

Port of Shelton
Special Commission Meeting Minutes
July 1, 2026

I. CALL TO ORDER

Commissioner Taylor called to order the special meeting of the Port of Shelton Commission at 2:10PM on July 1, 2026.

The following persons were present: Commissioner Taylor; Commissioner Buck; Commissioner Neely; Wendy Smith, Executive Director; Tricia Needham, Finance Director; Brandon Palmer, Engineering Manager; Aaron Cleveland; and Dedrick Allan, MasonWebTV.

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 the June 16, 2026 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the July 1, 2026 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated June 18, 2026 in the amount of \$37,187.91. She then reported accounts payable check numbers 33225 through 33237 dated July 1, 2026 in the amount of \$15,161.57 and electronic payments dated June 15, 2026 through July 1, 2026 in the amount of \$13,171.21. Total General Fund checks and electronic payments in the amount of \$65,520.69 have been approved and accepted as presented.

VII. ACTION/DISCUSSION ITEMS

A) Building Replacement Project Change Order #2 - Action

EM Palmer gave some background of the project indicating the change order was for existing asphalt demolition and paving with future connection to Transport Rd. The change order also covers the cost of the crushed stormwater pipe. After this work all pavement will have a heavy profile needed for the future use of this building. Commissioner Buck made a motion to approve the Executive Director to sign change order number 2 with Tovani Heart and Mountain Construction in the amount of \$157,098.84. Commissioner Neely seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Neely – In Favor

Motion Carries.

VIII. STAFF COMMENTS

ED Smith gave the following updates:

- Sugar & Bean Coffee stand – it is their two year anniversary today.

- Trufab – we have a tour planned with the owner of Trufab following the regular meeting on August 4, 2026.
- The fire sprinkler system in Building 1, now under lease by Gold Fortune had debris found in the system which must be flushed. The amount will be between \$15,000 and \$20,000. Once this has been completed any future items will be on the tenant.
- .09 Funding – Port of Allyn was also funded through the County but Smith commented about the process and will provide the commission with information on how others around the state fund projects.
- The crane is installed in the new replacement building and ads are being pushed out through Costar and the Port's website for a tenant for the space.
- ED Smith and FD Needham will both be out of the office next week.

IX. PUBLIC COMMENTS

None

X. COMMISSIONER COMMENTS

Commissioner Neely thanked ED Smith and FD Needham for the Port tour last week. He also passed on a thank you from the HAM radio operators for allowing them to locate on Port property last weekend. He has followed up with the Chamber to make sure he is on their distribution lists.

Commissioner Buck said she has an EDC meeting on July 9.

Commissioner Taylor said he met with the pilots a week ago and listened to their concerns and shared some of the port happenings with them. He will be out of town starting tomorrow for a week. Commission and staff will head to the Olympic Mountain expansion project to see the progress of the project.

XI. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:41PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Neely

