

Port of Shelton
Regular Commission Meeting Minutes
December 5, 2023

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on December 5, 2023.

The following persons were present: Commissioner Buck; Commissioner Patterson; Wendy Smith, Executive Director; Finance Director; Jan T. Fancher, CPA and Port Auditor; Jeff Neely, Dedrick Allan, Mason WebTV; and Jim Amador.

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 21, 2023 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Patterson presented the December 5, 2023 Check Control Report. Commissioner Patterson reported payroll and payroll liability electronic payments dated December 5, 2023 in the amount of \$41,409.58. She reported accounts payable check numbers 32346 through 32358 dated December 5, 2023 in the amount of \$317,324.31 and accounts payable electronic payments dated November 22, 2023 through December 5, 2023 in the amount of \$13,590.68 for a total accounts payable of \$330,914.99. The total General Fund checks and electronic payments in the amount of \$372,324.57 have been approved and accepted as presented. Commissioner Patterson noted the payment to General Mechanical for approximately \$305,000 for the CERB building addition was the big payment.

VII. ACTION/DISCUSSION ITEMS

A. Architect Cost Proposal – Action

Commissioner Patterson moved to authorize the Executive Director to sign the Professional Services Agreement with Tovani Hart for their services in the rebuild of the building lost in the fire. 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 reported the exit conference was held for the 2021/2022 audit and the Port received another clean audit with no recommendations, management letters or findings. Great

news for the Port staff and commission. Smith also reported the CERB Belco project site work is complete besides the light poles which are on some manufacturer delay and the building addition has an overhead door and a man door that will be installed next week and then all that is remaining is the fire sprinkler system and the electrical on the system. Smith has reached out to CERB asking what they will need since the contract end date is December 18, 2023, just in case those last items are not resolved. That project was accepted by CERB in 2018 so this is a great finish to that long project with COVID in the middle. The ribbon cutting is scheduled for Dec. 20 on the Belco site and the Chamber will be sending the notices out later today. There is some concern on behalf of some ports about aviation fuel tax funding and the way it is being handled through Dept. of Revenue. Commissioner Taylor took the information and will attend the aviation committee meeting to find out if the Port wants to jump on board of the issue with the other ports with airports. The Commission compensation has just been forwarded from the Office of Financial Management for the next five years. The Port Commissioners meeting pay will now be \$161/meeting starting January 2024.

IX. PUBLIC COMMENTS

Jeff Neely

Asked about the contract to rebuild the building burned by fire. He asked what would happen if the bids came in for the rebuild well over \$5.5 million. Director Smith said they might have to amend the budget if that were the case.

X. COMMISSIONER COMMENTS

Commissioner Patterson said she will attend the Belco Ribbon Cutting and she and Commissioner Buck will be judging Christmas trees for a private tree lighting contest on Dec. 20 & 21.

Commissioner Buck said she will be heading to the WPPA annual meeting in the morning and will also be meeting with the search committee for the EDC Executive Director next week and will have an EDC meeting next week. Also she will be at the Belco ribbon cutting ceremony.

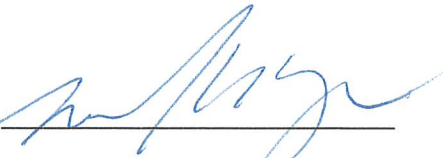
Commissioner Taylor is headed today to the WPPA Annual meeting and will attend the Belco ribbon cutting ceremony.

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 Patterson

