



**PORT OF WOODLAND
Meeting Minutes
November 1, 2018**

A regular meeting of the Woodland Port Commission was held on November 1, 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	Position Vacant
	Executive Director	Jennifer Wray-Keene
	Auditor	Carol Moore
	Legal	Earl Jackson

Guests present: See List

CALL TO ORDER

OPENING REMARKS

A. Pledge of Allegiance

B. Approval of Agenda

**Secretary Boon made a motion to approve the agenda as presented.
President Cline seconded the motion.**

Vote was unanimous. The motion was carried.

EXECUTIVE SESSION RCW 42.30.110(1)(f) Complaints against officer or employee

At 3:02 P.M. President Cline recesses the regular meeting to go into executive session. Executive session will last until 3:17 P.M. - no action will be taken. The Commission invites Earl Jackson to the executive session.

At 3:17 P.M. President Cline re-convenes the regular meeting; no action was taken during the executive session.

- Earl Jackson makes a statement for the record that the complaint was discussed, that comments to staff were not made with the intent taken by staff, and in the future such comments to staff will not be made.
- Commissioner Boon apologizes to staff, that he meant his comments in a joking way and thought staff understood that. He will work on his comments in the future.
- President Cline states that this is all now in the past and will not be brought up again, and the Port will move forward from today.

PUBLIC HEARING

2019 Final Budget

Note for the record: The public hearing that was advertised for the CSHI has been cancelled. Port Commission will not be amending the CSHI this budget year.

At 3:32 P.M. President Cline recesses the regular meeting to go into public hearing.

No public comment.

At 3:33 P.M. President Cline re-convenes the regular meeting.

PUBLIC COMMENT (5-minute limit)

A. Items ON the agenda

None

B. Items NOT ON the agenda

None

MINUTES

A. October 16, 2018 Workshop

B. October 16, 2018 Regular Meeting

Secretary Boon made a motion to approve the minutes of the October 16, 2018 workshop and October 16, 2018 regular meeting, as presented. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

Note for the record: It is noted that Gerald Peterson resigned as of October 31, 2018, and this will be stated in these minutes on his signature line (See Exhibit A).

ACTION ITEMS

A. WDFW Fourth Addendum

Executive Director Wray-Keene states that Washington Department of Fish & Wildlife has requested to move to a month-to-month lease beginning January 1, 2019.

Secretary Boon made a motion to approve WDFW Fourth Addendum. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

B. 2019-2023 Market Rate for Building Leases

Executive Director Wray-Keene is recommending, for the next 5-year period, a rate increase to bring building leases to market value.

Secretary Boon made a motion to set the Port's building lease rate at \$0.55 for 2019-2023 period. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

A. Resolution # _____: Board Operations

Direction: Commission directs Executive Director Wray-Keene to set a workshop for November 26, 2018 at 10:00 A.M. to discuss this resolution regarding board operations. Further direction is to place on December 4, 2018 agenda.

B. Austin Point Gate and Fencing Project

Direction: Commission directs Executive Director Wray-Keene to set a workshop for November 15, 2018 at 8:00 A.M. to discuss this project. Further direction is to communicate with Gabe from EPro and invite him to the workshop to share his ideas for this project.

C. Guild Industrial Park II Land for Drainage

Executive Director Wray-Keene gives a short update on the drainage issue for this project. Through a title report, it shows there is an easement for property further past Tom Wilson's property. This easement has met the condition of a required alternate plan, brought out by the letter from Tom Wilson's attorney.

NEW BUSINESS

Executive Director Wray-Keene states that the original transportation plan for Guild Road I and II is being reviewed by the city. The city is currently reviewing their transportation plan which directly impacts Guild Road Industrial Park I.

Direction: Commission directs Executive Director Wray-Keene to contact Travis Goddard, with the City of Woodland, to give a presentation at the November 15, 2018 meeting regarding their transportation plan and how it affects Guild Road Industrial Parks I and II project.

Executive Director Wray-Keene asks for direction on revisions to the CCDP application. Issues became apparent during the last cycle of the application process that need to be addressed.

Direction: Commission directs Executive Director Wray-Keene to revise the CCDP application as needed, and present to the Commission for review.

UPCOMING MEETINGS, TRAINING & EVENTS

None

EXECUTIVE DIRECTOR REPORT

Update:

- Will provide a Port update at WPPA annual meeting – December 6, 2018.

COMMISSIONERS REPORTS

Executive Director Wray-Keene states the Port received four applications for the board position left vacant by the October 31, 2018 resignation of Gerald Peterson. She will draft a press release with the information regarding the applicants. Interviews will be scheduled during a special meeting on November 14, 2018.

ADJOURNMENT

Secretary Boon made a motion to adjourn. President Cline seconded the motion. Vote was unanimous. The motion was carried.

President Cline declared the Regular Meeting adjourned at 4:42 P.M.

WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary

PORT OF WOODLAND

COMMISSION MEETING

11/1/18

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

	<u>NAME</u>	<u>ORGANIZATION</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
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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 Nov. 1, 2018 (date) and 3:02 (time) for a period of 15 min (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 3:17pm.

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



Port of Woodland

I, GERARD PETERSON (printed legal name), am providing my official notice to resign as the Port of Woodland Commissioner, District 2, effective on this 31 day, OCT 2018. Once announced, the resignation is effective on the date I sign per this letter of resignation. This resignation does not require any further action per the Port Commission and the Port Commission will begin the process to immediately replace the Port of Woodland Commissioner District 2 position.

Signed [Signature] Date 8-22-18

Witness of Signature and Date

Name [Signature] Signature Jennifer Keane Date 8-22-18