

**Port of Shelton
Regular Commission Meeting Minutes
March 17, 2009**



I. Call to order

Commissioner Byrd called to order the regular meeting of the **Port of Shelton Commission** at **2:00 p.m.** on March 17, 2009 in the **Port of Shelton Commission Chambers**.

The following persons were present: Commissioner Hupp, Commissioner Byrd, Terra Dittmer, Office Manager ; Patti Miller-Crowley, Planning and Development Manager; Al Frey, Maintenance and Environmental Manager; Charles Houser, Port Attorney; Lisa Welander, Michelle Corral, Laurie Buhl, Dennis Frost, Olympic Air; Norm Eveleth.

Commission Chairman Miles was absent.

II. Business

Consent Calendar:

Terra Dittmer. Office Manager submitted the study session meeting minutes of February 24, 2009 Commissioner Hupp moved to ratify the study session meeting minutes of February 24, 2009 as submitted, Commissioner Byrd seconded; motion carried.

Terra Dittmer. Office Manager submitted the special meeting minutes of February 27, 2009 Commissioner Hupp moved to ratify the special meeting minutes of February 27, 2009 as submitted, Commissioner Byrd seconded; motion carried.

Terra Dittmer. Office Manager submitted the regular meeting minutes of March 3, 2009 Commissioner Hupp moved to ratify the regular meeting minutes of March 3, 2009 as submitted, Commissioner Byrd seconded; motion carried.

Terra Dittmer. Office Manager submitted the special meeting minutes of March 5, 2009 Commissioner Hupp moved to ratify the special meeting minutes of March 5, 2009 as submitted, Commissioner Byrd seconded; motion carried.

Terra Dittmer. Office Manager submitted the study session meeting minutes of March 10, 2009 Commissioner Hupp moved to ratify the study session meeting minutes of March 10, 2009 as submitted, Commissioner Byrd seconded; motion carried.

Commission Treasurer Hupp, presented the check control report for the month of March, 2009, numbered 19861-19939 and 19947 for a total of \$312,958.65. Commissioner Hupp moved to ratify the March, 2009 check control report as stated above, Commissioner Byrd seconded; motion carried.

Discussion: Finance Manager, Debbi Hufana, reported that she had attended, along with Commissioner Hupp, a banking information forum presented by Heritage Bank, she made recommendation on securing the Port's deposit structure, memo attached. Heritage Bank representative Lisa Welander, reported on the state of failing banks and the changing FDIC coverage, she iterated that the Port, being a public entity, is one hundred percent covered.

Commissioner Hupp stated that he would be most comfortable moving all funds in excess of \$250,000 to the Temporary Liquidity Guarantee Program (TLGP) secured account.

A copy of the full report is attached hereto.

Discussion: Department of Revenue Tax Deferral, **Finance Manager, Debbi Hufana**, briefed the Commission on the history of the tax deferral that was given for the construction of the recently vacated Rainier Cast Parts facility, stating that if the premise is no longer being used for the intended purpose of the deferral, the deferred amount becomes due. She advised the Commission that she will be appealing the billed amount and requesting that the Port be allowed to pay a percentage of the amount due commensurate with the years remaining on the original deferral, she will keep the Commission posted as to the progress of the appeal.

Action: Resolution 09-01 Cross Connection Control Backflow Prevention Manual Adoption, the resolution was read into the record and is attached hereto, Commissioner Hupp moved to ratify resolution

09-01 as presented, Commissioner Byrd seconded; motion carried.

III. **Public Comment**

None.

VI. **Staff Comment**

Patti Miller Crowley announced the award of the bid for Work Order 08.12.04 SF SIC 430 W Enterprise Road to the lowest bidder, Simroe Construction, for the amount of \$24,500 plus Washington State sales tax, construction to be completed by June 1, 2009 to accommodate the new tenant, B&L Limited Liability Corporation. She reminded the Commission and public of the Oakland Bay Marina Interpretive Sign Unveiling Ceremony, March 18 at 8:30 a.m.

Al Frey reported that he had attended the regional meeting at the Civic Center. There was group discussion on the logistics of digging a deeper well at Johns Prairie and on the aquifer recharge. He also reported that there had been an underwater survey conducted at the marina this week, the consultant, Kappert's Waterfront Construction, did express some concerns with the south float and there will be a comprehensive report within two weeks.

IV. **Commissioner Comment**

Commissioner Byrd stated that he was very pleased with the Port's staff and the job they do, "we have a great team and we are intact."

Commissioner Hupp reported that we are moving along in the process of recruiting a new Managing Director, the application deadline is March 18.

V. **Executive Session**

The regular meeting was recessed at 2:36 p.m. by Commissioner Byrd to enter into Executive Session at 2:45 p.m. pursuant to RCW 42.30.110 Personnel.

VI. Adjournment

The regular meeting reconvened at 3:25 with no additional business and no action, **Commissioner Byrd** adjourned the meeting of the **Port of Shelton Commission** at 3:25 p.m. in the Port's commission chambers.

Minutes submitted by: Terra Dittmer, Office Manager

Minutes approved by: Commission Chairman Miles _____

Minutes approved by: Commissioner Byrd, Commissioner _____

Minutes approved by: Commissioner Hupp, Commissioner _____