

Port of Shelton
Regular Commission Meeting Minutes
June 4, 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 4, 2024.

The following persons were present: Commissioner Buck; Commissioner Elmlund; Wendy Smith, Executive Director, Tricia Needham, Finance Director; Brandon Palmer, Engineering Manager; 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 May 21, 2024 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the June 4, 2024 Check Control Report. Commissioner Buck reported no payroll. She reported accounts payable check numbers 32531 through 32545 dated June 4, 2024 in the amount of \$58,081.94 and accounts payable electronic payments dated May 10, 2024 through June 4, 2024 in the amount of \$15,238.42 for a total accounts payable of \$73,320.36. The total General Fund checks and electronic payments in the amount of \$73,320.36 have been approved and accepted as presented.

VII. ACTION/DISCUSSION ITEMS

A) Security – Discussion

This item was led by Commissioner Elmlund who said he discussed some concerns with a new tenant who wondered about security by the Port. He indicated he would bring it up. Director Smith said there have been theft issues in the past, mostly fuel from vehicles, and that some tenants have asked about security. The Port met with a security company about possible security coverage. They were going to supply a proposal to the Port for services but they never did. The Port currently has several cameras in various locations and numerous tenants also have cameras. Director Smith asked Commissioner Elmlund to have the tenant contact her.

B) Annual Financial Statement – Discussion

Finance Director Needham provided copies of the filed annual report due on May 29, 2024 but filed on May 28, 2024. Finance Director Needham gave some highlights about the report and shared that she really tried to streamline the notes and items and condensed it down several pages. She complimented CPA Fancher for her guidance and assistance on the report and for creating such a great product each year to follow. The commission complimented Needham and this year's product saying they liked the simplicity.

C) Lease Approvals – Sims Vibration – Action

Director Smith gave some background on the tenant and informed the commission that these leases are a renewal for one year for three of their buildings and land and a month to month lease for their administration building as they are considering downsizing out of their current administration building.

Commissioner Buck moved to approve the leases with Sims Vibration Laboratory, Inc. for a one-year term beginning July 1, 2024 – June 30, 2025, for the following locations: 301 W Business Park Loop, 161 William White Way, 121 W Development Road. The leases include six months surety. Commissioner Elmlund seconded the motion.

The Vote:

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

Motion Carries.

Commissioner Buck moved to approve the month to month lease beginning June 1, 2024 with Sims Vibration Laboratory, Inc. for 50 Rose Nye Way. 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:

- Olympic Mountain Ice Cream and the Port are working toward Pre-Contract items due in November.
- Port is working on a grant submission with Mason EDC and PUD 3 for EDA funding for the Sanderson Field Substation.
- Thunder Run event coming up this Saturday June 8 where pilots are working on an event utilizing the airport and testing the emergency operations.
- HAM Radio Field Day event occurring on June 23 this year.
- Sugar & Bean Coffee Company just passed their PUD inspection and have hired six employees.
- June 17 is the date of the hearing for the code amendment to raise the height limits for Airport Industrial Zoning

IX. PUBLIC COMMENTS

None

X. COMMISSIONER COMMENTS

Commissioner Elmlund said he will be meeting in Olympia with a Foreign Trade Zone advisor to discuss options for Shelton. He also was talking about meeting with a representative to discuss overseas companies and a vision to bring those to Mason County.

Commissioner Buck said she will be attending the Chamber After Hours at Hood Canal Communications in Union on June 12. She has an EDC meeting on June 13 also. She attended the Active Shooter Event and learned what to do in the event of an emergency.

Commissioner Taylor also attended the active shooter event and the Sheriff's Breakfast last Friday where they discussed VA benefits.

XI. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 3:15 PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Elmlund

