

Port of Shelton
Regular Commission Meeting Minutes
December 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 December 3, 2024.

The following persons were present: Commissioner Buck; Commissioner Elmlund; Wendy Smith, Executive Director; Tricia Needham, Finance Director; Dedrick Allan, Mason WebTV; Kamryn Morgan and Jeff Neely.

II. PLEDGE OF ALLEGIANCE

Commissioner Taylor led the Pledge of Allegiance.

III. PUBLIC COMMENTS

None

IV. ADOPT AGENDA

Executive Director Smith would like to add Item A under Section VII Action/Discussion – Authorization for Contract Approval for s sewer study at Johns Prairie - Action. The agenda was adopted as amended.

V. APPROVE MEETING MINUTES

Meeting minutes from the November 19, 2024 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the December 3, 2024 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated November 20, 2024 in the amount of \$37,689.14 for a total payroll and payroll liabilities of that same amount. She then reported accounts payable check numbers 32694 through 32703 dated December 3, 2024 in the amount of \$165,906.90 and accounts payable electronic payments dated November 22, 2024 through December 3, 2024 in the amount of \$15,449.83 for a total accounts payable of \$181,356.73. The total General Fund checks and electronic payments in the amount of \$219,045.87 have been approved and accepted as presented. Commissioner Buck pointed out the purchase of a 2023 new Dodge Ram pickup purchased through the State surplus office of Department of Enterprise Services for \$47,479, retainage release to Brumfield Construction for the site work on the Belco project in the amount of \$70,500.00, tenant partial surety release of \$13,600 and an installment to Century West for the Airport Master Plan in the amount of \$30,554.

VII. ACTION/DISCUSSION ITEMS

A) Authorization for Contract Approval – Sewer Capacity and Conveyance Engineering Study – Action Director Smith gave the background on the project and timelines. The Port was awarded Dept. of Commerce funds in the amount of \$200,000 which was approved to go to contract by the board on October 15, 2024. The Request for Proposals went out by direct solicitation on November 19 to three firms. We received answers back from two of the three firms and our review team ranked these and we have a firm who has ranked higher and will provide a cost estimate. Smith is looking for authorization to enter into a contract if the price proposal is agreed on that is not to exceed \$225,000. Commissioner Buck made a motion to authorize the executive director to enter into a contract, not to

exceed \$225,000, with an engineering firm for the Sewer Capacity and Conveyance Study. 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 – Smith reported another clean audit with no recommendations and some cost savings from the initial estimate.
- Business EXPO – Smith reported she will attend the Thurston County Business EXPO this Thursday with Commissioner Buck and members of the EDC Staff and Board.

IX. PUBLIC COMMENTS

Jeff Neely

Congrats on the audit results.

X. COMMISSIONER COMMENTS

Commissioner Elmlund said he will be attending the Chamber After Hours business gathering at Zeplin's Shipping and reported he got married over the weekend.

Commissioner Buck said she also will be at the Thurston EDC Expo and will be at the WPPA Annual Meeting in Bellevue next week.

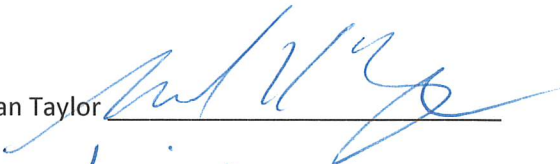
Commissioner Taylor will be out of town until December 19 and have a PRTPO meeting on December 20.

XI. ADJOURNMENT

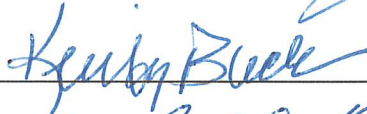
With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:17PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Elmlund

