

Port of Shelton
Regular Commission Meeting Minutes
May 21, 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 21, 2024.

The following persons were present: Commissioner Buck; Commissioner Elmlund; Wendy Smith, Executive Director, Tricia Needham, Finance Director; Skip Houser, Port Attorney; Jeff Neely, Dedrick Allan, Mason WebTV; and Kamryn Morgan.

II. PLEDGE OF ALLEGIANCE

Commissioner Taylor led the Pledge of Allegiance.

III. PUBLIC COMMENTS

None

IV. ADOPT AGENDA

Director Smith asked to add Item XI Executive Session Pursuant to RCW 42.30.110 (i) Litigation. This then makes Adjournment Item XII. The agenda was adopted as modified.

V. APPROVE MEETING MINUTES

Meeting minutes from the May 7, 2024 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the May 21, 2024 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated May 20, 2024 in the amount of \$33,848.08. She then reported accounts payable check numbers 32523 through 32530 dated May 21, 2024 in the amount of \$12,198.64 and accounts payable electronic payments dated May 10, 2024 through May 21, 2024 in the amount of \$1,646.51 for a total accounts payable of \$13,845.15. The total General Fund checks and electronic payments in the amount of \$47,693.23 have been approved and accepted as presented.

VII. ACTION/DISCUSSION ITEMS

None

VIII. STAFF COMMENTS

Director Smith commented that the Annual Financial Statement due date is approaching so Finance Director Needham is bringing it together for submission. Smith discussed various trainings last week from the FY24 Grant Discussion, to Federal Grant Training and MRSC Small Works Training for new laws effective July 1, 2024. Smith also reported her attendance and success at the CERB Board Meeting where Olympic Mountain Ice Cream and the Port were awarded a low interest partnership construction loan for their processing facility on Port Property. Smith said she signed the Initial Offer of Financial Aid today.

IX. PUBLIC COMMENTS

Jeff Neely

Jeff was excited to return home and find the News Release about the successful CERB funding for the Olympic Mountain Ice Cream Project. Jeff also asked how to see the presentation. Director Smith will send the link from TVW. Jeff asked about the recent fire at the Belco plant and how the Port is notified of something like this. Smith said the Port was not notified in this instance most likely because it didn't affect a Port building.

X. COMMISSIONER COMMENTS

Commissioner Elmlund enjoyed the WPPA conference and interesting classes. He met some Port Administrators like the one from Port Angeles. He also met the Economic Development Authority Director. He attended the Veteran's Parade in Bremerton on Saturday and plans to attend the Active Threat Training Seminar on May 28 at the Civic Center at 3PM.

Commissioner Buck said she also enjoyed the WPPA conference and highlighted the key note speaker and a discussion on AI. She attended the legal committee where they discussed various topics of Industrial Stormwater Permits, liveboards, and OPMA to name a few. She will also attend the Active Threat Training on May 28.

Commissioner Taylor enjoyed the WPPA Conference and in particular the presentation on power in NW United States and the push for solar/wind. He will attend the Active Shooter Training on May 28 and the Sheriff's Breakfast on May 31.

XI. EXECUTIVE SESSION

Commissioner Taylor recessed the regular meeting at 2:27 PM for Executive Session pursuant to RCW 42.30.110 (i) litigation. They will be in session with Attorney Houser for 20 min.

Commissioners went back into regular session at 2:47 PM to adjourn the meeting.

XII. ADJOURNMENT

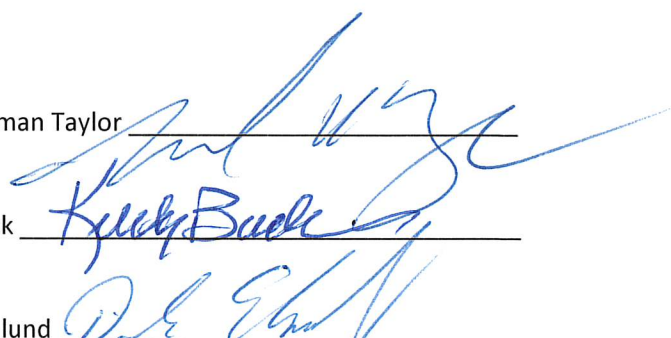
With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:48 PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor

Minutes approved by: Commissioner Buck

Minutes approved by: Commissioner Elmlund



The image shows three handwritten signatures in blue ink, each written over a horizontal line. The first signature is for Paul Taylor, the second is for Kelly Buck, and the third is for Dan Elmlund. The signatures are written in a cursive style.