

Port of Shelton
Regular Commission Meeting Minutes
August 6, 2024

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on August 6, 2024.

The following persons were present: Commissioner Elmlund; Wendy Smith, Executive Director; Jeff Neely, Lori Morgan, Kamryn Morgan and Dedrick Allan, Mason WebTV. Commissioner Buck was excused from the meeting.

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 July 16, 2024 regular meeting were approved as presented.

Meeting minutes from the July 29, 2024 special meeting were approved as presented.

VI. CHECK CONTROL

On behalf of Commissioner Buck, Executive Director Smith presented the August 6, 2024 Check Control Report. Due to planned vacations for Commissioner Buck and Finance Director Needham they met on Friday to do the Check Control Report. Executive Director Smith reported payroll and payroll liability electronic payments dated July 16, 2024 through August 5, 2024 in the amount of \$86,647.53. She reported accounts payable check numbers 32587 through 32602 dated August 6, 2024 in the amount of \$37,376.48 and accounts payable electronic payments dated July 19, 2024 through August 6, 2024 in the amount of \$70,457.56 for a total accounts payable of \$107,834.04. The total General Fund checks and electronic payments in the amount of \$194,481.57 have been approved and accepted as presented. Smith pointed out this check control contained two payrolls and Quarter 3 payments including over \$56,000 in LET to Department of Revenue.

VII. ACTION/DISCUSSION ITEMS

A) FAA Grant Offer for the Bipartisan Infrastructure Law (BIL) – Action

Executive Director Smith gave some background on the funding of this and that the Port is eligible to receive \$159,000 for Fiscal Year 2022, \$145,000 for Fiscal Year 2023 and \$144,000 for Fiscal Year 2024, which all total the grant for the project of \$448,000. Smith is asking for approval to sign the grant offer. Commissioner Elmlund made a motion to authorize the Port's Executive Director to sign the grant offer for the BIL – Airport Infrastructure Grant (AIG) for Project No. 3-53-0069-020-2024. Commissioner Taylor seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – Absent

Commissioner Elmlund – In Favor
Motion Carries.

B) New Lease – Open Container, LLC – Action

Smith told the commission this is a new business on Port Property who is asking to lease .21 acres of fenced property, previously used by DNR for personal vehicles when fighting forest fires. They have five employees and will use the site for storage of their heavy haul trucks and equipment. Commissioner Elmlund made a motion to approve the lease with Open Container LLC for a one-year term beginning August 1, 2024 through July 31, 2025. Commissioner Taylor seconded the motion.

The Vote:

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

Motion Carries.

VIII. STAFF COMMENTS

Director Smith commented on several port happenings to include:

- The kick off for the Olympic Mountain project with the Architect/Engineering team will be this week.
- Mason County Commissioners unanimously approved the height amendment request by the Port to raise the height limits to 45 feet for airport industrial and anything above by Special Use Permit.
- The EDA grant is still moving forward for funding the proposed power substation planning at Sanderson Field and staff have indicated we should hear by October.
- FY24 funding will move to a technical correction moving the funding directly to the City since the project is for planning for sewer down Shelton Springs Road.
- Department of Commerce Industrial Readiness Grant for planning sewer down Johns Prairie Road is in final review and applicants should get notification this month.
- Annual Budget process is coming. The preliminary budget should be ready by Friday September 13, legal notices in the paper on September 12 & September 16 and the Public Hearing will be on October 1, 2024. Submission to the County is required on October 2, 2024.

IX. PUBLIC COMMENTS

Jeff Neely asked about the latest CERB award. Director Smith reported that the Port successfully received another low interest loan from CERB in the amount of \$2,250,000 and a grant for \$750,000 to help with the building costs for the replacement building from the fire loss.

X. COMMISSIONER COMMENTS

Commissioner Elmlund said he has seen progress made on the Peste historical area recently and would expect to see some upcoming ribbon cutting ceremonies for this event. He will be attending the EDC Membership Drive on August 29 at the Ridge. The Port is sponsoring this event. Commission Elmlund also commented that the conference in Richland for Port Commissioners was very educational.

Commissioner Taylor announced he will have an in person PRTPO Executive Committee Board Meeting on August 16. He will also attend the EDC event at the Ridge.

XI. ADJOURNMENT

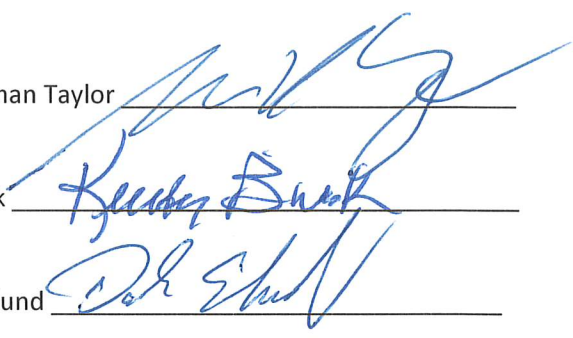
With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:25PM.

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 Commission Chairman Taylor, the second is for Commissioner Buck, and the third is for Commissioner Elmlund. The signatures are stylized and cursive.