Port of Shelton
Regular Commission Meeting Minutes
August 18, 2026

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00PM on August 18, 2026.

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

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 August 4, 2026 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the August 18, 2026 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated August 5, 2026 in the amount of $45,998.69. She then reported accounts payable check numbers 33271 through 33285 dated August 18, 2026 in the amount of $1,495,922.28 and electronic payments dated August 10, 2026 through August 18, 2026 in the amount of $23,058.12. Total General Fund checks and electronic payments in the amount of $1,564,979.09 have been approved and accepted as presented. Commissioner Buck noted the following items for this payable report:

- Payment to Enduris – premiums for the next year are $317,609, which is a 10% decrease over the prior year and the Port budgeted $430,000. This is good news. Most likely due to the five year experience factor after the fire in 2021.
- Payment to Mountain Construction for the Building Replacement Project in the amount of $778,233 and to Materials Testing & Consulting for $451 making these contracts nearly 60% complete and 50% complete.
- Payments to Century West and Tucci & Sons for the Taxiway project making these contracts nearly 80% and 94% complete.
- Payment to FPH Construction in the amount of $346,726 making this contract just under 73% complete.

VII. ACTION/DISCUSSION ITEMS

A) Resolution 26-01 – Public Records Policy Update – Action

ED Smith gave some background as the Public Records Policy and Procedures had last been updated in 2011. The Port's Attorney and staff updated the policy to bring forward the resolution presented today along with the rules, procedures and new records request form. Commissioner Buck made a motion to approve Resolution 26-01 adopting an update to the public records policy, procedures and form. Commissioner Neely seconded the motion.
The Vote:

Commissioner Taylor – In favor
Commissioner Buck – In favor
Commissioner Neely – In Favor
Motion Carried.

B) Change Order – Bldg Replacement – Action
EM Palmer outlined the items included in Change Order 4. He explained the items included that were additions and the deductions included saving money on certain items. EM Palmer explained some of the savings were due to the fire marshal stating the proposed items were over and above what was necessary. Commissioner Neely gave credit to the fire marshal for their forward thinking on this. Commissioner Buck moved to accept Change Order #4 and authorize the Executive Director to sign the Change Order with Mountain Construction in the amount of $43,516.64. 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:

- Informed the commission that she met with the new President of Olympic College, Dr. Chantae Recasner, with a group including EDC, Sierra Pacific, Workforce, Shelton School District and others. The focus was an introduction and discussion on the Shelton branch campus and what the future of that campus should look like.
- Announced news that the Canadian Manufacturing company is committed to the move to Johns Prairie, and they have selected their bank and signed a retainer with an architect. They are looking for a more solid commitment with the Port. This is really exciting!
- Reminded the commission of the EDC Appreciation Event Thursday at the Ridge.
- Met with Gordon Weeks and the Journal who did an interview of things happening at the Port. Gordon is back to being our reporter and will start attending our meetings.
- FD Needham announced the start of our Federal, Financial and Accountability audit and gave the commission a heads up that budget may be delayed due to the audit.

IX. PUBLIC COMMENTS

None

X. COMMISSIONER COMMENTS

Commissioner Neely reported that he attended the joint Chamber North Mason Chamber after hours at Hood Canale' in Union. He will also attend the EDC event Thursday at the Ridge. Commissioner Neely wanted to say he really enjoyed the tour of Trufab.

Commissioner Buck said she will also be attending the EDC appreciation event at the Ridge Thursday and she really enjoyed the Trufab tour as well.

Commissioner Taylor said he will also attend the EDC event and enjoyed the tour of Trufab as well. He worked there back 20 years ago or so on the Paul Allen submarine and was really impressed with the clean atmosphere in a manufacturing setting.

XI. EXECUTIVE SESSION

Pursuant to RCW 42.30.110 (g) – To review the performance of a public employee

Commissioner Taylor recessed the regular meeting at 2:30 PM to go into Executive Session pursuant to RCW 42.30.110 (g) – To review the performance of a public employee. Executive Session should last for 20 minutes, until 2: 50PM and action is anticipated upon returning to the regular meeting.

Executive Session ended at 2:50PM and regular meeting was back in session.

Commissioner Buck made a motion to give Executive Director Wendy Smith a 3% increase in salary, which relates to the June 2026 CPI rate, effective September 1, 2026. Commissioner Neely seconded the motion.

The Vote:

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

Motion Carried.

XII. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the special meeting of the Port of Shelton Commission at 2:52 PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor ____________________

Minutes approved by: Commissioner Buck ____________________

Minutes approved by: Commissioner Neely ____________________