General Fund checks and electronic payments in the amount of \$286,388.60 have been approved and accepted as presented. This check control includes two payrolls, all of the 4<sup>th</sup> Quarter payroll tax payments, Leasehold excise tax payment of approximately \$54,000 and a check to General Mechanical of just over \$100,000 for the Belco Expansion CERB project.

**VII. ACTION/DISCUSSION ITEMS**

**A. New Lease – Sugar & Bean Coffee Company, LLC - Action**

Commissioner Buck made a motion to approve the lease agreement with Sugar & Bean Coffee Company, LLC for .37 acres of land located at 19 Sanderson Way for a two-year lease beginning April 1, 2024 through March 31, 2026. Commissioner Elmlund seconded the motion.

The Vote:

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

Motion Carries.

**VIII. STAFF COMMENTS**

Director Smith reported that the maintenance crew had just fabricated and hung some hangar door replacements for the 4-plex hangar. She also reported that she had testified on HB 1982 the codification of Broadband into the CERB program. Smith also noted that the County Comprehensive plan is currently being updated and she has been contacted as an important part of this process. Smith also gave updates on the new conventional private hangar and private T-hangar both of which are about to start construction.

**IX. PUBLIC COMMENTS**

Bob Williams

Said he saw that the Port had another successful audit and he congratulated the Port on this.

Jeff Neely

Congratulated the new business owner Molly Clark on her lease with the Port and said he is supportive of Commissioner Elmlund's attempt to establish a solid relationship as a partner with the tribe.

**X. COMMISSIONER COMMENTS**

Commissioner Elmlund announced that he attended Port day on Friday February 2, 2024. He heard from the minority leadership and discussion took place about the six major initiatives that are up for action by the legislature. Commissioner Elmlund also met with some tribal representatives from the Squaxin Island Tribe. They will discuss Port involvement as a partnership with their council, elders and CEO's and get back to the Port.

Commissioner Buck said she has an EDC meeting this Thursday.

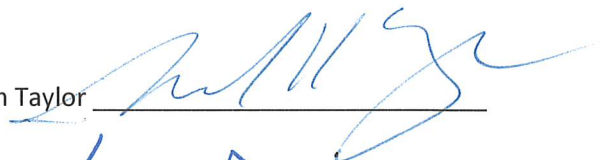
Commissioner Taylor said he has nothing scheduled.

**XI. ADJOURNMENT**

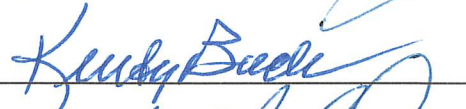
With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:30PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Elmlund

