

**Port of Shelton**  
**Regular Commission Meeting Minutes**  
November 21, 2023

**I. CALL TO ORDER**

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on November 21, 2023.

The following persons were present: Commissioner Buck; Commissioner Patterson; Wendy Smith, Executive Director; Jeff Neely, Dale Elmlund, Skip Houser, Port General Counsel; and by zoom Tricia Needham, Finance Director; and Jan T. Fancher, CPA and Port Auditor.

**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 November 7, 2023 regular meeting were approved as presented.

**VI. CHECK CONTROL**

Commissioner Patterson presented the November 21, 2023 Check Control Report. Commissioner Patterson reported payroll and payroll liability electronic payments dated November 20, 2023 in the amount of \$35,913.99. She reported accounts payable check numbers 32330 through 32345 dated November 21, 2023 in the amount of \$718,767.06 and accounts payable electronic payments dated October 31 through November 21, 2023 in the amount of \$1,410.63 for a total accounts payable of \$720,177.69. The total General Fund checks and electronic payments in the amount of \$756,091.68 have been approved and accepted as presented. Commissioner Patterson noted the payment to Brumfield Construction for approximately \$685,000 for the CERB site work was the big payment.

**VII. ACTION/DISCUSSION ITEMS**

**A. New Lease – DOMI Enterprises, LLC – Action**

Commissioner Patterson moved to approve the lease agreement with DOMI Enterprises, LLC for a two-year building and land lease at 101 Henry Trusler Way beginning on December 1, 2023 through November 30, 2025 with a surety amount that is less than the RCW recommended amount. 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 said the exit conference has been set for November 30 with no big audit issues. Director Smith also said the Peste family wanted to wait until the bench and historical sign were complete before doing the ribbon cutting so the event would take place after the first of the year. Smith reported the Port has chosen the architect firm Tovani Hart from Olympia as the architectural firm for the rebuild of the fire building. They will provide a cost proposal and if acceptable to the Port they will move forward with design and a bid package. Smith noted that part of the issue will be getting a tenant or tenants ready to lease. Conservatively, it is easier to lease a three 10,000 SF spaces than a whole building so the thought is to design it that way but this adds cost with three separate restrooms, electrical services etc. Smith also reported the Belco CERB project is moving along swiftly and is in the final stages on both site work and the building addition.

Commissioner Taylor said next month the commission will review the Attorney and Auditor contracts. Commissioner Buck added, yes and especially now that Tricia is up and running.

**IX. PUBLIC COMMENTS**

Jeff Neely

Asked about the design of the new 30,000 SF building and if the Port is marketing the building before it is designed as a 30,000 SF building or as 3 separate spaces. Director Smith said really the answer is yes to both. The Port will market the building in both ways but will need a decision for design at some point to get out to bid.

**X. COMMISSIONER COMMENTS**

Commissioner Patterson said she will be out of town until December 3, 2023.

Commissioner Buck said she has jury duty scheduled which may affect the meeting on December 5 and the WPPA conference. She put in to be excused but got denied. If necessary she will talk with the judge about her necessity to attend meetings for the Port as the elected body.

Commissioner Taylor will attend the auditor exit conference on November 30, 2023 at 12:30PM.

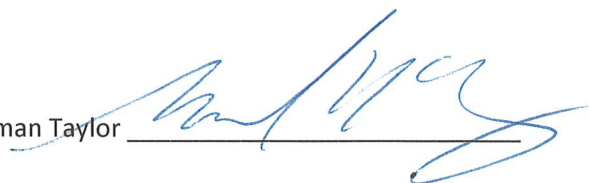
Attorney Houser gave some information and background on Trufab and highlighted them as a great long term invested company on Port Property. He also commented that the Commission has three important appointments, the Attorney, the Auditor, and the Executive Director. He will do a little research on the auditor appointment.


**XI. ADJOURNMENT**

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:32PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck 

Minutes approved by: Commissioner Patterson 