

**Port of Shelton**  
**Regular Commission Meeting Minutes**  
June 2, 2026

**I. CALL TO ORDER**

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

The following persons were present: Commissioner Taylor; Commissioner Buck; Appointed Commissioner Jeff Neely; Wendy Smith, Executive Director; Tricia Needham, Finance Director; Brandon Palmer, Engineering Manager; Ned Wilson, Maintenance Manager; Skip Houser, General Legal Counsel; Brandon Searles, Chief – Central Mason Fire; Tracy Neely, Kerry Chamberlain, FPH Construction, Jason Sousie, FPH Construction, Len Williams, Williams Architecture; Kevin Shutty, Mason EDC; and Dedrick Allan, MasonWebTV.

**II. PLEDGE OF ALLEGIANCE**

Commissioner Taylor led the Pledge of Allegiance.

**III. OATH OF OFFICE**

Appointed Commissioner Jeff Neely took the Oath of Office and was sworn in by Attorney Houser for Port of Shelton Commissioner Position 1.

**IV. PUBLIC COMMENTS**

None

**V. ADOPT AGENDA**

The agenda was adopted as presented.

**VI. APPROVE MEETING MINUTES**

Meeting minutes from the May 5, 2026 regular meeting were approved as presented.  
Meeting minutes from the May 14, 2026 special meeting were approved as presented.

**VII. CHECK CONTROL**

Commissioner Buck presented the June 2, 2026 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated May 20, 2026 in the amount of \$37,370.86. She then reported accounts payable check numbers 33188 through 33210 dated May 19, 2026 and June 2, 2026 in the amount of \$1,161,484.25 and electronic payments dated May 11, 2026 through June 2, 2026 in the amount of \$37,242.56. Total General Fund checks and electronic payments in the amount of \$1,236,097.67 have been approved and accepted as presented. Commissioner Buck made mention due to cancelling the regular meeting on May 19 this check control included checks paid from that date also and she called out the following items of note for these payables:

- For the building replacement project there was a Payment to Mountain Construction in the amount of \$669,927 and a payment to Tovani Hart in the amount of \$24,555 making these contracts approximately 39% complete for construction and approximately 89% for A&E.
- For the airport master plan there was a payment to Century West for \$21,926 making this project nearly complete at 96%.
- For the Olympic Mountain Ice Cream project there were checks to FPH Construction for \$385,443 and Williams Architecture for \$39,442 making these projects approximately 26% and 86% complete respectively.

## VIII. ACTION/DISCUSSION ITEMS

### A) Lease Addendum – Diamond Ace- Action

ED Smith gave some background on the tenant and informed the commission that Diamond Ace is looking to expand and extend their term. The tenant plans to make alterations and improvements to the space for additional cannabis growing rooms. All the improvements must be adequate for WSLCB standards and County regulations. Commissioner Buck made a motion to approve Lease Addendum 1 with Diamond Ace, LLC for the buildings and land located at 450 W Enterprise Road Unit A for a term ending October 31, 2031. Commissioner Neely seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Neely – In Favor

Motion Carries.

### B) New Lease – Gold Fortune - Action

ED Smith informed the commission that the owner group is the same as Diamond Ace LLC but Gold Fortune is a new tenant who was vetted through our process as are all new tenants. They are taking over the remainder of the space not occupied by Diamond Ace, LLC and will be renovating the space for production, growing and processing cannabis. All the improvements must be adequate for WSLCB standards and County regulations. The surety included in the lease is \$118,000 which is slightly less than the RCW recommendation of twelve months. Commissioner Buck made a motion to approve Lease Agreement with Gold Fortune LLC for the buildings and land located at 450 W Enterprise Road Unit B for a term of five years beginning on June 1, 2026 and ending May 31, 2031. Commissioner Neely seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Neely – In Favor

Motion Carries.

### C) Change Order – Olympic Mountain Ice Cream Expansion - Action

ED Smith introduced Len Williams, Architect on the project and asked him to provide some background and detail on all seven items in the Change Order. Most items added additional cost but Item 3 included a savings of \$110,208.37 for suggesting a different system than the one specified by the designers. The net result of the additions and savings is a Change Order for \$261,252.50 which includes sales tax. Commissioner Taylor asked why the septic system had to be so extensive when they are a current business in this County already. Len indicated their current system has grown by small increments and was most likely grandfathered. Now there is a new system with much greater volumes for the new space. Commissioner Neely asked when the Port will be paid back by the tenant. ED Smith and FD Needham said the lease is still being negotiated but the Port will be paid back by year 20 of a 20-year lease. Commissioner Buck made a motion to accept Change Order #2 and authorize the Executive Director to sign the change order in the amount of \$261,252.50. Commissioner Neely seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Neely – In Favor

Motion Carries.

D) 2025 Year-End Annual Report – Presentation

FD Needham gave the highlights of the 2025 Financial Statement. The report was filed timely and ED Smith and all three commissioners commended FD Needham for her dedicated work on the report.

**IX. STAFF COMMENTS**

ED Smith gave the following updates:

- Update on the plane crash from last week. Smith recounted the events, gave an update on the pilot and spoke about the minimal impact to the airport. She complemented Chief Searles for his role in the emergency response and operations. The NTSB will be out to continue their investigation this week.
- ED Smith also updated the commission on getting the approval for the .09 funding for the sitework upgrades at Johns Prairie. The amount for upgrades was estimated to be \$700,000, so Smith applied for 50% of that or \$350,000 from the .09 sales tax funding and it was approved by Mason County.

**X. PUBLIC COMMENTS**

None

**XI. COMMISSIONER COMMENTS**

Commissioner Neely said he is glad to be here.

Commissioner Buck said she has an EDC Board Meeting on June 11.

Commissioner Taylor would like to have a discussion on committee representation on the agenda for the next meeting. Commissioner Taylor confirmed that all three commissioners plan to attend the WPPA Commissioner Seminar in Wenatchee on July 20 – 22. This conflicts with the regular meeting of the Port so the commission suggested holding a Special Meeting on July 15 @ 2PM. ED Smith reminded the commissioners the first regular meeting in July (July 7) will be cancelled and a Special Meeting announced to conduct regular business on July 1 @ 2PM. Proper notice will be provided for the cancellation of the regular meetings and both Special Meetings.

**XII. ADJOURNMENT**

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:55PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor

Minutes approved by: Commissioner Buck

Minutes approved by: Commissioner Neely

