

Port of Shelton
Regular Commission Meeting Minutes
January 21, 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 21, 2025.

The following persons were present: Commissioner Taylor; Commissioner Buck; Commissioner Elmlund; Tricia Needham, Finance Director; Skip Houser, General Legal Counsel; Dedrick Allan, Mason WebTV; and Jeff Neely.

II. PLEDGE OF ALLEGIANCE

Commissioner Taylor led the Pledge of Allegiance.

III. PUBLIC COMMENTS

None

IV. ADOPT AGENDA

Finance Director Needham requested the agenda be amended under Section VII Action/Discussion Item to change the description of Item C. from "2025 Personnel Manual – Action" to "Resolution 25-01 - 2025 Employee Handbook – Action". The agenda was adopted as amended.

V. APPROVE MEETING MINUTES

Meeting minutes from the January 7, 2025 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the January 21, 2025 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated January 17, 2025 in the amount of \$37,757.97 for a total payroll and payroll liabilities of that same amount. She then reported accounts payable check numbers 32747 through 32762 dated January 21, 2025 in the amount of \$156,809.23 and accounts payable electronic payments dated January 10, 2025 through January 21, 2025 in the amount of \$2,082.28 for a total accounts payable of \$196,649.48. The total General Fund checks and electronic payments in the amount of \$196,649.48 have been approved and accepted as presented. Commissioner Buck called out two notable disbursements during this cycle. One for the engineers on the runway project in the amount of \$27,224.83 and the other for the first payment on the CERB loan for the Belco project in the amount of \$87,896.46. The Port has been collecting rent for about a year from the tenant that is being used to fund the CERB payment.

VII. ACTION/DISCUSSION ITEMS

A) Lease Agreement – Techwood – Action

FD Needham stated the tenant requested a one-year term on the lease agreement due to several factors including higher interest rates, hardwood markets overseas, and possible tariffs. The tenant has a Standby Irrevocable Letter of Credit on file with the Port for \$82,680.48 and the Port is not asking for an increase in the surety with this lease due to their longevity and excellent payment history with the Port. Commissioner Buck made a motion to approve the Lease Agreement with Techwood, LLC at 171 W Sanderson Way for one year commencing on February 1, 2025 and ending January 31, 2026. The lease includes less than the one-year recommended amount in 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.

B) Lease Addendum 2 – PC Development – Action

Commissioner Buck made a motion to approve the Lease Agreement Addendum 2 with PC Development, LLC for a month to month term at 500 E Export Road for nine months ending on October 31, 2025. Commissioner Elmlund seconded the motion.

The Vote:

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

Motion Carries.

C) Resolution 25-01 – 2025 Employee Handbook - Action

FD Needham read Resolution 25-01 for the 2025 Employee Handbook aloud. She highlighted some new areas that were added, discussed the PTO section in detail, and noted the dates in the handbook regarding the implementation of the PTO plan. The handbook proposes a change from a traditional vacation and sick leave plan to a paid time off (PTO) plan and she provided significant differences between the two models, including the tier changes, max accrual rates, payouts upon separation and how the Port intends to implement the change. She provided examples to the commission comparing the payout of hours under both plans (traditional and PTO) if an employee separates employment after two years and after 20 years. She also stated the importance of taking time off and the handbook encourages staff to take at least 80 hours of PTO annually and it is up to the management team to make sure that happens. Time off also allows for an increase in cross-training and can lead to higher performance efficiencies and accountability. Commissioner Buck stated she recently participated in the EDC's handbook update as part of the by-laws committee and has the opportunity to review the PUD's and Mason General Hospital's PTO plans and said the Port's is very similar. She believes a PTO plan is simpler for employees and employer and is encouraged the Port is using this model. She was encouraged to see that social media, dress code and telecommuting was addressed. Commissioner Taylor worked on the City of Shelton handbook many years ago and knows it is a big task to update. He said there is great detail included and likes the provision to correct or revise it later if needed. Commissioner Elmlund appreciated the work and research Port staff did to update the handbook. FD Needham pointed out that Skip Houser, legal counsel for the Port reviewed the documents and suggested minor changes that were made. He indicated the handbook is a solid document in which to build from and Port staff did an excellent job. Commissioner Buck made a motion to adopt Resolution 25-01 adopting revisions to personnel policies and practice set forth in the employee handbook, establishing an immediate effective date. Commissioner Elmlund seconded the motion.

The Vote:

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

Motion Carries.

VIII. STAFF COMMENTS

FD Needham provided comments on behalf of Director Smith in her absence including:

- Olympic Mountain Ice Cream – Needham reported the pre-submission with the County went well and the architects have further work to complete. The Port is anticipating feedback from the county soon.
- ASC Security & Investigations – the Port terminated and escalated the lease rate terms due to non-payment and submitted a claim against the surety bond. The bonding company approved the claim and the Port is anticipating roughly \$15,000 in released funds.
- There has been an increase in interest in the Port’s vacant buildings and Director Smith showed the buildings to a potential tenant who has a Dept of Defense contract for renovating and building boats.
- Director Smith received a recent update on the sale of 5 acres at the Johns Prairie property and FD Needham indicated the sale may be projected to close in 2025.
- FD Needham reported that a representative from Mason County Dept of Emergency Management stopped by the office earlier in the day and provided fliers for Incident Command System (ICS) training opportunities for the commissioners and/or Port staff.

IX. PUBLIC COMMENTS

Jeff Neely stated the staff did outstanding work on the Employee Handbook and understands how challenging and complicated the task can be. He also stated the managers at the Port should encourage their staff to take vacation time.

X. COMMISSIONER COMMENTS

Commissioner Elmlund said he may be interested in attending the ICS training on February 19th and will determine later at February meeting. He also attended the Chamber of Commerce Gala and stated KMAS was business of the year.

Commissioner Buck said she also attended the Chamber Gala and it was a great night for Mason County. She said KMAS does the voice overs for the Gala and because they were a finalist, three versions of the winner had to be recorded so they could be surprised when the winner was announced.

Commissioner Taylor said he attended the PRTPO meeting last Thursday and will attend the Sheriff’s breakfast on the last Friday of the month. He also said he may be interested in the ICS training and the Port should consider sending an employee to the training.

XI. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 3:03 PM.

Minutes submitted by: Tricia Needham, Finance Director

Minutes approved by: Commission Chairman Taylor _____

Minutes approved by: Commissioner Buck _____

Minutes approved by: Commissioner Elmlund _____

