

Port of Shelton
Regular Commission Meeting Minutes
January 6, 2026

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on January 6, 2026.

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

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 December 16, 2025 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the January 6, 2026 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated December 19, 2025 through January 5, 2026 in the amount of \$98,860.26. She then reported accounts payable check numbers 33061 through 33078 dated December 22, 2025 and January 6, 2026 in the amount of \$770,782.61 and accounts payable electronic payments dated December 22, 2025 through January 6, 2026 in the amount of \$32,506.91. Total General Fund checks and electronic payments in the amount of \$902,149.78 have been approved and accepted as presented. Commissioner Buck called out the following items of note for these payables:

- The Port doing an out of cycle check run which included checks for Century West for the AMP in the amount of \$55,524.72, Century West for the Taxiway Paving Project in the amount of \$15,699.05 and Tucci & Sons for the Taxiway Paving Project in the amount of \$677,343.85. ED Smith added that paying these before year-end allowed for the reimbursements to get paid to the port in 2025 keeping the disbursements and reimbursements in the same year which is beneficial for cash basis accounting.
- Also a payment to Williams Architecture for the Olympic Mountain project in the amount of \$6300.54 bringing that contract to just over 76% complete.

VII. ACTION/DISCUSSION ITEMS

A. 2026 Officers and Committees - Action

ED Smith said since it is the first meeting of the year the commission needs to decide on positions, Chairman, Secretary/Vice Chair, and Treasurer. They also need to determine committee appointments to EDC, PRTPO, FTZ & Mason Chamber. Commissioner Buck suggested keeping things the same as they have been. Commissioner Elmlund agreed. Commissioner Buck made a motion to

approve the slate of officers to remain the same as 2025 with Commissioner Taylor as Chairman, Commissioner Elmlund as Vice Chair/Secretary and Commissioner Buck as Treasurer. Commissioner Elmlund seconded the motion.

The Vote:

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

Motion Carries.

Commissioner Buck then made a motion to approve the committee nominations to remain the same as 2025, with Commissioner Taylor to continue as the PRTPO member, Commissioner Buck as the EDC member and Commissioner Elmlund as the Foreign Trade Zone and Mason Chamber member as well as the alternate member of the PRTPO. Commissioner Elmlund seconded the motion.

The Vote:

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

Motion Carries.

B. New Lease – South Sound Appliance (Appliance Repair Plus Inc.) - Action

ED Smith presented this lease and is excited to have a new business at the Port. The business has been in operation for 11 years and has 13 employees. The lease term is for 5 years. Commissioner Buck made a motion to approve the lease agreement with Appliance Repair Plus Inc. for a period of five years beginning on January 1 2026 and ending December 31, 2030 for the building and land at 201 William White Way. Commissioner Elmlund seconded the motion.

The Vote:

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

Motion Carries.

C. Change Order Considerations – Replacement Building - Action

ED Smith and EM Palmer gave some background information on two staff recommended Change Orders for the project. The first is for a road replacement for Transport Road leading to the replacement building. The road is very narrow and could use upgrades which match the heavy industrial use intended for the replacement building. The CO is based on a rough cost on the conceptual design which may change based on final design. ED Smith suggested a not to exceed amount be added to the motion that way if costs exceed that amount it could be brought back to the commission for approval. Commissioner Buck made a motion to approve and accept CO #1 with Mountain Construction and authorize the Executive Director to sign the CO of an amount not to exceed \$325,000.00. Commissioner Elmlund seconded the motion.

Commissioner Elmlund asked if Port staff could do some of the road work. EM Palmer said they are planning on doing the tree removal but the Port equipment is too small for the workload. FD Needham said with the insurance proceeds plus the CERB grant and loan funding there are sufficient funds to entertain the proposed CO's.

The Vote:

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

Motion Carries.

EM Palmer said the other staff recommended change order is for the demolition of existing electrical vaults. The vaults are not up to the current PUD 3 specs and leaving them in place creates an obstruction. The proposed CO would demolish the vaults at a fair price and can be incorporated into the concrete crushing included in the base bid and alternate. Commissioner Buck made a motion to accept CO 3 with Mountain Construction and authorize the Executive Director to sign the CO for approximately \$6716.81. 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 commented on the following items:

- CERB request – FD Needham gave information at the last meeting about asking CERB for further funding. CERB staff has recommended approval so this will go to the CERB Board for approval and contract modification.
- ED Smith suggested a retreat in the next couple of months. Commission suggested checking in with the Hilton Garden Inn again for availability and then coming up with some potential dates. Wednesdays and Fridays seem to work best for the Commissioners.

IX. PUBLIC COMMENTS

Jeff Neely

Gave his appreciation for the CO approvals as the upgrades to the entrance road to the building should provide more ability to attract potential tenants.

X. COMMISSIONER COMMENTS

Commissioner Elmlund said he likes the action the Port took today. He asked about the Olympic Mountain project. EM Palmer said the pre-construction meeting is about to be scheduled. Still in permitting with the County. Commissioner Elmlund said he will be attending the Chamber Gala on January 16 and is looking forward to upcoming Foreign Trade Zone meetings as needed.

Commissioner Buck said she has an EDC Board meeting this Thursday.

Commissioner Taylor said he has no meetings scheduled until after the next Commission meeting.

XI. EXECUTIVE SESSION

Commissioner Taylor recessed the regular meeting at 2:25 PM to go into Executive Session pursuant to RCW 42.30.110 (i) – Litigation. Executive Session should last for 20 minutes, until 2:45PM and no action is anticipated upon returning to the regular meeting.

Executive Session ended at 2:45PM and regular meeting was back in session.

XII. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:45 PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Elmlund

