

Port of Shelton
Regular Commission Meeting Minutes
November 5, 2024

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on November 5, 2024.

The following persons were present: Commissioner Buck; Commissioner Elmlund; Wendy Smith, Executive Director; Tricia Needham, Finance Director; and Jeff Neely.

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 October 15, 2024 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the November 5, 2024 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated October 18, 2024 through November 5, 2024 in the amount of \$91,075.43 for a total payroll and payroll liabilities of that same amount. She then reported accounts payable check numbers 32663 through 32681 dated November 5, 2024 in the amount of \$96,494.16 and accounts payable electronic payments dated October 15, 2024 through November 5, 2024 in the amount of \$70,053.14 for a total account payable of \$166,547.30. The total General Fund checks and electronic payments in the amount of \$257,622.73 have been approved and accepted as presented.

VII. ACTION/DISCUSSION ITEMS

A) Lease Addendum 1 – New Cingular Wireless PCS, LLC – Action

Director Smith gave the background on the tenant who has been on Port property since the early 2000's but most recently installed a monopole on Port property. This amendment to the lease adds 264 square feet to their footprint. Commissioner Buck made a motion to approve the first amendment to the lease with New Cingular Wireless PCS, LLC beginning November 1, 2024.

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

Director Smith gave background on the tenant who has been on Port property since the start of the I-502 legalization in 2014. The tenant asked for 90 days of a month to month lease to gather the

partners and determine their path forward. All indications point to signing a 5-year agreement within the 90 days. Commissioner Buck made a motion to approve the lease agreement addendum 1 with PC Development for a month to month term at 500 E Export Rd beginning on November 1, 2024. Commissioner Elmlund seconded the motion.

The Vote:

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

Motion Carries.

C) Refund Levy Authorization – Action

Director Smith gave the background on this issue. Each year adjustments are made to the tax rolls after the taxes have been calculated and billed. These changes both increase and decrease the amount of taxes that each district can collect. When the sum of these changes results in a net decrease to the amount of tax you can collect the law allows you to impose a refund levy to recover those lost tax dollars. The amount of the difference in what we have levied is \$4,007.17. Smith was looking for authorization to sign the option to recover these costs through a Refund Levy. Commissioner Buck made a motion to authorize the Executive Director to sign to certify a refund levy in its General Fund collection in 2025 for \$4,007.17. 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 now complete with no issues.
- Macecom – Smith reported the paperwork is nearly ready and a lease with Macecom to occupy the 50 Rose Nye Way building for their main communications location should be on the agenda for the next commissioner meeting on November 19, 2024.
- Pyro Spectaculars – Hot off the press our own tenant Pyro Spectaculars has been acquired by Ingram Enterprises Inc. Leadership from both companies will assume executive roles for the future and the press release indicates this will be a game changer in the display fireworks industry. According to a certified letter received yesterday Pyro Spectaculars North will remain our tenant and is committed to honoring and fulfilling the lease terms.
- WPPA Small Ports – Great conference. I especially liked the optional public works presentation as we adopt all the new changes and the sample comprehensive scheme presentation from like small ports as we move forward to amend our comp. scheme in the new year.
- Q3 B2A – Finance Director Tricia brought up the 3rd Quarter Budget to Actual Report with a memo noting items to highlight that she sent for Commission review. The Commissioners were pleased with the report and memo.

IX. PUBLIC COMMENTS

None

X. COMMISSIONER COMMENTS

Commissioner Elmlund said he attended the WPPA Small Ports Conference and thought there was a lot of good information. He will be attending the Chamber Business After Hours on November 13 at Our Community Credit Union.

Commissioner Buck said she also has the Chamber After Hours event on her calendar and has an EDC Board meeting on November 14. She highlighted several items from the Small Ports seminar, in particular the discussion between the republican and democrat legislators and their opinion the top session topics will be housing, substance abuse and mental health. She also really enjoyed the information provided by USDA Rural Development and all of the grant opportunities that she will pass along to EDC.

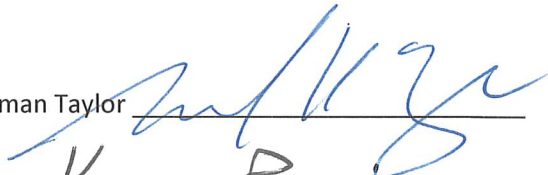
Commissioner Taylor also attended the WPPA Small Ports and echos the feedback already given. Reminded the crowd that Monday, November 11 is Veteran's Day so thank a veteran for their service.

XI. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:32PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Elmlund
