

PORT OF WOODLAND
Meeting Minutes
January 21, 2010

A regular meeting of the Woodland Port Commission was held on January 21, 2010 in the office of the Port of Woodland, 141 Davidson Avenue, Woodland, Washington. President Boon called the meeting to order at 5:32 P.M.

Those present were:	President	Dale Boon
	Secretary	Paul Cline
	Commissioner	Jerry Peterson
	Manager	Erica Rainford
	Auditor	Carol Moore
	Guests present:	Jay Pyle
		Mike Landels

UPCOMING MEETINGS

January 27, 2010 - WPPA Port Centennial Committee Meeting in Tacoma, 10:30 to noon.

January 29, 2010 - Ring of Fire Meeting

February 1, 2010 - Port Day in Olympia, 8:30.

ASSIGNMENT OF OFFICERS

President Boon made a motion to assign the following officer positions for 2010 and 2011 – President/Paul Cline and Secretary/Jerry Peterson
Commissioner Peterson seconded the motion. Vote was unanimous.
The motion was carried.

- Auditor Moore has the Commission and Staff sign a new signature card. A copy will be sent to the Cowlitz County Treasurer's office. See attached.

Meeting turned over to newly assigned President.

AUDITOR'S REPORT – C. Moore

1. FINANCIAL STATUS OF MAINTENANCE FUND AND INVESTMENTS

- Auditor Moore presented the Financial Report for January 21, 2010.

Secretary Peterson made a motion to accept the Auditors Report. Commissioner Boon seconded the motion. Discussion on the merit of having Auditor Moore actually read the financial report at each meeting. The Commission has asked Auditor Moore to have her report ready the day before each meeting and to email the financial report to each Commissioner, this will alleviate her from having to read the financial report at each meeting. Vote was unanimous. The motion was carried.

PUBLIC COMMENT

President Cline opens the regular meeting to public comment.

No public comment.

President Cline closes public comment.

- President Cline states that there will be an Executive Session after Action Items have been presented and voted on. Topic – National Security.
- Ex. Director Rainford states that Action Item C - A RESOLUTION OF THE PORT OF WOODLAND BOARD OF COMMISSIONERS AUTHORIZING THE ISSUANCE OF CHECKS PRIOR TO THE APPROVAL OF CLAIMS BY THE COMMISSION, will be added to the agenda.

MANAGER'S REPORT – E. Rainford

- President Cline asks Ex. Director Rainford about the status of the letter that she was directed to write, at the December Port meeting, concerning the third roundabout at Schurman Way.
- President Cline asks for an update on the fire alarm system for the Port buildings.
- Ex. Director states that she is prepared to resubmit to the city for approval, the plans for the Guild Road Project.
- Commissioner Boon states that he has been notified by City of Woodland Project Manager, Steve Branz, that he has been notified by EDA, the grant foundation, that because the Port delayed on submitting the SEPA report, the 2.5 million dollar grant that the City and Port submitted jointly, could be in jeopardy.

- Ex. Director states that the Cowlitz-Lewis Economic Development District would like the Port to appoint two representatives to serve on the board. See attached.

President Cline made a motion that Dale Boon (Commissioner representative) and Erica Rainford (Staff representative) be appointed to the board of the Cowlitz-Lewis Economic Development District. Secretary Peterson seconded the motion. Discussion. Secretary Peterson would like a report of each meeting attended. Vote was unanimous. The motion was carried.

- Ex. Director Rainford provides to the Commission information of the process to proceed with the boat launch project.
- The Commission directs Ex. Director Rainford to set up a tour of other boat launch sites for Monday, January 25. See attached.
- Ex. Director Rainford states that she has had the website updated.
- Ex. Director provides information to update the Commission on the revenue & expenditures for 4th quarter 2009 and would like to make note that the Port showed a surplus of \$105,000, while paying off three debts, receiving lower than expected sand sales and deferring two leases. See attached.
- Commissioner Boon would like to thank Ex. Director Rainford for keeping the Port budget expenses 10% under the Ports approved budget.

CONSENT ITEMS

A. Approval of Minutes from Regular Meeting on December 17, 2009.

B. Approval of Vouchers and Warrants (plus wire)

C. Unpaid Leave for Executive Director Rainford.

Secretary Peterson made a motion to approve Consent Item A, Consent Item B/vouchers, warrants (plus wires) numbered 12995 through 13058 totaling \$119,925.62 and Consent Item C.

Commissioner Boon seconded the motion. Commissioner Boon notes one correction on page 3 line 3 of the minutes. Date should read January 1, 2010 not 2009. Vote was unanimous. The motion was carried.

ACTION ITEMS

A. Approve Change Order from MacKay & Sposito for Guild Road Improvement Project.

Secretary Peterson made a motion to approve change order from MacKay & Sposito for Guild Road Improvement Project in the amount of \$8,457.00. Commissioner Boon seconded the motion. Discussion. Vote was unanimous. The motion was carried.

B. Approve Change in Insurance Coverage for Commissioners and Staff.

Secretary Peterson made a motion to approve the change in insurance coverage for Commissioners and Staff. Commissioner Boon seconded the motion. Discussion. Auditor Moore notes that this motion will open a "Special Enrollment" for February 1, 2010 and that the Port covered the cost of spousal insurance for the month of January, 2010. Commissioner Boon seconded the motion. The vote was unanimous. The motion was carried.

- Commissioner Boon would like the Ports Employee Handbook to reflect this change. Ex. Director Rainford will make the change and email the revised employee handbook to each Commissioner.
- Auditor Moore asks that the motion be amended to state clearly the actual changes to the insurance coverage.

Commissioner Boon made a motion to amend the previous motion (to change insurance coverage for commissioners and staff), to drop spouse coverage for commissioners and to change employee coverage to employee plus spouse and 50% for dependent coverage. Secretary Peterson seconded the motion. The vote was unanimous. The motion was carried.

C. To Approve Resolution #366. A Resolution of the Port of Woodland Board of Commissioners Authorizing the Issuance of Checks Prior to the Approval of Claims by the Commission.

Commissioner Boon made a motion to accept Resolution #366 - A Resolution of the Port of Woodland Board of Commissioners Authorizing the Issuance of Checks Prior to the Approval of Claims by the Commission. Secretary Peterson seconded the motion. The vote was unanimous. The motion was carried.

EXECUTIVE SESSION – National Security

At 6:29 P.M. President Cline convenes the Regular Meeting to go into Executive Session for 10 minutes.

No action will be taken during the Executive Session.

At 6:40 P.M. President Cline reconvenes the regular meeting.

UNFINISHED BUSINESS

Contract with Cowlitz District #1

- Ex. Director Rainford discusses the contract conditions with CD#1 and is requesting direction from the Commission on what they would like to do to proceed with the contract. The Commission would like to know how much CD#1 receives as income from leasehold tax. They would also like to know where the Port of Kalama is with their contract with CD#1. Discuss how their rates are being calculated and to see how far they have progressed.

NEW BUSINESS

Lions Club

- Mike Landels, representing the Lions Club, would like to talk to the Commission concerning the future of Lions Day Park (located at Martins Bar). Mr. Landels states that they still are holding a play set that they received through a grant, and would like to see it put up at Lions Day Park. The Lions Club would like to combine their efforts with the Port in creating a better park area and would like to know what the Port is considering for the area. The Commission would like Mr. Landels to bring to the next meeting the plans of the play set to see what is involved in setting the play set up and help with what direction the Port/Lions Club can go. Ex. Director Rainford states that JoeTone from the fire department has approached her about setting up life jacket program.
- Jay Pyle, representing CRRVP, would like to donate 36 wood picnic tables to the park.
- The Commission directs Ex. Director Rainford to begin checking into grants to help proceed in making the area a nice park area for the community.

Lease Rates

- Ex. Director Rainford states that she has been approached by the Port's tenant, Flashco, in regards to their lease amount. Their 5-year lease ended in September, 2009 and Flashco has not signed a lease option, therefore, they are now a month to month tenant. Flashco is asking to have their lease amount to fall back to the original amount they paid at the beginning of their lease relationship with the Port. The Commission determines that this is a request for rent relief. The Commission is in agreement that a deferment could be offered, but not rent relief.

- Commissioner Boon requests that a letter written by Jay Pyle, dated December 18, 2010, be recorded in the minutes. See attached.
- Dale Boon asks the Port if the Port would be willing to sell the Diking District 3000 cubic yards of sand from the Austin Point site. The Commission and Ex. Director agree that this may be a conflict of interest with the Ports contract with JL Storedahl.

ADJOURNMENT

President Cline declared the meeting adjourned at 7:22 pm.

WOODLAND PORT COMMISSION

Paul Cline, President

Jerry Peterson, Secretary

Dale Boon, Commissioner