Port of Shelton
Regular Commission Meeting Minutes
October 6, 2026

I. CALL TO ORDER

Commissioner Neely called to order the regular meeting of the Port of Shelton Commission at 2:00PM on October 6, 2026.

The following persons were present: Commissioner Neely; Commissioner Buck; Wendy Smith, Executive Director; Tricia Needham, Finance Director; Brandon Palmer, Engineering Manager; Ned Wilson, Maintenance Manager; Skip Houser, Port General Legal Counsel; Sue Patterson, Marlene Taylor, Lisa Perry, Robin Coleman, Dedrick Allan, Mason WebTV and Gordon Weeks, Mason County Journal.

II. PLEDGE OF ALLEGIANCE

Commissioner Neely led the Pledge of Allegiance.

III. TRIBUTE TO COMMISSIONER TAYLOR

Commissioner Neely started with a moment of silence dedicated to Commissioner Taylor.

ED Smith read Resolution 26-02 into the record which is a resolution honoring the life, leadership and public service of Commissioner Dick Taylor. Commissioner Buck made a motion to approve Resolution 26-02 honoring the life, leadership, and public service of Commissioner Richard H. "Dick" Taylor. Commissioner Neely seconded the motion.
The Vote:
Commissioner Buck – In favor
Commissioner Neely – In Favor
Motion Carried.

Commissioner Buck provided a short prayer.

IV. PUBLIC COMMENTS

Sue Patterson
Sue announced the good news that it has been over 7 years since the Port sold the marina to the Shelton Yacht Club and they have finally received the necessary 404 permits to work on the water from National Marine Fisheries.

V. ADOPT AGENDA

Agenda was adopted as presented.

VI. APPROVE MEETING MINUTES

Meeting minutes from the September 15, 2026 regular meeting were approved as presented.

VII. CHECK CONTROL

Commissioner Buck presented the October 6, 2026 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated September 18, 2026 and October 5, 2026 in the amount of $79,583.54. She then reported accounts payable check numbers 33306 through 33325 dated October 6, 2026 in the amount of $234,892.04 and electronic payments dated September 14, 2026 through October 6, 2026 in the amount of $13,168.26. Total General Fund checks and electronic payments in the amount of $327,643.84 have been approved and accepted as presented. Commissioner Buck noted the following items for this payable report:

- Payment to Securitas Technology for the fire system monitoring materials and installation to hangars 85 & 87 in the amount of $7,982 or $3,991.21 for each hangar.
- Payment to Materials Testing & Consulting and Mountain Construction in the amount of $1,648 and $165,500 respectively, for the building replacement project making these contracts just 58% and 62% complete.
- Payment to Williams Architecture on the Olympic Mountain Renovation project in the amount of $7,565 making this consultant contract nearly 94% complete.

VIII. ACTION/DISCUSSION ITEMS

A) Lynch Creek Seasonal Agreement – Action

ED Smith explained for the season, Lynch Creek needed a 5000 SF warehouse for their shipping needs. Commissioner Buck made a motion to approve the Facilities Use Agreement with Lynch Creek Farm LLC at 181 William White Way, for a two-month term beginning October 1, 2026 and ending November 30, 2026. Commissioner Neely seconded the motion.

The Vote:

Commissioner Buck – In favor
Commissioner Neely – In Favor

Motion Carried.

B) Lease Renewal – A-Test - Action

ED Smith gave some background on the tenant and that they employ around 6-8 employees. Their surety on file is a flat rate of $4,877.18. Commissioner Buck made a motion to approve lease addendum 2 with A-Test Corporation for the building and land located at 261 Business Park Loop for a period of one year beginning November 1, 2026 and ending October 31, 2027. Commissioner Neely seconded the motion.

The Vote:

Commissioner Buck – In favor
Commissioner Neely – In Favor

Motion Carried.

C) Nomination(s) for Board Vacancy – Action

ED Smith gave the background to the process and reminded the commission that they must nominate at least one individual. Any nominations will be added to the public notice once they are vetted through the Mason County Auditor's Office. Commissioner Buck made a motion to nominate Ned Wilson, Sue Patterson, and Marlene Taylor to the vacant Commission position. Commissioner Neely seconded the motion.

The Vote:

Commissioner Buck – In favor
Commissioner Neely – In Favor

Motion Carried.

D) 2027 Preliminary Budget – Presentation and Discussion

FD Needham presented the preliminary budget and gave highlights on various revenue and expense changes. The Public Hearing has been advertised and will be held at the next regular commission meeting on October 20, 2026 @ 2PM. Commissioner Neely commented that he has read through the budget materials for the second time and finds it clear and easy to understand.

IX. STAFF COMMENTS

ED Smith gave the following updates:

- ED Smith wanted to discuss the PRTPO Committee and vacancy. The Commission would like to table a committee discussion until they have three commissioners.
- Audit – Exit Conference for accountability will be held at 1PM on October 12, 2026.

X. PUBLIC COMMENTS

None

XI. COMMISSIONER COMMENTS

Commissioner Buck said she is on the hiring committee doing interviews for the EDC Director and has an EDC Board Meeting on Thursday October 8, 2026.

Commissioner Neely reported that attended the Federal Financial Exit Conference and read a statement from the report, "We would like to express our appreciation for the staff's cooperation and engagement throughout the audit, especially Wendy and Tricia. Staff consistently demonstrated a high level of responsiveness and support which allowed the audit to move forward efficiently. We commend the Port for its successful completion of the financial and federal audits with no audit recommendations. This result reflects the Port's sustained commitment to strong internal controls, accurate financial reporting and adherence to applicable laws and regulations." Commissioner Neely attended the Chamber luncheon on September 18 on education @ work and met the Olympic College new President and the Shelton School District Superintendent & Hood Canal Superintendent. He will attend the accountability exit conference on October 12 and the chamber after hours and luncheon on October 14 & 16 respectively.

XII. ADJOURNMENT

With no further business, Commissioner Neely adjourned the regular meeting of the Port of Shelton Commission at 2:37 PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commissioner Buck

Minutes approved by: Commissioner Neely