



**PORT OF WOODLAND
Meeting Minutes
October 4, 2018**

A regular meeting of the Woodland Port Commission was held on October 4, 2018 in the office of the Port of Woodland, 1608 Guild Road, 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 – Excused Absence
	Auditor	Carol Moore

Guests present: See List

CALL TO ORDER

OPENING REMARKS

A. Pledge of Allegiance

President Cline notes for the record the excused absence of Executive Director Keene.

B. Approval of 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

Judy Musa representing Fort Vancouver Regional Library Foundation – is requesting the Commission to consider including a marketing opportunity for their 2019 budget (See Exhibit A).

MINUTES

A. September 20, 2018 Workshop

B. September 20, 2018 Regular Meeting

Secretary Boon made a motion to approve the minutes of the September 20, 2018 workshop and September 20, 2018 regular meeting, as presented. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. November 15 Regular Meeting Change of Time

Commissioner Peterson made a motion to change the November 15 meeting from its regular time to 9:00 A.M. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

B. National Business Furniture

Secretary Boon made a motion to approve National Business Furniture invoice #16734 in the amount of \$13,022.07, as presented (See Exhibit B). Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

C. JH Kelly COP #4 and #8 for 1608 Guild Road

Secretary Boon made a motion to approve JH Kelly change order #8 in the amount of \$1,432.00 and change order #4 REV in the amount of \$0.00. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

D. AmeriGas Lease

Secretary Boon made a motion to table Action Item D until the October 16 meeting. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

E. City of Woodland 1,200 CY Sand Request for Surplus

Secretary Boon made a motion to surplus 1200 CUY of sand from Austin Point to City of Woodland at the current Oregon state royalty fee. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

A. Cowlitz Fire District #1 Draft Contract

Executive Director Keene presented in the commission packet a draft contract for commission review.

B. WQCC 2019 Schedule

Executive Director Keene presented in the commission packet the 2019 schedule for WQCC meetings – hosted by the City of Woodland. Auditor Moore confirms that the meeting on February 20 will be at 6:00 P.M. in the city council chambers.

NEW BUSINESS

A. USACE Sand Update/2019 Operations Budget Update

Executive Director Keene presented in the commission packet an update to the dredging disposal site at Martin Bar South and the effect it has to the 2019 operations budget.

UPCOMING MEETINGS, TRAINING & EVENTS

October 10, 2018 WQCC Meeting – has been cancelled

October 11, 2018 12:00 to 2:00 Port of Woodland Open House

October 11, 2018 5:00 to 7:00 Chamber After Hours Hosted by Port of Woodland

October 16, 2018 4:00 P.M. Budget and CSHI Workshop

October 16, 2018 5:00 P.M. Regular Meeting

October 17-19, 2018 WPPA Small Ports Conference – Executive Director Keene and President Cline attending

October 20, 2018 Gold Leaf Reception – Executive Director Keene and President Cline attending

COMMISSIONERS REPORTS

No reports

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 4:30 P.M.

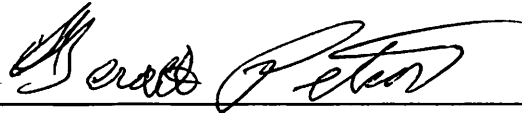
WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary



Gerald Peterson, Commissioner

PORT OF WOODLAND

COMMISSION MEETING

10/4/18

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

	<u>NAME</u>	<u>ORGANIZATION</u>
1.	Judy Musa	East Vancouver Regional Library Foundation
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LOVE YOUR LIBRARY FUNDRAISER

*You are cordially invited to support
Woodland Community Library Building Fund*

February 13, 2019

6:00pm – 9:00pm

*Hearty appetizers and beverages served

Live and Silent Auction

Music

The Peterson's Red Barn

2530 Dike Road

Woodland, WA 98674



*"Libraries say a lot about how a community sees itself.
If a library is robust and vibrant, then likely the community is too."*

John White, BergerABAM

EXHIBIT A

Sponsorship opportunities and benefits

Presenting Sponsor \$5,000

20 tickets to event

Organization featured near beverage station,

Appetizer tables and photo backdrop

Organization listed on event program as presenting sponsor

Logo and designation as presenting sponsor included

in emails and social media including Friends of the Library and

Woodland Community Library Facebook and websites

Company banner to be displayed at event

Logo on signage and marketing materials

Verbal recognition as presenting sponsor by emcee

Opportunity for organization designee to speak for 3 minutes on community support

Opportunity to have company employees welcome guests to event

Author's Level \$2,500

10 tickets to event

Organization featured near beverage station,

Appetizer tables and photo backdrop

Organization listed on event program

Organization listed on social media sites and websites

Company banner to be displayed at event

Logo on event signage and marketing materials

Verbal recognition as sponsor by emcee

Publisher's Level \$1,000

4 tickets to event

Organization's logo on photo backdrop

Organization listed on event program

Organization listed on Social Media sites and websites

Company banner to be displayed at event

Logo on event signage and marketing materials

Verbal recognition as sponsor by emcee

Editor's Level \$500

2 tickets to event

Organization listed on event program

Organization listed on social media sites and websites

Logo on event signage and marketing materials

Verbal recognition as sponsor by emcee

National Business Furniture

Call Our Furniture Experts

800-558-1010

www.NBF.com

Web Code: YCKPA0-16734



Web code: YCKPA0-16734

Checkout - Your Receipt

Thank you for your order. Your confirmation number is **9357304**. Please print this page for your records.

Below is a copy of your order summary. You will soon receive a copy via email at c.moore@portofwoodland.com. You will also receive an Acknowledgment of your order via email that will contain important delivery information. Need help? Please Contact Us (<https://www.nationalbusinessfurniture.com/Contact-National-Business-Furniture.aspx>).

Confirmation Number: 9357304

Date: Monday, August 6, 2018

Status: In Progress

Billing Information	Shipping Information	Payment Information
Carol Moore Port of Woodland 1608 Guild Road Woodland, WA 98674 (360) 225-6555	Carol Moore Port of Woodland 1608 Guild Road Woodland, WA 98674 (360) 225-6555	*****2237 Exp. 6/2020

Item# / Description / Options	Qty	Price	Shipping Method	Total Price
15440 Credenza Shell Bourbon Oak Laminate/Soft Black 2-5 business days for Delivery	2	\$289.00	Truck	\$578.00
15774 Contemporary Bow Front Desk - 71" x 42" American Espresso 2-5 business days for Delivery	1	\$729.00	Truck	\$729.00

8/6/2018

Printout of Order Confirmation at NBF.com

15775	1	\$695.00	Truck	\$695.00
Contemporary Double Pedestal Credenza - 71" x 24"				
American Espresso				
<i>2-5 business days for Delivery</i>				
15776	1	\$369.00	Truck	\$369.00
71" Overhead Hutch with Doors				
American Espresso				
<i>2-5 business days for Delivery</i>				
32751	1	\$269.00	Truck	\$269.00
Contemporary Five Shelf Bookcase - 71"H				
American Espresso				
<i>2-5 business days for Delivery</i>				
90887	1	\$89.00	Truck	\$89.00
Center Drawer				
Espresso Mocha				
<i>2-5 business days for Delivery</i>				
40852	2	\$259.00	Truck	\$518.00
Contemporary Round Table with Cross Base - 42"DIA				
Espresso Mocha				
<i>2-5 business days for Delivery</i>				
50836	3	\$209.00	Truck	\$627.00
Sterling Collection Faux Leather High-Back Chair				
Black Faux Leather/Silver Frame				
<i>2-5 business days for Delivery</i>				
50845	1	\$189.00	Truck	\$189.00
Essential Collection Mesh Chair with Memory Foam Seat				
Black Fabric/Black Frame				
<i>2-5 business days for Delivery</i>				
75022	1	\$995.00	Truck	\$995.00
Reception Desk with Pedestal				
Mocha Laminate/Frosted Plexi				
<i>2-5 business days for Delivery</i>				
51547	24	\$51.95	Truck	\$1,246.80
Snap Stack Chair with Tamper-Proof Design				
Black Poly/Black Frame				
<i>2-5 business days for Delivery</i>				
76315	1	\$595.00	Truck	\$595.00
Neoterik Collection Reception Desk- 48"W				
Mocha Laminate/Plexi Side Panels				
<i>2-5 business days for Delivery</i>				
34962	1	\$229.00	Truck	\$229.00
Locking Two Drawer Mobile Vertical File - 15.5"W				
Bourbon Oak Laminate/Soft Black				
<i>2-5 business days for Delivery</i>				
34963	1	\$229.00	Truck	\$229.00
Locking Three Drawer Mobile Vertical File - 15.55"W				
Bourbon Oak Laminate/Soft Black				
<i>2-5 business days for Delivery</i>				

8/6/2018

Printout of Order Confirmation at NBF.com

90118	1	\$139.00	Truck	\$139.00
Snap Stack Chair Cart				
Black Steel				
<i>2-5 business days for Delivery</i>				
56071	1	\$439.00	Truck	\$439.00
Arris Mid-Back Mesh Chair with Memory Foam Patterned				
Fabric Seat				
Black Mesh Back/Jet Fabric Seat/Aluminum Base				
<i>2-5 business days for Delivery</i>				
14534	1	\$379.00	Truck	\$379.00
Adjustable Height Desk - 48"W				
Bourbon Oak/Soft Black				
<i>1-2 weeks for Delivery</i>				
46927	8	\$309.00	Truck	\$2,472.00
At Work Flip Top Training Table 60"W x 24"D				
Espresso Laminate Top/Brushed Nickel Painted Steel Leg				
with Modesty Panel				
<i>2-5 business days for Delivery</i>				
46928	1	\$359.00	Truck	\$359.00
At Work Flip Top Training Table 72"W x 24"D				
Espresso Laminate Top/Brushed Nickel Painted Steel Leg				
with Modesty Panel				
<i>2-5 business days for Delivery</i>				

Merchandise	\$11,145.80
Total:	
Volume	(\$891.66)
Discounts:	
Subtotal:	\$10,254.14
Delivery:	\$1,814.51
	Pending
Tax:	\$953.42
Order Total:	\$13,022.07

Web code: YCKPA0-16734