

Port of Shelton
Regular Commission Meeting Minutes
March 17, 2026

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00PM on March 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; Skip Houser, General Legal Counsel; Brandon Searles, Interim Fire Chief - Central Mason Fire District; Jeff & Jessie Farrington, Kapowsin; Dedrick Allan, MasonWebTV; and Jeff Neely.

II. PLEDGE OF ALLEGIANCE

Commissioner Taylor led the Pledge of Allegiance.

III. PUBLIC COMMENTS

Jessie Farrington

Expressed some concerns with the proposed drainage plans for the new replacement building. She said it might be problematic to increase the depth of the current swale adjacent to the Drop Zone for their jumpers. Brandon Palmer provided the latest drawing which depicts a pond adjacent to the building site which would be more cost effective for the Port and allow the existing swale to remain as is and only being used as an overflow. Jessie thanked Brandon and said they will look at the new plan and will contact Brandon if they still have concerns.

IV. ADOPT AGENDA

The agenda was adopted as presented.

V. APPROVE MEETING MINUTES

Meeting minutes from March 3, 2026 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the March 17, 2026 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated March 5, 2026 in the amount of \$42,421.39. She then reported accounts payable check numbers 33127 through 33139 dated March 17, 2026 in the amount of \$368,011.33 and electronic payments dated March 10, 2026 through March 17, 2026 in the amount of \$21,559.20. Total General Fund checks and electronic payments in the amount of \$431,991.92 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 Taxiway Paving project in the amount of \$891.20 bringing this contract to just over 71% complete.
- A payment to FPH Construction for the Olympic Mountain Expansion Project (CERB funded) in the amount of \$301,539.89 making this contract just over 12% complete.
- A payment to Geoengineers for the EDA grant substation study in the amount of \$40,433.78 making their contract just over 38% complete.
- A payment to Automated Gates for the replacement and installation of the north gate at the airport that was damaged by a 3rd party. Enduris will pay in full less deductible.

VII. ACTION/DISCUSSION ITEMS

A. 2026 Emergency Services Agreement - Action

ED Smith introduced Interim Chief Searles to the commission. Chief Searles gave an update on Central Mason staff, projects and call volumes. ED Smith then presented the background for this fire protection and BLS Services for port properties. Commissioner Buck made a motion to approve the agreement for one year from January 2026 – December 2026 for emergency services between the Port of Shelton and Mason County Fire Protection District No. 5. Commissioner Elmlund seconded the motion.

The Vote:

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

Motion Carries.

B. Lease Renewal – Thermedia – Action

ED Smith provided history on the tenant. Thermedia has been a Port tenant since 2007 and is a woman-owned business. Her employee count increased from 5 last year by one up to 6 currently. There is cash surety on file in the amount of \$11,742.32, which is sufficient based on the 20 year longevity and excellent payment history. Commissioner Buck made a motion to approve Addendum 1 to the Lease Agreement with Thermedia Corporation at 240 W Henry Trusler Way for one year commencing on April 1, 2026 and ending March 31, 2027. Commissioner Elmlund seconded the motion.

The Vote:

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

Motion Carries.

C. Lease Renewal – Sugar & Bean – Action

ED Smith indicated that this tenant built their building on port property in 2024 and has been a land lease tenant since then. At the tenant’s request this is for a five year lease with 4 additional 5-year options. They are reporting 7 employees currently, up from 5 last year. They have \$6000 cash surety on file which is over 10 months and have been in good standing since their tenancy began. Commissioner Buck made a motion to approve the Lease Agreement with Sugar & Bean Coffee Co LLC at 19 W Sanderson Way for five years commencing on April 1, 2026 and ending March 31, 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 commented that the Foreign Trade Zone (FTZ) Policy Committee has finally set a date to meet and it is Monday, March 23. Commissioner Elmlund will attend as well as ED Smith.

IX. PUBLIC COMMENTS

None

X. COMMISSIONER COMMENTS

Commissioner Elmlund said he attended Chamber meeting at the Skookum Creek Tobacco Co. on March 11. He said he will be gone from March 19 – March 28 on a vacation out of state but plans to virtually attend the FTZ meeting.

Commissioner Buck said she will be attending the Chamber Luncheon on behalf of the Mason EDC on March 20 and the EDC NW River Partners on March 25. She commented that she attended the .09 funding discussion at the County on March 9 and will share the discussion and her notes with ED Smith.

Commissioner Taylor said he plans to attend the Chamber lunch on March 20 and the NW River Partners meeting on March 25. He also has a PRTPO Meeting on March 19 and will attend the Sheriff's Breakfast at the end of the month.

XI. EXECUTIVE SESSION

Commissioner Taylor recessed the regular meeting at 2:45PM to go into Executive Session pursuant to RCW 42.30.110 (i) – litigation with Attorney Houser. The Executive session will last for 15 minutes until 3PM and there will be no action following the session.

Commissioner Taylor ended the Executive Session at 3:00PM and regular session was back in session.

XII. ADJOURNMENT

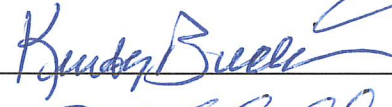
With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 3:00PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Elmlund

