

**Port of Shelton**  
**Regular Commission Meeting Minutes**  
July 18, 2023

**I. CALL TO ORDER**

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

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

**II. PLEDGE OF ALLEGIANCE**

Commissioner Taylor led the Pledge of Allegiance.

**III. PUBLIC COMMENTS**

Jeff Neely

Asked about the annexation issue and if that was still happening. Commissioners said with the change in City staff it had moved to the back burner but they should probably still discuss it at an upcoming meeting. Possibly this will be on the agenda for the August 15 meeting.

**IV. ADOPT AGENDA**

The agenda was adopted as presented.

**V. APPROVE MEETING MINUTES**

Meeting Minutes from the regular meeting on July 5, 2023 were approved as presented.

**VI. CHECK CONTROL**

Commissioner Patterson presented the July 18, 2023 Check Control Report. She reported that there were no payroll and payroll liability electronic payments. Accounts payable check numbers 32186 through 32208 dated July 18, 2023 in the amount of \$47,069.00, and accounts payable electronic payments dated July 5, 2023 through July 18, 2023 in the amount of \$1,784.19 for a total accounts payable and general fund checks and electronic payments in the amount of \$48,853.19. These have been approved and accepted as presented.

**VII. ACTION/DISCUSSION ITEMS**

**A. Sub Lease Approval – Laughing Grass – Action**

Director Smith gave the background on Laughing Grass and their history on Port property. They are requesting a Consent to Sublease from the Port. They have a sublease agreement that terminates one year before the lease with Laughing Grass expires.

Commissioner Patterson made a motion to approve the consent to sublease between Laughing Grass and Great harvest LLC. Commissioner Buck seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

**B. Mason County EDC Request for Support Amendment #1 – Action**

As discussed and passed last meeting the EDC is looking for support from the Port in conjunction with the County, City, PUD 1 & PUD 3 to hire a grant writers and consultant to go after federal grant opportunities. This amendment to the contract adds the supporting language and asks for documentation to support their requests not to exceed \$15,000.

Commissioner Patterson made a motion to adopt Amendment #1 to the EDC Contract dated January 1, 2023 – December 31, 2023. Commissioner Buck seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries

**VIII. STAFF COMMENTS**

Executive Director Smith has provided the Maul Foster Alongi final report on their planning study. She has asked Matt if he would present the final study to the board. This study allows the Port to go after other funding opportunities for prospective tenants. Budget is fast approaching so staff is shifting gears to get ready for the budget process. Update on power lost due to fire is that there were some deficiencies noted during the Flash Test that are being corrected by the tenant at this time. Brandon is getting the Request for Qualifications ready to submit for solicitation of an Engineer/Architect for the rebuild.

**IX. PUBLIC COMMENTS**

None

**X. COMMISSIONER COMMENTS**

Commission Taylor has a PRTPO meeting on July 20. He will also attend the WPPA Commissioners Seminar next week and the Sheriff's Breakfast featuring General Mattis.

Commissioner Buck will be attending the Chamber EXPO on Friday, the WPPA Commission Seminar next week and possibly the Sheriff's Breakfast.


Commissioner Patterson will be attending the Chamber EXPO on Friday, the WPPA Commission Seminar next week and the Sheriff's Breakfast next Friday.

**XI. ADJOURNMENT**

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:26 p.m.

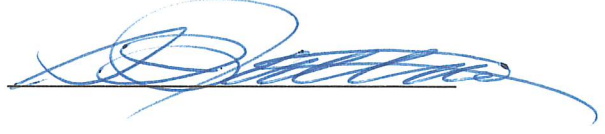
Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck \_\_\_\_\_

Minutes approved by: Commissioner Patterson

A handwritten signature in blue ink, appearing to be "D. Patterson", written over a horizontal line.