



**PORT OF WOODLAND
Meeting Minutes
March 17, 2016**

A regular meeting of the Woodland Port Commission was held on March 17, 2016 in the office of the Port of Woodland, 115 Davidson Avenue, Woodland, Washington. President Cline called the meeting to order at 5:10 P.M.

Those present were:	President	Paul Cline
	Secretary	Excused Absence
	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.
President Cline seconded the motion.**

Discussion: No further discussion.

Vote was unanimous. The motion was carried.

President Cline states that Secretary Boon is excused due to vacation.

PUBLIC COMMENT (5 minute limit)

A. Items ON the agenda

None

B. Items NOT ON the agenda

- David Simpson - would like to comment on the non-disclosure statement the Port signed with a potential client at Austin Point. He would like the Commission to consider the impact of such a project to the area.

MINUTES

A. Approval of March 3, 2016 Workshop

Commissioner Peterson made a motion to approve the minutes of the March 3, 2016 workshop, as presented. President Cline seconded motion.

Vote was unanimous. The motion was carried.

B. Approval of March 3, 2016 Regular Meeting

Commissioner Peterson made a motion to approve the minutes of the March 3, 2016 regular meeting, as presented. President Cline seconded motion.

Vote was unanimous. The motion was carried.

C. Approval of February 18, 2016 Regular Meeting

Commissioner Peterson made a motion to approve the minutes of the February 18, 2016 regular meeting, as presented. President Cline seconded motion.

Vote was unanimous. The motion was carried.

AUDITOR'S REPORT

A. Approval of Auditor's report of port finances

Commissioner Peterson made a motion to approve the Auditor's report of port finances, as presented. 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/electronic payments

Commissioner Peterson made a motion to approve vouchers and warrants 16536 through 16578 and any electronic payments in the amount of \$165,869.52. President Cline seconded the motion.

Discussion: President Cline notes there is one void, warrant #16558.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. Pacific Seafood Lease

President Cline states - 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 of zero (\$0.00) dollars from Pacific Seafood. Therefore, I move that we approve the lease with Pacific Seafood. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

B. Preliminary Environmental Proposal Award for Guild Road Industrial Park

Discussion: The Commission and Executive Director Keene, thoroughly discuss each proposal that was received.

President Cline made a motion to enter into agreement for Phase I of the Guild Road Industrial Park project with ELS, Ecological Land Services, in the amount of \$34,664.00. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

C. Schwabe, Williamson and Wyatt Legal Expenses

President Cline made a motion to approve \$36,338.60 in legal expense to Schwabe, Williamson & Wyatt. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

A. Website Scope of Work

Executive Director Keene gives a short update on the process of creating the scope of work for updating the Port's website. The Commission gives examples of websites they have visited and what they would like to see incorporated into the Port of Woodland website.

B. Taggart Demolition Update

Executive Director Keene gives a brief update on the demolition process at 1608 Guild Road (Taggart property).

NEW BUSINESS

Auditor Moore states that due to the election of officers for 2016, the Commission and Staff have signed an updated signature card, which she is sending to the Treasurer's office (See Exhibit A).

UPCOMING MEETINGS

Executive Director Keene adds the following meeting:

April 6, 2016 Special Meeting at 1:00 PM of the Port of Woodland Commission.

April 7, 2016 @ 2 PM Commission Workshop – Employee Manual

April 7, 2016 @ 3 PM Commission Regular meeting:

Employment Contract Executive Director Keene, Delegation of Authority, Employee Manual, Executive Session

April 20, 2016- Possible Special Meeting for Executive Session

April 20, 2016 @ 6 PM WQCC – Port is host

April 21, 2016 @ 5 PM Commission Regular Meeting

EXECUTIVE DIRECTOR REPORT

Executive Director Keene reviews portions of her written report and adds the following:

Update: Lighting project at FlashCo is complete.

Update: The installation of industrial fans is completed at FlashCo and Advanced Composites.

Update: County crew will be grading the access roads at Austin Point and Martins Bar.

COMMISSIONERS REPORTS

President Cline asks for an update on 1) lease for log storage; 2) Scott Hill Park - help with grant writing.

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 6:39 P.M.

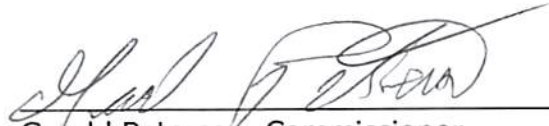
WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary



Gerald Peterson, Commissioner

Attest:



Carol Moore, Port Auditor

PORT OF WOODLAND
COMMISSION MEETING

3/17/16

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

	<u>NAME</u>	<u>ORGANIZATION</u>
1.	Shirley Temming	CRRUP, LLC
2.	David Simpson	
3.	B Setteckelt	CLC
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Port of Woodland

Business is better here.

PORT STAFF AND COMMISSIONERS - 2016

Jennifer A. Keene
Executive Director

Carol Moore
Auditor

Paul Cline
Commission President
Commissioner - 2017

Dale Boon
Commission Secretary
Commissioner - 2021

Gerald Peterson
Commissioner - 2019

**

2 Signatures required on all warrants.

Executive Director + Auditor
Commission President + Auditor
Executive Director + Commission President

Exhibit A