



# Port of Woodland

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## **PORT OF WOODLAND Meeting Minutes February 4, 2016**

A regular meeting of the Woodland Port Commission was held on February 4, 2016 in the office of the Port of Woodland, 115 Davidson Avenue, Woodland, Washington. President Cline called the meeting to order at 3:00 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**

**Commissioner Peterson made a motion to approve the agenda as presented.  
Secretary Boon seconded the motion.**

**Discussion: No changes to the agenda.**

**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

**ACTION ITEMS**

**A. Resolution #435 Delegating Bond Resolution. Underwriting Agreement and Preliminary Official Statement for the Lemmons Acquisition**

**• Resolution #435**

**Secretary Boon made a motion to approve Resolution #435 Delegating Bond Resolution. Commissioner Peterson seconded the motion.**

**Discussion: Commissioner Peterson is opposed to borrowing money to purchase the Lemmons property. He would like to see the port use cash on hand to avoid interest expense.**

**Vote was as follows: President Cline - yes; Secretary Boon - yes; Commissioner Peterson - declined to vote. The motion was carried.**

**• Underwriting Agreement**

**Secretary Boon made a motion to authorize Executive Director Keene to sign the Underwriting Agreement. Commissioner Peterson seconded the motion.**

**Vote was as follows: President Cline - yes; Secretary Boon - yes; Commissioner Peterson - declined to vote. The motion was carried.**

**• Preliminary Official Statement**

Jim Blumenthal explains in detail the Preliminary Official Statement document.

**B. Resolution #434 Delegation of Authority**

**Secretary Boon made a motion to table Resolution #434 Delegation of Authority until the March 3, 2016 meeting. Commissioner Peterson seconded the motion.**

**Vote was unanimous. The motion was carried.**

**Direction: To set up a workshop to discuss Resolution #434 at 2:00 P.M. on March 3, 2016.**

## **C. Adoption of Employee Manual**

**Secretary Boon made a motion to table the employee manual until the March 3, 2016 meeting. Commissioner Peterson seconded the motion.**

**Vote was unanimous. The motion was carried.**

**Direction: Commission will review the most current changes and report back to Earl Jackson or Executive Director Keene with comments - if the comments look to be more than just simple changes, but more policy changes - then Executive Director Keene will set up a workshop for March 3, 2016.**

## **UNFINISHED BUSINESS**

### **A. Capital Community Assistance Program/Project**

The commission discuss edits to the document and a rubric.

**Direction: For the second meeting of March, Executive Director Keene and Earl Jackson will have a draft of the form, criteria, scoring and resolution.**

## **NEW BUSINESS**

### **A. Osa Mae Taggert property**

George and Melinda Taggert address the commission about what they can and cannot remove from the property. The commission agrees, per the Life Agreement, that any personal/sentimental items can be removed from the property before March 1, 2016, at that time, the Port will take possession of the property.

### **B. 1387 Ste. C Down River Drive (Olympic Aero) Heating & Cooling System**

**Secretary Boon made a motion to award the bid to Renaud for a ductless heat pump in the amount of \$8,670.00 plus tax. Commissioner Peterson seconded the motion.**

**Vote was unanimous. The motion was carried.**

**Direction: To seek estimates for an industrial fan for this site and if under \$5,000.00 delegation of authority, then proceed in purchasing and installing the fan.**

## **EXECUTIVE SESSION**

### **A. RCW 42.30.110 (g) Performance Review of an Employee**

At 4:10 P.M. President Cline recesses the regular meeting to go into executive session. Executive session will last 30 minutes, until 4:40 P.M. - no action will be taken. The commission has invited Earl Jackson, legal, to participate in the executive session.

At 4:40 P.M. President Cline re-convenes the regular meeting to state that the executive session will continue for an additional 15 minutes, until 4:55 P.M. - no action will be taken. Earl Jackson is excused and Executive Director Keene is invited to participate in the executive session.

At 4:55 P.M. President Cline re-convenes the regular meeting to state that the executive session will continue for an additional 15 minutes, until 5:10 P.M. - no action will be taken.

At 5:10 P.M. President Cline re-convenes the regular meeting, no action was taken during the executive session.

Discussion: Commission would recommend continuing discussion of Executive Director performance at next commission meeting.

**Direction: Commission directs President Cline to summarize comments made during executive session and submit to Earl Jackson.**

**Direction: Commission asks for additional executive session at their next meeting per RCW 42.30.110 (g).**

## **UPCOMING MEETINGS**

None to report

## **COMMISSIONERS REPORTS**

- President Cline states that the county did work on the entrance to Cougar restroom. He took pictures. He states that rock may be needed in the future.
- Secretary Boon asks to be the Ports representative on a group that has formed to work with the Public Works Department to streamline the process for new businesses to locate in the Woodland community. The commission states they agree that Secretary Boon might attend the meetings and report back information, but as a private citizen.

**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 5:29 P.M.

WOODLAND PORT COMMISSION



\_\_\_\_\_  
Paul Cline, President



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Dale Boon, Secretary



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Gerald Peterson, Commissioner

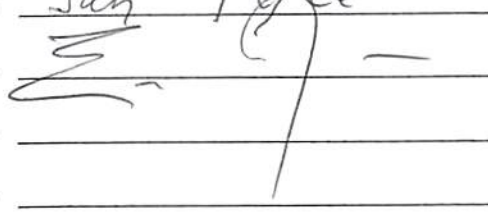
Attest:



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Carol Moore, Port Auditor

PORT OF WOODLAND  
COMMISSION MEETING  
February 4, 2016

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

	<u>NAME</u>	<u>ORGANIZATION</u>
1.	Shirley Temming	CRRV
2.	Jan Pyle	"
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