



Port of Woodland

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PORT OF WOODLAND Commission Special Meeting Minutes February 22, 2017

A workshop of the Woodland Port Commission was held on February 22, 2017 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 - Excused Absence
	Auditor	Carol Moore
	Maintenance	Richard Harsh
	Guests present:	See List

CALL TO ORDER

OPENING REMARKS

A. Pledge of Allegiance

WORKSHOP TOPIC

A. 1395 Suite E, Down River Drive Electrical Review with E-Pro

The Commission and Richard take an onsite tour with Gabe McCoy (E-Pro). Gabe has outlined electrical issues in the building and wanted to present the issues to the Commission for review.

B. 1608 Guild Road Port Office – Collins Architecture

Collins Architecture presents to the Commission drawings of the new Port office. These drawings take in the changes that were discussed at the last workshop. The drawings also show three exterior color designs. Also presented is a color palate for interior walls and samples of flooring.

C. Infrastructure Development Partnership with City of Woodland

President Cline reads a letter that was received from the Mayor of the City of Woodland (See Exhibit A). Discussion about the workshop the City is hosting on Monday, March 6.

ADJOURNMENT

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

President Cline declared the Special Meeting adjourned at 4:58 P.M.

WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary



Gerald Peterson, Commissioner

Attest:



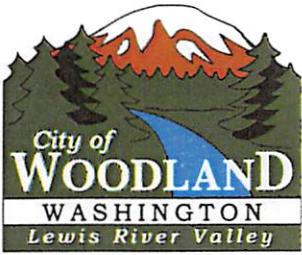
Carol Moore, Port Auditor

PORT OF WOODLAND
Workshop
COMMISSION MEETING

2/22/17

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

	<u>NAME</u>	<u>ORGANIZATION</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
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18.	_____	_____
19.	_____	_____
20.	_____	_____



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www.ci.woodland.wa.us

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fax: (360) 225-1201

Police
(360) 225-6965

230 Davidson Avenue
fax: (360) 225-7336

Building
(360) 225-7299

**Mayor's Office
Clerk-Treasurer**
(360) 225-8281

Planning
(360) 225-1048

300 East Scott Avenue
fax: (360) 225-7467

Public Works
(360) 225-7999

February 21, 2017

Jennifer Keene, Executive Director
Port of Woodland
115 Davidson Avenue
Woodland, WA 98674

RE: Request and Invitation

Dear Ms. Keene,

I want to thank you and your commissioners for attending a much needed meeting with myself and city council on January 30th. I appreciated the fact you were so well versed on previous projects in the port district, especially the area where a Local Improvement District was used.

During the meeting it was revealed a feasibility study was needed for property located on the southwest side of our city limits. We currently do not have infrastructure that supports the estimate 425 acres in this area of the city. It was also identified during the meeting a much needed partnership must exist for the development of infrastructure and economic growth.

I am reaching out to you today and asking for assistance in completing a feasibility study which could cost \$100,000 or more. My executive staff has been directed to apply for a \$50,000 Community Economic Revitalization Board (CERB) grant through the State of Washington to assist with reducing the cost of the study. As you are well aware, these grants are not always guaranteed.

The Port of Woodland has been a great partner to the city in the past and we are reaching out once again to create another partnership. We are seeking \$50,000 from your organization to assist in funding the study. Although this will be a city controlled project, we are asking you take an active roll to ensure a thorough scope of work is completed with the study.

We realize this request is quite substantial and completely understand if questions need to be answered before a decision can be reached. While you consider the request, I would like to invite you to present at our March 6th council meeting. We will be holding a workshop to discuss the study and I will be asking council to take action on moving forward with the CERB grant process.

I appreciate your consideration on this matter and look forward to hearing from you about attending our March 6th meeting.

Sincerely,

Will Finn
Mayor, City of Woodland

EXHIBIT A