

Port of Shelton
Regular Commission Meeting Minutes
October 1, 2024

I. CALL TO ORDER

Commissioner Buck called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on October 1, 2024. Commissioner Taylor was excused from the meeting.

The following persons were present: Commissioner Elmlund; Wendy Smith, Executive Director; Tricia Needham, Finance Director; Skip Houser, General Counsel; Jeff Neely by Zoom, Travis Merrill, Port of Allyn; and Dedrick Allan, Mason WebTV.

II. PLEDGE OF ALLEGIANCE

Commissioner Buck led the Pledge of Allegiance.

III. PUBLIC COMMENTS

Jeff Neely

Jeff thanked staff for the extra effort in providing a Zoom link so he could attend the meeting.

IV. ADOPT AGENDA

The agenda was adopted as presented.

V. PUBLIC HEARING for the 2025 Operating, Maintenance and Capital Budget pursuant to RCW 53.35.020 and RCW 53.35.030.

The Commissioners recessed from the regular meeting and opened the Public Hearing for the 2025 Budget. Jeff Neely provided a thank you to Finance Director Needham for all the effort and hard work she put into the budget. There was no other public testimony. Director Smith noted that no public comments had been received from the public by mail, email, or phone call.

Commissioner Buck closed the Public Hearing at 2:05 PM, then returned to the regular meeting.

VI. APPROVE MEETING MINUTES

Meeting minutes from the September 24, 2024 special meeting were approved as presented.

VII. CHECK CONTROL

Commissioner Buck presented the October 1, 2024 Check Control Report. Commissioner Buck reported no payroll and payroll liability electronic payments. She reported accounts payable check numbers 32642 through 32649 dated October 1, 2024 in the amount of \$16,426.15 and accounts payable electronic payments dated September 26, 2024 through October 1, 2024 in the amount of \$11,085.40 for a total accounts payable of \$27,811.55. The total General Fund checks and electronic payments in the amount of \$27,811.55 have been approved and accepted as presented.

VIII. ACTION/DISCUSSION ITEMS

A) Resolution 24-06 – Adoption of the Operating/Maintenance and Capital Budget for 2025 – Action Executive Director Smith read Resolution 24-06 into the record. Commissioner Elmlund moved to approve Resolution 24-06 adopting the Operating/Maintenance and Capital Budget for 2025. Commissioner Buck seconded the motion.

Commissioner Buck seconded the motion.

The Vote:

Commissioner Taylor – Absent

Commissioner Buck – In Favor

Commissioner Elmlund – In Favor
Motion Carries.

B) Resolution 24-07 – Adoption of the Property Tax Levy for 2025 – Action
Executive Director Smith read Resolution 24-07 into the record. Commissioner Elmlund moved to approve Resolution 24-07 adopting the Property Tax Levy for 2025. Commissioner Buck seconded the motion.

The Vote:

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

Motion Carries.

IX. STAFF COMMENTS

Director Smith commented on several port happenings to include:

- 2025 Budget – with your approval today the final budget will be submitted to the Mason County Commission and Assessor tomorrow.
- The contract with Washington State Department of Commerce for \$200,000 for planning to connect sewer to the Johns Prairie Industrial Site is under review and should be forwarded to us for signature in the next couple of weeks.
- Audit – start date is officially October 14.
- CERB project updates – I have submitted all pre-contract items and we are awaiting final contract.
- WPPA – had a great port visit and tour with Eric Ffitch and James Cockburn.
- Oysterfest – this weekend. Happy to partner and host the event again this year.

X. PUBLIC COMMENTS

Attorney Houser commented that the commissioners get to review budgets and documents after the long hours and long processes gone through by staff. Attorney Houser complimented the Port for doing their budget on time and accurately.

Travis Merrill, Executive Director – Port of Allyn

Director Merrill commented that he will be having his budget hearing next Monday and was hoping to discuss some of the resolution language used by this Port.

Jeff Neely

Said he again is complimenting the staff and the amount of work done on something like this budget he is astonished and gave great compliments to all staff.

XI. COMMISSIONER COMMENTS

Commissioner Elmlund said he would be attending the Chamber ribbon cutting at Uraco's for the expansion of their building tonight. He also plans to attend the event on Friday, October 4 at the Port of Hoodspoint for the dock appreciation event. He may attend another chamber event on October 14 for the Shelton Veterans ribbon cutting. He will attend the WPPA Small Ports Seminar on October 24 – 25, 2024.

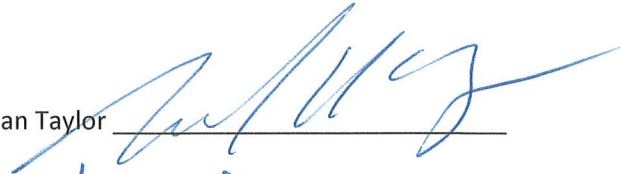
Commissioner Buck said she will be doing Oysterfunk and Oysterfest this weekend, all not Port related. She will have an EDC meeting on October 10 and a by-laws committee meeting for EDC on Friday October 4.

XII. ADJOURNMENT

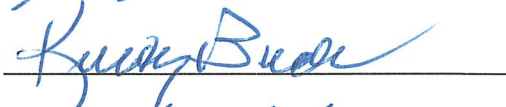
With no further business, Commissioner Buck adjourned the regular meeting of the Port of Shelton Commission at 2:28PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor

A handwritten signature in blue ink, appearing to be 'J. Taylor', written over a horizontal line.

Minutes approved by: Commissioner Buck

A handwritten signature in blue ink, appearing to be 'K. Buck', written over a horizontal line.

Minutes approved by: Commissioner Elmlund

A handwritten signature in blue ink, appearing to be 'D. Elmlund', written over a horizontal line.