

Port of Shelton
Regular Commission Meeting Minutes
October 15, 2024

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on October 15, 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; Jeff Neely; and Dedrick Allan, Mason WebTV.

II. PLEDGE OF ALLEGIANCE

Commissioner Taylor led the Pledge of Allegiance.

III. PUBLIC COMMENTS

None

IV. ADOPT AGENDA

Director Smith commented that Item VII B. Lease Addendum 1 – PC Development be removed from this agenda. This item will be placed on the November 5, 2024 agenda instead. The agenda was adopted as amended.

V. APPROVE MEETING MINUTES

Meeting minutes from the October 1, 2024 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the October 15, 2024 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated October 4, 2024 in the amount of \$41,592.17 for a total payroll and payroll liabilities of that same amount. She then reported accounts payable check numbers 32650 through 32662 dated October 15, 2024 in the amount of \$23,193.63 and accounts payable electronic payments dated October 3, 2024 through October 15, 2024 in the amount of \$3,771.22 for a total accounts payable of \$26,964.85. The total General Fund checks and electronic payments in the amount of \$68,557.02 have been approved and accepted as presented.

VII. ACTION/DISCUSSION ITEMS

A) Lease Addendum 3 – Mayflower Partners LLC – Action

Director Smith gave the background on the tenant who has been on Port property since 2014. Commissioner Buck made a motion to approve the lease agreement addendum 3 with Mayflower Partners, LLC for a five-year term beginning November 1, 2024 and ending October 31, 2029. Commissioner Elmlund seconded the motion.

The Vote:

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

Motion Carries.

B) Lease Addendum 1 – PC Development – Action – Agenda Amended – Item postponed.

C) Lease Agreement – A-Test – Action

Director Smith gave the background on the tenant who has been on Port property since 2007. Commissioner Buck made a motion to approve the lease agreement with Atest Corporation for a period of one year beginning November 1, 2024 and ending October 31, 2025. Commissioner Elmlund seconded the motion.

The Vote:

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

Motion Carries.

D) Department of Commerce Grant Agreement – Action

Director Smith provided the background as this was a competitive grant application to the Dept. of Commerce for the Industrial Site Readiness that the Port was successful in getting \$200,000.00. Smith is looking for commission approval for her authorization on the contract once it is ready. Commissioner Buck made a motion to authorize the executive director, Wendy Smith, to sign a contract with Department of Commerce for an Industrial Site Readiness Program Grant in the amount of \$200,000 for a sewer basin pre-design report. 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 a couple items to include:

- Audit – Financial audit is underway and the team will meet this Thursday to look at what they will audit for the accountability portion. Entrance Conference is next week.
- Macecom – Smith reported an exciting partnership with Macecom as they will soon be signing a lease to occupy the 50 Rose Nye Way building for their main communications location. Macecom is budgeted and should grow to 25 employees. They will most likely sign a 25 year lease.

IX. PUBLIC COMMENTS

Jeff Neely

Commented on the Macecom move and how great that will be. Also asked about the previous tenant M&R Distributing that had the fire and if they are up and operating. Smith indicated they became NB Arlington, but are currently undergoing a sale of their license. The Port has approved the new tenant contingent upon approval from WSLCB.

X. COMMISSIONER COMMENTS

Commissioner Elmlund said he attended the event on Friday, October 4 at the Port of Hoodspport for the dock appreciation event. He will be attending the Chamber luncheon this Thursday and will attend the WPPA Small Ports Seminar on October 24 – 25, 2024.

Commissioner Buck said she will also be attending the WPPA Small Ports Conference in Chelan next week. She also attended the housing update and the speaker said it looks positive for Mason County in the coming years and he does not foresee a recession.

Commissioner Taylor has an in-person PRTPO this Friday at the Jamestown S'klallam Tribal Center near Sequim. He will also be attending the WPPA Small Ports Conference.

XI. EXECUTIVE SESSION


Commissioner Taylor recessed the special meeting to go into Executive Session pursuant to RCW 42.30.110 (c) - Real Estate – To consider the potential sale or lease of Port property at 2.20PM. The executive session should last for 30 minutes and there will be no action following. At 2:50PM the commissioners announced the need to extend the session for 15 more minutes. There was no audience waiting.

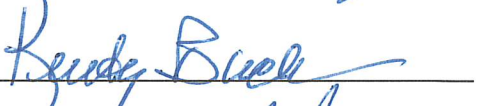
Commissioner Taylor announced the meeting back in session at 3:05PM.

XII. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 3:05PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor 

Minutes approved by: Commissioner Buck 

Minutes approved by: Commissioner Elmlund 