



Port of Woodland

Business is better here.

PORT OF WOODLAND Meeting Minutes July 20, 2017

A regular meeting of the Woodland Port Commission was held on July 20, 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
	Executive Director	Jennifer Keene
	Auditor	Carol Moore
	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. Due to lack of second, motion died.

Secretary Boon made a motion to approve the agenda with the addition of Collins Architectural Group under Unfinished Business. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

MINUTES

A. July 6, 2017 Regular Meeting

Secretary Boon made a motion to approve the minutes of the July 6, regular meeting, as presented. Commissioner Peterson 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

George Raiter would like to thank the Commission for their public service.

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. 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 17244 through 17305, in the amount of \$187,457.33. Commissioner Peterson seconded the motion.

Discussion: President Cline notes voided warrants #17281, #17282, #17283, #17284, #17285, #17286 and #17287.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. Tribeca Transport Lease

Mike Behrman is here to discuss the terms of the lease.

Secretary Boon made the following motion – the Port Commission recognizes per RCW 53.08.085 that a security deposit is required from tenants when signing a lease agreement. The Port requires rent to be secured; however, at a lower security amount than required by state law. The Port will be obtaining a deposit amount of \$4,409.79 from Tribeca Transport LLC, therefore I move to approve the lease. Secretary Peterson seconded the motion.

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

Direction: To have staff invoice the security deposit evenly over 12-months.

UNFINISHED BUSINESS

A. Collins Architectural Group

Executive Director Keene received by email, a contract outlining the architectural and civil fees and scope of work, for the conversion of the Port office (see exhibit A).

Secretary Boon made a motion to approve the Collins Architectural Group contract of \$9,750.00 for architectural fee and \$11,500.00 for civil fee. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

NEW BUSINESS

A. 2018 Operations Budget

Executive Director Keene presents the Commission with a draft of the 2018 operations budget for review.

UPCOMING MEETINGS INFORMATION

A. Port of Ridgefield Invite - WDFW New Building July 26 at 1 PM

B. Workshops:

a. 10 AM August 30- HHPR Guild Road I

b. 10 AM August 31- Capital Budget

Executive Director Keene adds the following:

July 25 at 4 PM – Columbia Precast is having their open house.

August 30 at 9 AM – Workshop - Executive Director's contract.

EXECUTIVE DIRECTOR REPORT

Update: Washington Department of Fish & Wildlife contacted Executive Director Keene and stated they are working through their process in regards to the strip of land at Martin Bar, to determine if they will proceed with selling the land.

Update: President Cline asks for an update on the broadband feasibility study. Executive Director Keene states that the grant funds are on hold as the state budget is not finalized. But the request for proposal is out.

COMMISSIONERS REPORTS

None

ADJOURNMENT

Commissioner Peterson 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 6:08 P.M.

WOODLAND PORT COMMISSION

Absent

Paul Cline, President

Dale Boon

Dale Boon, Secretary

Gerald Peterson

Gerald Peterson, Commissioner

PORT OF WOODLAND
COMMISSION MEETING
July 20, 2017

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

	<u>NAME</u>	<u>ORGANIZATION</u>
1.	<u>GEORGE RAIZER</u>	<u>NW-IW</u>
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
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17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____



July 19, 2017

Jennifer Keene, Executive Director
Port of Woodland
P.O. Box 87
115 Davidson
Woodland, WA 98674

RE: CONVERSION OF RESIDENCE TO PORT OFFICE

Dear Jennifer,

Our fee to take the conceptual drawings to permit stage would be:

Architectural Fee:	\$9,750.00
Building floor plan, exterior elevations, finish schedule, notes and details for materials and finishes	
Civil Fee:	\$11,500.00
Design and layout of parking lot and sitework (assuming that stormwater can be piped to the facility across the street)	

We have proceeded with the drawings as far as I can without meeting with you and Richard to ask additional questions. When would you be able to meet?

Accepted:
PORT OF WOODLAND

A handwritten signature in black ink, appearing to be 'J. Keene', is written over a horizontal line.

COLLINS ARCHITECTURAL GROUP, P.S.

A handwritten signature in black ink, appearing to be 'J. Keene', is written over a horizontal line. To the right of the signature is the date '7/19/17'.