



**PORT OF WOODLAND  
Meeting Minutes  
December 20, 2018**

A regular meeting of the Woodland Port Commission was held on December 20, 2018 at the office of the Port of Woodland, 1608 Guild Road, Woodland, Washington. President Cline called the meeting to order at 5:00 P.M.

Those present were:

President	Paul Cline
Secretary	Dale Boon
Commissioner	Robert Wile
Executive Director	Jennifer Wray-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 Minutes B – December 13, 2018 Workshop

**Commissioner Wile made a motion to approve the agenda as amended.  
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**

None

## **MINUTES**

### **A. December 4, 2018 Regular Meeting**

**Secretary Boon made a motion to approve the minutes of the December 4, 2018 regular meeting, as presented. Commissioner Wile seconded the motion.**

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

## **FINANCIAL REPORT**

### **A. Approval of Port's Financial Report**

**Secretary Boon made a motion to approve the Port's Financial Report, as presented. Commissioner Wile seconded the motion.**

**Discussion: No changes to the financial 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 17960 through 18000, in the amount of \$293,451.19. Commissioner Wile seconded the motion.**

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

### **C. 2019 Signature Card**

Commission and staff sign new signature card for 2019 for Cowlitz County Treasurer's office.

## **ACTION ITEMS**

### **A. AmeriGas Waiver of Late Fees**

Executive Director Wray-Keene explains that due to lease negotiations, AmeriGas did not make a lease payment for November and December. Commission waived November late fee, this is the December late fee.

**Commissioner Wile made a motion to waive AmeriGas late fee for December. Secretary Boon seconded the motion.**

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

**B. Approval of Lease - AmeriGas**

**Commissioner Wile made a motion to approve amended AmeriGas lease that was approved November 15, 2018. Secretary Boon seconded the motion.**

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

**C. Receipt and Award of Dirt Bid**

Executive Director Wray-Keene states the Port received only one bid from Matt Peterson.

**Secretary Boon made a motion to award surplus material at Schurman Way Industrial Park to Matt Peterson for retail sale of \$225.00 plus sales tax for a total of \$242.78. Commissioner Wile seconded the motion.**

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

**D. 2019 Schedule of Meetings**

**Commissioner Wile made a motion to approve 2019 schedule of meetings. Secretary Boon seconded the motion.**

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

**E. Resolution #464: Procurement Policy**

**Commissioner Wile made a motion to approve resolution 464. Secretary Boon seconded the motion.**

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

**F. Resolution #465: New Meetings Schedule for 2019**

**Commissioner Wile made a motion to approve resolution 465. Secretary Boon seconded the motion.**

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

**G. Resolution #466: Levy Rate (Per Cowlitz County/DOR)**

**Secretary Boon made a motion to approve resolution 466. Commissioner Wile seconded the motion.**

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

## **H. Port Commission Room Door Estimate**

**Secretary Boon made a motion to table action item D until January 17, 2019 meeting. Commissioner Wile seconded the motion.**

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

## **I. Award Three Hay Maintenance Sites for 2019**

President Cline opens each sealed bid and reads into record:

Mitch Ingraham (See Exhibit A)	Site 1 - 2 acres	\$70.00 per acre total \$140.00
Dean Boon (See Exhibit B)	Site 2 - 13 acres	\$55.00 per acre total \$715.00
	Site 3 - 25 acres	\$55.00 per acre total \$1375.00

**President Cline made a motion to award hay bid for site 1 to Mitch Ingraham for \$140.00 and site 2 and 3 to Dean Boon for a total of \$2090.00, per their bid documents. Commissioner Wile seconded the motion.**

**Vote was as follows: President Cline – yes; Secretary Boon – abstain; Commissioner Wile – yes.**

**The motion was carried.**

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

None

## **UPCOMING MEETINGS INFORMATION**

- January 3, 2019 Workshop after January 3, 2019 meeting
- January 10, 2019 Workshop at 10:00 A.M. Sand Management at Austin Point
- January 19, 2019 Chamber Installation Banquet
- January 28, 2019 DNR/POW v Columbia Riverkeepers – Cowlitz County Superior Court @ 8:45 A.M.
- January 29, 2019 Port Day at Olympia
- February 20, 2019 WQCC @ 6:00 P.M. Location TBD

## **EXECUTIVE DIRECTOR REPORT**

Executive Director Wray-Keene updates the Commission on the following:  
Sand placement - January or February

## **COMMISSIONERS REPORTS**

None

**ADJOURNMENT**

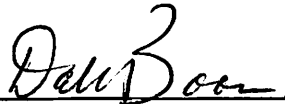
**Secretary Boon made a motion to adjourn. Commissioner Wile seconded the motion. Vote was unanimous. The motion was carried.**

President Cline declared the Regular Meeting adjourned at 6:29 P.M.

WOODLAND PORT COMMISSION



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Paul Cline, President



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Dale Boon, Secretary



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Robert Wile, Commissioner