

Port of Shelton
Regular Commission Meeting Minutes
June 18, 2024

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on June 18, 2024.

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

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 June 4, 2024 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the June 18, 2024 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated June 5, 2024 in the amount of \$42,521.10. She reported accounts payable check numbers 32546 through 32558 dated June 18, 2024 in the amount of \$16,983.94 and accounts payable electronic payments dated June 5 through June 18, 2024 in the amount of \$4,187.54 for a total accounts payable of \$21,171.48. The total General Fund checks and electronic payments in the amount of \$63,692.58 have been approved and accepted as presented.

VII. ACTION/DISCUSSION ITEMS

A) Lease Addendum 1 – Trufab - Action

Commissioner Buck made a motion to approve lease agreement addendum 1 for a two-year term with Trufab LLC for the building and land at 410 W Enterprise Road beginning on July 1, 2024 and ending on June 30, 2026. Commissioner Elmlund seconded the motion

The Vote:

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

Motion Carries.

B) New Lease – DNR - Action

Commissioner Buck made a motion to approve the lease with the Washington State Department of Natural Resources (DNR) for a five-year term commencing July 1, 2024 and terminating June 30, 2029 for land and partial building space at 450 W Business Park Rd. Commissioner Elmlund seconded the motion.

The Vote:

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

Motion Carries.

C) CERB Resolution 24-04 – Action

Director Smith read the resolution for CERB repayment aloud. Commissioner Buck moved to approve Resolution 24-04. Commissioner Elmlund seconded the motion.

The Vote:

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

Motion Carries.

VIII. STAFF COMMENTS

Director Smith commented on several port happenings to include:

- The Planning Advisory Commission (PAC) met last night and heard the amendment to raise the height limits for Airport Industrial Zoning. They recommended approval unanimously and it will go to briefing on July 2 and public hearing for July 30, 2024.
- Department of Commerce is currently reviewing the Industrial Readiness Site Grants – we submitted for \$350,000 for the design for sewer at Johns Prairie.
- The Port submitted for the EDA funding last week for the equipment and design for a substation serving Port of Shelton property and beyond.

IX. PUBLIC COMMENTS

None

X. COMMISSIONER COMMENTS

Commissioner Elmlund said he attended the Hood Canal Communication 90-year event and enjoyed it.

Commissioner Buck said she also attended the Hood Canal event.

Commissioner Taylor has a PRTPO executive committee meeting by Zoom this Friday and will be attending the Sheriff's breakfast on June 28.

XI. EXECUTIVE SESSION

Commissioner Taylor recessed the regular meeting at 2:25 PM for Executive Session pursuant to RCW 42.30.110 (i) litigation. They will be in session with Attorney Houser for 30 min with no action anticipated.

Commissioners went back into regular session at 2:55 PM to adjourn the meeting.

XII. ADJOURNMENT

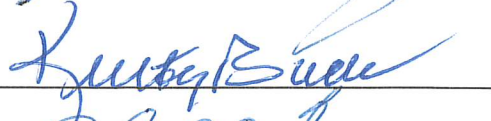
With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2.55PM.

Minutes submitted by: Wendy Smith, Executive Director

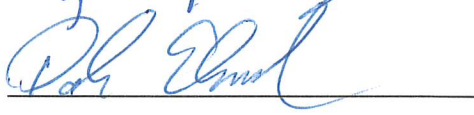
Minutes approved by: Commission Chairman Taylor

A handwritten signature in blue ink, appearing to be 'M. Taylor', written over a horizontal line.

Minutes approved by: Commissioner Buck

A handwritten signature in blue ink, appearing to be 'K. Buck', written over a horizontal line.

Minutes approved by: Commissioner Elmlund

A handwritten signature in blue ink, appearing to be 'D. Elmlund', written over a horizontal line.