



Port of Woodland

Business is better here.

PORT OF WOODLAND Meeting Minutes January 5, 2017

A regular meeting of the Woodland Port Commission was held on January 5, 2017 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	Excused Absence
	Executive Director	Jennifer Keene
	Auditor	Carol Moore

Guests present: See List

CALL TO ORDER

OPENING REMARKS

A. Pledge of Allegiance

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

B. Approval of Agenda

Secretary Boon made a motion to approve the agenda with the following change: Add Unfinished Business C – Hay Maintenance Agreement. 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

MINUTES

A. December 15, 2016 Workshop

B. December 15, 2016 Regular Meeting

Secretary Boon made a motion to approve the minutes of the December 15 workshop and December 15 regular meeting. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

PRESENTATION

A. Dark Fiber Project

Nelson Holmberg, Port of Ridgefield, talks about the dark fiber project that the Port of Ridgefield is getting involved in. The Port will build the dark fiber infrastructure, lease to private enterprise to provide high capacity, high redundancy, high reliability, high speed internet to the Port district. The Port of Ridgefield is taking lead on putting together a coalition of ports across the state to lobby for legislative changes regarding the authority ports have in telecommunications infrastructure and to restore sources of funding for dark fiber infrastructure.

UNFINISHED BUSINESS

A. Dike Road and Disposal Site update

Update: Executive Director Keene met with the Diking District Manager, engineer for the Diking District and County road crew, to talk about short term and long term solutions regarding the impact to dike road due to the increase in heavy truck traffic caused by the disposal operation at Austin Point.

B. Rail Reload Operation

Update: Engineering documents will be submitted to Burlington Northern this month, once they sign off, those documents can be submitted to the City of Woodland to begin the permitting process. Once the engineering documents are signed, and before the documents are submitted for permitting, West Rail will sign a lease with the Port of Woodland.

C. Hay Maintenance Agreement

For the Record: Commissioner Peterson joins the meeting via conference call.

President Cline opens two bid documents and reads them out loud into record. First bid is from Mitch Ingraham at \$180.00 (See Exhibit A) and the second bid is from Dean Boon at \$120.00 (See Exhibit B).

Commissioner Peterson made a motion to accept the highest bid from Mitch Ingraham, at \$180.00 for the 2-acre site at Schurman Way and Guild Road. President Cline seconded the motion.

Vote was as follows: President Cline – yes; Secretary Boon – abstain; Commissioner Peterson – yes. The motion was carried.

For the record: Phone conference concluded.

NEW BUSINESS

A. Long term infrastructure planning within City of Woodland

Update: Mayor Finn has asked to suspend WQCC and is asking for a joint session between the Port and City to talk about short term and long term infrastructure needs.

UPCOMING MEETINGS

WQCC Meeting update

January 19, 2017 Workshop 1608 Guild Road 3 PM Regular Meeting 5 PM

January 21, 2017 Woodland Chamber Installation Banquet

January 26, 2017 CEDC Annual Meeting

January 30, 2017 Port Day in Olympia

EXECUTIVE DIRECTORS REPORT

- Commissioner Peterson communicated with Executive Director Keene, prior to the meeting, to report that comments are being made in regards to West Coast Training relocating out by the tulip fields.
- A letter has been sent to Harper's Bait & Tackle explaining that port passes will be sold only from the Port office.
- Update: Moving forward on an agreement between the Port and the Boy Scouts.
- Update: Richard has found a snorkel to purchase.

COMMISSIONERS REPORTS

- Secretary Boon asks for an update on the bid for demolition of the Rose Growers building. Executive Director Keene states that the RFP is out, the Commission will take action on the bid the first meeting of February. Demolition begins March 1.
- Secretary Boon asks for an update on tenant leaving 1395 DRD, Suite D. Executive Director Keene states that the move out process went extremely well and maintenance is being done on the building.
- President Cline states that he will have a draft of Executive Director Keene’s review available next week.

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 6:02 P.M.

WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary



Gerald Peterson, Commissioner

Attest:



Carol Moore, Port Auditor

PORT OF WOODLAND
COMMISSION MEETING
January 5, 2017

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

	<u>NAME</u>	<u>ORGANIZATION</u>
1.	Nelson Holmberg	Port of Ridgefield
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Bid Submission Form

#2016-02 Haying Maintenance for 2017

Name: Mitch Ingraham
Address: 310 Wyman City: Woodland State: Wa. Zip: 98674
Contact Phone Number: 360-904-7049 Email: hammer4a@aol.com

Please indicate which site you are bidding on and the amount of the bid:

- Site 1: 25 Acres at Schurman Way and Port Way
\$ _____
- Site 2: 2 Acres at Schurman Way and Guild Road
\$ ~~210.00~~ 180.00
- Site 3: 13 Acres at Guild Road Block 1608-1650
\$ _____
- Combined Bid Offer of All Sites
\$ _____

Signature: Mitch Ingraham

Date: 11-15-2016

