



**PORT OF WOODLAND
Meeting Minutes
September 15, 2016**

A regular meeting of the Woodland Port Commission was held on September 15, 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

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, as presented.
Commissioner Peterson seconded the motion.**

No changes to the agenda.

Vote was unanimous. The motion was carried.

PUBLIC COMMENT (5-minute limit)**A. Items ON the agenda**

- Darlene Johnson – representing Woodland Chamber – Woodland Chamber has gone on record, supporting the purchase of the DNR land.
- Darlene Johnson – citizen – supports the acquisition of the DNR land.
- Tom Renner – citizen – asks for clarification on recreation in the Port’s mission statement, the progress on a boat launch and recreation development on riverfront property.
- Bernie Schockett – representing Columbia River Carbonates – supports the acquisition of DNR property.
- Bernie Schockett – citizen – supports the acquisition of DNR property.
- David Simpson – citizen – is concerned about jobs per acre, if the Port purchases the DNR land.

B. Items NOT ON the agenda

None

MINUTES**A. August 18, 2016 Regular Meeting**

Secretary Boon made a motion to approve the minutes of the August 18, 2016 regular meeting, as presented. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

B. September 1, 2016 Workshop**C. September 1, 2016 Regular Meeting**

Commissioner Peterson made a motion to approve the minutes of the September 1, 2016 workshop and September 1, 2016 regular meeting, as presented. 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 finances, 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, warrants and electronic payments

Secretary Boon made a motion to approve vouchers, warrants and any electronic payments 16818 through 16856 in the amount of \$143,483.11. Commissioner Peterson seconded the motion.

Discussion: President Cline notes the one void, warrant #16823.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. Capital Community Development Project (CCDP)

Executive Director Keene states that per direction, Earl Jackson made modifications to the resolution, for review by the Commission.

Secretary Boon made a motion to approve the CCDP program and put \$20,000.00 into the Port's operational budget for 2017, to support the program.

Motion died due to lack of a second.

Secretary Boon made a motion to adopt the Capital Community Development Program resolution. President Cline seconded the motion.

Discussion: to move to a reimbursement process, which is not addressed in this draft of the resolution and why the changes that were discussed at the September 1st meeting not made.

Vote was as follows: President Cline – no; Secretary Boon no; Commissioner Peterson – no. The motion failed.

Direction: To have Executive Director work with legal to restructure the resolution to address a reimbursement process and to make the appropriate changes to the resolution that were outlined at the September 1, 2016 meeting.

B. Executive Director Contract Amendment

Discussion as to why the draft amendment is not a clean draft that is ready to have action taken on it and why are the changes being made not the ones recommended and discussed at the September 1st meeting.

Commissioner Peterson made a motion to table Action Item B. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

Direction: To have President Cline follow up with Earl Jackson to clarify the changes he made in the amendment and to have a clear, clean draft ready for review and possible action at the next meeting.

UNFINISHED BUSINESS

A. DNR land acquisition

Update – Purchase Sale Agreement – DNR has asked for a delay to give their Board time to review the agreement.

Update – Financing – The Commission needs to discuss how to finance the acquisition. There is a preliminary breakdown of three possible financing scenarios in the commission packets.

Direction: To set up a workshop with Jim Blumenthal to further discuss financing options.

B. 2017 Budget (if needed)

Discussion of what is operational and capital, making the appropriate adjustments to the preliminary budget.

NEW BUSINESS

None

UPCOMING MEETINGS

- A. September 20, 2016 Workshop 2 PM - 1608 Guild Road
- B. October 5, 2016 WQCC Meeting
- C. October 6, 2016 Cowlitz-Skamania Fire District #7 3 PM Regular Meeting
Public Hearing Budget
- D. October 18, 2016 5 PM Regular Meeting
- E. October 19-21, 2016 Small Ports Conference Leavenworth, WA

COMMISSIONERS REPORTS

Secretary Boon would like the Commission consider incentive pay for Executive Director Keene.

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 6:15 P.M.

WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary



Gerald Peterson, Commissioner

Attest:



Carol Moore, Port Auditor

PORT OF WOODLAND

COMMISSION MEETING

9/15/16

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

	<u>NAME</u>	<u>ORGANIZATION</u>
1.	David Simpson	Woodland Planning
2.	Tom RENNERT	
3.	Paulen Johnson	Self & Woodland Club
4.	BEWIE SUTOKET	C. R. C.
5.	Shirley Temming	CRRVP, LLC
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		