

Port of Shelton
Regular Commission Meeting Minutes
April 21, 2026

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00PM on April 21, 2026.

The following persons were present: Commissioner Taylor; Commissioner Buck; Commissioner Elmlund; Wendy Smith, Executive Director; Tricia Needham, Finance Director; Brandon Palmer, Engineering Manager; Ned Wilson, Maintenance Manager; Louis Rodriguez, Maintenance; Karin Leaf, Mason EDC; Skip Houser, General Legal Counsel; 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 April 7, 2026 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the April 21, 2026 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated April 20, 2026 in the amount of \$37,718.76. She then reported accounts payable check numbers 33162 through 33174 dated April 21, 2026 in the amount of \$157,591.41 and electronic payments dated April 10, 2026 through April 21, 2026 in the amount of \$22,435.84. Total General Fund checks and electronic payments in the amount of \$217,746.01 have been approved and accepted as presented. Commissioner Buck called out the following items of note for these payables:

- A payment to Mountain Construction in the amount of \$76,136.20 to release retainage held as they have provided a retainage bond.
- A payment to FPH Construction for the Olympic Mountain Ice Cream (OMIC) project in the amount of \$42,847 making this contract 13.5% complete. Project is CERB funded.
- A check to Mason County Community Services for the OMIC building permit and water advocacy review in the amount of \$16,518.

VII. ACTION/DISCUSSION ITEMS

A) Staff Recognition

ED Smith recognized three employees for being at the Port 20 years and over.

- Ned Wilson – Maintenance Manager – 23 years
- Louis Rodriguez – Maintenance – 21 years
- Brandon Palmer – Engineering Manager – 20 years

They were each presented with a framed certificate for their years of service.

B) New Lease – Open Container – Action

ED Smith provided some background on the tenant. Open Container has been a tenant at Sanderson Field since July 2024. He is expanding and looking to lease the buildings and almost an acre of land at JP – 351 E Millwright Rd. Smith said the lease includes surety in the amount equal to three months of rent plus leasehold excise tax. Commissioner Buck made a motion to approve the lease agreement with Open Container LLC at 351 E Millwright Rd for a one-year term beginning May 1, 2026 and ending April 30, 2027. Commissioner Elmlund seconded the motion.

The Vote:

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

Motion Carries.

C) Commissioner Resignation & Recognition – Action

ED Smith stated on April 8, 2026, Commissioner Elmlund provide her with a Letter of Resignation of his commission term. Smith provided the letter to the Commission. Commissioner Taylor made a motion to accept the resignation and Commissioner Buck seconded the motion.

The Vote:

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

Motion Carries.

Attorney Houser provided a memo to the ED and Commission on the process to fill a commission vacancy per RCW 42.12.080. He discussed process and timelines with the commission. The Commission intends to hold a special meeting on April 28 @ 2PM to nominate at least one candidate and announce the vacancy. This information will then be posted in three locations per RCW for at least 15 days. The board indicated they will likely hold another special meeting on May 14 @ 2PM since the regular meeting on May 19 will need to be cancelled as the commissioners will be attending the WPPA Spring Conference. The purpose of the special meeting would include regular business and to also fill the board vacancy. Further required notifications for the upcoming meetings will follow guidelines as prescribed by RCW for holding a special meeting.

VIII. STAFF COMMENTS

ED Smith talked about the Port hosting the Olympus Rally event over the past weekend and most of the week. The event is growing each year and MM Wilson commented the group thought it might end up being an international event eventually. Karin Leaf said that the group provided information last year on what this event brought to the community by way of dollars spent. She will provide that report to us. Smith also thanked Port staff for the signage added for last week's 911 telecommunicator week. The port added a "thank you to the 911 dispatchers" to our Port of Shelton sign on the admin building and sent that to Macecom and EDC and the dispatchers. Special thanks to Ned Wilson, Tiffany Fisher and Tanner Lund for their work on this sign.

EM Palmer reported that the concrete pour for the replacement building took place on April 20. It was a successful pour of 950 Cubic Yards which included 95 concrete trucks. They started at 2AM and finally completed the slab work at 8PM. EM Palmer took photographs just before the meeting started. He also report that OMIC was doing their slab pouring on April 22.

IX. PUBLIC COMMENTS

Jeff Neely

Jeff thanked Commissioner Elmlund for his time on the commission and wished him luck into the future. He also said he would be in attendance at the special meeting on Tuesday with a letter in hand.

X. COMMISSIONER COMMENTS

Commissioner Elmlund thanked everyone and said it has been a blessing and pleasure to serve and be further educated by the staff, other commissioners and Washington Public Ports Authority. He said he attended the Chamber luncheon with Jeff Slakey on tourism and much of the discussion was on the Olympus Rally.

Commissioner Buck thanked Commissioner Elmlund and said it has been a pleasure serving with him. She will be attending the Special Meeting on April 28.

Commissioner Taylor also thanked Commissioner Elmlund. He has the sheriff's breakfast this Friday and will attend the Special Meeting on Tuesday, April 28.

XI. EXECUTIVE SESSION

Commissioner Taylor recessed the regular meeting at 2:51 PM to go into Executive Session pursuant to RCW 42.30.110 (b) – Real Estate – To consider the selection of a site or the acquisition of real estate. Executive Session should last for 20 minutes, until 3:11PM and there is potential action anticipated upon returning to the regular meeting.

Executive Session ended at 3:11PM and regular meeting was back in session.

Commissioner Buck made a motion to authorize the ED to make a counteroffer on a real estate purchase. Commissioner Elmlund seconded the motion.

The Vote:

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

Motion Carries.

XII. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 3:13PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor  _____

Minutes approved by: Commissioner Buck  _____

Minutes approved by: Commissioner Elmlund _____