



Port of Woodland

Business is better here.

PORT OF WOODLAND Meeting Minutes December 15, 2016

A regular meeting of the Woodland Port Commission was held on December 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	Excused Absence
	Executive Director	Jennifer Keene
	Auditor	Carol Moore

Guests present: See List

CALL TO ORDER

OPENING REMARKS

A. Pledge of Allegiance

President Cline states that Commissioner Peterson is excused from the meeting.

B. Approval of Agenda

Secretary Boon made a motion to approve the agenda as presented. President Cline 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

None

B. Items NOT ON the agenda

None

MINUTES

A. November 14, 2016 Workshop

B. November 14, 2016 Regular Meeting

C. December 1, 2016 Special Meeting

D. December 1, 2016 Workshop

E. December 1, 2016 Regular Meeting

Secretary Boon made a motion to approve the minutes of the November 14 workshop; the November 14 regular meeting; the December 1 special meeting; the December 1 workshop; the December 1 regular meeting. President Cline 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. President Cline 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 two electronic payments 16942 through 16992, in the amount of \$430,377.74. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. Purchase Sale Agreement for Kuhn Road DNR Property

President Cline made a motion to enter into a purchase sale agreement for Kuhn Road DNR Property. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

Secretary Boon made a motion to authorize Executive Director Keene to sign the purchase sale agreement for Kuhn Road. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

B. Approval of Letter to Schools Trust Board

President Cline made a motion to approve the letter to School Trust Board. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

Executive Director Keene states for the record that she did consult with Commissioner Peterson by phone, and he did concur with sending the letter.

C. Approval of voucher Mad Bird Design for port website

Auditor Moore states for the record that this warrant was written on October 18 for \$3,508.25 number 16889. By action of the Commission, this voucher was pulled and not approved for payment at that time.

Secretary Boon made a motion to approve voucher to Mad Bird Design for port website. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

D. Approval of BNSF lease for 1395 Down River Drive Suite E

Secretary Boon made a motion to approve the lease with BNSF for 1395 Down River Drive Suite E. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

A. Snorkel/Scissor Lift Approval Request from Maintenance

Discussion on increasing the budget for the purchase of a snorkel/scissor lift.

President Cline made a motion to increase the budget for a snorkel/scissor lift and accessories to \$25,000.00. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

NEW BUSINESS

A. 2017 Legislative Priorities – Port Day January 30, 2017

Executive Director Keene and President Cline met and discussed 2017 priorities, and both will be attending Port Day. Topics for discussion will be telecommunication; CERB funding; infrastructure funding. Executive Director Keene states that she is scheduling throughout January, legislative meetings to discuss the Ports individual needs and suggests that Commissioner Cline attend those meetings to represent the Commission.

B. Lions Day – Washington State Fish and Wildlife property

Executive Director Keene states that she was finally able to talk to the correct person in the correct department of Fish and Wildlife concerning maintenance of Lions Day Park, which is their property. Fish and Wildlife provided a copy of an agreement that was signed in 1999 between Fish and Wildlife and the Port of Woodland, that obligates the Port to maintain and manage the property for 25-years. She understands there is an agreement between the Port and Lions Club for them to maintain the property. She asked Fish and Wildlife if they would be interested in selling this strip of property to the Port of Woodland. They are considering her request. She will continue to update the Commission.

EXECUTIVE SESSION

A. RCW 42.30.110 (g) Performance Review of a Port Employee

At 5:46 P.M. President Cline recesses the regular meeting to go into executive session. Executive session will last until 6:10 P.M. - no action will be taken. The commission include Commissioner Peterson, via conference call.

At 6:10 P.M. President Cline re-convenes the regular meeting; no action was taken during the executive session.

Discussion: President Cline states that he will write a summary of the discussion topics - that will be ready for review by the Commission and Executive Director Keene, during an executive session at the January 19 meeting.

UPCOMING MEETINGS INFORMATION

- January 3, 2017: Port of Woodland CCDP Program: ED Keene & Commissioner Boon
- January 5, 2017: Regular Commission Meeting 3 PM
- WQCC January Meeting (January 18 – City of Woodland is host)
- January 21, 2017: Woodland Chamber of Commerce Installation Banquet

EXECUTIVE DIRECTOR REPORT

Update: Received confirmation from Burlington Northern that they have approved the concept of the rail reload and have asked West Rail to move forward on the engineering. West Rail should be surveying the site in early January. Hopefully a lease will be executed with the Port, in late January or early February.

Update: Earl is working on the track agreement between the Port and PDM Steel.

COMMISSIONERS REPORTS

- Commissioner Boon has been contacted by Noel Johnson. Noel Johnson would like to request the Port put in an electrical box so the Triangle can be decorated for the holidays. The commission has agreed not to install an electrical box at the site.
- Commissioner Boon asks for an update on the 2 acres – hay maintenance agreement. Executive Director Keene states it has been re-advertised – to close on January 4, 2017, bids to be opened at the January 5, 2017 meeting. Term of agreement will be January 6 through December 31, 2017.
- President Cline states that he called the office and asked if there was some way to identify on the P&L, the addresses of the buildings. As it reads now, it says building 1, building II etc. He states Auditor Moore provided the Commission with a Key cross references the buildings, their building number, suite numbers, tenant and building address. This Key will be updated as tenants change and can be kept in the Commission binders.
- Secretary Boon asks for an update on the new sign at Schurman Way Industrial Park. Executive Director Keene states that Advanced Signs is working on the sign.
- Executive Director Keene gives an update on the progress at 1395 DRD Suite D.
- Secretary Boon asks for an update on lease termination of Arce Nursery. Executive Director Keene states on February 1, 2017, the Port takes possession of the property.
- President Cline asks for clarification on Grant Jensen and his position with the Port. Auditor Moore explains that he is a temporary maintenance position while Richard Harsh is on leave for medical reasons. Richard is now on light duty, but once he is released to full work duty, then the temporary maintenance position will no longer be needed. Executive Director Keene states at that time, a determination will need to be made to fill the need for the extra maintenance work that is scheduled. Consideration of an on-call maintenance position.

ADJOURNMENT

Secretary Boon made a motion to adjourn. President Cline seconded the motion. Vote was unanimous. The motion was carried.

President Cline declared the Regular Meeting adjourned at 6:36 P.M.

WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary



Gerald Peterson, Commissioner

Attest:



Carol Moore, Port Auditor

PORT OF WOODLAND
COMMISSION MEETING

12/15/16

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

	<u>NAME</u>	<u>ORGANIZATION</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
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17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____



Port of Woodland

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

Executive session will take place during Commission meeting on 12/15/16 (date) and 5:45pm (time) for a period of 25 (length).
6:10pm.

- 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(g)
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 6:10pm.
Additional time for executive session _____ (time) and ~~_____ (length)~~.
~~Additional time for executive session _____ (time) and _____ (length).~~
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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.