



Port of Woodland

Business is better here.

PORT OF WOODLAND Meeting Minutes June 1, 2017

A regular meeting of the Woodland Port Commission was held on June 1, 2017 in the office of the Port of Woodland, 115 Davidson Avenue, Woodland, Washington. President Cline called the meeting to order at 3:05 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

President Cline notes for the record that Commissioner Peterson is not present.

OPENING REMARKS

A. Pledge of Allegiance

B. Approval of Agenda

Discussion: No changes to the agenda

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

Vote was unanimous. The motion was carried.

PUBLIC COMMENT (5-minute limit)

A. Items ON the agenda

None

B. Items NOT ON the agenda

J.J. Burke, Executive Director of Woodland Chamber, thanks the Port Commission for sponsoring the Planter's Day Fireworks. He would like to ask the Port Commission if the Woodland Visitor's Center can sell Port Access Permits. He states that they currently sell Washington State Discover passes and access permits to Federal forest land.

MINUTES

A. May 15, 2017 Regular Meeting

Secretary Boon made a motion to approve the minutes of the May 15, regular meeting, as presented. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

ACTION ITEMS

For the record: Commissioner Peterson arrives to join the meeting

A. Permitting for Austin Point Martin Bar – Anchor QEA

Discussion: This is for permitting the disposal sites at Austin Point and Martin Bar, current permits expire in 2018. Anchor QEA completed this process for the Port in 2012.

Secretary Boon made a motion to approve the Anchor QEA scope of services permitting Port of Woodland dredge sites for \$27,281.00. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

B. Ports Broadband Interlocal Agreement

Discussion: What is the scope of work and deliverables the lobbying group is doing for the money the Port of Woodland is paying towards the interlocal agreement with Port of Ridgefield for the lobbying firm to lobby for the Ports at the federal level.

Direction: To add a condition to the interlocal agreement that the Port of Woodland receive a copy of the monthly invoices from the lobbying firm and monthly reports from the Port of Ridgefield.

President Cline made a motion to table Action Item B – Ports Broadband Interlocal Agreement - until the June 15, 2017 meeting. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

C. Gibbs and Olson Contract for Services Guild Road Industrial Park II

Secretary Boon made a motion to approve the agreement between the Port of Woodland and Gibbs and Olson for \$184,500.00 for the Guild Road Industrial Park II project. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

A. Dike Road and Disposal Site Update

Update: Executive Director Keene states that the agreements, outlining the new 20-year agreement, are waiting for Earl Jacksons review.

B. Dark Fiber Project

Update: The Port is receiving a \$50,000.00 grant from the CERB Board to help with the cost of a dark fiber feasibility study and market analysis. The next step is to develop a scope of work to begin the bid process.

NEW BUSINESS

Selling permits at Woodland Visitors Center.

Direction: To have staff set up an agreement with the Visitors Center and proceed with training and process, to properly sell Port access permits at the Woodland Visitors Center which is open 7-days a week.

UPCOMING MEETINGS INFORMATION

- June 13-16: WPPA Finance & Administration - Carol
- June 15: Planters Days - Firework Show Sponsor - Port
- June 17: Planters Days Parade - Candy Bag Distribution Team - Commissioners Cline and Boon
- June 19-21: PNWA Conference, Seattle
- June 22: CWCOG Board Meeting - Commissioner Boon
- June 23: Rotary Golf Tournament - Lunch Sponsor - Port

COMMISSIONERS REPORTS

President Cline gives a short report on the WPPA Spring Conference that he and Executive Director Keene attended.

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 4:46 P.M.

WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary



Gerald Peterson, Commissioner

PORT OF WOODLAND
COMMISSION MEETING

6/11/2017

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

	<u>NAME</u>	<u>ORGANIZATION</u>
1.	<i>J. Bul</i>	<i>Woodland Chamber</i>
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