

**Port of Shelton**  
**Regular Commission Meeting Minutes**  
May 18, 2021

**I. CALL TO ORDER**

Commissioner Taylor called to order the meeting of the Port of Shelton Commission at 2:00 PM on May 18, 2021.

The following persons were present: Commissioner Patterson; Commissioner Buck; Wendy Smith, Executive Director; Deborah Soper, Office Manager; Jan T. Fancher, CPA and Port Auditor; and Charles "Skip" Houser, Port Attorney.

**II. PLEDGE OF ALLEGIANCE**

Commissioner Taylor led the Pledge of Allegiance.

**III. PUBLIC COMMENT**

None

**IV. ADOPT AGENDA**

Agenda was modified to remove Action/Discussion item VII (A) – M & R Distributing, LLC, and to replace it with Brothers United, Inc. – Action.  
Agenda was adopted as modified.

**V. APPROVE MEETING MINUTES**

Meeting Minutes from the May 4, 2021 regular meeting were adopted as presented.

**VI. CHECK CONTROL REPORT**

Commissioner Patterson provided the May 18, 2021 Check Control Report, and reported the Payroll and Payroll Liabilities electronic payments dated May 5, 2021 in the amount of \$35,808.24, and the payments of Accounts Payable checks #31098 through #31117 dated May 18, 2021 in the amount of \$29,322.33; and Accounts Payable Electronic Payments dated May 4, and May 10, 2021 in the amount of \$314.28 for a total combined amount of \$29,636.61. The total General Fund check and electronic payments in the amount of \$65,444.85 have been approved and accepted as presented.

**VII. ACTION/DISCUSSION ITEMS**

**A) Addenda – Brothers United, Inc - Action**

Director Smith presented four addenda to extend the current lease with Brothers United, Inc.

Commissioner Patterson made a motion to approve Lease Addenda with Brothers United for properties at 430 W Enterprise Rd, 440 W Enterprise Rd, 410 W Enterprise Space A, and 410 W Enterprise Rd, extending the lease term to December 31, 2025. Commissioner Buck seconded.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

**B) Addendum 3 – Techwood, LLC – Action**

Smith presented an addendum for Techwood, LLC, to accept an Irrevocable Line of Credit in lieu of a surety bond or cash.

Commissioner Patterson made a motion to adopt Lease Addendum 3 with Techwood, LLC for the property at 171 W Sanderson Way, amending the surety requirement to accept an Irrevocable Line of Credit for \$82,680.48 which is equal to 12 months' rent and LET.

Commissioner Buck seconded.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries

**VIII. STAFF COMMENTS**

Smith informed the Commission that staff is moving forward in pursuing a CERB Planning Grant. Smith advised that the fire investigation is ongoing, and cleanup and planning can begin when it is completed.

**IX. PUBLIC COMMENTS**

None.

**X. COMMISSIONER COMMENTS**

Commissioner Taylor announced that he would be out of town on June 1, and after some discussion it was agreed to cancel the June 1 Commission meeting, and to schedule a Special Meeting on June 8.

All three Commissioners will be attending the WPPA Virtual Spring Conference on May 19 – 21.

**XI. ADJOURNMENT**

With no further business, Commissioner Taylor adjourned the meeting of the **Port of Shelton Commission** at 2:40 PM.

Minutes submitted by: Deborah Soper, Office Manager

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

