Port of Shelton
Regular Commission Meeting Minutes
September 15, 2026

I. CALL TO ORDER

Commissioner Neely called to order the regular meeting of the Port of Shelton Commission at 2:00PM on September 15, 2026.

The following persons were present: Commissioner Taylor by phone; Commissioner Buck; Commissioner Neely; Wendy Smith, Executive Director; Skip Houser, Port General Legal Counsel; Dedrick Allan, Mason WebTV and Gordon Weeks, Mason County Journal.

II. PLEDGE OF ALLEGIANCE

Commissioner Neely led the Pledge of Allegiance.

III. PUBLIC COMMENTS

None

IV. ADOPT AGENDA

The agenda was clarified under Section VII Action/Discussion Item C) New Lease that this is for Drawerology. Also ED Smith wanted to add item D) under Section VII Action/Discussion Construction Change Directive – Action. Agenda was adopted as modified.

V. APPROVE MEETING MINUTES

Meeting minutes from the September 1, 2026 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the September 15, 2026 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated September 4, 2026 in the amount of $43,580.65. She then reported accounts payable check numbers 33296 through 33305 dated September 15, 2026 in the amount of $48,102.23 and electronic payments dated September 2, 2026 through September 15, 2026 in the amount of $23,154.58. Total General Fund checks and electronic payments in the amount of $114,837.46 have been approved and accepted as presented.
Commissioner Buck noted the following items for this payable report:

- Payment to Alliant Insurance for our annual airport insurance in the amount of $9,752 which is approximately a 4.5% decrease in premium amount.
- Payment to Tovani Hart in the amount of $22,186 for the building replacement consultant contract making this contract just short of 93% complete.

VII. ACTION/DISCUSSION ITEMS

A) FY2027 Budget Schedule – Action

ED Smith gave some background to the alternate budget schedule. Commissioner Buck made a motion to approve the alternate budget schedule for 2027 in accordance with RCW 53.35.045. Commissioner Taylor seconded the motion.
The Vote:

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

Motion Carried.

B) Lynch Creek Seasonal Agreement – Action

ED Smith gave some background and indicated Brothers United leased this seasonal space year round, but when Lynch Creek took over the buildings that Brothers had previously occupied, they did not need this building except during the season. This agreement is for 90 days, beginning September 15 and terminating December 15, 2026. Commissioner Buck made a motion to approve the Facilities Use Agreement with Lynch Creek Farm LLC at 410 W Enterprise Road Space L for a three month term beginning on September 15, 2026 and ending December 15, 2026 Commissioner Taylor seconded the motion.

The Vote:

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

Motion Carried.

C) New Lease – Drawerology – Action

ED Smith gave the background to the company and the lease. This company manufacturers and assembles customized drawer organizers and organization solutions. This is for a one year term with a flat rate of surety of $2500.00. Commissioner Buck made a motion to approve the lease agreement with Drawerology, LLC for the building and land located at 410 W Enterprise Road Space A for a term of one year beginning, October 1, 2026 through September 30, 2027. Commissioner Taylor seconded the motion.

The Vote:

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

Motion Carried.

D) Construction Change Directive – OMIC – Action

ED Smith provided some information and background on this CCD. This is to provide and install cement board with top edge metal trim for epoxy base in rooms 115, 116, 117, 118, and 120 with a product similar to the detail provide for warranty protection and application. Commissioner Buck made a motion to accept the Construction Change Directive and authorize the executive director to sign it. Commissioner Taylor 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:

- ED Smith wanted the commission to mark their calendars for November 19 as the CERB Board meeting will be held at the Port Commission Chambers and the Ribbon Cutting for Olympic Mountain Ice Cream will be held around lunchtime. The board will then take a tour at Lynch Creek Farm after logistics are determined.
- Audit – Exit Conference will be held at 3PM today after this meeting. This is an exit for the Financial and Single Federal Audit. Commissioner Neely, ED Smith and FD Needham will attend. They have said it was a clean audit with no recommendations. The Accountability audit is still in process and will have a future exit conference for this audit. Theyare reviewing procurement and leases.

IX. PUBLIC COMMENTS

None

X. COMMISSIONER COMMENTS

Commissioner Buck said she may attend the Chamber luncheon on Friday and will be attending Oysterfunk and Oysterfest on October 3 & 4.

Commissioner Taylor said he will attend the Sheriff's breakfast at the end of the month if they are back in town by that date.

Commissioner Neely reported that he will be attending the WPPA Small Ports Seminar in Chelan and will attend the Chamber Luncheon Friday if he can arrange his schedule. ED Smith said she did reach out to Michael Cade about the FTZ meetings but hadn't heard back on that. She will check in again.

XI. ADJOURNMENT

With no further business, Commissioner Neely adjourned the regular meeting of the Port of Shelton Commission at 2:20 PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor _____

Minutes approved by: Commissioner Buck _____

Minutes approved by: Commissioner Neely _____