

Port of Shelton
Regular Commission Meeting Minutes
June 3, 2025

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on June 3, 2025.

The following persons were present: Commissioner Taylor; Commissioner Buck; Commissioner Elmlund; Wendy Smith, Executive Director; Tricia Needham, Finance Manager; Skip Houser, General Counsel, Dedrick Allan, MasonWebTV; 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 May 20, 2025 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the June 3, 2025 Check Control Report. Commissioner Buck reported no payroll and payroll liability electronic payments. She reported accounts payable check numbers 32873 through 32883 dated June 3, 2025 in the amount of \$47,232.85 and accounts payable electronic payments dated May 22, 2025 through June 3, 2025 in the amount of \$16,864.47. Total General Fund checks and electronic payments in the amount of \$64,097.32 have been approved and accepted as presented. Commissioner Buck noted a payment to Century West for construction engineering on the taxiway in the amount \$2588 bringing the project to 16% complete. She also noted a payment to Gray & Osborne for the sewer capacity study in the amount of \$40,397.50 bringing that project to 64% completion.

VII. ACTION/DISCUSSION ITEMS

A. Annual Financial Statement – Discussion

Finance Director Needham gave the highlights of the 2024 Financial Statement focusing on the C-4, notes to the statement and compensated absences. The compensated absence section added further requirements to the liability that FD Needham discussed in detail with the commissioners. Commissioner Buck asked about Note 9 to the statement which is an environmental disclosure. She said the paragraph and information is from 2014 and wondered how long we are required to keep that paragraph there. FD Needham indicated she would discuss with the auditor in the fall. Commissioner Buck also asked for clarification of the Schedule of Liabilities and those liabilities that have been paid off or are due to be paid off. ED Smith and all three commissioners commended FD Needham for her timely and dedicated work on the schedule.

B. Lease Approvals – Sims Vibration – Action

ED Smith gave the background of this long-term tenant. They are renewing their leases for another one-year term. They currently have 34 employees. Commissioner Buck made a motion to approve the leases with Sims Vibration Laboratory, Inc. for a one-year term to begin on July 1, 2025 and ending

on June 30, 2026, for the following locations: 301 W Business Park Loop, 161 William White Way, 121 W Development. Commissioner Elmlund seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Elmlund – In Favor

Motion Carries.

C. Fiduciary Role and Responsibilities – Attorney Houser – Presentation

Attorney Houser gave a power point presentation on fiduciary roles and responsibilities.

VIII. STAFF COMMENTS

ED Smith announced that the Washington Pilots Association (WPA) and Island Lake LLC are planning a fly-in on June 21 between 11AM and 1PM.

IX. PUBLIC COMMENTS

Jeff Neely

Jeff commended FD Needham for a great job and Attorney Houser for a great presentation. He said he took away the importance of trust and transparency in government and for elected officials.

X. COMMISSIONER COMMENTS

Commissioner Taylor announced a congratulations to ED Smith's daughter Laila Smith who attends William Penn University and was voted Second – Team All American for the NAIA Conference. She is one of three athletes from the Heart of America Conference nominated to this honor. He will attend a PRTPO meeting on June 20 and the Sheriff's Breakfast at the end of the month.

Commissioner Elmlund reported that he will attend the Chamber Luncheon once a date is set and the Chamber After Hours. He thinks it is important to attend community events to support the Port's mission. ED Smith said she ran into the FTZ representative from the Port of Olympia and they are planning an FTZ meeting soon.

Commissioner Buck has an EDC regular meeting on June 12.

XI. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 3:15PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor

Minutes approved by: Commissioner Buck

Minutes approved by: Commissioner Elmlund