



PORT OF WOODLAND Meeting Minutes May 4, 2017

A regular meeting of the Woodland Port Commission was held on May 4, 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
	Auditor	Carol Moore
	Guests present:	See List

CALL TO ORDER

OPENING REMARKS

A. Pledge of Allegiance

B. Approval of Agenda

Discussion: No changes to the agenda

**Commissioner Peterson made a motion to approve the agenda as presented.
Secretary Boon 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. April 20, 2017 Workshop

B. April 20, 2017 Regular Meeting

Secretary Boon made a motion to approve the minutes of the April 20, workshop and April 20, regular meeting, as presented. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

C. April 21, 2017 Workshop

Commissioner Peterson made a motion to approve the minutes of the April 21, workshop, as presented. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. On-Call Temporary Maintenance I position

Discussion: To remove temporary from the description of the position. To leave the payrate as stated in the description and leave the final payrate to the discretion of the Executive Director.

Secretary Boon made a motion to approve the development of an On-Call Maintenance I position and to open the application process. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

A. CWCOC/EDA Match

At the last meeting, direction was given to the Executive Director of the CWCOC to present supporting documentation in regards to the EDA Match, which he has not followed up with that information. No further discussion.

NEW BUSINESS

None

UPCOMING MEETINGS INFORMATION

- May 15 – Regular Meeting (date changed) 5:00 P.M.
- May 16-19 – WPPA Spring Meeting in Cle Elum – Commissioner Cline and ED Keene
- May 18 – Chamber After Hours 5-7 P.M.

EXECUTIVE DIRECTOR REPORT

- Update: The Port received the full request from the Cowlitz County Commissioners for .09 Rural Development Funds. The Port will be receiving \$100,000.00 in grant money and \$100,000.00 in a 3-year loan at 1% interest.
- Update: West Rail Lease is still moving forward. They are working on their corporate structure of the new company. Once that is finalized they can sign the lease – they are working on the pre-application process with the city.
- Update on the DNR property acquisition. There were seven comments received during the open comment period regarding the SEPA. DNR is postponing the acquisition as a topic on their June agenda, they are stating that it will be on the July agenda.
- Secretary Boon asks for clarification on the issue behind 1391 Down River Drive. Executive Director Keene explains that the fill dirt behind the building and under the concrete slab, is being washed out and is falling into the sediment pond.
- Secretary Boon asks for clarification on tourism sign at Cougar restroom. Executive Director Keene states there is money from the Big Idea funds to place a travel awareness sign on the Cougar restroom site. She is waiting for information from the Executive Director of the Woodland Chamber regarding the sign, in order to proceed.
- President Cline asks for an update on the Dike Road. Executive Director Keene states that the County has awarded engineering of \$60,000.00 to make a plan for repairing Dike Road.
- Discussion on the results from the quarterly activity report of the Port's website.
- Commissioner Peterson asks for clarification on the top soil that West Rail is removing from the site, can the Port sell the dirt. Executive Director Keene states there will be a process to follow.
- Executive Director states there is interest in the dirt pile on Guild Road. The Commission directs Executive Director Keene to move forward with surveying the dirt pile at Guild Road.

COMMISSIONERS REPORTS

President Cline stated that he is filing for the open District 3 position for Port Commissioner.

ADJOURNMENT

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

President Cline declared the Regular Meeting adjourned at 4:08 P.M.

WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary



Gerald Peterson, Commissioner

PORT OF WOODLAND
COMMISSION MEETING

5/4/17

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

	<u>NAME</u>	<u>ORGANIZATION</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
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