Port of Shelton
Regular Commission Meeting Minutes
September 1, 2026

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00PM on September 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; Skip Houser, Port General Legal Counsel; 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 modified under Section VII Action/Discussion Items to add Item A) Amendment 3 – Williams Architecture design contract - Action. Agenda was adopted as modified.

V. APPROVE MEETING MINUTES

Meeting minutes from the August 18, 2026 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the September 1, 2026 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated August 20, 2026 in the amount of $35,926.64. She then reported accounts payable check numbers 33286 through 33295 dated September 1, 2026 in the amount of $11,550.54 and electronic payments dated August 22, 2026 through September 1, 2026 in the amount of $14,111.74. Total General Fund checks and electronic payments in the amount of $61,588.92 have been approved and accepted as presented.

VII. ACTION/DISCUSSION ITEMS

A) Amendment 3 – Williams Architecture Design Contract – Action

ED Smith gave some background to the change order as this is the portion of the work that is specific to the incoming tenant, Olympic Mountain. The change order is not to exceed $25,000.
Commissioner Buck made a motion to authorize the Executive Director to sign Amendment 3 with William Architecture. 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:

- WPPA Small Ports Conference agenda is out and registration is open. Tiffany will secure rooms as the commissioners determine if they will attend.

- Audit – Entrance Conference is scheduled for Thursday. Financial Audit is complete and they are working hard to meet the deadlines for the single federal audit. Accountability they will look at procurement and leases.
- Budget Update – due to FD Needham attending a WFOA Training the week of September 14 – 18 and the earlier than normal audit ED Smith is anticipating having the preliminary budget ready by September 15 and either a special meeting with the commission on September 22 or 29 or introducing the budget on October 6 with the public hearing and adoption planned for the second meeting in October.

IX. PUBLIC COMMENTS

None

X. COMMISSIONER COMMENTS

Commissioner Neely reported that he had nothing scheduled for committee meetings but asked about the FTZ. ED Smith said they were indicating having quarterly meetings. She will reach out to the FTZ staff.

Commissioner Buck said she is on the hiring committee for the ED of the EDC. She also has an EDC meeting on September 10.

Commissioner Taylor said did not attend the sheriff's breakfast last week but did have a PRTPO meeting on-line. He also will attend the entrance conference this Thursday. He will be headed out of town around September 8 – the end of September and will be on-line for meetings as needed.

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 2:18 PM to go into Executive Session pursuant to RCW 42.30.110 (b) – To consider the selection of a site or the acquisition of real estate. Executive Session should last for 20 minutes, until 2: 38PM and no action is anticipated upon returning to the regular meeting. At 2:38PM the commission announced the need for 5 more minutes taking the executive session to 2:43PM. There was no public waiting.

Executive Session ended at 2:43PM 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 2:44 PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor _____ Verbally - Called in to meeting and approved Minutes. 9/15/26

Minutes approved by: Commissioner Buck _____

Minutes approved by: Commissioner Neely _____