



Port of Woodland

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PORT OF WOODLAND Meeting Minutes March 23, 2017

A regular meeting of the Woodland Port Commission was held on March 23, 2017 in the office of the Port of Woodland, 115 Davidson Avenue, Woodland, Washington. President Cline called the meeting to order at 5:04 P.M.

Those present were:	President	Paul Cline
	Secretary	Dale Boon – Excused Absence
	Commissioner	Gerald Peterson – via conference call
	Executive Director	Jennifer Keene
	Auditor	Carol Moore
	Guests present:	See List

CALL TO ORDER

OPENING REMARKS

A. Pledge of Allegiance

President Cline states that Secretary Boon is excused from the meeting. President Cline states that Commissioner Peterson is attending the meeting via conference call.

B. Approval of Agenda

Discussion: Agenda will be amended as follows:

- Under Action Items – add item C, Approve E-Pro Invoice
- Remove notation of IDC meeting following regular meeting

**President Cline made a motion to approve the agenda as amended.
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. March 2, 2017 Regular Meeting

Commissioner Peterson made a motion to approve the minutes of the March 2, 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

Commissioner Peterson 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

Commissioner Peterson made a motion to approve vouchers, warrants and electronic payments 17085 through 17123, in the amount of \$113,996.67. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. Employee Deferred Comp Resolution

Auditor Moore explains that new rules have been set in place regarding certain groups that are participating in the states Deferred Comp Program (DCP), causing the creation of a new resolution by the Department of Retirement Systems. In addition to taking action on the resolution, direction is requested to have President Cline sign the resolution. This resolution, #447, will replace Resolution #241 dated December 15, 1983.

Commissioner Peterson made a motion to approve Resolution #447 and have President Cline sign the resolution. Motion failed due to lack of a second.

Commissioner Peterson made a motion to approve Deferred Comp Resolution #447. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

Direction: To have President Cline sign the resolution.

B. Rural Economic Development Program (Cowlitz County) Grant Application
Executive Director Keene states that she would like to apply for Cowlitz County Economic Development Funds for construction of the Schurman Way rail spur. She is asking for \$100,000.00 in grant funds and a \$100,000.00 3-year loan at 1% interest, with an annual payment.

President Cline made a motion to approve Executive Director Keene to apply for Cowlitz County Rural Economic Development funds - \$100,000.00 grant and \$100,000.00 loan at 1% for 3-years. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

C. Approve E-Pro Invoice

President Cline made a motion to approve E-Pro invoice #1457 in the amount of \$12,278.42. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

Direction: Per the walk through the Commission, Gabe (E-Pro) and Richard did at 1395 Down River Drive, there is a need for future electrical repairs at 1395. The Commission gives direction to Executive Director Keene do have those repairs completed as needed.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

UPCOMING MEETINGS

April 20, 2017 – Workshop for Tenant/Landlord Issues and Responsibilities
May 4 or 16 – Workshop: Roberts Rules of Order and Use of Legal Counsel
May 17 thru 19 – WPPA Spring Conference, Cle Elum

COMMISSIONERS REPORTS

None

ADJOURNMENT

President Cline made a motion to adjourn. Commissioner Peterson seconded the motion. Vote was unanimous. The motion was carried.

President Cline declared the Regular Meeting adjourned at 5:32 P.M.

WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary



Gerald Peterson, Commissioner

Attest:



Carol Moore, Port Auditor

PORT OF WOODLAND
COMMISSION MEETING

3/23/17

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

	<u>NAME</u>	<u>ORGANIZATION</u>
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