



Port of Woodland

Business is better here.

PORT OF WOODLAND Meeting Minutes January 21, 2016

A regular meeting of the Woodland Port Commission was held on January 21, 2016 in the office of the Port of Woodland, 115 Davidson Avenue, Woodland, Washington. President Cline called the meeting to order at 5:00 P.M.

Those present were:	President	Paul Cline
	Secretary	Dale Boon
	Commissioner	Gerald Peterson
	Executive Director	Jennifer Keene
	Auditor	Carol Moore
	Legal Counsel:	Earl Jackson
	Guests present:	See List

CALL TO ORDER

OPENING REMARKS

- A. Pledge of Allegiance**
- B. Approval of Agenda**

Secretary Boon made a motion to approve the agenda with the following change - add Unfinished Business F DNR Property. Commissioner Peterson seconded the motion.

Discussion: No further discussion.

Vote was unanimous. The motion was carried.

PUBLIC COMMENT (5 minute limit)

A. Items ON the agenda

None

B. Items NOT ON the agenda

None

MINUTES

A. Approval of December 17, 2015 Regular Meeting

Commissioner Peterson made a motion to approve the minutes of the December 17, 2015 regular meeting, as presented. Secretary Boon seconded the motion.

Discussion: Request for change to the minutes: Page 3 Action Item A - should read third Thursday of the month, not second Thursday.

Vote was unanimous with change to minutes. The motion was carried.

B. Approval of January 7, 2016 Regular Meeting

Commissioner Peterson made a motion to approve the minutes of the January 7, 2016 regular meeting, as presented. Secretary Boon seconded the motion.

Discussion: Request for change to the minutes: Page 1 motion to approve agenda, discussion - should read no further discussion.

Vote was unanimous with change to minutes. The motion was carried.

ACTION ITEMS

A. Resolution #432 Appointment of Staff

Secretary Boon made a motion to approve Resolution #432 Appointment of Staff. Commissioner Peterson seconded the motion.

Discussion: No changes to resolution.

Vote was unanimous. The motion was carried.

B. Resolution #433 Claims

Secretary Boon made a motion to approve Resolution #433 authorizing the issuance of checks prior to the approval of claims by the commission. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

C. Resolution #434 Delegation of Authority

Commissioner Peterson made a motion to table Resolution #434. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

Secretary Boon made a motion to reinstate Resolution #416 through December 31, 2016. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

D. Gardner Trucking Late Fee

Commissioner Peterson made a motion to disregard the late fee of \$67.22. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

E. Hoosier Crane Change Order Cost

Commissioner Peterson made a motion to pay Hoosier Crane invoice for \$200.77. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

F. Lemmons Acquisition Purchase Sale Agreement and Bond Documents

Secretary Boon made a motion to approve the Lemmons acquisition.

Motion died due to lack of a second.

Secretary Boon made a motion to purchase the Lemmons property. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

G. Telecommunication of Port Commission - Port Use Cell Phones

Commissioner Peterson made a motion to approve the purchase of flip phones for the commissioners for port business use. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

H. Maul Foster Alongi ESA Costs for Approval

Secretary Boon made a motion to pay invoice to Maul Foster Alongi in the amount of \$2,750.00. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

I. EPRO Lighting Contract Bid Correction

Secretary Boon made a motion to pay EPRO invoice at the gross amount of \$22,597.88. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

J. Executive Director Contract

Commissioner Peterson made a motion to table the Executive Director contract until next meeting. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

AUDITOR'S REPORT

A. Approval of Auditor's report of port finances

Secretary Boon made a motion to approve the Auditor's report of port finance, as presented. Commissioner Peterson seconded the motion.

Discussion: No changes to the Auditor's report.

Vote was unanimous. The motion was carried.

B. Approval of vouchers and warrants (plus wire)

Secretary Boon made a motion to approve vouchers 16440 through 16494 plus wire, in the amount of \$96,922.76. Commissioner Peterson seconded the motion.

Discussion: Secretary Boon notes there are two voids, warrant #16464 and #16468.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

A. Capital Community Project

Discussion on guidelines of the application process for this budget item. Discussion on changing the name of this budget item to Capital Community Assistance Program (CCAP).

Direction: Have Earl Jackson, port legal counsel, review guidelines of application. Once the application is completed and approved, then a contract and resolution will need to be drafted.

B. Howard Way

Larry Costich, Schwabe, Williamson & Wyatt, gives an update on his communication with Bart Stepp, City of Woodland Public Works Director, and the information he has obtained from city records.

C. SEPA Workshop

Executive Director Keene spoke with Port of Kalama and they have just completed their SEPA. Their Environmental Planner is willing to present a workshop discussing their SEPA process and policies.

Direction: Have Executive Director Keene set up a workshop possibly right before the next port meeting.

D. Employee Handbook

Executive Director Keene states that she has forwarded additional edits to the working copy of the employee handbook for commission review.

Direction: Have Earl Jackson, port legal counsel, review the final changes.

E. Comprehensive Scheme of Harbor Improvements

Executive Director Keene has been in communication with BergerAbam and now that the comment period has ended, they are finalizing the changes to the final draft. The SEPA process will follow - which will include a public hearing. Adoption will be the final step.

F. DNR Property

Executive Director Keene states that DNR (Department of Natural Resources) has agreed to sell the 154 acres (across from the Austin Point property), that the port plans to develop for rail connection.

NEW BUSINESS

A. Employee Insurance and Compensation

Secretary Boon made a motion to provide insurance for the employee at 100% and spouse/children at 50%.

Motion died due to lack of a second.

B. 2016 Security at Austin Point and Martin Bar

Direction: 1) To communicate with security vendor to verify prices and ask for their opinion on when security would be best served at Austin Point and Martin Bar sites. 2) To establish what the port's liability would be if there was no security coverage.

C. Port Passes

Direction: To leave the current process of selling port passes as is.

EXECUTIVE SESSION

A. Complaints/charges against officer or employee

RCW 42.30.110 (f)

B. Qualifications of applicant/performance review of employee

RCW 42.30.110 (g)

At 7:15 P.M. President Cline recesses the regular meeting to go into executive session. Executive session will last 15 minutes, until 7:15 P.M. - no action will be taken. The commission has invited Lisa Lowe and Earl Jackson, legal, to participate in the executive session.

At 7:30 P.M. President Cline re-convenes the regular meeting and states that no action was taken during executive session.

UPCOMING MEETINGS

- Jan. 23 Chamber of Commerce Installation Dinner (Commissioners Boon, Cline, Executive Director Keene and Auditor Moore)
- Feb. 4 SWEDD Board Meeting (Commissioner Boon) 11:30 AM @ Castle Rock
- Feb. 4 Port of Woodland Board Meeting 3 PM

EXECUTIVE DIRECTOR REPORT

Executive Director Keene reviews portions of her written report.

COMMISSIONERS REPORTS

- Secretary Boon states that he attended the CWCOG meeting today at noon. Topic of discussion was the regional transportation plan.
- Commissioner Peterson states he feels the port is obligated to West Coast Training, as the port signed a lease with them. He understands the decision Jeff Woolever made to not lease the Lemmons property, that it wasn't a good fit for his needs.
- Commissioner Peterson states that the port received \$32,576.00 in revenue on the Pekin Industrial Park property, which is a strong return on investment - he doesn't understand why the port is in such a hurry to sell the property.

Commissioner Peterson made a motion to adjourn.

Executive Director states that she performed Auditor Moore's review and established a 2% raise. Auditor Moore has appealed the decision.

Motion died due to lack of a second.

Auditor Moore states that she is appealing her 2% raise and requests the full 3% raise as provided in the budget.

Secretary Boon made a motion to deny Auditor Moore's appeal.

Motion died due to lack of a second.

Commissioner Peterson made a motion to accept Auditor Moore's appeal for the 3% raise. President Cline seconded the motion.

Vote was as follows: President Cline - yes; Secretary Boon - no; Commissioner Peterson - yes. The motion was carried.

ADJOURNMENT

Commissioner Peterson made a motion to adjourn. Secretary Boon seconded the motion. Vote was unanimous. The motion was carried.

President Cline declared the Regular Meeting adjourned at 8:40 P.M.

WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary



Gerald Peterson, Commissioner

Attest:



Carol Moore, Port Auditor

PORT OF WOODLAND

COMMISSION MEETING

1/21/16

GUEST LIST: Please sign your name and the organization you represent.

	<u>NAME</u>	<u>ORGANIZATION</u>
1.	Don Lemmons	Self
2.	LAURIE Yost	CARRV
3.	Earl Johnson	A Honey
4.	Jeff Woodraver	WCT
5.	BERNIE SCHOCKET	CRC
6.	Matt Petersow	M&J FARMS
7.	Deborah Johnson	CWCOG
8.	Alvina Lue	Schwabe
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Port of Woodland

EXECUTIVE SESSION REFERENCE GUIDE OPEN PUBLIC MEETINGS ACT, CHAPTER 42.30 RCW

Executive session will take place during Commission meeting on 4/21/2016 (date) and 7:15 (time) for a period of 7:30 (length).

- National security - RCW 42.30.110 (1)(a)
- Real estate matters – RCW 42.30.110(1)(b):
To consider the *selection of a site or acquisition* of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price
- Real estate matters – RCW 42.30.110(1)(c):
To consider the *minimum price* at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price
- Publicly Bid Contracts – RCW 42.30.110(1)(d):
To review negotiations on the performance of publicly bid contracts when public knowledge ... would cause a likelihood of increased costs.
- Complaints/charges against officer or employee – RCW 42.30.110(1)(f):
To receive and evaluate complaints or charges brought against a public officer or employee. Upon request of such officer or employee, a public hearing or meeting open to the public must be conducted upon such complaint or charge
- Qualifications of applicant/performance review of employee – RCW 42.30.110(f)
To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

Potential litigation – RCW 42.30.110(1)(i):
To discuss with legal counsel matters relating to agency enforcement actions, or to discuss with legal counsel litigation or potential litigation to which the agency, governing body, or member acting in official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency

Executive session will conclude no later than _____.
Additional time for executive session _____ (time) and _____ (length).
Additional time for executive session _____ (time) and _____ (length).
Additional time for executive session _____ (time) and _____ (length).

Executive sessions must be part of a regular or special meeting.

Before convening in executive session, the presiding officer must publicly announce the purpose for excluding the public and the time when the executive session will conclude.

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Executive session may be extended by announcement of presiding officer.



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL MARINE FISHERIES SERVICE

January 12, 2016

To whom it may concern,

NOAA Fisheries is a self-insured government agency under the Department of Commerce. All incidents involving our equipment or our personnel at the Austin Point location will be handled by NOAA and the Department of Commerce and we hereby waive the Port of Woodland from any and all liability.

Matthew G. Nesbit

Research Fisheries Biologist

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