

Port of Shelton
Regular Commission Meeting Minutes
August 20, 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 20, 2024.

The following persons were present: Commissioner Buck; Commissioner Elmlund; Wendy Smith, Executive Director; Tricia Needham, Finance Director; Skip Houser, General Counsel; Jeff Neely, Kamryn Morgan 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 August 6, 2024 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the August 20, 2024 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated August 20, 2024 in the amount of \$35,760.44. She reported accounts payable check numbers 32603 through 32618 dated August 20, 2024 in the amount of \$380,080.66 and accounts payable electronic payments dated August 5, 2024 through August 20, 2024 in the amount of \$3,233.59 for a total accounts payable of \$383,314.25. The total General Fund checks and electronic payments in the amount of \$419,074.69 have been approved and accepted as presented. Commissioner Buck noted the big expense this time was the payment to Enduris Washington our insurance provider in the amount of \$367,939.00. Commissioner Buck also stated the LGIP account still has an interest rate of 5.41% and earned \$28,878 in interest for July.

VII. ACTION/DISCUSSION ITEMS

A) New Lease – Renewal - Agropack, LLC – Action

Smith gave the history of the tenant. They have been a land lease tenant since 2014 and built their own 5000 SF building on Port property for their cannabis producer/processor operation. They have twelve employees and would like to renew for an additional 5-year term.

Commissioner Buck made a motion to approve the lease with Agropack, LLC for a five-year term beginning September 1, 2024 through August 31, 2029. Commissioner Elmlund seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Elmlund – In Favor

Motion Carries.

B) New Lease – Deep Well Farms, LLC – Action

Smith indicated this tenant has been a subtenant in this building through our consent to sublease over a year ago. The current tenant did not wish to exercise their option to continue their lease and this tenant filed the appropriate paperwork, was properly vetted through our internal and legal process and we are excited to offer them a five-year lease for their cannabis operation. They currently have two employees with outside contracted employees, as well. They will do a twelve-month cash surety. Commissioner Buck made a motion to approve the lease with Deep Well Farms, LLC for a five-year term beginning September 1, 2024 and ending August 31, 2029. Commissioner Elmlund seconded the motion.

The Vote:

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

Motion Carries.

C) FAA Grant – Taxiway Paving and Lighting Project – Action

Executive Director Smith gave some background on the project and the delay of getting the grant funding pushed out for this project. Smith is asking for commission approval to sign the grant offer. Commissioner Buck made a motion to authorize the Port's Executive Director to sign the grant for the construction of the project that has already been designed for the taxiway paving and electrical upgrades. 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:

- Annual Budget is a work in process. Starting to pull together budget numbers
- Just this morning Brandon and Wendy participated in the kick-off meeting for the Airport Master Plan. Century West will have a part of our website that they update with designs, meeting information and other updates as the process takes place. The Port will push that out to user groups and interested parties.
- Audit – pre-audit meeting will be held on September 3 to define scope of the 2023 Financial and accountability audit. The audit should officially start in October.
- Peste Event – Smith commented the event was wonderful and gave thanks and special recognition to the maintenance staff for the work they did behind the scenes to prepare the site.

IX. PUBLIC COMMENTS

Jeff Neely asked how the kick off meeting went with Olympic Mountain Ice Cream. Smith indicated the meeting went well and the design team was able to get more specific on needs of the tenant.

Kamryn Morgan asked how public bidding goes and can the Port pick local contractors. Smith and Needham and Attorney Houser weighed in on several items related to the public works and public bidding processes. There are numerous rules and many that just recently changed in July 2024.

X. COMMISSIONER COMMENTS

Commissioner Elmlund said he thought the Peste Ribbon Cutting Ceremony was wonderful and meant a lot to the family. He will attend the EDC Membership event at the Ridge on August 29 and the Chamber after hours at the Flywheel Gallery on August 30.

Commissioner Buck outlined all the information she learned at the Commissioners Seminar in the Tri-Cities. She also presented an OPMA Certificate for her file to staff. Commissioner Buck will attend the EDC Ridge event also on August 29.

Commissioner Taylor wanted to thank Dedrick and MasonwebTV for recording the event and with Dedrick's permission he would like to share that video with WPPA for them to show at an upcoming event or share with fellow ports. Commissioner Taylor will also attend the EDC event on August 29 and attend the Sheriff's breakfast on August 30.

XI. EXECUTIVE SESSION

Commissioner Taylor recessed the regular meeting to go into Executive Session pursuant to RCW 42.30.110 (g) – to review the performance of a public employee at 2:40PM. The executive session should last for 20 minutes and there will be no action following. At 3:00PM the commissioners announced the need to extend the session for 10 more minutes. There was no audience waiting.

Commissioner Taylor announced the meeting back in session at 3:10PM.

XII. ADJOURNMENT

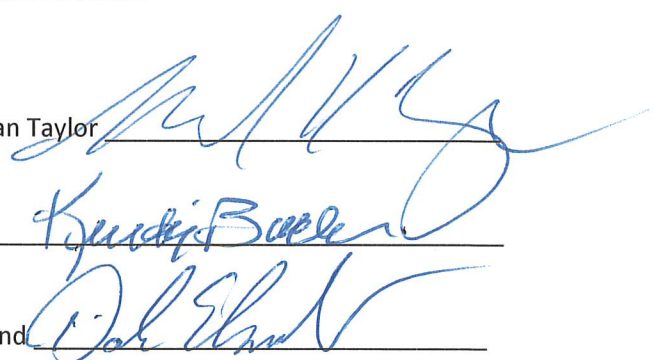
With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 3:10PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor

Minutes approved by: Commissioner Buck

Minutes approved by: Commissioner Elmlund

Handwritten signatures in blue ink. The first signature is for Commission Chairman Taylor, the second is for Commissioner Buck, and the third is for Commissioner Elmlund. Each signature is written over a horizontal line.