

Port of Shelton
Regular Commission Meeting Minutes
May 5, 2026

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00PM on May 5, 2026.

The following persons were present: Commissioner Taylor; Commissioner Buck; Wendy Smith, Executive Director; Tricia Needham, Finance Director; Ned Wilson, Maintenance Manager; 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

ED Smith requested to add an item under Section VII Action/Discussion, A. Change Order Consideration – Replacement Building – Action. The agenda was adopted as amended.

V. APPROVE MEETING MINUTES

Meeting minutes from the April 21, 2026 regular meeting were approved as presented. Meeting minutes from the April 28, 2026 special meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the May 5, 2026 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated April 30, 2026 and May 5, 2026 in the amount of \$49,959.23. She then reported accounts payable check numbers 33175 through 33187 dated May 5, 2026 in the amount of \$491,719.95 and electronic payments dated April 22, 2026 through May 5, 2026 in the amount of \$126,982.24. Total General Fund checks and electronic payments in the amount of \$668,661.42 have been approved and accepted as presented. Commissioner Buck called out the following items of note for these payables:

- Quarterly payments were made including one to Department of Revenue for Leasehold Excise Tax (LET) in the amount of \$110,715 which included an additional \$48,657 for insurance recoveries related to loss rent due to the fire.
- A payment to Tovani Hart in the amount of \$89,191 and Mountain Construction for \$385,837 for the Building Replacement Project. The A&E contract is now at 85% complete and the construction is at approximately 30% complete. Project is funded with insurance proceeds and CERB.
- ED Smith also pointed out a withdrawal of \$500,000 from LGIP to fund these larger building replacement payments.

VII. ACTION/DISCUSSION ITEMS

A) Change Order Consideration – Replacement Building - Action

ED Smith informed the commissioners that Mountain Construction has completed their design and engineering for the Stormwater pond revisions that were previously discussed in March of this year.

ED Smith said she is looking for authorization from the board to sign Change Order #1 in the amount of \$203,531.47. Commissioner Buck made a motion to accept Change Order #1 and authorize the Executive Director to sign the Change Order with Mountain Construction in the amount of \$203,531.47. Commissioner Taylor seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Motion Carries.

VIII. STAFF COMMENTS

ED Smith gave the following updates:

- Commissioner Vacancy: At the last meeting the board made a motion to nominate Jeff Neely and another motion to nominate Bruce Loften to the vacant commission seat. After the meeting the Port called the Mason County Auditor to verify the requirements that they reside within the Port District and that they are registered voters. Both individuals are registered voters and Jeff Neely lives in the Port District but Bruce Loften does not. The notice, as prescribed by RCW, only lists Jeff Neely as the nominated name by the commission. That notice is posted in our office, on our website and also in the EDC office and on their website. Those who have submitted interest to date are Jeff Neely, Jim Murphy and Ned Wilson. Lisa Perry was nominated by Eric Onisko, but Lisa called and said she does not want to be considered at this time.
- ED Smith verified May 14 @ 2PM for the Special Meeting to appoint a commissioner. The regular meeting on May 19 will be cancelled due to the Washington Public Ports Spring Conference conflict.
- ED Smith brought up the first meeting in July and a schedule conflict as both FD Needham and ED Smith will be gone on July 7. Commission agreed we will cancel that meeting on July 7 and hold a special meeting on July 1 @ 2PM to conduct the regular business.
- ED Smith said the county is considering the .09 funding request for Project Canuck. This should be heard next week.

IX. PUBLIC COMMENTS

Jeff Neely

Jeff asked about the Change Order for the stormwater pond and where the pond was located after hearing the concerns from Kapowsin. ED Smith said the decision was based on their concerns and best use of the property for the least cost. The existing pond will not be dug deeper but the new pond will be closer to the buildings in the same vicinity as the existing pond. Kapowsin seemed happy with this compromise.

X. COMMISSIONER COMMENTS

Commissioner Buck said she will be at the Special Meeting on May 14 and then headed to the WPPA Spring Meeting on May 18 through May 21.

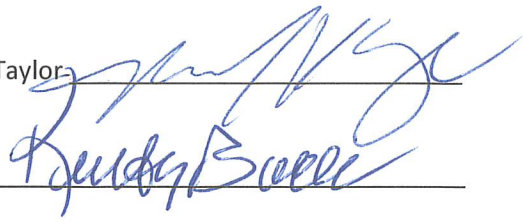
Commissioner Taylor said he will be attending those same meetings.

XI. ADJOURNMENT

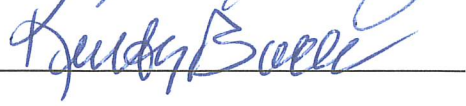
With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:17PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor

A handwritten signature in blue ink, appearing to be "John Taylor", written over a horizontal line.

Minutes approved by: Commissioner Buck

A handwritten signature in blue ink, appearing to be "Randy Buck", written over a horizontal line.