



PORT OF WOODLAND Meeting Minutes February 21, 2019

A regular meeting of the Woodland Port Commission was held on February 21, 2019 at 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 – Excused Absence |
| | Commissioner | Robert Wile |
| | Executive Director | Jennifer Wray-Keene |
| | Auditor | Carol Moore |
| | Maintenance | Grant Jensen |

CALL TO ORDER

President Cline notes for the record the excused absence of Secretary Boon.

President Cline states for the record: I want to state for the record that at the February 7 regular meeting's executive session the Commission took no action, which is reflected in the February 7 regular session minutes. It should be noted that the Commission finds no valid reason to take formal action.

Auditor Moore states that she will attach this meeting's minutes to the minutes of February 7.

OPENING REMARKS

A. Pledge of Allegiance

B. Approval of Agenda

Discussion: Agenda will be amended as follows:

- Add Action Item B – Guild II Industrial Park appraisal

**Commissioner Wile made a motion to approve the agenda as amended.
President Cline 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. January 28, 2019 Special Meeting

B. January 31, 2019 Workshop

C. February 5, 2019 Workshop

D. February 7, 2019 Regular Meeting

Commissioner Wile made a motion to approve the minutes of the January 28, 2019, January 31, 2019, February 5, 2019 and February 7, 2019 meetings. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

FINANCIAL REPORT

A. Approval of Port's Financial Report

Commissioner Wile made a motion to approve the Port's Financial Report, as presented. President Cline 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

Commissioner Wile made a motion to approve vouchers, warrants and electronic payments 18037 through 18079, in the amount of \$121,042.35. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. CCDP Application Allocation

Executive Director Wray-Keene reads into record, a statement from Secretary Boon (see exhibit A).

President Cline made a motion to approve City of Woodland Horseshoe Lake Park power expansion in the amount of \$5,746.00 and City of Woodland playground timber borders in the amount of \$2,839.00. Commissioner Wile seconded the motion.

Vote was unanimous. The motion was carried.

Direction: The Commission directs Executive Director Wray-Keene to notify both applicants with the results of the action taken on their CCDP Spring application.

B. Guild II Industrial Park Appraisal

Executive Director Wray-Keene states the binding site plan is completed and she is ready to move forward with lease options. The next step is to have an appraisal completed in order to market the properties. She notes an estimate of time and expense at four weeks and \$4,000.00. Her thoughts are three separate agreements; lease to purchase, purchase outright, or ground lease.

Commissioner Wile made a motion to move forward with an appraisal of Guild II. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

A. CSHI Draft and Hearing Date Schedule

Discussion: Commission and Executive Director Wray-Keene discuss the need for a public hearing in order to take action on the revised CSHI.

Direction: The Commission directs Executive Director Wray-Keene to take appropriate steps to advertise a public hearing, scheduled to be held at their March 7 regular meeting.

NEW BUSINESS

A. Maintenance Vehicle

Discussion: Commission listened to a report presented by Grant Jensen regarding the need for a maintenance vehicle. Discussion follows with Executive Director Wray-Keene and Grant on the cost, style and options of the vehicle.

Direction: The Commission directs Executive Director Wray-Keene and Grant to research the purchase of a maintenance vehicle, staying within the previous discussed parameters.

B. Austin Point Wetland Protection Project

In addition to her executive director report in the commission packet, Executive Director Wray-Keene adds that Sgt. Lipp stopped by the Port office regarding the Orchard and they discussed concerns with access to Austin Point. He suggested asking Sheriff Thurman to visit the Port for a tour and discussion regarding the issues with Austin Point and the sheriff's office. Her thoughts are to invite Sheriff Thurman, Chief Kelly and Sgt. Lipp to the Port for this discussion. In addition, she will contact the Diking District to discuss placement of signs that clearly state no access within the wetlands. And finally, she will proceed with designing options for further discussion that include complete site closure, limited access for pedestrian only and a gravel parking area, or creating a structural perimeter around Austin Point wetland area for no access.

Direction: The Commission directs Executive Director Wray-Keene to proceed with the ideas she has presented.

UPCOMING MEETINGS INFORMATION

February 20, 2019 6:00 P.M. WQCC meeting at Woodland City Council Chambers

EXECUTIVE DIRECTOR REPORT

Report attached

COMMISSIONERS REPORTS

None

ADJOURNMENT

Commissioner Wile 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 4:36 P.M.

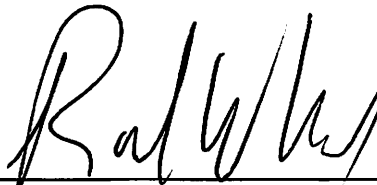
WOODLAND PORT COMMISSION



Paul Cline, President

ABSENT

Dale Boon, Secretary



Robert Wile, Commissioner

Prepared By:

Carol Moore, Port Auditor

Reviewed By:

Paul Cline, Commission President

Part of Woodland Commission

Having just been a part of hearing the proposed projects for C C D P spring application, I am in support of moving forward in support of the "Horseshoe Lake Park Pawa Expansion" project as presented to \$5,746.⁰⁰

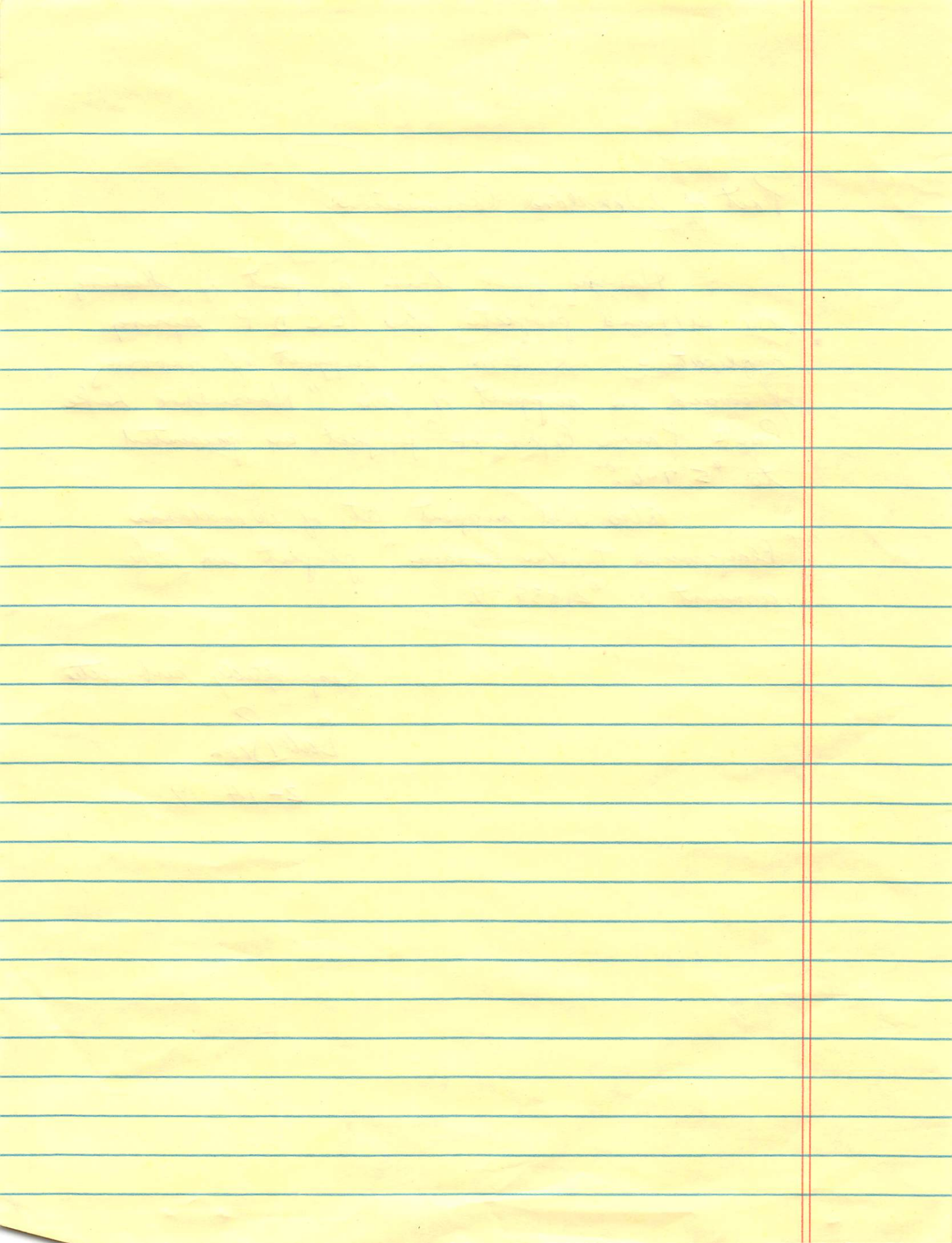
Also I'd support City of Woodlands "Playground Timber Borders" project in the amount of \$2,839.49.

Respectfully submitted

Dale Boon.

2-14-19

EXHIBIT A




ADJOURNMENT

Commissioner Wile 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 4:36 P.M.

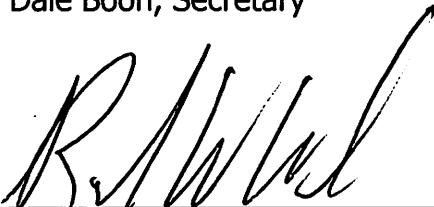
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