

Port of Shelton
Regular Commission Meeting Minutes
May 6, 2025

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on May 6, 2025.

The following persons were present: Commissioner Taylor; Commissioner Buck; Commissioner Elmlund; Wendy Smith, Executive Director; Tricia Needham, Finance Manager; and Skip Houser, General Counsel.

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 April 15, 2025 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the May 6, 2025 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated April 18 through May 5, 2025 in the amount of \$89,287.64 for a total payroll and payroll liabilities of that same amount. She then reported accounts payable check numbers 32843 through 32861 dated May 6, 2025 in the amount of \$73,358.62 and accounts payable electronic payments dated April 15, 2025 through May 6, 2025 in the amount of \$78,515.37 for a total accounts payable of \$151,873.99. The total General Fund checks and electronic payments in the amount of \$241,161.63 have been approved and accepted as presented.

Commissioner Buck noted Quarterly LET and payroll taxes were part of this payable run plus there were two payrolls and a large payment of approximately \$33,446.00 to Extreme Excavation for some asphalt repair.

VII. ACTION/DISCUSSION ITEMS

A. Uncollectable Debt Write-off - Action

ED Smith gave the background on this issue citing that when the Port purchased buildings in 2022, BG Shop LLC was sub leasing space from a sub tenant of the previous building owner. The Port agreed to a short term 90-day lease with the sub tenant which later ended with a judgement from Mason County Superior Court for past rents and legal fees. Smith indicated she was looking for a motion to write off the aging amount in the internal accounting system while still allowing the judgement to remain intact. Attorney Houser said judgements remain intact for 10 years and added this motion does nothing to eliminate this court ordered judgement.

Commissioner Buck moved to authorize the Executive Director to write off the outstanding balance for BG Shop, LLC past due rents in the amount of \$22,387.90, for internal purposes only, as recorded under Court Judgement Case No. 23-9-00022-5. Commissioner Elmlund seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Elmlund – In Favor
Motion Carries.

VIII. STAFF COMMENTS

Finance Director Needham gave highlights of the 2025 Budget to Actual report and memo she had provided to the Commission. She said the operating revenues and expenses are exactly where she would expect them to be for Q1 and vary only by about 1% from 2024 Q1.

IX. PUBLIC COMMENTS

None

X. COMMISSIONER COMMENTS

Commissioner Elmlund attended the Incident Command System (ICS) Training at Emergency Management on April 22, 23 and 24. He also attended a chamber after hours and will be headed to the WPPA Spring conference next week. He also commented that three of six lots for the County have sold and the Squaxin Island Tribe purchased property across Hwy 101 from Mason County Public Works and will be putting in a fueling center.

Commissioner Buck said she has an EDC meeting Thursday morning and will inquire about any hotel leads. She will also plan to attend the Chamber After Hours next week.

Commissioner Taylor said he will be attending the WPPA Spring Conference in Spokane next week.

XI. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:38PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor

Minutes approved by: Commissioner Buck

Minutes approved by: Commissioner Elmlund