



Port of Woodland

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PORT OF WOODLAND Meeting Minutes January 19, 2017

A regular meeting of the Woodland Port Commission was held on January 19, 2017 in the office of the Port of Woodland, 115 Davidson Avenue, Woodland, Washington. President Cline called the meeting to order at 5:00 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 as presented.
President Cline seconded the motion.**

No changes to the agenda.

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. January 5, 2017 Regular Meeting

Secretary Boon made a motion to approve the minutes of the January 5, 2017 regular meeting, as presented. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

AUDITOR'S REPORT

A. Approval of Auditor's report of port finances

Secretary Boon 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 and electronic payments

Secretary Boon made a motion to approve vouchers, warrants 16993 through 17038, in the amount of \$145,796.43, plus two electronic payments in the amounts of \$30,033.33 and \$7.34. Motion died due to lack of second.

Secretary Boon made a motion to approve vouchers, warrants and two electronic payments 16993 through 17038, in the amount of \$145,796.43. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

PUBLIC HEARING

A. SEPA Policies and Procedures

5:10 P.M. - President Cline recesses the regular meeting to go into public hearing.

No public comment.

5:12 P.M. - President Cline re-convenes the regular meeting.

ACTION ITEMS

A. Resolution # _____: Appointment of Staff

Secretary Boon made a motion to approve resolution affirming port staff and legal counsel for 2017. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

This will be Resolution #444.

B. Resolution # _____: SEPA Policies and Procedures

Secretary Boon made a motion to approve resolution 445 SEPA policies and procedures. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

C. Approval of Snorkel Purchase from Sunbelt Rentals

Secretary Boon made a motion to approve the Sunbelt Rentals invoice for \$23,177.00. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

D. Approval of Entek Invoice

Secretary Boon made a motion to approve the Entek invoice for \$15,719.40. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

A. Investment of funds from Pekin Surplus

Staff has invested with TVI \$990,000.00 from the sale of Pekin surplus property. The bond is a two year five month bond, interest at maturity will be 1.37%.

EXECUTIVE SESSION

A. RCW 42.30.110 (g) Performance Review of Employee

At 5:26 P.M. President Cline recesses the regular meeting to go into executive session. Executive session will last until 5:45 P.M. - no action will be taken. The Commission invites Executive Director Keene to the executive session.

At 5:45 P.M. President Cline re-convenes the regular meeting to state that the executive session will continue until 5:50 P.M.

At 5:50 P.M. President Cline re-convenes the regular meeting to state that the executive session will continue until 6:00 P.M.

At 6:00 P.M. President Cline re-convenes the regular meeting; no action was taken during the executive session.

B. RCW 42.30.110 (1) (b) Real Estate Matters

At 6:00 P.M. President Cline recesses the regular meeting to go into executive session. Executive session will last until 6:15 P.M. - no action will be taken. The Commission invites Executive Director Keene to the executive session.

At 6:15 P.M. President Cline re-convenes the regular meeting; no action was taken during the executive session.

UPCOMING MEETINGS INFORMATION

- 1) Woodland Chamber Installation Banquet – Commissioner Boon, Commissioner Cline, Executive Director Keene, Auditor Moore
- 2) CEDC Annual Meeting – Commissioner Cline, Commissioner Boon, Executive Director Keene January 26 11:30 AM -1:00 PM
- 3) Joint City of Woodland/Port of Woodland Meeting - January 30 at 6:00 PM
Location: TBD Subject: Infrastructure & Economic Development opportunities
- 4) Port Day - Olympia January 31 with Commissioner Cline and ED Keene
- 5) Eagle Scout Project Presentation - February 2 at 4:00 PM

EXECUTIVE DIRECTOR REPORT

Update: DNR meeting on Monday, January 23, 2017. DNR has changed their position and will offer the Port the property on Kuhnis. The meeting is to discuss a list of stipulations and concerns DNR has.

Update: The building at 1395 Down River Drive, will be completely ready for the new tenant, Composite Ventures (North Fork), by February 1, 2017.

Update: The Commission will need to discuss the temporary maintenance position in February, when Richard is expected to receive his full medical release.

COMMISSIONERS REPORTS

- Commissioner Cline asks for an update on demolition at 1435 Guild Road. Executive Director Keene states that bid documents for demolition are due January 23, 2017 by 3:00 P.M. The current tenant has until January 31, 2017 and has been personally served notice to that affect. Demolition is set for March. The fire department is using the building for practice in February.

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 6:30 P.M.

WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary



Gerald Peterson, Commissioner

Attest:



Carol Moore, Port Auditor

PORT OF WOODLAND
 COMMISSION MEETING

1/19/17

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

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



Port of Woodland

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

Executive session will take place during Commission meeting on 1-19-17 (date) and 5:45 (time) for a period of 15 (length).

National security - RCW 42.30.110 (1)(a)

2 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

1 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 _____.

Additional time for executive session 5 (time) and min (length).

Additional time for executive session 10 (time) and min (length).

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

10:07

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.