

Port of Shelton
Regular Commission Meeting Minutes
July 16, 2024

I. CALL TO ORDER

Commissioner Buck called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on July 16, 2024.

The following persons were present: Commissioner Taylor via phone; Commissioner Elmlund; Wendy Smith, Executive Director, Tricia Needham, Finance Director; Skip Houser, General Counsel; Jeff Neely, and Dedrick Allan, Mason WebTV.

II. PLEDGE OF ALLEGIANCE

Commissioner Buck 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 July 2, 2024 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the July 16, 2024 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated July 5, 2024 in the amount of \$37,721.64. She reported accounts payable check numbers 32570 through 32586 dated July 16, 2024 in the amount of \$44,555.99 and accounts payable electronic payments dated July 5, 2024 through July 16, 2024 in the amount of \$2,650.77 for a total accounts payable of \$47,206.76. The total General Fund checks and electronic payments in the amount of \$84,928.40 have been approved and accepted as presented. Commissioner Buck pointed out a final payment besides retention to General Mechanical on the Belco project and that the Port made another \$27,403 in interest in the LGIP account.

VII. ACTION/DISCUSSION ITEMS

None

VIII. STAFF COMMENTS

Director Smith commented on several port happenings to include:

- Annual Budget process is coming. Typically start pulling items in August.
- The EDA staff for the EDA Grant recently applied for the planning of a new substation on Port property has been asking for further information and specifics for this project.
- CERB Prospective Development project presentation will be this Thursday, July 18 at the CERB Board Meeting.
- Outside Insurance for fire. Smith has turned over backup documents for lost rents and work outside of the building replacement for insurance consideration. This claim should be closed within the next 30 to 60 days.

Finance Director Needham reported and presented the Quarter 2 Budget to Actual Report and highlights.

IX. PUBLIC COMMENTS

Jeff Neely asked about the insurance company and if they were going to release the funds to the Port as they are earning the interest on the money. Director Smith commented that they will be closing the claim so the Port should be getting those dollars once that happens.

X. COMMISSIONER COMMENTS

Commissioner Elmlund said he will be attending the WPPA Strategy Workshop on Friday, July 19 and the Commissioners Seminar in Richland next week.

Commissioner Taylor announced he will be back on July 25. He will attend the Sheriff's Breakfast on July 26, 2024.

Commissioner Buck said she will possibly be attending the Business EXPO on Friday and the WPPA Commissioner's seminar next week. She may attend the Music in the Park too. Commissioner Buck said she will miss the August 6 meeting as she will be out of town.

XI. EXECUTIVE SESSION

Commissioner Buck 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. The commission extended the meeting for an additional 10 minutes at 2:55PM.

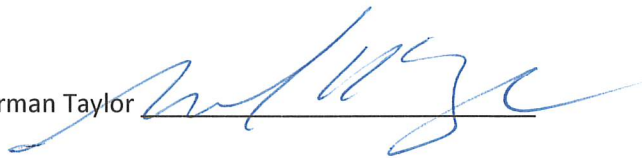
Commissioners went back into regular session at 3:05 PM to adjourn the meeting.

XII. ADJOURNMENT

With no further business, Commissioner Buck adjourned the regular meeting of the Port of Shelton Commission at 3:05PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck

Minutes approved by: Commissioner Elmlund

