



Port of Woodland

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PORT OF WOODLAND Meeting Minutes April 20, 2017

A regular meeting of the Woodland Port Commission was held on April 20, 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	Gerald Peterson
	Executive Director	Jennifer Keene
	Auditor	Carol Moore
	Guests present:	See List

CALL TO ORDER

OPENING REMARKS

A. Pledge of Allegiance

B. Approval of Agenda

Discussion: Agenda will be amended as follows:

- Under Minutes – remove item A, approval of March 23, 2017 Regular Meeting.

Secretary Boon made a motion to approve the agenda as amended.

Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

PRESENTATION

Planters Days Princess Court 2017

The three 2017 Planters Days Princesses introduced themselves to the Commission.

PUBLIC COMMENT (5-minute limit)

A. Items ON the agenda

None

B. Items NOT ON the agenda

None

MINUTES

A. Removed per motion

B. April 6, 2017 Regular Meeting

Commissioner Peterson made a motion to approve the minutes of the April 6, 2017 regular meeting, as presented. Motion died due to lack of second.

Discussion: No changes to the minutes.

Commissioner Peterson made a motion to approve the minutes of the April 6, 2017 regular meeting, as presented. Secretary Boon 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. Commissioner Peterson 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 and electronic payments 17124 through 17169, in the amount of \$185,320.67. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. CWCOG EDA Match (New Membership)

CWCOG Executive Director Bill Fashing gives a short presentation on the purpose and reason for the membership invoice to Southwest Washington Economic Development District (SWEDD). This is a request for a new membership, for a fee over the dues that the Port pays to CWCOG each year.

Discussion: The Commission would like to see paperwork to show that the Port is entering into a new membership. They ask Executive Director Fashing if he can supply proper documentation to support the expenditure.

President Cline made a motion to table Action Item A until May 4, 2017 meeting. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

B. Pacific Seafood Lease

Secretary Boon made a motion to enter into a lease with Pacific Seafood that begins May 1, 2017 and ends April 30, 2017. President Cline seconded the motion.

Secretary Boon reads into record: 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 \$0.00 from Pacific Seafood.

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

C. Change of Regular Meeting Date June 15

Secretary Boon made a motion to move the June 15 regular meeting to Monday, June 12. Motion died due to lack of a second.

Discussion: Commission directs staff to present the agenda for the WPPA Finance and Administration seminar for their review, before action is taken to move the June meeting.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

UPCOMING MEETINGS

April 21 1:30 PM: Commission Workshop DNR Acquisition and
Legal/ Port office

April 27 5-7 PM: Chamber After Hours

April 27 @ 12-1 PM: Commissioner Boon CWCOG Board Meeting

May 2 @ 3-5 PM: Commissioner Boon SWEDD Board Meeting Longview City Hall
Training Room

May 4 @ 2 PM: Workshop Roberts Rules of Order and Use of Legal

May 4 @ 3 PM: Regular Meeting

May 15 @ 5 PM: Regular Meeting (Date change)

May 16-19: WPPA Spring Conference Cle Elum WA- Commissioner Cline and ED Keene

May 18 @ 5-7 PM: Chamber After Hours

EXECUTIVE DIRECTOR REPORT

Update: Tribeca (Behrmans) lease is close to renewal and the building is in need of maintenance. Work will begin shortly.

Request: Executive Director Keene requests that a new position be created for an on-call maintenance person.

Update: Lease with West Rail will be finalized shortly. West Rail is preparing their pre-application documents to the City and will submit that paperwork once they have a signed lease.

Update: Executive Director Keene explains that rail upgrades on Port rail property will need to begin. She has applied for funding to the Cowlitz County Commissioners, in the form of a grant and low interest loan.

COMMISSIONERS REPORTS

Secretary Boon would like to note that the Woodland School District wrote a very nice article in their newsletter regarding the CCDP money they received from the Port of Woodland. Executive Director Keene states that it has also been placed on the Districts website.

ADJOURNMENT

Secretary Boon 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 6:37 P.M.

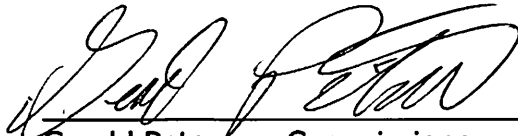
WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary



Gerald Peterson, Commissioner

PORT OF WOODLAND
COMMISSION MEETING

4/20/2017

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

	<u>NAME</u>	<u>ORGANIZATION</u>
1.	Katelyn Beuscher	Planters Days Princess
2.	Ashley Estep	Planters days Princess
3.	Linhmy Paul	Planters days Princess
4.	April Chunn	Chaperone - Planters Days
5.	Bill Fashing	COCOG
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