

Port of Shelton
Regular Commission Meeting Minutes
January 7, 2025

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on January 7, 2025.

The following persons were present: Commissioner Buck; Commissioner Elmlund; Wendy Smith, Executive Director; Tricia Needham, Finance Director; Skip Houser, General Legal Counsel; Dedrick Allan, Mason WebTV; Kevin Shutty, Mason EDC Director; Kamryn Morgan 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 December 17, 2024 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the January 7, 2025 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated December 20, 2024 and January 3, 2025 in the amount of \$81,656.08 for a total payroll and payroll liabilities of that same amount. She then reported accounts payable check numbers 32725 through 32746 dated December 23, 2024 and January 7, 2025 in the amount of \$171,302.73 and accounts payable electronic payments dated December 17, 2024 through January 7, 2025 in the amount of \$14,078.88 for a total accounts payable of \$185,381.61. The total General Fund checks and electronic payments in the amount of \$267,037.69 have been approved and accepted as presented. Commissioner Buck called out two out of cycle checks paid before year end. One for a surety release to NB Arlington in the amount of \$132,598.22 and the other to Mason County for septic permit fees in the amount of \$1260.00. The surety check was released in 2024 as the tenant had vacated and the new tenant surety received so it was all in one year. The permit fees were due to increase in 2025 so the Port wanted to pay the 2024 rates as opposed to the increased rates.

VII. ACTION/DISCUSSION ITEMS

A) 2025 Officers & Committees – Action

Commissioner Buck made a motion to approve the slate of officers to remain the same as 2024, Dick Taylor as Chairman, Dale Elmlund as Vice Chair/Secretary and Kristy Buck as Treasurer. Commissioner Elmlund seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Elmlund – In Favor

Motion Carries.

Commissioner Buck also made a motion to approve the committee nominations to remain the same as 2024. Dick Taylor to continue as the PRTPO member, Kristy Buck as the EDC member and Dale Elmlund as the FTZ and Chamber member as well as the alternate member of the PRTPO. Commissioner Elmlund seconded the motion.

The Vote:

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

Motion Carries.

B) Mason EDC 2025 Agreement – Action

Kevin Shutty was in attendance and addressed the Board. Director Shutty reported that the EDC had partnered with the Port and successfully obtained \$300,000 in grant funding over the last six months. He reported that there has been some renewed interest in locating a hotel in this area and has been involved in round tables and other functions with Port tenants. On behalf of the Mason EDC, Director Shutty is asking the Port to consider an additional \$2000 making the total annual contribution by the Port to EDC \$35,000. Commissioner Buck made a motion to approve the contact between mason EDC and the Port of Shelton for 2025. Commissioner Elmlund seconded the motion.

The Vote:

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

Motion Carries.

C) NB Arlington Lease Termination - Action

Director Smith gave some background on this item reminding the commission that NB Arlington sold their license to Diamond Ace who is now under lease with the Port. Director Smith asked for a motion to terminate the lease agreement. Commissioner Buck made a motion to approve the termination of the lease between NB Arlington and the Port of Shelton effective December 1, 2024. 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 of items to include:

- Updates on grants
 - EDA – just had the kick-off in December so that one is just in the early stages.
 - Site Readiness – proposal has been received and should be under contract with the designer soon. Progress Report completed.
- Olympic Mountain Ice Cream – Smith reported the pre-submission with the County is on Thursday, Jan 9, 2025.
- Any conflicts in the meetings for the year – Smith will miss the February 4 meeting and Commissioner Buck will miss the August 5 meeting.
- Updated Personnel Policy should be in draft from the end of this week and circulated to them. Hopeful to have this presented and their approval at the next meeting.

IX. PUBLIC COMMENTS

Kamryn Morgan asked about the Hotel and if there is knowledge of which hotel. Director Shutty said there is a priority in the community for a hotel but there is no announcement yet on brand or name of a hotel.

X. COMMISSIONER COMMENTS

Commissioner Elmlund said he will attend the Chamber of Commerce Gala representing the Port.

Commissioner Buck said she also purchased a ticket to the Chamber Gala and is attending on behalf of her business but she will count it as a meeting if she discusses Port business. She also reported she will have the first meeting of 2025 with the EDC Board this Thursday.

Commissioner Taylor said he has a PRTPO meeting at the end of the month.

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

