

**Port of Shelton**  
**Regular Commission Meeting Minutes**  
December 17, 2024

**I. CALL TO ORDER**

Commissioner Elmlund called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on December 17, 2024.

The following persons were present: Commissioner Buck; Commissioner Taylor via Zoom; Wendy Smith, Executive Director; Tricia Needham, Finance Director; Brandon Palmer, Engineering Manager; Jan Fancher, CPA; Skip Houser, General Legal Counsel; Dedrick Allan, Mason WebTV; Aurora Marcy and Jeff Neely.

**II. PLEDGE OF ALLEGIANCE**

Commissioner Elmlund led the Pledge of Allegiance.

**III. PUBLIC COMMENTS**

Introduction of High School Intern – Aurora Marcy

Director Smith introduced Aurora Marcy as a high school intern working with the Port for 20 hours for Career and Technical Education Credit and experience. Aurora is the Senior Class President and will be attending college to study Marine Biology. She is working on photographs and online content of vacant buildings for the Port.

**IV. ADOPT AGENDA**

The agenda was adopted as presented.

**V. APPROVE MEETING MINUTES**

Meeting minutes from the December 3, 2024 regular meeting were approved as presented.

**VI. CHECK CONTROL**

Commissioner Buck presented the December 17, 2024 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated December 5, 2024 in the amount of \$41,511.09 for a total payroll and payroll liabilities of that same amount. She then reported accounts payable check numbers 32704 through 32724 dated December 17, 2024 in the amount of \$250,540.79 and accounts payable electronic payments dated December 5, 2024 through December 17, 2024 in the amount of \$3,379.57 for a total accounts payable of \$253,920.36. The total General Fund checks and electronic payments in the amount of \$295,431.45 have been approved and accepted as presented. Commissioner Buck called out a payment for \$44,988 to General Mechanical for the retainage release on the Belco building project. That payment is the last one so that project has been closed out. She also called out the State Auditor bill for \$5,159 which brings the total to about a \$5000 savings from the estimated amount. She noted a payment to Tovani Hart for the fire replacement building in the amount of \$174,078 for engineering and architecture (A/E). The A/E contract is approximately 58% complete. Last comment was on the interest from LGIP. The interest had been at a rate of about 5.4% and is now about 4.73% but the Port continues to earn around \$25,000 in interest monthly.

**VII. ACTION/DISCUSSION ITEMS**

- A) 2025 Agreement for Emergency Services Between Port of Shelton and Mason County Fire Protection District No. 5 – Action

Director Smith gave the background on this contract as this has been ongoing for at least 15 years. Commissioner Buck made a motion to approve the Agreement for Emergency Services between Port of Shelton and Mason County Fire Protection District No. 5 for a one-year agreement dated January 2025 – December 2025. Commissioner Taylor seconded the motion.

The Vote:

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

Motion Carries.

Commissioner Taylor added that he is pleased to have this contract as they are a first-rate fire district.

B) Professional Service Agreement - Attorney – Action

Director Smith gave some background on this item and asked for a motion to continue the professional service agreement with Skip Houser for another year. Commissioner Buck made a motion to approve the amendment to the professional services agreement with Charles (Skip) Houser III Attorney at Law of Budd Bay Law P.S., for a one-year term from January 2025 through December 2025. Commissioner Elmlund seconded the motion.

The Vote:

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

Motion Carries.

C) Professional Service Agreement – CPA - Action

Director Smith gave some background on this item and asked for a motion to continue the professional service agreement with Jan Fancher for another year. Commissioner Buck made a motion to approve the professional services agreement with Jan T. Fancher CPA, for a one-year term from January 2025 through December 2025. Commissioner Elmlund seconded the motion.

The Vote:

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

Motion Carries.

D) Authorization to sign contract for Taxiway Rehabilitation and Electrical Improvements with Tucci & Sons – Action

Director Smith commented that the Port was due to receive grant funding in 2022 for this project and went out for bid in 2023, choosing Tucci & Sons as the responsible and responsive bidder. The Port finally got the grant funding in September 2024 and Director Smith is looking for a motion to authorize her to sign an agreement with Tucci & Sons for the project. The cost is \$4,318,311.76 which includes a cost escalation outlined in change order #1 of \$137,340.21. Commissioner Buck made a motion to authorize the Executive Director to sign the agreement with Tucci & Sons for the Taxiway Rehabilitation and Electrical Improvements AIP project 3-53-0069-019-2024 for the amount of \$4,318,311.75. Commissioner Taylor seconded the motion.

The Vote:

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

Motion Carries.

E) Approval of new lease – Evergreen Tactical Solutions – Action  
Director Smith welcomed the new tenant to the Port and said the owner, Devon Roop, was previously an employee of ASC Security & Investigations who is now starting a new company. The company currently has six employees and will begin with a month-to-month lease with a one-month surety. Commissioner Buck made a motion to approve the lease with Evergreen Tactical Solutions LLC for the office building located at 129 W Airview Way for a month-to-month lease beginning December 1, 2024 with a one-month cash surety. Commissioner Taylor 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:

- WPPA Annual Meeting – Smith reported her attendance at the WPPA Annual Meeting last week in Bellevue. She said there were many highlights but the discussion on Cybersecurity and the happenings at the Port of Seattle shutdown last August was the stand out for her. Moses Lake was selected as Port of the Year.
- 2025 EDC Contract – Smith reported this item will be on the agenda for the first meeting in January so if anyone has any comments please let her know.

Engineering Manager Palmer reported he had a scoping meeting last week with Gray & Osborne and the City of Shelton on the pre-design sewer study funded through Department of Commerce Site Readiness Program.

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

Jeff Neely

Thanked the staff and commission for their efficient work and professionalism.

Jan Fancher

Jan thanked the commission and staff for their professionalism. She added that she attends numerous Port meeting and this is a class act from the tone at the top. Thanked everyone for the continued contract.

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

Commissioner Taylor said Merry Christmas to all. He will be attending a PRTPO meeting this Friday by Zoom.

Commissioner Buck said she also attended the Annual Meeting for WPPA. She was impressed with the quality of the speakers and panels. She highlighted several of the agenda items.

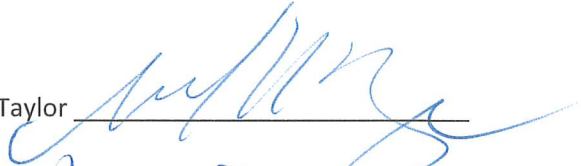
Commissioner Elmlund said he attended the Chamber of Commerce after-hours event. He is planning to attend the Chamber Awards Gala in January to represent the Port.

#### **XI. ADJOURNMENT**

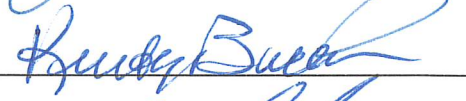
With no further business, Commissioner Elmlund wished everyone a Merry Christmas and Happy New Year and adjourned the regular meeting of the Port of Shelton Commission at 2:44PM.

Minutes submitted by: Wendy Smith, Executive Director

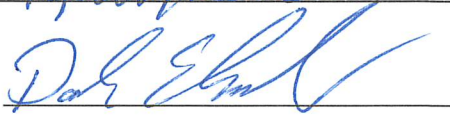
Minutes approved by: Commission Chairman Taylor

A handwritten signature in blue ink, appearing to be 'M. Taylor', written over a horizontal line.

Minutes approved by: Commissioner Buck

A handwritten signature in blue ink, appearing to be 'Henry Buck', written over a horizontal line.

Minutes approved by: Commissioner Elmlund

A handwritten signature in blue ink, appearing to be 'D. Elmlund', written over a horizontal line.