

Port of Shelton
Regular Commission Meeting Minutes
July 2, 2024

I. CALL TO ORDER

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

The following persons were present: Commissioner Buck; Commissioner Elmlund; Wendy Smith, Executive Director, Tricia Needham, Finance Director; Brandon Palmer, Engineering Manager; Travis Merrill, Interim Executive Director, Port of Allyn; 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 18, 2024 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the July 2, 2024 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated June 20, 2024 in the amount of \$31,776.39. She reported accounts payable check numbers 32559 through 32569 dated July 2, 2024 in the amount of \$24,083.62 and accounts payable electronic payments dated June 22 through July 2, 2024 in the amount of \$15,304.47 for a total accounts payable of \$39,388.09. The total General Fund checks and electronic payments in the amount of \$71,164.48 have been approved and accepted as presented.

VII. ACTION/DISCUSSION ITEMS

None

VIII. STAFF COMMENTS

Director Smith commented on several port happenings to include:

- Sugar & Bean Coffee stand opened yesterday, July 1 and have been busy both days so far. This has spurred other potential customers looking into leasing the frontage area.
- CERB Prospective Development project has met threshold and staff is recommending the project for board approval on July 18 at the CERB board meeting at a rate of 1.5% for the \$3 million ask.
- RFQ/RFP for architectural/engineering for the Olympic Mountain Ice Cream project was due last Friday. Out of five solicitations the Port received one from Williams Architecture, local to Shelton.

IX. PUBLIC COMMENTS

Jeff Neely asked about the Olympic Mountain niche market and how their specific trade equipment weighs in on the whole project. Brandon Palmer explained the project infrastructure would be on the Port while the specific ice cream manufacturing process equipment would be their responsibility.

X. COMMISSIONER COMMENTS

Commissioner Elmlund asked if Building B could be included in the CERB project in the event that the future expansion of Olympic Mountain may occur. Director Smith said the project is specifically written with the scope and unless that scope is revised the funds couldn't be used for Building B. Commissioner Elmlund said he took a Port tour today with the Port's Maintenance Manager. Commissioner Elmlund will also be attending a meeting to discuss Foreign Trade Zones and possible foreign trade companies that are a good fit for the Port next week. He will attend a WPPA Strategy Session on 7/19 and the WPPA Commissioner Seminar in Richland on July 22-24, 2024.

Commissioner Buck said she will possibly be attending the Chamber After Hours on July 10. She has an EDC meeting on July 11 and possibly Music in the Park that night. She is also scheduled for the WPPA Meeting in Richland on July 22 – 24, 2024.

Commissioner Taylor announced he will be out of town from July 17 – 24, 2024. He will attend the Sheriff's Breakfast on July 26, 2024.

XI. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2.23PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor _____

Minutes approved by: Commissioner Buck 

Minutes approved by: Commissioner Elmlund 