

Port of Shelton
Regular Commission Meeting Minutes
April 16, 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 16, 2024.

The following persons were present: Commissioner Buck; Commissioner Elmlund; Tricia Needham, Finance Director; Dedrick Allan for Mason WebTV and Kamryn Morgan.

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 April 2, 2024 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the April 16, 2024 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated April 5, 2024 in the amount of \$37,464.69. She then reported accounts payable check numbers 32485 through 32503 dated April 16, 2024 in the amount of \$58,702.22 and accounts payable electronic payments dated April 2, 2024 through April 16, 2024 in the amount of \$3,099.59 for a total accounts payable of \$61,801.81. The total General Fund checks and electronic payments in the amount of \$99,266.50 have been approved and accepted as presented. Commissioner Buck reported the only item of note is the surety on hand was released to Fungi for approximately \$19,000 and the properties were left in immaculate condition.

VII. ACTION/DISCUSSION ITEMS

None

VIII. STAFF COMMENTS

Director Smith was not in attendance due to a scheduled vacation. Finance Director Needham reported that last week port staff installed the water lines to the Sugar & Bean Coffee Company leased property. Needham reported the CERB prospective development application approved by resolution at the last meeting is nearly complete. The Port is waiting on a letter of support from the EDC and a letter from bond counsel. Director Smith drafted a drone guidance document and posted on the Port's website for the public to access. FD Needham presented the commission with the Q1 2024 Operating and Nonoperating Budget to Actual report prepared on the cash-basis of accounting. The Port's financial accounts have been reconciled through March 31, 2024. She highlighted notable expenses such as the election expense and capital asset purchases. Needham reported the Port had a decrease in Cash and Investments of

\$317,026 for the period and had an ending cash and investment balance of \$6,981,495 as of March 31, 2024.

IX. PUBLIC COMMENTS

None

X. COMMISSIONER COMMENTS

Commissioner Elmlund stated that there has been an increase in chatter in local social media groups related to the fairground property, some social media posts had hundreds of comments. He wanted to bring this to the attention of the commission to make them aware of the possibility of future public concern over the fairgrounds.

Commissioner Buck said the EDC hired their new director, Kevin Schutty. Also, she will be having knee surgery on April 29th but does not anticipate missing the first meeting scheduled for May 7th.

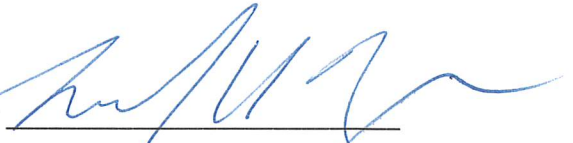
Commissioner Taylor said he has a PRTPO executive zoom meeting on Friday and will be out of town April 24th and 25th.

XI. ADJOURNMENT

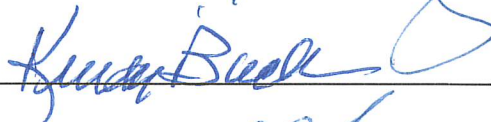
With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:22 PM.

Minutes submitted by: Tricia Needham, Finance Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Elmlund

