



**PORT OF WOODLAND
Meeting Minutes
March 21, 2019**

A regular meeting of the Woodland Port Commission was held on March 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 – Excused Absence
Auditor	Carol Moore
Legal Counsel	Earl Jackson

CALL TO ORDER

President Cline notes for the record the excused absence of Secretary Boon and Executive Director Wray-Keene.

OPENING REMARKS

A. Pledge of Allegiance

B. Approval of Agenda

Commissioner Wile made a motion to approve the agenda as presented. 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

EXECUTIVE SESSION RCW 42.31.110(1)(i) Potential Litigation

At 3:01 P.M. President Cline recesses the regular meeting to go into executive session. Executive session will last 15 minutes until 3:16 P.M. - no action will be taken.

The Commission invites Earl Jackson and Auditor Moore to join the executive session.

At 3:16 P.M. President Cline re-convenes the regular meeting; no action was taken during the executive session.

Discussion: The Port of Woodland received notice that the Port has been named in a claim against the city for negligence concerning an exposed pipe on the property owned by WSDOT - known as the triangle. The Commission and Earl Jackson discuss the potential liability of the agreement with the City of Woodland regarding landscape maintenance of the property known as the triangle, and the risk it places on the Port.

Direction: The Commission directs Earl Jackson to draft a letter to the City of Woodland denying liability and stating the Port Commission is considering terminating the agreement. Further, the Commission asks the city to notify WSDOT about the suit. They also direct Earl to review the Enduris policy regarding general liability coverage and to obtain a letter from Enduris regarding coverage (or no coverage).

MINUTES

A. February 14, 2019 Workshop

Commissioner Wile made a motion to table the February 14 minutes until the April 4 meeting. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

B. March 7, 2019 Regular Meeting

Commissioner Wile made a motion to approve the minutes of the March 7, 2019 meeting. 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 18080 through 18113, in the amount of \$61,150.23. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. Approval of Cowlitz County Fire District #1 Contract

Commissioner Wile made a motion to approve Cowlitz County Fire District #1 contract. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

B. Open of Bids for Austin Point Surplus Sand and Award

No action taken due to zero bids received by deadline.

C. Personal Service Contract – Mitch's Landscaping

Commissioner Wile made a motion to approve personal service contract with Mitch's Landscaping. President Cline seconded the motion.

Vote was as follows: President Cline – no; Commissioner Wile – no. The motion failed.

Commissioner Wile made a motion to table Action Item C. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

D. Personal Service Contract – Makin’ It Happen

Commissioner Wile made a motion to table Action Item D. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

UPCOMING MEETINGS INFORMATION

May 15-17, 2019 WPPA Spring Meeting

- Broadband Sub-Committee Meeting May 14 (Tentatively) with WPPA Conference

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 4:50 P.M.

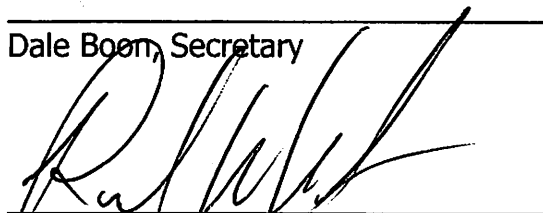
WOODLAND PORT COMMISSION



Paul Cline, President

ABSENT

Dale Boon, Secretary



Robert Wile, Commissioner