

Port of Shelton
Regular Commission Meeting Minutes
February 17, 2026

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on February 17, 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 and Jim Amador.

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 February 3, 2026 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the February 17, 2026 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated February 5, 2026 in the amount of \$43,204.51. She then reported accounts payable check numbers 33105 through 33114 dated February 17, 2026 in the amount of \$308,080.11 and electronic payments dated February 10, 2026 through February 17, 2026 in the amount of \$20,998.11. Total General Fund checks and electronic payments in the amount of \$372,282.73 have been approved and accepted as presented.

Commissioner Buck called out the following items of note for these payables:

- A payment to FPH Construction for the Olympic Mountain Expansion Project which is CERB funded making their contract just over 2% complete.
- A payment to Mountain Construction for the building replacement project in the amount of \$223,302.55, which is insurance and CERB funded, making this contract nearly 8% complete.
- A payment to Century West for the AMP in the amount of \$6580 bringing this contract to just over 70% complete.

VII. ACTION/DISCUSSION ITEMS

A. Lease Renewal – Addendum 1 and Addendum 3 – Lynch Creek Farm - Action

ED Smith commented that Lynch Creek Farm is exercising their lease options for both locations, 30 E Export and 130 E Export. They have been a long-term tenant on Port property since 2010 and last year their amount of employees increased by about 40%. Their surety on file is equal to 6 months of payments plus LET which is less than the recommended amount in RCW 53.08.085 due to their excellent payment history and longevity as a tenant. Commissioner Buck made a motion to approve the Addendums to the Lease Agreements with Lynch Creek Farm, LLC for the buildings and land at 30 & 130 E Export Road for a term of five years commencing on March 1, 2026 and ending on February 28, 2031. 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 reminded the commission and public that they would be holding a Special Meeting – retreat next Wednesday, Feb. 25 all day in Olympia at the Hilton Garden Inn. EM Palmer gave an update on the various construction projects including Olympic Mountain Ice Cream Expansion (OMIC) and the replacement building. EM Palmer indicated the OMIC project finally got septic approval releasing the permits and allowing for the Port to grant a Notice to Proceed. The current date is July 20 for completion although the company has already gotten the walls removed and much of the demo of the concrete floor. The replacement building is also moving at a swift pace. They have created the forms for footings and re-bar. They had a slight snag with the stormwater as it ran through the primary power so they are adjusting to large catch basins. Project should see completion in the spring of 2027. ED Smith reminded the group that they are touring the Mason Sportsman’s building after the meeting ends today. Smith also said she was invited to a Mason County briefing to discuss .09 funding processes with the County Commissioners. Unfortunately, this falls on a date Smith will be out of town so either FD Needham will attend virtually or thoughts and comments will be provided outside of the meeting.

IX. PUBLIC COMMENTS

Jim Amador presented pictures of the Mason County Sportsman’s Warehouse before their recent upgrades and modifications. Those doing to tour will get to see the upgrades and modifications in person.

X. COMMISSIONER COMMENTS

Commissioner Taylor said he has been a member of the MC Sportsman’s Club for many years. He will be attending the commission retreat on Feb. 25 and has a PRTPO meeting this Friday on Zoom and the Sheriff’s Breakfast on Feb 27.

Commissioner Elmlund said he will be attending the Chamber luncheon on Feb. 20 and the retreat. Still awaiting an FTZ meeting too.


Commissioner Buck said she has the retreat next week on Feb. 25.

XI. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:25 PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor 

Minutes approved by: Commissioner Buck 

Minutes approved by: Commissioner Elmlund 