



Port of Woodland

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PORT OF WOODLAND Meeting Minutes November 3, 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 3:00 P.M.

Those present were:	President	Paul Cline
	Secretary	Dale Boon
	Commissioner	Gerald Peterson
	Executive Director	Jennifer Keene
	Auditor	Carol Moore
	Maintenance	Grant Jensen

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, 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

None

MINUTES

A. October 18, 2016 Regular Meeting

Commissioner Peterson made a motion to approve the minutes of the October 18, 2016 regular meeting, as presented. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. Lease Extension Arce Nursery 11/1/16-1/31/17

Commissioner Boon made a motion that 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 zero dollars from Arce Nursery, I move to approve the lease from Arce Nursery effective November 1, 2016 through January 31, 2017. Secretary Peterson seconded the motion.

Vote was unanimous. The motion was carried.

Executive Director Keene notes that the invoice will go out November 4 and the due date will be November 15.

B. Resolution: _____ Investment Authorization

Secretary Boon made a motion to approve the resolution to authorize investment of Port funds for longer than the three-year term. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

This will be Resolution #441.

UNFINISHED BUSINESS

A. 1608 Guild Road: Preparation for Design of Port Office 2017 Bid Document

Discussion on information and parameters, that will be in the bid document. Commission agrees to have Secretary Boon take lead on this project.

NEW BUSINESS

A. Telecommunication Project 503/Cougar

Discussion on moving forward on a feasibility study before the Port commits to this as a future project.

EXECUTIVE SESSION

A. Real Estate Matters – RCW 42.30.110(1)(c)

At 3:43 P.M. President Cline recesses the regular meeting to go into executive session. Executive session will last until 4:00 P.M. - no action will be taken. The commission has invited Executive Director Keene to participate in the executive session.

At 4:00 P.M. President Cline re-convenes the regular meeting, no action was taken during the executive session.

UPCOMING MEETINGS

MONDAY- November 14 @ 3:30 PM- Workshop- Down River Drive Lighting with Gabe McCoy (E-Pro)

MONDAY- November 14 @ 5 PM- Regular Commission Meeting

WPPA Annual Meeting November 16-18: ED Keene attending

Annual Chamber of Commerce Christmas Banquet December 1 Lewis River Golf Course

Annual Chamber of Commerce Installation Banquet January 21, 2017

EXECUTIVE DIRECTORS REPORT

Vacation December 19-January 1

Auditor Moore gives an update on open enrollment and new MetLife website.

COMMISSIONERS REPORTS

Commissioner Peterson states that he did research, through the County, on the purchase price and date of purchase of the Austin Point property.

President Cline sets in motion the process for Executive Director Keene's review.

President Cline gives a short update on WPPA Small Works Conference.

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 4:20 P.M.

WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary



Gerald Peterson, Commissioner

Attest:



Carol Moore, Port Auditor

PORT OF WOODLAND
COMMISSION MEETING
November 3, 2016

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

	<u>NAME</u>	<u>ORGANIZATION</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
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12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____



Port of Woodland

EXECUTIVE SESSION REFERENCE GUIDE OPEN PUBLIC MEETINGS ACT, CHAPTER 42.30 RCW

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Executive session will take place during Commission meeting on 11/3 (date) and 15 min 3:45 (time) for a period of 15 min (length).

- National security - RCW 42.30.110 (1)(a)
- Real estate matters – RCW 42.30.110(1)(b):
To consider the *selection of a site or acquisition* of real estate *by lease or purchase* when public knowledge regarding such consideration would cause a likelihood of increased price
- Real estate matters – RCW 42.30.110(1)(c):
To consider the *minimum price* at which real estate will be offered *for sale or lease* when public knowledge regarding such consideration would cause a likelihood of decreased price
- Publicly Bid Contracts – RCW 42.30.110(1)(d):
To review negotiations on the performance of publicly bid contracts when public knowledge would cause a likelihood of increased costs.
- Complaints/charges against officer or employee – RCW 42.30.110(1)(f):
To receive and evaluate complaints or charges brought against a public officer or employee. Upon request of such officer or employee, a public hearing or meeting open to the public must be conducted upon such complaint or charge
- Qualifications of applicant/performance review of employee – RCW 42.30.110(g)
To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

Potential litigation – RCW 42.30.110(1)(i):

To discuss with legal counsel matters relating to agency enforcement actions, or to discuss with legal counsel litigation or potential litigation to which the agency, governing body, or member acting in official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency

Executive session will conclude no later than 4:00 pm.

Additional time for executive session _____ (time) and _____ (length).

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Executive sessions must be part of a regular or special meeting.

Before convening in executive session, the presiding officer must publicly announce the purpose for excluding the public and the time when the executive session will conclude.

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Executive session may be extended by announcement of presiding officer.