

Port of Shelton
Regular Commission Meeting Minutes
April 18, 2023

I. CALL TO ORDER

Commissioner Taylor called to order the meeting of the Port of Shelton Commission at 2:00 PM on April 18, 2023.

The following persons were present: Commissioner Buck; Commissioner Patterson; Wendy Smith, Executive Director; Tricia Needham, Finance Director; Jeff Neely; Sandy Tarzwell; and Jennifer Baria, Executive Director, Mason EDC.

II. PLEDGE OF ALLEGIANCE

Commissioner Taylor led the Pledge of Allegiance.

III. PUBLIC COMMENTS

Jeff Neely

Thanked Commissioner Taylor for attending the meeting at Fire District 11 to discuss the upcoming ballot measure. He said he learned a lot and thought it was great the Port was represented.

IV. ADOPT AGENDA

The agenda was adopted as presented.

V. APPROVE MEETING MINUTES

Meeting Minutes from the regular meeting on April 4, 2023 were approved as presented.

VI. CHECK CONTROL

Commissioner Patterson presented the April 18, 2023 Check Control Report. She reported payroll and payroll liability electronic payments dated April 5, 2023 in the amount of \$43,985.25. Accounts payable check numbers 32085 through 32103 dated April 18, 2023 in the amount of \$30,511.61, and accounts payable electronic payments dated April 4, 2023 through April 18, 2023 in the amount of \$1,136.71 for a total accounts payable of \$31648.32. The total General Fund checks and electronic payments in the amount of \$75,633.57 have been approved and accepted as presented.

VII. ACTION/DISCUSSION ITEMS

A) 2023 EDC Contract - Action

Director Smith presented the board with the EDC annual contract for 2023 and noted a 10% increase. Commissioner Patterson made a motion to adopt the EDC Agreement for service from January 1, 2023 – December 31, 2023 for \$33,000. Commissioner Buck seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

B) Addendum 5 - Techwood – Action

Director Smith provided the background on this addendum. The lease was recently renewed and Techwood renewed their standby irrevocable Letter of Credit (LOC) but the amount was carried over from the first LOC for \$82,680.48 which is less than the twelve-month amount called out in the lease. Smith said this addendum allows this amount and next year when the contract is up for renewal the LOC will be based on the twelve-month rental amount as stated in the addendum. Commissioner Patterson made a motion to adopt addendum 5 for Techwood regarding surety and stated the current amount of surety is less than the RCW recommendation of 12 months surety. 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 updated the commissioners on the JP Belco Expansion Project a Community Economic Revitalization Board (CERB) Partnership project. The project bids were received last week for the sitework project which had 15 bidders and the building addition which had 7 bidders. The project is due on December 28 of this year.

IX. PUBLIC COMMENTS

Jeff Neely

Stated that he was attending meetings and following Port business as he intended to run for an open seat next fall. He informed the commission that he is not going to run as he is impressed with how this commission is operating and he has decided not to run. He offered to endorse both Commissioner Taylor and Commissioner Patterson for their positions. He wants to continue to learn about the Port and stay involved.

Both Commissioner Taylor and Commissioner Patterson indicated they will run again this fall.

X. COMMISSIONER COMMENTS

Commissioner Patterson said she is planning to attend the Sheriff's breakfast next week.

Commissioner Buck said she will attend the Chamber Awards banquet and the Denim and Diamonds event on Sunday.


Commissioner Taylor has an Executive Board meeting this Friday, April 21 with PRTPO. He will be out of town from April 23 – May 13 and will miss the meeting on May 2.

XI. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:27PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor _____

Minutes approved by: Commissioner Buck 

Minutes approved by: Commissioner Patterson 