

Port of Shelton
Regular Commission Meeting Minutes
August 1, 2023

I. CALL TO ORDER

Commissioner Taylor called to order the meeting of the Port of Shelton Commission at 2:00 PM on August 1, 2023.

The following persons were present: Commissioner Patterson; Wendy Smith, Executive Director; Tricia Needham, Finance Director; Jan Fancher, Port Auditor and CPA; Skip Houser, General Counsel; Dedrick Allan, Mason WebTV and Dale Elmlund. Commissioner Buck was on vacation and excused from the meeting.

II. PLEDGE OF ALLEGIANCE

Commissioner Taylor led the Pledge of Allegiance.

III. PUBLIC COMMENTS

Dale Elmlund

Mr. Elmlund expressed concern about the new tenant and said he researched the company and found that they hire highly skilled workers with years of experience. Mr. Elmlund questioned how this helps the Port and the workers locally.

IV. ADOPT AGENDA

The agenda was adopted as presented.

V. APPROVE MEETING MINUTES

Meeting Minutes from the regular meeting on July 18, 2023 were approved as presented.

VI. CHECK CONTROL

Commissioner Patterson presented the August 1, 2023 Check Control Report. She reported that there were payroll and payroll liability electronic payments dated July 20, 2023 and July 31, 2023 in the amount of \$38,907.80. Accounts payable check numbers 32209 through 32219 dated August 1, 2023 in the amount of \$10,691.88, and accounts payable electronic payments dated July 19, 2023 through August 1, 2023 including a voided EFT in the amount of \$68,588.81 for a total accounts payable of \$79,380.69. Total general fund checks and electronic payments were approved in the amount of \$118,188.49. These have been approved and accepted as presented. Commissioner Patterson noted July interest earned in the Local Government Investment Pool (LGIP) was \$27,097.25 and year to date interest from that account is \$168,391.65. She also said this payable run included all Q2 payments including LET for approximately \$53,000.

VII. ACTION/DISCUSSION ITEMS

A. Lease Renewal Addendum 1 – Washington Driver Education Center (WADEC) – Action Director Smith gave the background on WADEC and their history on Port property. Commissioner Patterson made a motion to approve the lease with Washington Driver Education

Center LLC at 150 William White Way for a three year term from August 1, 2023 through July 31, 2026. Commissioner Taylor seconded the motion.

The Vote:

- Commissioner Taylor – In Favor
- Commissioner Buck – Absent
- Commissioner Patterson – In Favor

Motion Carries.

B. Lease Agreement – Dynamic Systems Technologies, Inc. – Action

Director Smith provided some history and background on the new tenant. This business has been operating for over 30 years and they provide custom machine control systems and robotics to companies throughout the world.

Commissioner Patterson made a motion to approve the lease at 241 Business Park Lp with Dynamic Systems Technologies, Inc. for a three year term from August 1, 2023 through July 31, 2026. Commissioner Taylor seconded the motion.

The Vote:

- Commissioner Taylor – In Favor
- Commissioner Buck – Absent
- Commissioner Patterson – In Favor

Motion Carries

VIII. STAFF COMMENTS

Director Smith informed the commissioners that the WSDOT Aviation Grant was awarded and was over \$230,000 as opposed to the past cap at \$150,000. She also informed the commissioners that she had a meeting with the Peste family and they are planning a historical monument that tells the story of why Peste since we renamed the business park to Peste business park. The monument will be located across from our directional sign and will be a park like setting. The Chamber Ribbon Cutting event will be held once further progress and plans have been made on this site.

IX. PUBLIC COMMENTS

None

X. COMMISSIONER COMMENTS

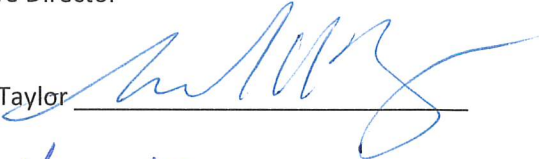
Commissioner Patterson attended the WPPA Commissioner's Conference last week. She wants to request an executive session for the next meeting to review the performance of a public employee (RCW 42.30.110 (g)) She would also like to schedule an upcoming work session to discuss projects, future planning etc.


Commission Taylor attended the Sheriff's breakfast featuring General Mattis. He enjoyed this and felt that it was interesting that even worldwide people still hope to come to the United States even if our country seems in political turmoil.

XI. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:33 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 