



Port of Woodland

Business is better here.

PORT OF WOODLAND Meeting Minutes May 15, 2017

A regular meeting of the Woodland Port Commission was held on May 15, 2017 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 – conference call
	Executive Director	Jennifer Keene
	Auditor	Carol Moore
	Guests present:	See List

CALL TO ORDER

OPENING REMARKS

A. Pledge of Allegiance

B. Approval of Agenda

Discussion: Agenda will be amended as follows:

- Remove Presentation – Tribeca Transport
- Under Unfinished Business - Add Item C - Cooperative Port Broadband Interlocal Agreement

**Secretary Boon made a motion to approve the agenda as amended.
President Cline seconded the motion.**

Vote was unanimous. The motion was carried.

PRESENTATION

Tribeca Transport

Removed by motion – see above

Commissioner Peterson joins the meeting via conference call

PUBLIC COMMENT (5-minute limit)

A. Items ON the agenda

None

B. Items NOT ON the agenda

None

MINUTES

A. May 4, 2017 Regular Meeting

Secretary Boon made a motion to approve the minutes of the May 4, 2017 regular meeting. Commissioner Peterson seconded the motion.

Discussion: No changes to the minutes.

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 electronic payments 17170 through 17201, in the amount of \$86,249.77. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

B. SAO Annual Report 2016

Commissioner Peterson made a motion to approve the 2016 SAO Annual Report, as presented. Secretary Boon second the motion.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. Guild Road Dirt Surplus

Executive Director Keene states that the bid process will be advertised to purchase the entire pile of dirt and remove by a certain date. The dirt pile is being surveyed at this time.

Secretary Boon made a motion to surplus the dirt pile at Guild Road I. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

Direction: Once the dirt pile is surveyed, to begin advertising for bids.

UNFINISHED BUSINESS

A. Down River Drive 1391 Sediment Pond Repair

Update: Executive Director Keene is working on creating a scope of work and will secure estimates from vendors on the small works roster.

B. June 15th Regular Meeting

Executive Director Keene states that Auditor Moore will not be able to attend the June 15th meeting as she will be at the WPPA Finance Conference.

C. Cooperative Port Broadband Interlocal Agreement

President Cline states that the Port received an interlocal agreement from the Port of Skagit (see Exhibit A). President Cline states that he contacted Nelson Holmberg, who presented the project to the Commission at a Commission meeting, and explained to Nelson that the document is not properly written and was disappointed by the way the Port of Woodland was not named in the document under critical sections and in other sections, no personalization to the title of the person signing the document for the Port. The Commission agrees that it is a poorly written agreement and directs President Cline to discuss the contents of the agreement with Patsy (Port of Skagit), Brent and Nelson (Port of Ridgefield), at the upcoming WPPA Spring Conference.

NEW BUSINESS

None

UPCOMING MEETINGS

May 16-19: WPPA Spring Conference Cle Elum WA- Commissioner Cline and ED Keene
July 25 – 25: WPPA Commissioner Conference

EXECUTIVE DIRECTOR REPORT

Update: Comcast is laying all new fiber lines at Down River Drive Industrial Park. This is at no charge to the Port and will give it tenant better internet service.

Update: Cowlitz County Department of Public Works will begin work on the access roads for Austin Point, Martin Bar, and Cougar Restroom. Cost will be \$7,818.93.

Update: Received Scope of Work for the permitting of Austin Point and Martin Bar South, dredge disposal sites for the channel deepening. The Port's current permits expire in 2018. Cost will be \$27,781.00.

Update: Channel Deepening agreements. Entering into the next 20-year agreement and working with Earl Jackson (legal) to work on the language of the new agreement.

Update: President Cline asks for an update on West Rail lease. Executive Director Keene states that West Rail is waiting on the State for their corporation approval and documents.

Update: DNR acquisition – meeting with the Cowlitz tribe tomorrow to address their concerns. No confirmation on date for when the DNR acquisition will be on the Board of Natural Resources agenda.

COMMISSIONERS REPORTS

Secretary Boon states that he and Richard looked at equipment to stripe the parking lots of the Port's property. Richard is looking into seeing if buying this equipment will be cost effective.

President Cline asks for an update on the orchard at Guild Road that the Boy Scouts are working on. Executive Director Keene states the project is moving forward.

ADJOURNMENT

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

President Cline declared the Regular Meeting adjourned at 6:06 P.M.

Conference call with Commissioner Peterson ends.

WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary



Gerald Peterson, Commissioner

PORT OF WOODLAND
COMMISSION MEETING

5/15/17

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

<u>NAME</u>	<u>ORGANIZATION</u>
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