



Port of Woodland

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PORT OF WOODLAND Meeting Minutes October 6, 2016

A regular meeting of the Woodland Port Commission was held on October 6, 2016 in the Cowlitz-Skamania Fire District No. 7 Conference Room, 11670 Lewis River Road, Ariel, Washington. President Cline called the meeting to order at 3:01 P.M.

Those present were:	President	Paul Cline
	Secretary	Dale Boon
	Commissioner	Excused Absence
	Executive Director	Jennifer Keene
	Auditor	Excused Absence

Guests present: See List

CALL TO ORDER

OPENING REMARKS

A. Pledge of Allegiance

President Cline thanked Fire Chief Stuart for allowing the Port to use their conference room.

B. Approval of Agenda

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

Vote was unanimous. The motion was carried.

President Cline states that Commissioner Peterson is excused from the meeting.

MINUTES

- A. September 6, 2016 Workshop**
- B. September 15, 2016 Workshop**

Secretary Boon made a motion to approve the minutes of the September 6, 2016 workshop and September 15, 2016 workshop. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

- C. September 15, 2016 Regular Meeting**

Secretary Boon made a motion to approve the minutes of the September 15, 2016 regular meeting. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

- D. September 20, 2016 Workshop**

Secretary Boon made a motion to approve the minutes of the September 20, 2016 workshop. 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**

None

PUBLIC HEARING

- A. 2017 Preliminary Budget**

At 3:04 P.M. President Cline recesses the regular meeting to go into public hearing.

No public comment

At 3:05 P.M. President Cline re-convenes the regular meeting.

ACTION ITEMS

A. Executive Director Amendment of Employment contract

President Cline made a motion to approve Executive Director contract amendment. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

B. 1608 Guild Road Utilities

Discussion on the cost of each expense of Phase I:

PUD – Yes

Electrician - Yes

Water & Sewer – Yes

Plumbing – Yes

HVAC – Yes

Remove Carpet – Yes

Secretary Boon made a motion to approve up to \$35,000.00 expenditure on Phase I, Guild Road. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

A. Capital Community Development Project Resolution

Executive Director Keene has an updated copy of the resolution (See Exhibit A).
Discussion on the language of the resolution.

President Cline made a motion to table the resolution. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

NEW BUSINESS

A. COLAs for 2017

Executive Director Keene states that per direction, she has gathered information regarding COLA's, CPI and performance increases. She has created a graph showing the Ports history of CPI vs COLA and employee wages. She has included information from a survey of other SW Washington Ports and the City of Woodland. She also states that the Commission took action in 2009 to suspend paying COLA's for the 2010 budget year, but the Commission did not reinstate COLA's after that budget year.

B. Schurman Way Signage

Executive Director Keene is bringing back for discussion, new signage at Schurman Way Industrial Park. She noticed that there has been past discussion and direction to consider new signage, but it has never moved forward.

Direction: To move forward with new signage at Schurman Way Industrial Park

UPCOMING MEETINGS

October 15 Commissioner Cline and Boon – Woodland Rotary Gold Leaf Summit Grove Lodge

October 19 - 21 Commissioners Cline and Boon – Small Ports WPPA Conference Leavenworth

EXECUTIVE DIRECTOR REPORT

Discussion: Hybrid plugins (charging stations) at Cougar restroom.

Discussion: Chamber asking to place an electronic sign on the Cougar restroom property.

Discussion: \$7,500.00 for grant match in partnership with the City of Woodland and Downtown Woodland Revitalization, to pay for an Ombudsman.

COMMISSIONERS REPORTS

None

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 4:35 P.M.

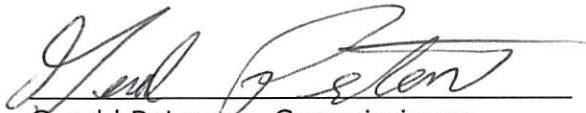
WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary



Gerald Peterson, Commissioner

Attest:



Jennifer Keene, Executive Director

PORT OF WOODLAND

COMMISSION MEETING

October 6, 2016

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

	<u>NAME</u>	<u>ORGANIZATION</u>
1.	Gary Stuart	CSE 7
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RESOLUTION No. _____

**A RESOLUTION ADOPTING A CAPITAL COMMUNITY DEVELOPMENT PROJECT TO
PROVIDE FOR ECONOMIC DEVELOPMENT AND PROMOTION OF TOURISM IN THE
PORT OF WOODLAND.**

WHEREAS, The Port of Woodland has the authority to engage in economic development programs per RCW 53.08.245, to promote tourism per RCW 53.08.255, and to develop and promote park and recreational facilities per RCW 53.08.260; and

WHEREAS, the Port of Woodland Commission believes that improving the economic development and quality of place factors within the Port District enhances marketability allowing the Port to attract new companies and retain existing businesses; and

WHEREAS, the Port of Woodland Commission finds that the development of a specified funding amount for the purpose of economic development and promotion of tourism provides opportunities to improve the Port District and is a sound investment.

NOW, THEREFORE, the Port of Woodland Commission adopts the following Capital Community Development Project:

1. Port Economic Development Budget. Each year the Port Commission will determine a funding line item for the Capital Community Development Project. The Port will publicize this information with the application. The Port will accept applications from organizations in the spring and fall of each year.
2. Qualified Organizations. Applicants must apply for funding through an application process, overseen by the Port Commission. Organizations must be within the Port District and serve within the Port District and all funds must be used for service within the Port District.
3. Application Process. The Commission will receive all applications submitted to the Port office by the specified deadline. No late applications will be accepted or reviewed. The Commission will review applications for completeness. Incomplete applications will be removed and a letter will be sent to the organization pertaining to their status. The Commission will request qualified applicants to give a presentation to the Commission at a specified meeting date. The Commission will notify the applicant by letter of their request within 30 days of the organization's presentation.
4. Use of Funds. Port funds cannot be used for organizational operational expenses such as rent, salaries, utilities and other monthly/annual regular operating expenses. Applicants must agree to promote the Port of Woodland on all documentation, sites, events and notate or state the financial support by the Port for the project/program. Applicants must provide the Commission with a letter on how funds were spent, and detail the impact of the project/program. Applicants must provide sufficient documentation to the Port to show how the funds were spent.
5. Selection Criteria. The Port Commission will use a specified matrix for the selection criteria that meets at least one of the four goals of the Capital Community Development Project:

- a. Economic Development- focus on attracting new businesses (priority to medium and high wage/ family wage jobs), number of jobs to be created, amount of investment to create jobs.
 - b. Stewardship- project development, management and oversight that is a direct benefit to the betterment of the Port District.
 - c. Increasing the tax base beyond current trends/rates.
 - d. Improving quality of place within the Port District to enhance attractiveness of the community to encourage tourism and increase marketability to new businesses. Quality of place may include improving education, health, and beautification.
6. **Reimbursement Requirements.** Organizations will be required to enter into a contract with the Port to meet all of the reimbursement requirements to receive Port funds.
- The Port will send a letter to the applicant confirming approval, amount of approval and contract terms.
 - Applicants will be required to complete a contract with the Port of Woodland prior to reimbursement.
 - Funding for projects are on a reimbursement disbursement. Funds are released with proper documentation including all original receipts, statements, and reports. Funds will only be released for items that are properly documented. Originals will be returned to applicants upon request.
 - The applicant agrees to promote the Port of Woodland including the use of the Port's logo, and sponsorship notation or stating the financial support by the Port for the project/program.
 - The funds cannot be used for organizational operational expenses such as rent, salaries, utilities, and other monthly/annual regular expenses.

ADOPTED by the Commission of the Port of Woodland on this 6th day of October, 2016.

PORT OF WOODLAND COMMISSION

Paul Cline, President

Dale Boon, Secretary

Gerald Peterson, Commissioner