

**Port of Shelton**  
**Regular Commission Meeting Minutes**  
November 19, 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 19, 2024.

The following persons were present: Commissioner Buck; Commissioner Elmlund via Zoom; Wendy Smith, Executive Director; Tricia Needham, Finance Director; Brandon Palmer, Engineering Manager; Jeff Neely, Joe Schmit, Macecom Director; Tom Taylor, Aaron Powelson, Macecom; and Frank Molina, Macecom.

**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 November 5, 2024 regular meeting were approved as presented.

**VI. CHECK CONTROL**

Commissioner Buck presented the November 19, 2024 Check Control Report. Commissioner Buck reported no payroll. She then reported accounts payable check numbers 32682 through 32693 dated November 19, 2024 in the amount of \$51,150.05 and accounts payable electronic payments dated November 11, 2024 through November 19, 2024 in the amount of \$1,893.77 for a total accounts payable of \$53,043.82. The total General Fund checks and electronic payments in the amount of \$53,043.82 have been approved and accepted as presented.

**VII. ACTION/DISCUSSION ITEMS**

**A) Lease Agreement – Leath Manufacturing – Action**

Director Smith gave the background on the tenant who has been on Port property since the early 2018. He is signing a month to month lease based on his need to move across the state and care for his aging parents. Commissioner Buck made a motion to approve the month to month lease with Leath Manufacturing Company beginning December 1, 2024. Commissioner Taylor seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Elmlund – In Favor

Motion Carries.

**B) Lease Agreement – Mason County Emergency Communications (Macecom) – Action**

Director Smith gave background on the tenant stating she and the Macecom Director began lease discussions around September and have made things happen quickly. Commissioner Buck made a

motion to approve the lease agreement with Mason County Emergency Communications (Macecom) at the property located at 50 W Rose Nye Way for the term of twenty-five years beginning December 1, 2024 and terminating on November 30, 2049 and cash surety in the amount of \$11,393.20 which is less than the one year suggested by RCW 53.08.085. Commissioner Elmlund seconded the motion.

The Vote:

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

Motion Carries.

Macecom Director Schmit gave some comments about the opportunity and partnership and thanked the support from the user groups, his board and the Port. He indicated they are hoping to be fully operational at the Port by July 2025. Commissioner Buck congratulated all involved and expressed excitement about the partnership. Commissioner Taylor also voiced his praise and appreciation and praise for this move as he is a user in his role as a Chaplain. Commissioner Elmlund echoed his excitement for this lease. Director Smith also thanked the Macecom team and Director Schmit for working and trusting in the Port for their new location and is looking forward to the future partnering.

#### **VIII. STAFF COMMENTS**

Director Smith commented on a couple items to include:

- Audit – The audit is finished and the exit conference will be held next Tuesday.
- Refund Levy – Smith commented from the last meeting that there is an RCW for the County Treasurer where they create a ‘refund fund’ which explains where the refund dollars come from whenever a taxing district does a refund levy.
- Shelton Mason Chamber – Smith will be on the panel with the City of Shelton, Mason County and PUD 3 for the state of the Community on Thursday, Nov. 21.
- EDC Manufacturing Focus Group – Smith also reported her recent attendance at the EDC Office with Don Putvin, Trufab, Cindy Edwards, Thermedia and Zach of Olympic Mountain Millwork. Discussions ranged from supply chain issues to workforce.
- December meetings will include contracts, EDC, Attorney and CPA.
- Next week the office will close at noon on Wednesday, November 27 and remain closed Thursday and Friday due to the Thanksgiving Holiday.

#### **IX. PUBLIC COMMENTS**

Jeff Neely

Jeff congratulated Joe for jumping into this move and reacting quickly to make this happen for the good of the community.

#### **X. COMMISSIONER COMMENTS**

Commissioner Elmlund said he is excited for the new Macecom lease. He also reported he will be gone for a week.

Commissioner Buck said she doesn't have any meetings before the next Port meeting on December 3, 2024. She and Director Smith will attend the Thurston EDC Expo on December 5 at the Great Wolf Lodge.

Commissioner Taylor has a PRTP Meeting Thursday and will be out of town from early December through December 20, 2024. He will miss the December 17, 2024 meeting but should be available for the meeting on December 3, 2024.

**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 2.21PM. The executive session should last for 30 minutes and there will be no action following.

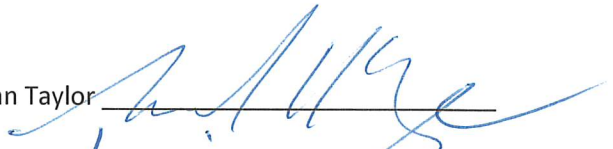
Commissioner Taylor announced the meeting back in session at 2:51PM.

**XII. ADJOURNMENT**

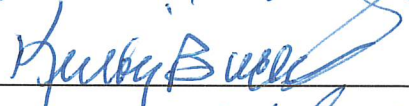
With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:52PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Elmlund

