



## **PORT OF WOODLAND Meeting Minutes November 14, 2017**

A regular meeting of the Woodland Port Commission was held on November 14, 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
	Legal Counsel	Earl Jackson
	Guests present:	See List

### **CALL TO ORDER**

### **OPENING REMARKS**

#### **A. Pledge of Allegiance**

#### **B. Approval of Agenda**

Discussion: Agenda will be amended as follows:

- Add Executive Session RCW 42.30.110 (1) (i): after public comment
- Add Unfinished Business A: Sherman Way Dirt Pile
- Add Unfinished Business B: Mayor Finn Meeting

**Secretary Boon 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

**EXECUTIVE SESSION**

**A. RCW 42.30.110 (1) (i) Possible Litigation**

At 5:02 P.M. President Cline recesses the regular meeting to go into executive session. Executive session will last 10-minutes until 5:12 P.M. - no action will be taken. The Commission invites Executive Director Keene, Auditor Moore and Earl Jackson to the executive session.

At 5:12 P.M. President Cline re-convenes the regular meeting to state the executive session will continue for an additional 10-minutes until 5:22 P.M.

At 5:22 P.M. President Cline re-convenes the regular meeting; no action was taken during the executive session.

**MINUTES**

**A. November 2, 2017 Regular Meeting**

**Secretary Boon made a motion to approve the minutes of the November 2, 2017 regular meeting. President Cline seconded the motion.**

**Vote was as follows: President Cline – yes; Secretary Boon – yes; Commissioner Peterson – abstain. 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. Secretary Boon 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 17439 through 17471, in the amount of \$57,112.07. Commissioner Peterson seconded the motion.**

**Vote was unanimous. The motion was carried.**

**ACTION ITEMS**

**A. Approval of the 2018 Final Budget & Resolution #449 - Approval of the 2018 Final Budget**

**Commissioner Peterson made a motion to approve the 2018 final budget as presented. Secretary Boon seconded the motion.**

**Vote was as follows: President Cline – no; Secretary Boon – no; Commissioner Peterson – no. Motion failed.**

**Secretary Boon made a motion to approve the 2018 final budget as presented and resolution #449. Commissioner Peterson seconded the motion.**

**Vote was unanimous. The motion was carried.**

**B. Approval of the 2018 #\_\_\_\_\_ - Regular Tax Levy Rate for 2018**

**Commission agreed not to take action.**

**C. Resolution #450 - MRSC Public Works Roster**

**Secretary Boon made a motion to approve resolution #450 – MRSC Public Works Roster. Commissioner Peterson seconded the motion.**

**Vote was unanimous. The motion was carried.**

**UNFINISHED BUSINESS**

**A. Schurman Way Dirt Pile**

Executive Director Keene states that per resolution 398, the surplus of fill dirt at Schurman Way has been sold and the location has been officially closed.

**B. Mayor Finn Meeting**

President Cline gives an update on the meeting he had with Mayor Will Finn. President Cline states he met with Mayor Finn on Monday, November 13. Discussion was regarding the feasibility study the City will be conducting. The City had dropped the market analysis portion of the study, which the Port needs to move forward with construction of infrastructure and requesting funding for Guild Road I and II Industrial

Parks. He spoke to Mayor Finn about the possibility of a Port and City partnership to allow the Port to participate in the feasibility study. Mayor Finn stated the City's budget allowed for \$100,000.00 for the study, with a request for an additional \$25,000.00, adding the market analysis back into the study would cost in the range of \$35,000.00 to \$50,000.00. The Mayor is open to partnering with the Port and add the market analysis back into the study, but understood that the Commission would need to discuss the details at their November 14 meeting.

Discussion: The Commission discuss the importance of this market analysis and the expense of the study. They discuss the details of what the partnership would mean in regards to the level of communication between the City and the Port.

**Direction: The Commission directs Executive Director Keene to communicate with Mayor Finn their discussion on partnering with the City and what that would entail both financially and participating.**

### **NEW BUSINESS**

None

### **UPCOMING MEETINGS INFORMATION**

November 15-17 WPPA Annual Meeting Seattle (Cline & Keene)

November 30 at 5:30 PM CEDC Event Cowlitz Expo Center

December 7 at 1 PM Cowlitz Tribe

December 7 at 5PM Chamber of Commerce Annual Holiday Event Golf Course

Executive Director Keene adds a CWCOC meeting November 16 at noon. Secretary Boon will be attending.

### **EXECUTOR DIRECTOR REPORT**

Update: The Army Corps contacted the Port today to state that they will not be expanding the dredging site at Martin Bar South for the 2018 dredge disposal.

Update: Executive Director Keene states that the legal expense for Schwabe, Williamson & Wyatt is for the activity regarding the DNR land acquisition, which includes the litigation process brought on by Columbia River Keepers.

Update: The Port was contacted by the attorney for Advanced Aluminum Steel Company, the parent company for PDM Steel/General Steel, regarding the request for easement for right of way rail for transload operation at Schurman Way. Executive Director Keene forwarded the email to Earl and he has since forwarded all requested documents to Advanced Aluminum Steel.

Update: West Rail – communicated with Mike Sands that the Port will not move forward with the easement without a lease agreement, which includes a draft track agreement with Burlington Northern.

**COMMISSIONERS REPORTS**

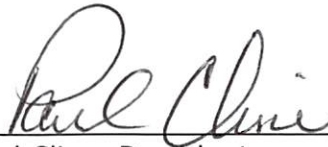
None

**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 7:03 P.M.

WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary



Gerald Peterson, Commissioner

PORT OF WOODLAND  
COMMISSION MEETING

11/14/2017

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

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