Port of Shelton
Regular Commission Meeting Minutes
August 4, 2026

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00PM on August 4, 2026.

The following persons were present: Commissioner Taylor; Commissioner Buck; Commissioner Neely; Wendy Smith, Executive Director; Tricia Needham, Finance Director; Brandon Palmer, Engineering Manager; and Skip Houser, Port General Legal Counsel.

II. PLEDGE OF ALLEGIANCE

Commissioner Taylor led the Pledge of Allegiance.

III. PUBLIC COMMENTS

None

IV. ADOPT AGENDA

ED Smith said under Section VII Item B there are two change orders so asked to add the (s) to order for Change Orders. The agenda was adopted as amended.

V. APPROVE MEETING MINUTES

Meeting minutes from the July 15, 2026 special meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the August 4, 2026 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated July 20, 2026 and July 31, 2026 in the amount of $44,259.72. She then reported accounts payable check numbers 33258 through 33270 dated August 4, 2026 in the amount of $518,568.24 and electronic payments dated July 15, 2026 through August 4, 2026 in the amount of $79,323.95. Total General Fund checks and electronic payments in the amount of $642,151.91 have been approved and accepted as presented. Commissioner Buck noted the following items for this payable report:

- Payment to Mountain Construction for the Building Replacement Project in the amount of $512,467 making this construction contract nearly 50% complete.
- She also reported that this includes the Quarter 2 tax payments with Leasehold Excise Tax (LET) being the largest quarterly payment.

VII. ACTION/DISCUSSION ITEMS

A) New Lease – Thermedia – Action

ED Smith reported that the Port's current tenant Thermedia Corp is growing and has need for another 5000 SF warehouse. The owner wants to make sure the growth is real so has asked for a month to month lease with the hope to get into a longer lease toward the end of this year. Thermedia has grown to 6 employees with the intention to hire more. Commissioner Buck moved to approve the lease agreement with Thermedia Corporation for the warehouse at 191 William White Way for a month to month lease commencing September 1, 2026. Commissioner Neely seconded the motion. The Vote:

Commissioner Taylor – In favor
Commissioner Buck – In favor
Commissioner Neely – In Favor

Motion Carried.

B) Change Orders - OMIC – Action

EM Palmer outlined the background for both Change Order 3 and 4. Change Order 3 was a previously discussed delay of time on the project where general condition costs were factored into the delay. Commissioner Neely thanked Brandon for his explanation as once he received the information he understood the reason for the request and added days. Change Order 4 is to install various electrical outlets and outside pad for the switch gear unit and some wall stabilization work that were not included in the original plan set. Commissioner Buck moved to accept Change Order #3 and Change Order #4 and authorize the Executive Director to sign the Change Orders in the amounts of $169,328.83 and $15,025.90 respectively. Commissioner Neely seconded the motion.

The Vote:

Commissioner Taylor – In favor
Commissioner Buck – In favor
Commissioner Neely – In Favor

Motion Carried.

C) MOU – Mason County and Port of Shelton – Action

ED Smith said this is the Memorandum of Understanding to provide the funding from the Rural County .09 Sales Tax Fund for the Port's Johns Prairie (JP) Industrial Site Project. Commissioner Buck made a motion to authorize the Executive Director to sign the MOU with Mason County to provide funding from the Rural County .09 Sale Tax Rund for the Port's JP Industrial Site Project. Commissioner Neely seconded the motion.

The Vote:

Commissioner Taylor – In favor
Commissioner Buck – In favor
Commissioner Neely – In Favor

Motion Carried.

VIII. STAFF COMMENTS

ED Smith gave the following updates:

- Reminded the commissioners of the tour of Trufab after the commission meeting

FD Needham distributed the 2026 Operating and Nonoperating Budget to Actual Report for Quarter 2. She highlighted the following items:

- Highlighted a decrease in cash of approximately $1.8 million due to the project workload and timing of requested reimbursements.
- She anticipates an overall decrease in cash on December 31, again, due to the projects.
- New lease of antiquated building which was not on the vacant list was leased in June which has revenue equivalent to 3 of the 5000 SF warehouses so this is providing a boost to the SF revenue.

IX. PUBLIC COMMENTS

None

X. COMMISSIONER COMMENTS

Commissioner Neely reported that he attended the Sheriff's breakfast and the WPPA Commissioner Conference. He enjoyed the breakfast and the conference and learned a lot from the conference in particular a focus on investing in youth and that that the overall economic vision for the future is bleak. It is predicted that 1 out of 4 businesses will leave the state.

Commissioner Buck said she had printed the presentation from the ED of AWB who discussed the State of Washington's economy and thought it was also a great presentation. Commissioner Buck will

be headed on vacation and hopes to be back by the next meeting. She will miss the EDC Board meeting.

Commissioner Taylor said he thought the AWB presenter at the WPPA Conference was the best presentation he has seen in the last 15 years of attending these conferences. He also stated he will be attending the EDC Appreciation night on August 20 as will both Commissioner Buck and Commissioner Neely.

XI. EXECUTIVE SESSION

Pursuant to RCW 42.30.110 (b) – Real Estate - To consider the selection of a site or the acquisition of real estate.

Commissioner Taylor recessed the regular meeting at 2:42 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 10 minutes, until 2: 52PM and no action is anticipated upon returning to the regular meeting.

Executive Session ended at 2:52PM and regular meeting was back in session.

XII. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the ~~special~~ regular meeting of the Port of Shelton Commission at 2:53 PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor _____

Minutes approved by: Commissioner Buck _____

Minutes approved by: Commissioner Neely _____