

Port of Shelton
Regular Commission Meeting Minutes
January 20, 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 20, 2026.

The following persons were present: Commissioner Taylor; Commissioner Buck; Commissioner Elmlund; Wendy Smith, Executive Director; Tricia Needham, Finance Director; Kevin Shuttty, Mason EDC; Jeff Neely; and Skip Houser, General Legal 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 January 6, 2026 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the January 20, 2026 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated January 20, 2026 in the amount of \$37,321.80. She then reported accounts payable check numbers 33079 through 33090 dated January 20, 2026 in the amount of \$353,544.91 and electronic payments dated January 12, 2026 through January 20, 2026 in the amount of \$21,393.58. Total General Fund checks and electronic payments in the amount of \$412,260.29 have been approved and accepted as presented. Commissioner Buck called out the following items of note for these payables:

- CERB annual January payments for Belco \$87,896.46 and Lynch Creek \$17,520.42.
- Mason County Auditor for the Port's share of the 2025 election costs \$10,081.51.
- Payment to Mountain Construction for the SF Bldg Replacement in the amount of \$224,586.15 which is 4.42% of the construction contract. Project has officially started!
- The final bill from the SAO came and was \$6,133.25 under the estimated \$19,000 budget. Great news!

VII. ACTION/DISCUSSION ITEMS

A. 2026 EDC Agreement - Action

ED Smith commented that this 2026 agreement is for one year with the EDC of Mason County. All items in the agreement remain the same but the contract amount stepped up from \$35,000 to \$37,500. ED Shuttty thanked the Port for their support and partnership and the commission thanked ED Shuttty for his work on Economic Development. Commissioner Buck made a motion to approve the 2026 Agreement for Technical Services between the Port of Shelton and the Economic Development Council of Mason County Commissioner Elmlund seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor
Commissioner Elmlund – In Favor
Motion Carries.

B. Lease Renewal Addendum 1 – Mason General Hospital - Action
ED Smith provided the background for this lease. The tenant has been on Port property since 2006 for off-site storage of medical records, equipment and related activities. As a long-term tenant with a perfect payment history this addendum has a flat rate surety attached in the amount of \$15,000, which is slightly less than the RCW recommended one year amount. Commissioner Buck made a motion to approve Lease Agreement Addendum 1 with Mason General Hospital for the building and land located at 71 W Business Park Loop for a term of five years effective February 1, 2026 through January 31, 2031. Commissioner Elmlund seconded the motion.

The Vote:

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

Motion Carries.

C. Lease Renewal Addendum 1 - Techwood - Action

ED Smith stated Techwood has been a Port tenant since the early 2000's and continues to fear the international hardwood markets and tariffs. They are down to 26 employees but want to renew for a one-year lease. They have surety in the amount of \$82,680.48 which is sufficient considering their superior payment history. Commissioner Buck made a motion to approve Addendum 1 to the Lease Agreement with Techwood, LLC at 171 W Sanderson Way for one year commencing on February 1, 2026 and ending January 31, 2027. Commissioner Elmlund seconded the motion.

The Vote:

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

Motion Carries.

D. CERB – Increased Project Funding - Action

ED Smith stated that the CERB Board approved their additional loan funding request at the Board meeting on January 15. ED Smith asked the CERB staff to support a request for a contract modification to include an extra \$700,000 in loan funding and bring our local match up to \$920,000. This is a request from the previous contract amount of \$2,633,072 to the new total contract amount of \$3,370,000. Commissioner Buck made a motion to authorize ED Smith to sign the amended contract documents with the additional approved \$700,000 to the loan amount and the additional \$86,928 to the local match for a new total Contract amount of \$3,370,000. 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:

- Retreat date and location is set for February 25 from 9AM – 4PM at the Hilton Garden Inn in Olympia. Please send topics for agenda.

- Olympic Mountain project update. Brandon met with the County and they agreed while the septic items are still not approved and under review they would allow the demo permits to be granted. Pre-construction meeting has been held and that permit is in hand.
- Replacement building construction team should be mobilized.
- ED Smith reported that at the CERB Board meeting last week there were 11 projects funded – many of which were in the new rural ports grant program.
- Working on Q4 and year end reporting.

IX. PUBLIC COMMENTS

None

X. COMMISSIONER COMMENTS

Commissioner Elmlund said he attended the Chamber Gala and was invited to the Sheriff's Breakfast by the Sheriff for Friday Jan 30.

Commissioner Buck said she has no meetings to report between now and the next Commission meeting.

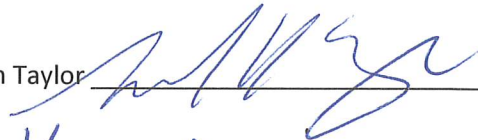
Commissioner Taylor said he has a PRTPO TAC meeting and will attend the Sheriff's Breakfast.

XI. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:30 PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Elmlund

