



Port of Woodland

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PORT OF WOODLAND Meeting Minutes September 1, 2016

A regular meeting of the Woodland Port Commission was held on September 1, 2016 in the office of the Port of Woodland, 115 Davidson Avenue, Woodland, Washington. President Cline called the meeting to order at 3:01 P.M.

Those present were:	President	Paul Cline
	Secretary	Dale Boon
	Commissioner	Gerald Peterson
	Executive Director	Jennifer Keene
	Auditor	Carol Moore
	Legal Counsel	Earl Jackson

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.
Secretary Boon seconded the motion.**

Vote was unanimous. The motion was carried.

PUBLIC COMMENT (5-minute limit)

A. Items ON the agenda

Patti Morgan, Kristina Rayl, Andreas Gast, Mel and Judy Hatfield – representing residents on Dike Road – state their concerns regarding negative issues with Storedahl trucks on Dike Road; cost vs revenue ratio on the sandpit at Austin Point; length of time this sandpit will be open at Austin Point.

B. Items NOT ON the agenda

Darlene Johnson – representing Woodland Chamber – is here to speak on the Port supporting tourism in Woodland by supporting maintenance work on the Tourist Center building and replacing tourism language back into the Port’s mission statement.

ACTION ITEMS

A. North Fork Composites Lease

President Cline made a motion to enter into a lease with North Fork Composites LLC. Secretary Boon seconded the motion.

President Cline reads into record: 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 \$2,417.03 from North Fork Composites LLC.

Secretary Boon made a motion to amend the motion to read that it is a 5-year lease agreement with North Fork Composites LLC, effective January 1, 2017, subject to the building being available. President Cline seconded the motion.

Earl Jackson, states the lease needs to read the correct legal name of the tenant - North Fork Composites LLC and state the names in print, of the guarantors. Executive Directive Keene states there needs to be a clause addressing the issue of the building being available January 1, 2017.

Vote on the amendment was unanimous. The motion was carried.

Vote on the original motion on the table was unanimous. The motion was carried.

B. Capital Community Development Project (Formerly CCAP) Resolution and Application

Earl Jackson, per direction, spoke with the lead attorney at the office of the Attorney General. Per his recommendations, Earl has revised the draft application and resolution, which he is bringing to the Commission for review and action.

Secretary Boon made a motion to instigate the development of the CCDP program project to start and become part of the budget for 2017 and to accept the resolution. Commissioner Peterson seconded the motion.

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

President Cline made a motion to table Action Item B. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

Direction: To have Earl Jackson make the following modifications to the resolution – language regarding notification for collection and wording to include impact and benefits to the Port and to have the revised resolution ready for Commission review at the next regular meeting.

UNFINISHED BUSINESS

A. Storedahl & Sons Trucking Concerns on Austin Point

President Cline begins the discussion by asking Executive Director Keene to review the Port's contracts with the Army Corps of Engineers and JL Storedahl. Executive Director Keene updates the Commission on each of the contracts, she also includes that she contacted Fred at Storedahl about the complaints and concerns that she has received. Although Fred did understand the concerns, and will address those that he can, he will hold the Port to their contract. President Cline asks about moving the site at Austin Point. Executive Director Keene states the Army Corps of Engineers will not allow the Port to move the site unless the Port can bring a site online that is within the same area and all costs to prepare and permit the new site would be at the Port's expense. President Cline asks when the contract with Storedahl will end. Executive Director Keene states October 31, 2017, and before that date, bid documents would be drafted and she advises that at that time, the concerns of the residents on Dike Road could be addressed, such as hours of operation. Executive Director Keene states that if the Port does not move the sand and the pit does not have capacity to receive dredge material, then the Port will be fined by the Army Corps of Engineers. Secretary Boon states that he recently followed sand trucks, and they were driving below the posted speed limit and he did not experience sand on his windshield. In conclusion, President Cline states the Port is bound by contracts.

B. Schnitzer BNSF property

Earl Jackson gives a brief update on the communication he received from Mark Fleischhauer, representative for Liberty Evans LLC. The contract states that Liberty Evans LLC had a 90-day inspection period, and during this time, Mark noticed the property does not connect to railroad. Mark states they will not buy the property unless it connects to the track. During the executive session, the Commission will discuss the price they are willing to enter into for a sale, with change conditions – adding a half acre or easement that will bring them right to the track. Rail served property increases the value of the property. The Port will either need to revise their original appraisal, or they can set a price that would include a half acre and make the change to the Purchase Sale Agreement to include a half acre and new price.

C. 1608 Guild Road – Schedule Workshop

The Commission schedules a workshop for September 20, at 2:00 P.M.

D. Executive Director Contract Amendment

Earl Jackson, per direction, has amended the Executive Director contract to state that the Executive Director can seek employment outside the Port.

Further Direction: For Earl to amend the contract

- Under 3.4, to reword the language regarding timekeeping.
- To correct any reference to employee manual – new title is non-exempt employee manual.

NEW BUSINESS

None

EXECUTIVE SESSION

A. Real estate matters – RCW 42.30.110(1)(c)

At 5:16 P.M. President Cline recesses the regular meeting to go into executive session. Executive session will last 10 minutes - no action will be taken. The commission has invited Earl Jackson and Executive Director Keene to participate in the executive session.

At 2:26 P.M. President Cline re-convenes the regular, no action was taken during the executive session.

Discussion: Amend the original Purchase Sale Agreement to add an additional half acre, per the request of the buyer, and in so doing, increase the price of the sale.

President Cline states it is now time to make a decision.

Secretary Boon made a motion to enter into an agreement with Liberty Evans LLC for the additional half acre at \$300,000.00, with the same conditions of the Purchase Sale Agreement.

Motion failed due to lack of a second.

Commissioner Peterson made a motion to enter into an agreement with Liberty Evans LLC with the additional half acre at \$400,000.00, with the same conditions of the Purchase Sale Agreement. President Cline seconded the motion.

Vote was as follows: President Cline – yes; Secretary Boon – no; Commissioner Peterson – yes. Motion passed.

UPCOMING MEETINGS

September 6: 2017 Budget Workshop 3-5 PM

September 20: 1608 Guild Road Workshop 2 PM

COMMISSIONERS REPORTS

No discussion.

ADJOURNMENT

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

President Cline declared the Regular Meeting adjourned at 5:35 P.M.

WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary



Gerald Peterson, Commissioner

Attest:



Carol Moore, Port Auditor

PORT OF WOODLAND
COMMISSION MEETING

9/1/16

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

	<u>NAME</u>	<u>ORGANIZATION</u>
1.	Paula Jha	WOODLAND CHAMBER
2.	Satti Morgan	Dike Rd resident
3.	Kristina Rayl	Dike Rd. resident
4.	Stuart Morgan	" "
5.	Andreas East	" "
6.	MEL HATFIELD	Judge " "
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