



**PORT OF WOODLAND
Meeting Minutes
July 5, 2018**

A regular meeting of the Woodland Port Commission was held on July 5, 2018 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	Carol Moore
	Legal	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 Action Item A - Resolution #456: Port Financial Policy
- Add Action Item B - Change Date of July 19, 2018 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

MINUTES

A. June 7, 2018 Regular Meeting

Secretary Boon made a motion to approve the minutes of the June 7, 2018 regular meeting, as presented. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. Resolution #456: Port Financial Policy

Secretary Boon made a motion to approve Resolution #456 – Port Financial Policy. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

B. Change Date of July 19, 2018 Meeting

Commissioner Peterson made a motion to move the July 19, 2018 meeting to July 26, 2018. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

President Cline asks for an update on workshop with Mitch regarding irrigation at the orchard. Executive Director Keene states that staff has taken over the watering of the orchard.

NEW BUSINESS

A. Moved to Action Item

B. Resolution # ___: Rules Governing the Transaction of Port Board Business

Direction: The Commission directs Executive Director Keene to set up a workshop on July 26 at 4:00 P.M., for further discussion.

EXECUTIVE SESSION RCW 42.30.110(1)(F)

"To receive and evaluate complaints or charges brought against a public officer or employee. Upon request of such officer or employee, a public hearing or meeting open to the public must be conducted upon such complaint or charge".

At 3:11 P.M. President Cline recesses the regular meeting to go into executive session. Executive session will last until 3:30 P.M. - no action will be taken. The Commission invites Earl Jackson to the executive session.

At 3:30 P.M. President Cline re-convenes the regular meeting; no action was taken during the executive session.

At 3:31 P.M. President Cline recesses the regular meeting to go into executive session. Executive session will last until 3:45 P.M. - no action will be taken. The Commission invites Earl Jackson and Executive Director Keene to the executive session.

At 3:45 P.M. President Cline re-convenes the regular meeting; no action was taken during the executive session.

- Commission discuss that for future meetings, communication will be directed to the President and not the executive director and staff.
- President Cline urges the Commission to have individual appointments with the executive director, prior to commission meetings.
- Commissioner Peterson addresses the letter the Commission received from Executive Director Keene and apologizes for his actions at past port meetings and states he will work on his behavior at future meetings.

UPCOMING MEETINGS INFORMATION

- WPPA Executive Director Conference July 12-13
- WPPA Commissioner Conference July 22-24
- CCDP Presentation August 2 at noon

EXECUTIVE DIRECTOR REPORT

Commission reviews report.

COMMISSIONERS REPORTS

- President Cline gives an update on his meeting with Joe Poire and Kara Riebold at Port of Whitman County regarding their dark fiber operation.

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 4:13 P.M.

WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary



Gerald Peterson, Commissioner

PORT OF WOODLAND

COMMISSION MEETING

7/5/18

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

	<u>NAME</u>	<u>ORGANIZATION</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____



Port of Woodland


EXECUTIVE SESSION REFERENCE GUIDE OPEN PUBLIC MEETINGS ACT, CHAPTER 42.30 RCW

Executive session will take place during Commission meeting on 7/5/2018 (date) and 3:11pm (time) for a period of 3:30pm (length).

- National security - RCW 42.30.110 (1)(a)
- Real estate matters – RCW 42.30.110(1)(b):
To consider the *selection of a site or acquisition* of real estate *by lease or purchase* when public knowledge regarding such consideration would cause a likelihood of increased price
- Real estate matters – RCW 42.30.110(1)(c):
To consider the *minimum price* at which real estate will be offered *for sale or lease* when public knowledge regarding such consideration would cause a likelihood of decreased price
- Publicly Bid Contracts – RCW 42.30.110(1)(d):
To review negotiations on the performance of publicly bid contracts when public knowledge would cause a likelihood of increased costs.
- Complaints/charges against officer or employee – RCW 42.30.110(1)(f):
To receive and evaluate complaints or charges brought against a public officer or employee. Upon request of such officer or employee, a public hearing or meeting open to the public must be conducted upon such complaint or charge
- Qualifications of applicant/performance review of employee – RCW 42.30.110(g)
To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

Potential litigation – RCW 42.30.110(1)(i):

To discuss with legal counsel matters relating to agency enforcement actions, or to discuss with legal counsel litigation or potential litigation to which the agency, governing body, or member acting in official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency

Executive session will conclude no later than 3:45 .

Additional time for executive session 3:31 (time) and 14min (length).

Additional time for executive session _____ (time) and _____ (length).

Additional time for executive session _____ (time) and _____ (length).

Executive sessions must be part of a regular or special meeting.

Before convening in executive session, the presiding officer must publicly announce the purpose for excluding the public and the time when the executive session will conclude.

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Executive session may be extended by announcement of presiding officer.