

Port of Shelton
Regular Commission Meeting Minutes
May 7, 2024

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on May 7, 2024.

The following persons were present: Commissioner Buck; Commissioner Elmlund; Wendy Smith, Executive Director, Tricia Needham, Finance Director; Skip Houser, Port Attorney; 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 16, 2024 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the May 7, 2024 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated April 19, 2024 and May 3, 2024 in the amount of \$76,327.27. She then reported accounts payable check numbers 32504 through 32522 including voided check number 32504 dated May 7, 2024 in the amount of \$91,096.37 and accounts payable electronic payments dated April 15, 2024 through May 7, 2024 in the amount of \$74,406.53 for a total accounts payable of \$165,502.90. The total General Fund checks and electronic payments in the amount of \$241,830.17 have been approved and accepted as presented. Commissioner Buck reported items of note were \$57,505 to Dept. of Revenue for LET Q1 payment, \$55,214 for the third installment to Tovani Hart Architects/Engineers for the fire rebuild and there were two payrolls. The voided check was a misprint.

VII. ACTION/DISCUSSION ITEMS

None

VIII. STAFF COMMENTS

Director Smith provided an update on the JP easement sold to the housing developers. The latest information indicates the sale should close by April 28, 2025. Smith also showed the commissioners a rendering created by Forest Cooper of the Peste historical park, sign and benches that is coming soon. Chamber ribbon cutting for that event will hopefully be scheduled in the next couple of months. Smith also shared that the maintenance crew with the help of Evergreen Rural Water found a leak in our JP water system near Shearer Brothers. The crew has fixed the leak and has a little more work to do on this but the unaccountable water should

drastically decrease. Finance Director Needham will work with the City of Shelton on a potential credit.

IX. PUBLIC COMMENTS

None

X. COMMISSIONER COMMENTS

Commissioner Elmlund said he will be attending the Chamber luncheon this week. He asked about the LED Stop Signs, an update on Sugar & Bean Coffee stand and an update on Olympic Mountain Ice Cream. Director Smith gave an update on the LED signs that she had spoken with the County and they were doing some trial runs at busy intersections to see if those made a difference but indicated there is not much in the way of grant funding. Sugar & Bean is moving right along, they got permits quicker than anticipated and have power and water and are making headway on the building. Hope to be open and operating July 1. Olympic Mountain and the Port go to the CERB Board next Thursday and are hoping for approval.

Commissioner Buck said she has an EDC meeting this week and it will be the first with Kevin Shetty as the Director. She will be attending the WPPA Spring Conference next week in Skamania.

Commissioner Taylor said he will also be attending the Spring Meeting next week and has no other meetings before the next commission meeting on May 21.

XI. EXECUTIVE SESSION

Commissioner Taylor recessed the regular meeting at 2:27PM for Executive Session pursuant to RCW 42.30.110 (i) litigation. They will be in session with Attorney Houser for 30 min. At 2:57PM the commission announced the need for 10 more minutes in Executive Session. There was no public present.

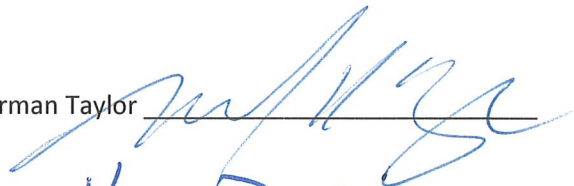
Commissioners went back into regular session at 3:07PM to adjourn the meeting.

XII. ADJOURNMENT

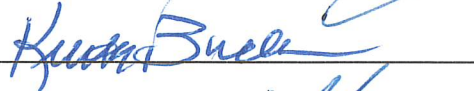
With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 3:07 PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Elmlund

