Port of Shelton
Regular Commission Meeting Minutes
October 20, 2026

I. CALL TO ORDER

Commissioner Neely called to order the regular meeting of the Port of Shelton Commission at 2:00PM on October 20, 2026.

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

II. PLEDGE OF ALLEGIANCE

Commissioner Neely led the Pledge of Allegiance.

III. PUBLIC COMMENT

None

IV. ADOPT AGENDA

Agenda was adopted as presented.

V. PUBLIC HEARING for the 2027 Operating Maintenance and Capital Budget Pursuant to RCW 53.35

The Commissioners recessed from the regular meeting and opened the Public Hearing for the 2027 Budget. FD Needham explained a couple of changes in the final budget from the preliminary budget that really have no effect on the bottom line. She clarified the JP project .09 funding that the total project should have been listed at $700,000 with shared costs between the future tenant and the .09 grant funding. Also she restated the beginning cash and ending cash numbers. There was no other public testimony. ED Smith noted that no public comments had been received by mail, email, or phone call.

Commissioner Neely closed the Public Hearing at 2:05 PM, then returned to the regular meeting.

VI. APPROVE MEETING MINUTES

Meeting minutes from the October 6, 2026 regular meeting were approved as presented.

VII. CHECK CONTROL

Commissioner Buck presented the October 20, 2026 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated October 20, 2026 in the amount of $39,217.94. She then reported accounts payable check numbers 33326 through 33335 dated October 20, 2026 in the amount of $1,000,331.98 and electronic payments dated October 9, 2026 through October 20, 2026 in the amount of $25,255.14. Total General Fund checks and electronic payments in the amount of $1,064,805.06 have been approved and accepted as presented.

Commissioner Buck noted the following items for this payable report:

- Payments to Mountain Construction in the amount of $963,399 and to Tovani Hart in the amount of $11,686 respectively, for the building replacement project making these contracts 72% and 94% complete.
- LGIP interest rate was up a little to 3.82%.

VIII. ACTION/DISCUSSION ITEMS

A. Resolution 26-03 – Adopting Changes to Rates, Fees, and User Charges - Action

ED Smith gave some background that the last time these charges were addressed was 20 plus years ago. ED Smith read Resolution 26-03. Commissioner Buck made a motion to approve Resolution 26-03 – Adopting changes to rates, fees and user charges. Commissioner Neely seconded the motion.
The Vote:

Commissioner Buck – In favor
Commissioner Neely – In Favor

Motion Carried.

B. Resolution 26-04 – Adoption of the Operating/Maintenance and Capital Budget for 2027 - Action
ED Smith read the resolution aloud and Commissioner Buck made a motion to approve Resolution 26-04 – Adoption of the Operating / Maintenance and Capital Budget for 2027. Commissioner Neely seconded the motion.
The Vote:

Commissioner Buck – In favor
Commissioner Neely – In Favor

Motion Carried.

C. Resolution 26-05 – Adoption of the Property Tax Lavy for 2027 – Action
ED Smith read the resolution aloud and Commissioner Buck made a motion to approve Resolution 26-05 – Adoption of the Property Tax Levy for 2027. Commissioner Neely seconded the motion.
The Vote:

Commissioner Buck – In favor
Commissioner Neely – In Favor

Motion Carried.

D. Change Order #5 – Building Replacement Project - Action
EM Palmer gave some background and specifics on the change order amount and reason. This CO is an overall deduction to the contract in the amount of $72,826.53. Commissioner Buck made a motion to accept Change Order #5 and authorize the Executive Director to sign the Change Order with Mountain Construction for the deduction or credit amount of $72,826.53. Commissioner Neely seconded the motion.
The Vote:

Commissioner Buck – In favor
Commissioner Neely – In Favor

Motion Carried.

E. Change Orders 05 & 06 – Olympic Mountain Ice Cream - Action
EM Palmer gave the detail on these change orders and said that some of change order 05 and all of change order 06 would be tenant-related improvements and costs which will be captured in a short term payback to the Port. ED Smith added to keep current with the contractor payment schedule the approval of these change orders plus the monthly invoice need to be paid to the contractor but approval of these needed to come forward before the payment is made, therefore, there will be an out of cycle check for this contract paid tomorrow, October 21, 2026 and captured on the next Check Control Report. Commissioner Buck made a motion to accept Change Order 05 and Change Order 06 and authorize the Executive Director to sign the change orders in the amounts of $53,230.30 and $88,830.46 respectively. Commissioner Neely seconded the motion.
The Vote:

Commissioner Buck – In favor
Commissioner Neely – In Favor

Motion Carried.

IX. STAFF COMMENT

ED Smith gave the following updates:

- Audit – Exit Conference for accountability was held and the Port successfully completed their Federal Single, Financial and Accountability audits with no issues and no recommendations. Great news and ED Smith put out a press release indicating the good news.
- WPPA Small Ports Conference – ED Smith is unable to attend so the Port will be represented by Commissioner Neely.
- Commission Vacancy – the closing date is October 21, 2026 and the Port has received one more letter of interest, so there are currently five names submitted. If any more letters are received ED Smith will share those and appointment to the position will be added to the agenda for the next commission meeting on November 3, 2026.
- Ribbon Cutting – Just another reminder of the ribbon cutting on November 19 for Olympic Mountain Ice Cream.
- PUD3 – Sent over a request for a letter of support for Funding for a Shelton UGA Electrical Capacity Project. ED Smith will write a letter of support and provide that to the Commission.
- FD Needham – highlighted the Q3 Budget to Actual Report previously provided to the Commission.
- EM Palmer – commented there may be some standing water due to the new paving around the replacement building due to the flat surface.

X. PUBLIC COMMENTS

None

XI. COMMISSIONER COMMENTS

Commissioner Buck said she didn't have anything to report.

Commissioner Neely reported that he attended the accountability exit conference and again read a statement from the auditor expressing their gratitude to staff for their responsiveness making for an efficient audit. He also attended the Chamber After Hours event on October 14 and the Chamber Luncheon on October 16 which was posted on MasonWebTV. He will leave in the morning for the WPPA Small Ports conference.

XII. ADJOURNMENT

With no further business, Commissioner Neely adjourned the regular meeting of the Port of Shelton Commission at 3:03 PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commissioner Buck _____

Minutes approved by: Commissioner Neely _____