

Port of Shelton
Regular Commission Meeting Minutes
October 3,2023

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on October 3, 2023.

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

V. PUBLIC HEARING for the 2024 Operating, Maintenance and Capital Budget pursuant to RCW 53.35.020 and RCW 53.35.030.

The Commissioners recessed from the regular meeting and opened the Public Hearing for the 2024 Budget. There was no public testimony. Director Smith noted that no public comments had been received from the public by mail, email, or phone call.

Commissioner Taylor closed the Public Hearing at 2:05 PM, then returned to the regular meeting.

VI. APPROVE MEETING MINUTES

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

VII. CHECK CONTROL

Commissioner Patterson presented the October 3, 2023 Check Control Report. Commissioner Patterson reported there was payroll and payroll liabilities in the amount of \$35,113.14. She reported accounts payable check numbers 32274 through 32285 dated October 3, 2023 in the amount of \$42,701.70, and accounts payable electronic payments dated September 22 through October 3, 2023 in the amount of \$11,620.49 for a total accounts payable of \$54,332.19. The total General Fund checks and electronic payments in the amount of \$89,435.33 have been approved and accepted as presented.

VIII. ACTION/DISCUSSION ITEMS

- A. Resolution 23-05 – Adoption of the Operating/Maintenance and Capital Budget for 2024 – Action

Executive Director Smith read Resolution 23-05 into the record. Commissioner Patterson moved to approve Resolution 23-05 adopting the Operating/Maintenance and Capital Budget for 2024. Commissioner Buck seconded the motion.

The Vote:

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

Motion Carries.

B. Resolution 23-06 – Adoption of the Property Tax Levy for 2024 – Action

Executive Director Smith read Resolution 23-06 into the record. Commissioner Patterson moved to adopt Resolution 23-06 adopting the Property Tax Levy for 2024. Commissioner Buck seconded the motion.

The Vote:

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

Motion Carries.

IX. STAFF COMMENTS

Director Smith gave an update on the arc flash study to re-energize the lost power after the fire. The study should be conducted this week and PUD 3 has started installing the metering and should be on site Thursday to energize. The scope of work for the new building is near completion and should be out for advertisement very soon.

X. PUBLIC COMMENTS

None.

XI. COMMISSIONER COMMENTS

Commissioner Buck said she will be attending and working Oysterfest all weekend. She has a couple of EDC meetings coming up.

Commissioner Patterson will also be working Oysterfest for the Boy Scouts, Turning Point and Kristmastown Kiwanis. Commissioner Patterson attended the WPPA Environmental Seminar in September to learn and she learned a lot. They toured Port of Tacoma properties and had various meetings on environmental issues and grant opportunities.

Commissioner Taylor attended a PRTPO meeting and they discussed EV charging stations. He thinks the commission should discuss. His thoughts are those that use them should pay for the use. Finance Director Needham weighed in on some discussions the SW Washington Finance Group has had on the subject and some ports are dealing with wire theft on the charging stations.


All commissioners will be attending the Small Ports Conference October 24 through October 27.

XII. 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 Patterson 