

Port of Shelton
Special Commission Meeting Minutes
September 5, 2023

I. CALL TO ORDER

Commissioner Taylor called to order the meeting of the Port of Shelton Commission at 12:00 PM on September 5, 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; and Dedrick Allan, Mason WebTV.

II. PLEDGE OF ALLEGIANCE

Commissioner Taylor led the Pledge of Allegiance.

III. PUBLIC COMMENTS

None

IV. APPROVE MEETING MINUTES

Meeting Minutes from the regular meeting on August 15, 2023 were approved as presented.

V. CHECK CONTROL

Commissioner Patterson presented the September 5, 2023 Check Control Report. She reported there were payroll and payroll liability electronic payments dated August 18, 2023 and September 5, 2023 in the amount of \$77,332.05. Accounts payable check numbers 32240 through 32253 dated September 5, 2023 in the amount of \$661,882.10, and accounts payable electronic payments dated August 22, 2023 through September 5, 2023 in the amount of \$14,270.51 for a total accounts payable of \$676,092.61. Total general fund checks and electronic payments were approved in the amount of \$753,424.66. These have been approved and accepted as presented. Commissioner Patterson noted the Port paid over \$600,000.00 to Brumfield Construction for site work for the Belco project and over \$4000 for an interest payment on a bond.

VI. ACTION/DISCUSSION ITEMS

A. Consent to Sublease – Waldersen/Skiba – Action

Director Smith gave some background on the tenant. Port tenants Waldersen and Skiba have already had long term subtenants to this lease and this is just asking consent for a new subtenant. Commissioner Patterson made a motion to approve the consent to sublease for Keith Waldersen and Jeff Skiba with their subtenant Deep Well Farms LLC for a one year term from September 1, 2023 – August 31, 2024. Commissioner Buck seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

B. Final Presentation – Industrial Park Action Plan – Maul Foster Alongi

Matt Hoffman presented his final project findings for the Industrial Park Feasibility Study done through a planning grant from CERB.

VII. STAFF COMMENTS

Executive Director Smith commented that she is busy working collaboratively with the Mason County IGNITE Team on the Recompete and other Federal Grant possibilities. Smith and Commissioner Buck have a roundtable with Congressman Kilmer and Undersecretary of Commerce Kolko at 2PM and Smith has phone meetings on Wednesday, Sept. 6 with staffers from Senator Murray’s office and Senator Cantwell’s office to garner support for these efforts. Smith also noted budget is moving along nicely and will be available preliminarily and discussed at the meeting on Sept. 19.

VIII. PUBLIC COMMENTS

None

IX. COMMISSIONER COMMENTS

Commissioner Buck has an EDC meeting on Sept. 14 and will also attend the Oakland Bay Groundbreaking Ceremony on Sept. 15.

Commissioner Patterson may attend the WPPA Environmental Conference on Sept. 20 – Sept. 22. Commissioner Patterson would like to schedule an upcoming workshop.

Commission Taylor plans to attend the Oakland Bay Groundbreaking also.

X. EXECUTIVE SESSION

Commissioner Taylor made the announcement to the public that the commission will enter into executive session pursuant to 42.30.110 (g) – To review the performance of a public employee. The executive session will last 20 minutes and begin at 1:00 p.m. and end at 1:20 p.m. Following the executive session, action will be taken by the commission. Commissioner Taylor recessed the meeting at 12:58 p.m.

The regular commission meeting resumed at 1:20 p.m.

Commissioner Buck made a motion to increase the salary of the executive director by 2.8% effective September 1, 2023. Commissioner Patterson seconded the motion.

The Vote:


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


Motion Carries.

XI. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 1:25 p.m.

Minutes submitted by: Tricia Needham, Finance Director

Minutes approved by: Commission Chairman Taylor 

Minutes approved by: Commissioner Buck 

Minutes approved by: Commissioner Patterson 