

Port of Shelton
Regular Commission Meeting Minutes
November 7, 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 7, 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; Dedrick Allan, Mason WebTV; Dale Elmlund, Jeff Neely and Bill Oplinger.

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 modified to add item A. Lease Renewal – Leath Manufacturing – Action under Section VII. Action/Discussion Item. The agenda was accepted as modified.

V. APPROVE MEETING MINUTES

Meeting Minutes from the October 17, 2023 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Patterson presented the November 7, 2023 Check Control Report. Commissioner Patterson reported there were two payroll and payroll liability electronic payments and quarterly payments dated October 20, October 31 and November 3, 2023 in the amount of \$84,838.21. She reported accounts payable check numbers 32304 through 32329 dated November 7, 2023 in the amount of \$58,930.07 and accounts payable electronic payments dated October 19 through November 7, 2023 in the amount of \$70,125.34 for a total accounts payable of \$129,055.41. The total General Fund checks and electronic payments in the amount of \$213,893.62 have been approved and accepted as presented. Commissioner Patterson noted a quarterly LET payment for \$55,778.87 was included in this batch.

VII. ACTION/DISCUSSION ITEMS

A. Lease Renewal – Leath Manufacturing – Action

Commissioner Patterson moved to approve the lease agreement with Leath Manufacturing for a period of one year beginning on December 1, 2023 through November 30, 2024 for land and buildings at 351 Millwright. 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 gave a status on the audit and that we seem to be in the final days of the audit. Director also gave an update on the ribbon cutting for the Peste Business Park. The family is looking at the first couple of weeks in December as they are hopeful to do this before the year ends. The Port has placed a culvert and graveled the future space for the monument and bench already so when they are ready we are ready. The Request for Qualifications (RFQ) for the replacement building from the fire went out and four responses were received. Staff will score these responses and pick which firms to interview or which firm to start negotiating with. All of this should occur within the next couple of weeks. Smith also noted last Friday she attended a Broadband Project ribbon cutting that was a CERB funded project up in Lilliwaup on behalf of the CERB Board.

IX. PUBLIC COMMENTS

Jeff Neely

Asked about the scoring of the consultants. Smith answered that they are scored on criteria put forth in the RFQ like professional qualifications, past performance, location of the firm, etc. Smith will provide the documents to Mr. Neely for his review.

Bill Oplinger

Reported that he tried to look at the runway camera on our website but it was down. Smith thanked him and said yes it has been down as a camera was replaced that didn't connect with the network and it is on our list.

X. COMMISSIONER COMMENTS

Commissioner Buck said she has an EDC meeting this week and asked for an update on the speakers for commission zoom meetings. Smith said the speakers work as the staff practiced it and they just need to be plugged in while conducting zoom meetings.

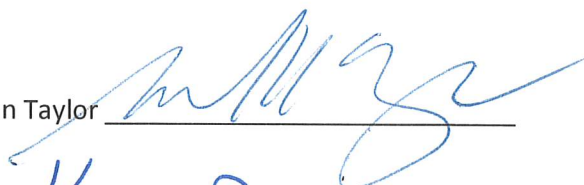
Commissioner Patterson said she will attend the Power of the Purse on Saturday.

XI. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:25PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

