

Port of Shelton
Regular Commission Meeting Minutes
September 3, 2024

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on September 3, 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, Travis Merrill, 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 20, 2024 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the September 3, 2024 Check Control Report. Commissioner Buck reported no payroll and payroll liability electronic payments. She reported accounts payable check numbers 32619 through 32627 dated September 3, 2024 in the amount of \$75,527.26 and accounts payable electronic payments dated August 22, 2024 through September 3, 2024 in the amount of \$15,171.63 for a total accounts payable of \$90,698.89. The total General Fund checks and electronic payments in the amount of \$90,698.89 have been approved and accepted as presented. Commissioner Buck noted the final payments on two State Revolving Water Loans in the amount of \$52,451.26.

VII. ACTION/DISCUSSION ITEMS

A) New Lease – Renewal – Building 83 Hangar Condominium Association – Action
Executive Director Smith gave the history of the tenant. They have been a land lease tenant since 1999 and built building to be used as a hangar association on Port property. Now each hangar is individually owned. The lease requested is for 25 years and brought up the current lease to the current market value per acre. The surety on file is \$4993.44 which is an amount less than the twelve-month suggested by RCW. This is due to the long tenure and good payment history of the tenant. Commissioner Buck made a motion to approve the land lease with Building 83 Hangar Condominium Association for a twenty-five-year term beginning October 1, 2024 through September 30, 2049. Commissioner Elmlund seconded the motion.
The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Elmlund – In Favor

Motion Carries.

B) CERB Resolution 24-05 – Action

Director Smith read the resolution for CERB repayment aloud. Commissioner Buck moved to approve Resolution 24-05. Commissioner Elmlund seconded the motion.

The Vote:

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

Motion Carries.

C) Executive Director Salary Increase – Action

Chairman Taylor proposed an increase in the Executive Director’s salary of 3% and would entertain a motion. Commissioner Buck made a motion to authorize the Port’s Executive Director an increase in pay of 3% over the current salary effective September 1, 2024.

Commissioner Taylor 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:

- The Port was one of eight projects recently funded by Washington State Department of Commerce for \$200,000 for planning to connect sewer to the Johns Prairie Industrial Site. The Port will work with partners at the EDC and City of Shelton on this project.
- Annual Budget is a work in process and staff continues to work toward the 2025 numbers.
- Audit – pre-audit meeting was held today and the audit should officially start about mid-October.
- CERB project updates – Olympic Mountain has all pre-contract items just about wrapped up for submission. Once submitted and approved the Port will receive an actual contract for the project. Architect/Engineering Team are currently creating the scope and a presubmission conference with Mason County should be scheduled within the next month or so. Work is continuing on the prospective development to satisfy all pre-contract items and get those submitted within the next couple of months also.
- The link to the video done by Mason WebTV of the Peste dedication has been sent to WPPA to share in an upcoming news release, training, example or newsletter.

IX. PUBLIC COMMENTS

Attorney Houser reported on the Drinking Water State Revolving Funds paid off today. Houser said the Port received these loans in 2004 at a 1% rate. Loan amount for the Johns Prairie water system was \$136,182 and for Sanderson Field was \$851,875 for a total of \$988,057 just under \$1,000,000. The loans are satisfied and paid in full today.

X. COMMISSIONER COMMENTS

Commissioner Buck said she will have an EDC meeting on September 12. Buck attended the EDC appreciation event last week. She indicated the EDC Director, Kevin Shetty, really praised the Port and Port staff.

Commissioner Elmlund said he attended the Chamber Ribbon Cutting @ Hoodsport for the new art gallery. He also mentioned the WSP will have a walking event on their training track which will raise money for fallen officers.

Commissioner Taylor also attended the EDC event and enjoyed the group that attended. He echoed Buck's remarks about the praise for the Port and said that is based on the leadership of the Executive Director of the Port. Commissioner Taylor will attend the Sheriff's breakfast at the end of September.

XI. ADJOURNMENT

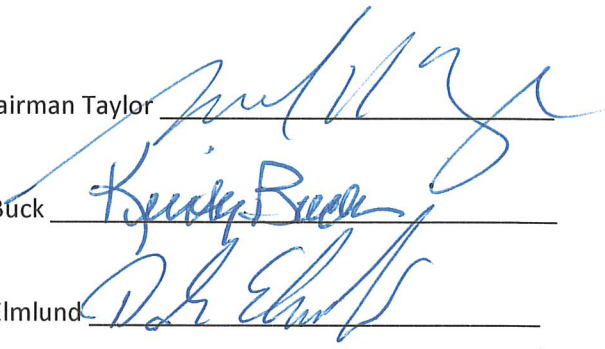
With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:31PM.

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 written in a cursive style.