



**PORT OF WOODLAND  
Meeting Minutes  
April 18, 2019**

A regular meeting of the Woodland Port Commission was held on April 18, 2019 at the office of the Port of Woodland, 1608 Guild Road, Woodland, Washington. President Cline called the meeting to order at 3:02 P.M.

Those present were: President Paul Cline  
Secretary Dale Boon  
Commissioner Robert Wile  
Executive Director Jennifer Wray-Keene  
Auditor Carol Moore  
Legal Counsel Larry Costich and Milt Relmors

**CALL TO ORDER**

**OPENING REMARKS**

**A. Pledge of Allegiance**

**B. Approval of Agenda**

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

None

## **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 18114 through 18150, in the amount of \$105,968.01. Commissioner Wile seconded the motion.**

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

## **EXECUTIVE SESSION RCW 42.30.110(1)(c) Real Estate Matters**

At 4:00 P.M. President Cline recesses the regular meeting to go into executive session. Executive session will last 10 minutes until 4:10 P.M. - no action will be taken. The Commission invites Executive Director Wray-Keene, Larry Costich and Milt Relmers of Schwabe, Williamson & Wyatt, to join the executive session.

At 4:10 P.M. President Cline re-convenes the regular meeting to announce that the executive session will last until 4:15 P.M.

At 4:15 P.M. President Cline re-convenes the regular meeting; no action was taken during the executive session.

**Direction: After a brief discussion regarding the executive session, the Commission directs Schwabe, Williamson & Wyatt, the Port's legal, to proceed working on the procedures and process to surplus discussed property, and to present that information to the Commission for review.**

## **ACTION ITEMS**

### **A. Change of Date for May 16 Regular Meeting**

**Secretary Boon made a motion to move the May 16, 2019 regular meeting to May 23, 2019 at 3:00 P.M. Commissioner Wile seconded the motion.**

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

## **B. Mitch's Landscaping Personal Services Contract**

**Commissioner Wile made a motion to accept Mitch's Landscaping personal services contract. Secretary Boon seconded the motion.**

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

## **UNFINISHED BUSINESS**

### **A. Updated Construction Costs for Guild**

Executive Director Wray-Keene gives a short update on the final costs submitted by HHPR for site preparation and construction. She states that the costs came in much higher than anticipated. She has a meeting with Rob VanderZanden on Monday, April 22 to discuss these final numbers and to discuss options so the Port can move forward with this project.

## **NEW BUSINESS**

Executive Director Wray-Keene has had a request by Columbia River Carbonates to surplus an additional 30,000 cuy of dredging material from Austin Point. Currently the Port is requesting bids for 100,000 cuy of surplus dredging material from Austin Point, the 30,000 would be an additional amount. If the Commission surpluses the additional amount, the Port will follow the legal bid process.

**Direction: The Commission directs Executive Director Wray-Keene to add to next commission agenda for discussion and possible action/direction.**

## **UPCOMING MEETINGS INFORMATION**

- April 27: 1st Annual Beach Clean Up 9 A.M. to Noon at Austin Point and Martin Bar
- May 15-17: WPPA Spring Conference
- May 22: WQCC
- June 25-27: PNWA Summer Conference (Hood River)
- July 22-24: WPPA Commissioner Conference (Suncadia)
- October 9-11: PNWA Annual Meeting (Vancouver)
- October 16: WQCC
- October 24-25: WPPA Small Ports (Leavenworth)
- November 20-22: WPPA Annual Meeting (Tacoma)

## **COMMISSIONERS REPORTS**

Secretary Boon requests that the Port send a card to the family of Justin DeRosier. Executive Director Wray-Keene offers to purchase the card.

**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 4:34 P.M.

WOODLAND PORT COMMISSION



\_\_\_\_\_  
Paul Cline, President



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Dale Boon, Secretary



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Robert Wile, Commissioner



# Port of Woodland

## EXECUTIVE SESSION REFERENCE GUIDE OPEN PUBLIC MEETINGS ACT, CHAPTER 42.30 RCW

- Executive session took place during a Commission  regular/  special meeting on 4/18/19 (date).
- Executive sessions must be part of a regular or special meeting. Was the ES listed on the agenda? Yes  No
- 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. Was this completed? Yes  No
- 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. Was this completed? Yes  No
- Per Resolution #472: Legal Consulted Prior? Yes  No
- Legal Present Yes  No
- Executive Director Present  Executive Director Consulted

Those invited/entering the Executive Session (Names) for record:

Mitt & Lamy - Schwabe

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Executive Session Reason (identified on the following page): 42.30.110 \_\_\_\_\_

Executive session may be extended by announcement of presiding officer.  
Executive session will conclude no later than 4:00 (time) and for 10 minutes.  
Additional time for executive session 4:10 (time) and 5min (length).  
Additional time for executive session \_\_\_\_\_ (time) and \_\_\_\_\_ (length).  
Additional time for executive session \_\_\_\_\_ (time) and \_\_\_\_\_ (length).

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- 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

- Direction Given after the ES?  Yes  No

If Yes: for property sale, have legal prepare process

with tenant.

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