



Port of Woodland

Business is better here.

PORT OF WOODLAND Meeting Minutes July 6, 2017

A regular meeting of the Woodland Port Commission was held on July 6, 2017 in the office of the Port of Woodland, 115 Davidson Avenue, Woodland, Washington. President Cline called the meeting to order at 3:01 P.M.

| | | |
|---------------------|--------------------|-------------------------------|
| Those present were: | President | Paul Cline |
| | Secretary | Dale Boon |
| | Commissioner | Gerald Peterson |
| | Executive Director | Jennifer Keene |
| | Auditor | Excused Absence - 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. June 15, 2017 Regular Meeting

Secretary Boon made a motion to approve the minutes of the June 15, regular meeting, as presented. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. Tribeca Transport Lease

Discussion: To change building lease wording to building/ground lease with square footage of building and land. Discussion on advanced payment and security deposit and the possibility of a payment period. The Commission agree to charge an advanced rent payment of \$4,409.79 and a security deposit of \$4,409.79 with a payment term of 6-months. Commission suggest changes to the language in section 11 regarding maintenance/repair. Discussion on personal guarantee and who is signing this document for Tribeca.

President Cline made a motion to table the Tribeca Transport lease until the next meeting. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

Direction: To communicate to Tribeca and to make changes to the draft lease document that were discussed prior to the motion.

B. Resolution # _____: Policy for Commodities

Secretary Boon made a motion to approve resolution #448, Policy for Commodities (see exhibit A). Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

C. Letter of Support West Coast Training Permitting at Pekin Road Property
Discussion on language and format of the draft letter – remove last sentence and format the letter to one page.

Secretary Boon made a motion to approve the letter to the Cowlitz County Building and Planning Department as amended in support of West Coast Training permitting issues. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

Executive Director Keene amends the letter and the Commission sign the document (see exhibit B).

D. Award Surplus Dirt Guild Road Industrial Park I

President Cline opens sealed bids for the surplus of 6700 yards of dirt.

- 1) K- Rock \$1,000.00 (see exhibit C)
- 2) M&J Farms \$Port will pay \$1.00 per yard to remove dirt (see exhibit D)
- 3) Buck & Sons \$670.00 (see exhibit E)

Secretary Boon made a motion to award the bid to K-Rock. Motion dies due to lack of second.

Secretary Boon made a motion to award bid to K-Rock for the removal of 6700 yards of dirt for a bid of \$1,000.00.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

A. Cooperative Port Broadband Interlocal Agreement

Update: Executive Director states that Earl Jackson communicated with the state Attorney General’s office and they confirm that federal lobbying is legal through a cooperative agreement. Earl Jackson states that he will follow-up with Bill Eling, Port of Ridgefield attorney, to work on the agreement language.

NEW BUSINESS

None

UPCOMING MEETINGS INFORMATION

- August 31, 2017 at 10 AM: Capital Budget Workshop

The Commission add the following workshops.

July 19 at 3:00 PM with HHPR

July 20 at 3:00 PM with Gibbs & Olson

COMMISSIONERS REPORTS

President Cline states that the Commission needs to set a timeline to discuss Executive Director Keene’s annual contract, which expires at the end of 2017, but is required to be completed for the budget.

EXECUTIVE DIRECTOR REPORT

Update: Placed a Notice to Pay or Vacate on Superior Industrial door. They have not paid their rent for June or July.

Update: Advertisement for Dark Fiber feasibility study has gone out, bids are due August 31 and will be on agenda for September.

Update: CCDP application process is open and due by July 24 and will be on the agenda for August.

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 4:35 P.M.

WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary



Gerald Peterson, Commissioner

PORT OF WOODLAND
COMMISSION MEETING

July 6, 2017

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

| | <u>NAME</u> | <u>ORGANIZATION</u> |
|-----|-------------|---------------------|
| 1. | _____ | _____ |
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| 19. | _____ | _____ |
| 20. | _____ | _____ |

RESOLUTION 448
A RESOLUTION OF THE PORT OF WOODLAND
BOARD OF COMMISSIONERS PROHIBITING
CLARIFICATION OF POLICY FOR ACCEPTABLE COMMODITIES AND RESTRICTIONS

WHEREAS, Port's Comprehensive Scheme of Harbor Improvements (the "Comprehensive Scheme") states Port's long-held position of potential future growth at Austin Point that would be "focused on bulk imports/exports via rail" of a "target [] single commodity."

WHEREAS, the Comprehensive Scheme also identifies Martin Bar for potential economic development in the future for a possible import/export facility of bulk a commodity.

WHEREAS, both the Austin Point and Martin Bar properties are zoned Heavy Manufacturing (MH) under the Cowlitz County municipal code.

WHEREAS, although Port currently has no anticipated projects for these sites and future development of Austin Point and Martin Bar remains speculative, the Port intends to restrict the types of commodities that it would allow for any such development as noted in the Comprehensive Scheme.

The greatest potential threats facing the Port are related to public perception based on the activities of neighboring ports and permit timelines at the City of Woodland. The Port Commission and staff feel it is important to set policies related to commodities the Port will and will not accept (coal, oil, liquefied natural gas, propane, etc.) in order to address public perceptions and expectations.

WHEREAS, Port wishes to reaffirm and clarify its policy on specific types of commodities that would be acceptable or unacceptable for any future import/export port facility at Austin Point and Martin Bar.

NOW, THEREFORE, be it resolved by the Woodland Port Commission clarify the Port of Woodland's policy for any future import/export facility at Austin Point and Martin Bar of following acceptable commodities:

- Grains (corn, oat, soy, barley, sorghum and wheat) and other edible agricultural products (for human or animal consumption)
- Liquid edibles (cooking oil, vegetable oil, fruit juices and dairy products)
- Rock and aggregate (sand, gravel, boulders and other large rock, and clean fill material)
- Timber, lumber and other wood products (logs, milled lumber, pulps, cellulose, wood chips and wood pellets)
- Cement, volcanic ash/pozzolana and potash
- Steel and metal products (cold rolled, scrap iron)

Be it further resolved that the following commodities are unacceptable and will not be considered for potential future activities at Austin Point and Martin Bar:

- Coal and coke
- Petroleum and petroleum products and compounds containing them, including gasoline, diesel fuel and oil
- Liquefied natural gas
- Propane
- Toxic, explosive, reactive or hazardous substances
- Dangerous wastes
- Municipal wastes and construction demolition debris

Be it further resolved that the acceptability of any commodity for import/export relating to potential future development that could occur at Austin Point or Martin Bar will be subject to the Commissioners' examination of public and environmental considerations. Such considerations may include the following: perceptions of the degree to which the public supports the commodity; consistency with then-current economic interests within the community and region; and protections to public health, safety and the marine environment.

ADOPTED by the Port of Woodland Board of Commissioners on the 6th day of July, 2017 and signed in authentication of its adoption.

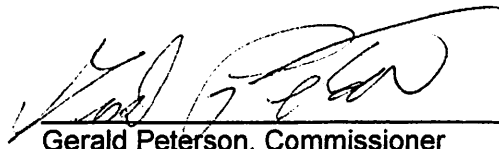
**PORT OF WOODLAND
BOARD OF COMMISSIONERS**



Paul Cline, President



Dale Boon, Secretary



Gerald Peterson, Commissioner



Port of Woodland

July 6, 2017

Cowlitz County Building and Planning
Attn: Ron Melin
Building and Planning Department
207 N. 4th Street
Kelso, WA 98626

Exhibit B

Dear Mr. Melin:

The project proposed by West Coast Training is seeking permits from Cowlitz County for the relocation of their training school. West Coast Training has been a tenant of the Port of Woodland for over 20 years. In those years, many students have received valuable training and education to pursue family wage jobs locally, statewide, nationally, and overseas.

The operations at the Austin Point site has been a positive experience for both the Port and West Coast Training. They have operated the school professionally and without issues or concerns even providing additional assistance through minimizing habitat of the Streaked Horned Lark at the site and working with the US Corps of Engineers to ensure the site is clean, well-managed, and able to continue to be used as a dredge disposal site for the Columbia River Channel Deepening Project.

We have not received complaints from nearby users of the Beebe's Boat Launch or visitors using the Austin Point Public Access area. West Coast Training has been a great partner in reporting illegal activities with ATV users and dumping, both an on-going problem at the Austin Point site.

The potential development of the new site meets the allowable land use in the area with the training facility and will improve their overall operations with new buildings rather than portable buildings. West Coast Training will have the ability for power, septic, water, and resources required to operate their training equipment more efficiently and environmentally friendly.

The potential relocation of West Coast Training would reduce those potential ongoing concerns at Austin Point and relocate their operations off the dredge disposal site, potentially minimizing the need for the Port to expand the dredge material operations to the South as proposed in 2016. This would minimize concerns by the Washington State Fish and Wildlife, the Cowlitz Tribe, and other regional citizen groups that may oppose the extension of the site. This would also allow the Port of Woodland to meet the dredge disposal volume requirement with the absence of the West Coast Training facility, minimizing the need for major improvements to Dike Road for future sand removal operations. The Port of Woodland fully supports West Coast Training and the permits they are seeking and request the County issue the permits in a timely manner.

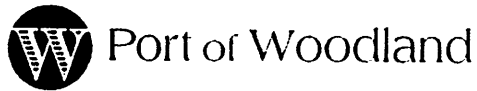
Sincerely,

PORT OF WOODLAND COMMISSION

President Paul Cline

Secretary Dale Boon

Commissioner Gerald Peterson



Port of Woodland

SURPLUS MATERIAL

6,700 Cubic Yards of Dirt

The PORT OF WOODLAND will be accepting sealed bids for 6,700 cubic yards of dirt located at 1435 Guild Road referred to as Guild Road Industrial Park 1. Dirt sold in as-is condition. Dirt is subject to sales tax.

The dirt pile may be viewed at the site located in the northwest side of 1435 Guild Road, Woodland, WA. Please note, the site currently is barricaded at the road and walk-in viewing will be allowed.

Deadline to submit bids is Friday June 30 by 12 P.M. to:

**Port of Woodland
ATTN: Surplus Bid
P.O. Box 87
Woodland, WA 98674**

Bids will be opened on July 6th at the regularly scheduled Port Commission meeting at 3 PM. The successful bidder must remove all the dirt no later than March 30, 2018. By submitting a bid, you agree to remove the dirt by this date or be subject to handling fees and costs of removing the dirt off the site. No partial cubic yardage amounts/bids will be accepted.



Port of Woodland

SURPLUS DIRT AT 1435 GUILD ROAD/ GUILD ROAD INDUSTRIAL PARK 1

Company/Name: K-Rock.

Contact Person: KALISTA ROSS.

^{PO Box} Address: 1663 Woodland WA. 98674.

Phone Number/Email: 360-909-8092 or 772-0298

Bid Amount: \$ 1,000 one thousand dollars.



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Port of Woodland

SURPLUS DIRT AT 1435 GUILD ROAD/ GUILD ROAD INDUSTRIAL PARK 1

Company/Name: M & J FARMS

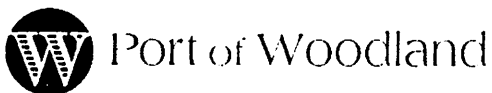
Contact Person: MATT Peterson

Address: 2260 Dike Rd

Phone Number/Email: 360-606-3437 MATT@Columbia-Fruit.COM

Bid Amount: I will charge the port \$1.00 yard to remove
The dirt

Exhibit D



Port of Woodland

SURPLUS MATERIAL

6,700 Cubic Yards of Dirt

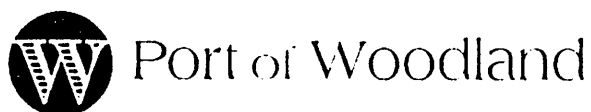
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Port of Woodland

SURPLUS DIRT AT 1435 GUILD ROAD/ GUILD ROAD INDUSTRIAL PARK 1

Company/Name: Buck & Sons Construction LLC

Contact Person: Tom Buck JR or SR

Address: 220 Wallace Rd

Phone Number/Email: Buck Const @ yahoo.com

Bid Amount: 10¢ yd or \$670⁰⁰