

Port of Shelton
Regular Commission Meeting Minutes
April 2, 2024

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on April 2, 2024.

The following persons were present: Commissioner Buck; Commissioner Elmlund; Wendy Smith, Executive Director; Brandon Palmer, Engineering Manager; Trent Hart, Tovani Hart; Skip Houser, Port's General Counsel and Jeff Neely.

II. PLEDGE OF ALLEGIANCE

Commissioner Taylor led the Pledge of Allegiance.

III. PUBLIC COMMENTS

None

IV. ADOPT AGENDA

The agenda was adopted as presented.

V. APPROVE MEETING MINUTES

Meeting minutes from the March 19, 2024 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the April 2, 2024 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated March 20, 2024 in the amount of \$35,934.26. She then reported accounts payable check numbers 32478 through 32484 dated April 2, 2024 in the amount of \$101,941.41 and accounts payable electronic payments dated March 22, 2024 through April 2, 2024 in the amount of \$13,214.00 for a total accounts payable of \$115,155.41. The total General Fund checks and electronic payments in the amount of \$151,089.67 have been approved and accepted as presented. Commissioner Buck reported that the only item of note is the second payment to Tovani Hart PC in the amount of \$97,821.75 for their work on the design and engineering for the fire replacement building.

VII. ACTION/DISCUSSION ITEMS

A. Resolution 24-02 – WSDOT Grant Funds Match Guarantee – Action
Director Smith read the resolution aloud and asked for approval to match the 5% grant funding on FAA projects provided by WSDOT Aviation.

Commissioner Buck made a motion to approve Resolution 24-02. Commissioner Elmlund seconded the motion.

The Vote:

Commissioner Taylor – In Favor
Commissioner Buck – In Favor
Commissioner Elmlund – In Favor

Motion Carries.

B. Resolution 24-03 – CERB Authorization – Action

Director Smith provided background on this ask as the insurance proceeds will provide a replacement cost for the building destroyed by fire but the cost estimate from our consultants looks to be approximately \$3 Million higher than the insurance proceeds. Smith has discussed this project with CERB staff and it seems to be a good fit to go after low interest loans for prospective development especially since a planning study has already been completed. Smith read the resolution aloud and asked for approval to apply for CERB Prospective funding in the amount of \$3 Million.

Commissioner Buck made a motion to approve Resolution 24-03. Commissioner Elmlund seconded the motion.

The Vote:

Commissioner Taylor – In Favor
Commissioner Buck – In Favor
Commissioner Elmlund – In Favor

Motion Carries.

C. Lease Addendum 6 – Techwood – Action

Director Smith said this addendum is to allow the current amount on file for the Irrevocable Letter of Credit provided in the amount of \$82,680.48 although not quite equal to twelve months rent is sufficient as Techwood is a long-term tenant with an exceptional payment history.

Commissioner Buck made a motion to approve Addendum 6 with Techwood LLC for a surety amount that is less than the RCW 53.08.085 recommendation. Commissioner Elmlund seconded the motion.

The Vote:

Commissioner Taylor – In Favor
Commissioner Buck – In Favor
Commissioner Elmlund – In Favor

Motion Carries.

D. New Building Replacement Project – Tovani Hart – Presentation

Trent Hart, Architect led the presentation and gave a project update including a power point presentation to the commission.

VIII. STAFF COMMENTS

Director Smith reported that the owners of Sugar & Bean Coffee Company indicated they should be getting started with construction around the middle of May. Smith also reported she had met with Forrest Cooper who is working on the sign design for the Peste Family so a ribbon cutting should be coming in the next few months. Smith also reported she will be out of the state April 12 – 16 and will miss the next meeting on April 16.

IX. PUBLIC COMMENTS

Jeff Neely

Asked for further clarification on the code amendment we are looking at for the Airport Industrial Zoning. His question was is that amendment just for that building? Smith answered the amendment would be for all property in the airport industrial zoning. His second question was if CERB had 20-year payback on their low interest loans. Smith answered yes or you can opt for 15 or 10 and get a lower interest rate.

X. COMMISSIONER COMMENTS

Commissioner Elmlund said he had a meeting with the Chamber since the luncheon was canceled and they discussed Olympic Mountain Ice Cream and other Port happenings.

Commissioner Buck said she has a few EDC meetings coming up, a Board Meeting and continued process in the search for a new Executive Director.

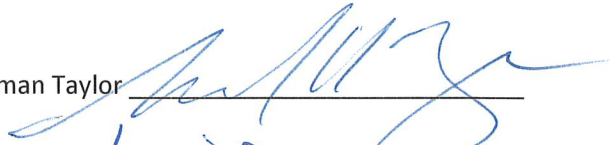
Commissioner Taylor noted that he will be out of town April 24th and 25th.

XI. ADJOURNMENT

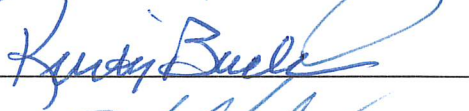
With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:56PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Elmlund

