

Port of Shelton
Regular Commission Meeting Minutes
March 3, 2026

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00PM on March 3, 2026.

The following persons were present: Commissioner Taylor; Commissioner Buck; Commissioner Elmlund; Wendy Smith, Executive Director; 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 February 17, 2026 regular meeting were approved as presented.

Meeting minutes from February 25, 2026 special meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the March 3, 2026 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated February 20, 2026 in the amount of \$35,862.01. She then reported accounts payable check numbers 33115 through 33126 dated March 3, 2026 in the amount of \$106,140.42 and electronic payments dated February 22, 2026 through March 3, 2026 in the amount of \$14,746.10. Total General Fund checks and electronic payments in the amount of \$156,748.53 have been approved and accepted as presented. Commissioner Buck called out the following items of note for these payables:

- A payment to Century West for the Airport Master Plan project in the amount of \$18,784.00 bringing this contract to just over 86% complete.
- A payment to Williams Architecture in the amount of \$4,799.26 for the Olympic Mountain Expansion Project which is CERB funded making their contract just over 78% complete.
- A payment to PUD 3 for a new electrical line extension and 800 amp service for the Olympic Mountain project funded by CERB.

VII. ACTION/DISCUSSION ITEMS

A. Consent to Sublease – PC Development - Action

ED Smith gave some background on the tenant and that this is a renewal of their previous consent. PC Development has had the same subtenant for many years now and they currently have 8 employees. Commissioner Buck made a motion to approve the Consent to Sublease Agreement with PC Development, LLC and JJE AG, LLC for the property located at 500 E Export Rd. 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 thanked the commission for their attendance and interaction at the strategic planning session last week. ED Smith reminded the commission that she would be out of the state March 4 – March 11.

IX. PUBLIC COMMENTS

Jeff Neely

Thanked the commission for allowing him and inviting him to the retreat last week. He learned a lot and is still going through some of the information from the attorney. He asked how the Port vets subtenants. ED Smith said the language in the consent document makes sure the tenant is on the hook for anything so our vetting process relies on that of our tenants.

X. COMMISSIONER COMMENTS

Commissioner Elmlund said he appreciated the retreat and got good information. March 11 he will attend the Skookum Creek Tobacco Co. after hours Chamber event. He will not be in town for the March 20 Chamber luncheon. Commissioner Taylor said he will attend.

Commissioner Buck said she will be attending a County, City, PUD3 Port, EDC stakeholder meeting on Monday March 9 for the .09 Funding process. She will also attend the EDC Board meeting on March 12.

Commissioner Taylor said he will be doing a chaplain's academy every Wednesday in North Mason for the next couple of months. He plans to attend the Chamber lunch and the PRTPPO Executive Meeting. He will also attend the Sheriff's Breakfast at the end of the month.

XI. ADJOURNMENT

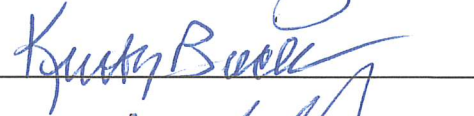
With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:18 PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Elmlund

