

Port of Shelton
Regular Commission Meeting Minutes
February 20, 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 20, 2024.

The following persons were present: Commissioner Buck; Commissioner Elmlund; Wendy Smith, Executive Director; Tricia Needham, Finance Director; David Saben; Jeff Neely via Zoom and Attorney Houser via Zoom.

II. PLEDGE OF ALLEGIANCE

Commissioner Taylor led the Pledge of Allegiance.

III. PUBLIC COMMENTS

There was no public comment.

IV. ADOPT AGENDA

Executive Director Smith said she needed to amend the agenda by adding Item XI – Executive Session Pursuant to RCW 42.30.110 (i) Litigation. The agenda was adopted as amended.

V. APPROVE MEETING MINUTES

Meeting minutes from the February 6, 2024 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the February 20, 2024 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated February 20, 2024 in the amount of \$35,926.24 for a Total Payroll and Payroll Liabilities of \$35,926.24. She then reported accounts payable check numbers 32429 through 32445 dated February 20, 2024 in the amount of \$109,636.15 and accounts payable electronic payments dated February 6, 2024 through February 20, 2024 in the amount of \$2,020.60 for a total accounts payable of \$111,656.75. The total General Fund checks and electronic payments in the amount of \$147,582.99 have been approved and accepted as presented. This check control includes a partial payment in the amount of \$86,067.67 to an electrical contractor related to the fire and getting the building powered back up. This payment was approved by commission motion at a previous meeting. Commissioner Buck also reported interest earnings paid at a rate of 5.42% for January from LGIP.

VII. ACTION/DISCUSSION ITEMS

A. Addendum 1 – NB Arlington - Action

Director Smith gave some background on the company and said this addendum is NB Arlington exercising their option for renewal of a 5-year term. Commissioner Buck made a motion to approve addendum 1 to the lease agreement with NB Arlington, LLC at the premises located at 450 W Enterprise Rd for a term of five years beginning on March 1, 2024 through February 28, 2029. 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 she and Brandon will be involved in a discussion about the upcoming Comprehensive Plan Updates with the County and SCJ Alliance, their consultant. The meeting will also include the Skokomish Tribe and Washington State Dept. of Fish & Wildlife. Smith also reported she is part of the selection committee for the EDC Director position and has meetings on March 1 and interviews on March 18.

IX. PUBLIC COMMENTS

Jeff Neely

Thanked the Board for having a Zoom option so he could attend as he is under the weather. He also reported the speakers are better than they were but could use some fine tuning.

X. COMMISSIONER COMMENTS

Commissioner Elmlund announced that he will be attending the chamber luncheon next month and has a tentative meeting scheduled with Camp Murray to discuss runway cameras.

Commissioner Buck said she is also on the selection committee for the EDC Director and will attend the same meetings as Director Smith.

Commissioner Taylor said he attended a PRTPO Executive Committee last week and WSDOT provided a project update. He also will attend the Sheriff's Breakfast this Friday, February 23, 2024.

XI. EXECUTIVE SESSION – Pursuant to RCW 42.30.110 (i) – Litigation

Commissioner Taylor recessed the regular meeting to go into Executive Session at 2:20 PM. The board will be in Executive Session for 15 minutes and there will be no action.

At 2:35PM the Chairman announced they would be in executive session for 5 minutes more.

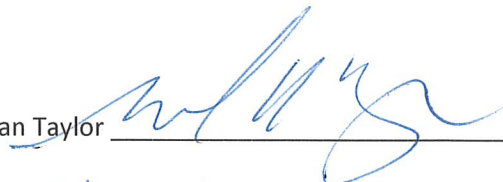
At 2:40PM the commissioners went back into regular session.

XII. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:42PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Elmlund

