



**PORT OF WOODLAND  
Meeting Minutes  
July 26, 2018**

A regular meeting of the Woodland Port Commission was held on July 26, 2018 in the office of the Port of Woodland, 115 Davidson Avenue, Woodland, Washington. President Cline called the meeting to order at 5:02 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:

- Remove Action Item A – Resolution #\_\_\_: Rules Governing the Transaction of Port Board Business

**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**

Mitch Ingraham asks the Commission to consider installing irrigation lines at the orchard.

**Commission directs Executive Director Keene to set up a workshop on August 2, 2018 at 11:00 A.M. at the orchard at 1608 Guild Road, and to invite Mitch to the workshop.**

**MINUTES**

**A. July 5, 2018 Workshop**

**B. July 5, 2018 Regular Meeting**

**Commissioner Peterson made a motion to approve the minutes of the July 5, 2018 workshop and July 5, 2018 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. President Cline 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 17746 through 17788, in the amount of \$237,061.88. Commissioner Peterson seconded the motion.**

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

## **ACTION ITEMS**

### **A. Removed**

### **B. Interlocal Agreement Proposal for Dark Fiber Purchase**

**Secretary Boon made a motion to approve interlocal agreement proposal for dark fiber purchase. Commissioner Peterson seconded the motion.**

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

**Direction: Commission directs Executive Director Keene to sign interlocal agreement proposal.**

## **UNFINISHED BUSINESS**

### **A. Dark Fiber Tour at Port of Whitman County**

President Cline presents pictures and a narrative of his tour of Port of Whitman County's dark fiber infrastructure and operations.

### **B. Update on Interlocal Agreement Federal Fiber Funding**

Executive Director Keene states she received the first quarterly report and monthly expense report regarding the Port's investment in the multi-port interlocal agreement, which is overseen by the Port of Ridgefield.

## **NEW BUSINESS**

### **A. 1608 Guild Road Small and Attractive Theft of Property**

Executive Director Keene states for the record that the building at 1608 Guild Road was broken into and an estimated \$1,000.00 in tools and equipment were stolen. A police report was filed. Auditor Moore and Grant Jensen completed an inventory using the small and attractive inventory book and items have been replaced.

### **B. Board Meeting Schedule for Remaining 2018 (Regular and Workshop)**

Due to conflicts and the need to add workshops to the schedule, the Commission and staff review the approved 2018 meeting schedule. Executive Director Keene will present an updated version of the schedule at the next meeting.

## **UPCOMING MEETINGS INFORMATION**

### **EXECUTOR DIRECTOR REPORT**

None

### **COMMISSIONERS REPORTS**

- Secretary Boon and President Cline speak about the All City Tour and how successful it was.
- President Cline gives a brief report on the Commissioner Conference he attended.

**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 6:41 P.M.

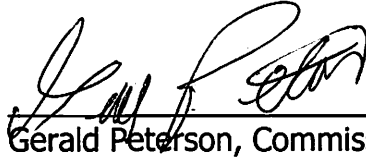
WOODLAND PORT COMMISSION



\_\_\_\_\_  
Paul Cline, President



\_\_\_\_\_  
Dale Boon, Secretary



\_\_\_\_\_  
Gerald Peterson, Commissioner

PORT OF WOODLAND  
COMMISSION MEETING

7/26/18

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

	<u>NAME</u>	<u>ORGANIZATION</u>
1.	<u>Mitch Ingraham</u>	<u>Mildie Ingraham</u>
2.	_____	_____
3.	_____	_____
4.	_____	_____
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