



Port of Woodland

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PORT OF WOODLAND Meeting Minutes February 18, 2016

A regular meeting of the Woodland Port Commission was held on February 18, 2016 in the office of the Port of Woodland, 115 Davidson Avenue, Woodland, Washington. President Cline called the meeting to order at 5:01 P.M.

Those present were:	President	Paul Cline
	Secretary	Dale Boon
	Commissioner	Excused Absent
	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 with the following change - change wording on New Business from Information to Information/Action. President Cline seconded the motion.

Discussion: No further discussion.

Vote was unanimous. The motion was carried.

President Cline states that Commissioner Peterson is excused due to illness.

PUBLIC COMMENT (5 minute limit)

A. Items ON the agenda

None

B. Items NOT ON the agenda

- Darlene Johnson would like to request the commission to allow Executive Director Keene to work with the City of Woodland on a Public Works grant to benefit Woodland Rotary and the Scott Hill Park project.

The commission is in support of having partnerships with other entities. The commission directs Executive Director Keene to assist the City of Woodland with this funding source and grant writing. And in the future, any request for a partnering project be brought to the commission on a case by case basis.

- Darlene Johnson updates the commission on a group that is meeting to try and work with the city to make Woodland a more business friendly community. Discussion last night was bringing to the Woodland City Council the idea of a moratorium on impact and permitting fees - using Clark County as an example. The group centers on the downtown area, but Ms. Johnson would like to see their support extend to the industrial area. She asks that port support the idea of a moratorium test period.
- Matt Peterson would like to state that he opposes the purchase of the 154 acres of Washington Department of Natural Resources land - located across from Austin Point.

MINUTES

A. Approval of January 21, 2016 Regular Meeting

Secretary Boon made a motion to approve the minutes of the January 21, 2016 regular meeting. President Cline seconded motion.

Vote was unanimous. The motion was carried.

B. Approval of February 4, 2016 Workshop

Secretary Boon made a motion to approve the minutes of the February 4, 2016 workshop meeting. President Cline seconded motion.

Vote was unanimous. The motion was carried.

C. Approval of February 4, 2016 Regular Meeting

Secretary Boon made a motion to approve the minutes of the February 4, 2016 regular meeting. President Cline seconded 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 and warrants (plus wire)

President Cline made a motion to approve vouchers and warrants 16495 through 16535 and electronic payments in the amount of \$104,274.49. Secretary Boon seconded the motion.

Discussion: President Cline notes there is one void, warrant #16497 and two debits; \$7.36 and \$1,960.89.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. Closing Bond Documents Lemmons Acquisition

Secretary Boon made a motion to give Executive Director Keene the authority to execute the closing documents and closing transaction for the Lemmons property purchase. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

B. Resolution #436 Newspaper of Record

Secretary Boon made a motion to approve Resolution #436 Newspaper of Record. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

C. Madbird Designs quote for website

Secretary Boon made a motion to table the Madbird Designs quote for website design until March 17, 2016 meeting. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

D. Pacific Seafood late fee

Secretary Boon made a motion to waive the late fee of \$214.20 to Pacific Seafood. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Reschedule Request June 16 meeting to June 23, 2016

Secretary Boon made a motion to move the June 16, 2016 meeting to June 23, 2016. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

EXECUTIVE SESSION

A. Performance Review of an Employee RCQ 42.30.110 (g)

President Cline states that Commissioner Peterson will join the executive session via phone conference.

At 5:56 P.M. President Cline recesses the regular meeting to go into executive session. Executive session will last 20 minutes, until 6:16 P.M. - no action will be taken.

At 6:03 P.M. Commission invites Executive Director Keene to join the executive session.

At 6:16 P.M. President Cline re-convenes the regular meeting and states that no action was taken during executive session.

Commissioner Peterson joins the regular meeting via phone conference.

Commission directs President Cline to send Executive Director Keene's performance review to Earl Jackson, legal, for review in order to draft the

final copy as well as directing Earl Jackson to write a draft contract for their review and discussion with Executive Director Keene.

Secretary Boon made a motion to give Executive Director Keene a 1.5 percent raise to begin with March, 2016 payroll. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

Commissioner Peterson ends his conference call.

WPPA Meetings (Need Confirmation for scheduling)

- Spring Meeting (Skamania) May 11-13
- Finance and Administrative (Spokane) June 15-17
- Commissioner (Union) August 1-3
- Small Ports (Leavenworth) October 20-21
- Annual Meeting (Tacoma) November 16-18

EXECUTIVE DIRECTOR REPORT

Executive Director Keene reviews portions of her written report.

Update: Capital Community Assistance Program. A draft resolution and all updated documents have been sent to Earl Jackson for legal review. Executive Director Keene and Secretary Boon will meet next week to draft a matrix - all should be completed for review for the March 3, 2016 meeting.

Update: Rail Spur Agreement. Executive Director Keene gives an update on the rail spur off of Schurman Way. There is a question of ownership and responsibility of rail spur - this has become an issue and needs to be clarified before the Schnitzer property can be sold and a lease can be drafted with a potential client for the 25-Acres. The port needs to show clear ownership of the rail spur.

Update: Legal Expense. Executive Director Keene breaks down the latest legal invoices.

Update: West Coast Training Relocation. Executive Director Keene is continuing to work on ways to keep West Coast Training on port property. President Cline states that if we cannot keep them on port property, at least keep them in the Woodland community. Secretary Boon asks that the port keep in communication with Jeff Woolever.

COMMISSIONERS REPORTS

- Secretary Boon states that he attended the meeting that Darlene Johnson talked about during public comment.
- Secretary Boon states that he will be out of town from March 4 through March 31 and will miss the March 17 meeting.
- Executive Director Keene states that on March 1, she will be giving the State of the Port report at Chamber.

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 6:47 P.M.

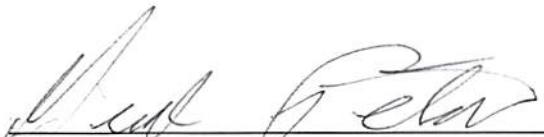
WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary



Gerald Peterson, Commissioner

Attest:



Carol Moore, Port Auditor

PORT OF WOODLAND
COMMISSION MEETING

2/18/2016

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

	<u>NAME</u>	<u>ORGANIZATION</u>
1.	Shirley Temming	CRRVP-
2.	Walter Shuman	Rotary & Woodland Truck
3.	David Simpson	Woodland Planning
4.	Matt Peterson	
5.	FERNIE SCHOCKELT	CRC
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