

Port of Shelton
Regular Commission Meeting Minutes
March 4, 2025

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on March 4, 2025.

The following persons were present: Commissioner Taylor; Commissioner Buck; Commissioner Elmlund via Zoom; Wendy Smith, Executive Director; Brandon Palmer, Engineering Manager; Dedrick Allan, Mason WebTV; Skip Houser, General Counsel; and Jeff Neely.

II. PLEDGE OF ALLEGIANCE

Commissioner Taylor led the Pledge of Allegiance.

III. PUBLIC COMMENTS

None

IV. ADOPT AGENDA

Director Smith revised the agenda slightly under item VII B. should read Resolution 25-02 – Public Works Policy Update. The agenda was adopted as modified.

V. APPROVE MEETING MINUTES

Meeting minutes from the February 18, 2025 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the March 4, 2025 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated February 20, 2025 in the amount of \$36,370.07 for a total payroll and payroll liabilities of that same amount. She then reported accounts payable check numbers 32783 through 32797 dated March 4, 2025 in the amount of \$66,360.80 and accounts payable electronic payments dated February 22, 2025 through March 4, 2025 in the amount of \$103,944.45 for a total accounts payable of \$170,305.25. The total General Fund checks and electronic payments in the amount of \$206,675.32 have been approved and accepted as presented. Commissioner Buck commented that this included the last payment of our 2005 Series GO Bond in the amount of \$87,125.00 and some contractor payments for the taxiway which is reimbursable and the replacement building design. The Contract with Tovani Hart is now at 63% of the contract on the fire replacement building. She also reported the Port is earning \$.45% through LGIP.

VII. ACTION/DISCUSSION ITEMS

A) Executive Director Employment Agreement Amendment – Action

ED Smith gave some background on the issue since her employment has a separate agreement it should align with the new handbook and was not called out when the handbook was approved.

Commissioner Buck made a motion to amend Section 6 Vacation in the Executive Director Employment Agreement with Wendy Smith stating that the vacation shall follow the new employee handbook as of January 1, 2025 and the Executive Director's PTO shall be at the highest tier of this plan as of January 1, 2025. Commissioner Elmlund seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Elmlund – In Favor

Motion Carries.

B) Resolution 25-02 – Public Works Policy Update – Action

ED Smith gave the background stating there were numerous legislative changes to these laws that became effective in July 2024. Staff updated the policy then but wanted to bring it to formal adoption by the commission. EM Palmer gave some examples of changes that were made and ED Smith read the resolution. Commissioner Buck made a motion to approve Resolution 25-02 – Public Works Contract Policy Updates. Commissioner Elmlund seconded the motion. Attorney Houser weighed in and said he reviewed the policy and resolution and commended staff for their diligence on this.

The Vote:

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

Motion Carries.

VIII. STAFF COMMENTS

ED Smith reported she has offered the Office Administrator position to Tiffany Fisher who has accepted and will be starting on March 17, 2025. Smith also echoed her excitement that all GO Bonds have been paid off at this time. EM Palmer gave some taxiway overlay project updates. Commissioner Elmlund asked about some timelines with the replacement building and foundation and EM Palmer outlined these also.

IX. PUBLIC COMMENTS

None

X. COMMISSIONER COMMENTS

Commissioner Elmlund will attend the Chamber After Hours on 3/12/2025. He also announced the passing of Curt Cousins, long time airport tenant and friend.

Commissioner Buck said she will possibly attend the lunch with the Sheriff this Friday and a tourism workshop this Thursday. She also has an EDC Board meeting on 3/13/2025.

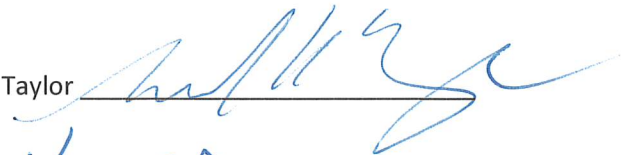
Commissioner Taylor said he will be out of town for the rest of the week attending a family funeral in California.

XI. ADJOURNMENT

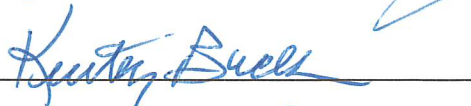
With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:33PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Elmlund

