

Port of Shelton
Special Commission Meeting Minutes
September 24, 2024

I. CALL TO ORDER

Commissioner Taylor called to order the special meeting of the Port of Shelton Commission at 2:00 PM on September 24, 2024.

The following persons were present: Commissioner Buck; Commissioner Elmlund; Wendy Smith, Executive Director; Tricia Needham, Finance Director; Brandon Palmer, Engineering Manager; Skip Houser, General Counsel; 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 September 3, 2024 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the September 24, 2024 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments in the amount of \$76,105.51. She reported accounts payable check numbers 32628 through 32641 dated September 24, 2024 in the amount of \$15,809.51 and accounts payable electronic payments dated September 5, 2024 through September 24, 2024 in the amount of 2,798.69 for a total accounts payable of \$18,608.20. The total General Fund checks and electronic payments in the amount of \$94,713.71 have been approved and accepted as presented.

VII. ACTION/DISCUSSION ITEMS

A) New Lease – Lynch Creek Farm – Action

Executive Director Smith gave the history of the tenant. They have been a port tenant since 2010 and continue to expand. The addition of this property adds a 22, 365 SF building, an 11,500 SF roofed shed building, 3000 SF of office space and 6.8 acres of land at 30 E Export. The lease term is equal to sixteen months so this lease will then be aligned with the other Lynch Creek Lease. The surety is equal to six months of payments plus LET. Commissioner Buck made a motion to approve the lease with Lynch Creek Farm, LLC for a sixteen-month term beginning on November 1, 2024 and ending on February 28, 2026. The lease includes six months surety which is less than the RCW 53.08.085 recommended amount. Commissioner Elmlund seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Elmlund – In Favor

Motion Carries.

B) New Lease – Diamond Ace, LLC – Action

Executive Director Smith gave some background on this tenant. This tenant is brand new to the Port and is purchasing the cannabis license from NB Arlington. The lease is for approximately 15,000 SF of warehouse space and almost 3000 SF of office space at the building at 450 W Enterprise Road. The lease also includes .25 acres of land. Commissioner Buck made a motion to approve the lease agreement with Diamond Ace, LLC at the premises located at 450 W Enterprise Rd for a term of five years beginning on the first day of the month they receive approval from Washington State Liquor Cannabis Board. Commissioner Elmlund seconded the motion.

The Vote:

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

Motion Carries.

C) 2025 Preliminary Budget - Discussion

Finance Director Needham presented the 2025 preliminary budget and discussed the budget revenues and expenses and highlighted the projects listed for 2025 as well as a five-year outlook on projects. The budget hearing will be on October 1, 2024 at 2PM.

VIII. STAFF COMMENTS

Director Smith commented on several port happenings to include:

- The Port has received a preliminary offer of funding through the United States Economic Development Authority (EDA) in the amount of \$100,000. The application is for the design of a substation on Port property. This amount is a fraction of the initial application but the Port feels it is a good way to start the funding process with EDA and get to know their process for future projects. Finance Director Needham said there are several ports that have been offered similar small amounts and have also accepted them as a step to the bigger projects and asks.
- WSDOT Aviation grant was signed today for the 5% amount just shy of \$25,000 for the Airport Master Plan award.

IX. PUBLIC COMMENTS

Dedrick Allan commented that public notices, different from legal notices, could always be sent out to other media sources and sometimes they will pick up on a story.

X. COMMISSIONER COMMENTS

Commissioner Elmlund said he attended and walked in the WSP Memorial Foundation 2nd Annual walk for fallen WSP Officers. He said it was a great event.

Commissioner Buck said she will not have any meetings between now and next week's meeting and budget hearing.

Commissioner Taylor said he attended the PRTPO TAC Meeting and they discussed projects, typically road projects, that can be placed on updated comprehensive schemes for Ports and then considered for funding through the PRTPO. He will attend the Sheriff's breakfast this Friday and then he will be out of town through Sunday.