

Port of Shelton
Regular Commission Meeting Minutes
March 18, 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 18, 2025.

The following persons were present: Commissioner Taylor; Commissioner Buck; Commissioner Elmlund; Wendy Smith, Executive Director; Tricia Needham, Finance Director; Tiffany Fisher, Office Administrator; Dedrick Allan, Mason WebTV; Skip Houser, General Counsel; Jan Fancher, CPA; Jolette Nelson, 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 March 4, 2025 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the March 18, 2025 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated March 5, 2025 in the amount of \$41,739.38 for a total payroll and payroll liabilities of that same amount. She then reported accounts payable check numbers 32798 through 32809 dated March 18, 2025 in the amount of \$186,656.46 and accounts payable electronic payments dated March 4, 2025 through March 18, 2025 in the amount of \$2,559.89 for a total accounts payable of \$189,216.35. The total General Fund checks and electronic payments in the amount of \$230,955.73 have been approved and accepted as presented. Commissioner Buck called out the following payments, approximately \$26,000 to Century West for the Airport Master Plan, 90% reimbursable, a payment to Gray & Osborn for the Sewer Capacity report for just under \$10,000 which is also reimbursable through the Dept. of Commerce Readiness Grant, and a payment of almost \$131,000 to Tovani Hart for the design and engineering on the fire replacement building. Their contract is 82% complete. Kristy also reported the Port is earning \$4.43% interest still through LGIP.

VII. ACTION/DISCUSSION ITEMS

A) Lease Approval - Thermedia – Action

ED Smith gave some background on the tenant stating they have been a tenant since 2007 and are in business for polymer components or foam for medical uses. They are currently working with Taylor Shellfish to see if they can provide the foam used to ship live geoducks. With fears of the international tariffs they are only comfortable with a one-year lease at this time. We still have four months of surety on file. Commissioner Buck made a motion to approve the one-year lease with Thermedia

Corporation at 240 W Henry Trusler beginning April 1, 2025 through March 31, 2026 which includes a surety deposit in the amount of \$11,742.32. Commissioner Elmlund seconded the motion.

The Vote:

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

Motion Carries.

B) Project Approval – Asphalt Repair – Action

ED Smith gave the background stating after the heavy freeze and then thaw the asphalt in front of the Techwood Building on Sanderson Way was in bad shape which did not allow the use of their forklift moving product from building to building. Engineering Manager Brandon Palmer drew up a project scope and estimate of \$55,000 which is above the ED Authority. Bids were solicited through the Small Works Roster Process and the Port received 11 bids with the low coming in from Extreme Excavation at \$29,942.50. EM Palmer has verified that all of the bid docs are in order and everything checks out with LNI, DOR, contractor not debarred etc. The project is good to award and ED Smith is asking for commission approval to send the Notice of Award to Extreme Excavation. Commissioner Buck made a motion to authorize the ED to sign the Notice of Award for project Number 25.02.01 SF Pavement Repair – 71 W Sanderson Way in the amount of \$29,94250 plus WSST @ 8.6%. Commissioner Elmlund seconded the motion.

The Vote:

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

Motion Carries.

VIII. STAFF COMMENTS

ED Smith introduced Tiffany Fisher who started Monday as the Office Administrator replacing Cathy Krumpols who is retiring at the end of March.

IX. PUBLIC COMMENTS

Jan Fancher

Thanked the commission and welcomed her daughter and long-time employee Jolette Nelson. She commented on how nice it is to attend such a well-run Port meeting.

X. COMMISSIONER COMMENTS

Commissioner Elmlund attended the Chamber After Hours on 3/12/2025 on Cota Street. He will also attend the Chamber Luncheon on March 21 @ 11AM.

Commissioner Buck said she will be attending the service for Bev Leaf on Saturday March 29, 2025.

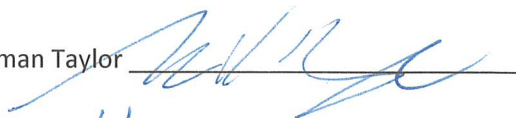
Commissioner Taylor said he has a PRTPO TAC meeting on March 20 and will also attend the Sheriff's Breakfast on March 28, 2025.

XI. ADJOURNMENT

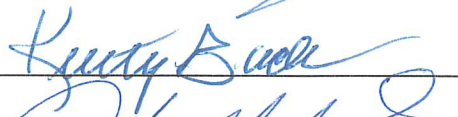
With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:15PM.

Minutes submitted by: Wendy Smith, Executive Director

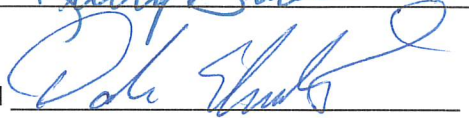
Minutes approved by: Commission Chairman Taylor

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

Minutes approved by: Commissioner Buck

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

Minutes approved by: Commissioner Elmlund

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