



**PORT OF WOODLAND  
Meeting Minutes  
April 4, 2019**

A regular meeting of the Woodland Port Commission was held on April 4, 2019 in the office of the Port of Woodland, 1608 Guild Road, Woodland, Washington. President Cline called the meeting to order at 10:00 A.M.

Those present were:	President	Paul Cline
	Secretary	Dale Boon
	Commissioner	Robert Wile
	Executive Director	Jennifer Wray-Keene
	Auditor	Carol Moore – Excused Absence
	Maintenance	Grant Jensen

**CALL TO ORDER**

President Cline notes for the record the excused absence of Auditor Moore.

**OPENING REMARKS**

**A. Pledge of Allegiance**

**B. Approval of Agenda**

**Commissioner Wile made a motion to approve the agenda as amended with the inclusion of the new contract under Action A. Secretary Boon seconded the motion.**

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

**PUBLIC COMMENT (5-minute limit)**

**A. Items ON the agenda- no one present**

**B. Items NOT ON the agenda**

**MINUTES**

**A. February 14, 2019 Workshop**

**Secretary Boon made a motion to approve the minutes of the February 14, 2019 workshop, as presented. President Cline seconded the motion. Commissioner Wile abstained.**

**Vote was as follows: President Cline- yes, Secretary Boon- yes, Commissioner Wile- abstain. The motion was carried.**

**B. March 21, 2019 Regular Meeting**

**Commissioner Wile made a motion to approve the minutes of the March 21, 2019 regular meeting, as presented. President Cline seconded the motion. Secretary Boon abstained.**

**Vote was as follows: President Cline- yes, Secretary Boon- abstain, Commissioner Wile- yes. The motion was carried.**

**ACTION ITEMS**

**A. Mitigation Credit Contract for Guild I Industrial Park**

**Commissioner Wile made a motion to approve the mitigation credit contract at \$18,400. Secretary Boon second the motion.**

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

**Direction was given to Executive Director Wray-Keene to sign the contract.**

**B. Pacific Seafood Lease**

**President Cline read the RCW 53.08.085 recognizing that the security deposit required from tenants when signing a lease agreement. The port will be obtaining a deposit amount of \$0.00 from Pacific Seafood. Commissioner Wile made a motion to approve the Pacific Seafood lease for May 1, 2019 through April 30, 2020. Secretary Boon seconded the motion.**

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

**C. Makin's It Happen Contract**

**Commissioner Wile made a motion to enter into the contract with Makin' It Happen. Secretary Boon seconded the motion.**

Discussion regarding procurement procedure for sole sourcing of contract.

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

**Direction to ED Wray-Keene to sign the personal services contract with Makin' It Happen.**

### **UNFINISHED BUSINESS**

#### **A. Austin Point Surplus Dredge Material**

**Commission discussed the removal of specific conditions including up front payment requirement. The Commission discussed a new minimum bid requirement at \$3/ton. The Commission placed a condition of the material must be removed no later than December 31, 2020.**

**Direction to ED Wray-Keene to readvertise the surplus material immediately with the new requirements and conditions.**

#### **B. Austin Point Parking and Barricades**

Discussed the Cowlitz County Sheriff's letter and signage.

**Direction to Port staff to work with the Sheriff's office, Woodland Police and Cowlitz 1 Fire on signage to ensure proper ordinances and laws are identified on new entry signs. Direction to Grant Jensen to rent equipment to relocate barricades in the designated placement design and attach "No Trespassing" signs on barricades per ordinance as identified by County Code.**

#### **C. Review of Gibbs & Olson updated Guild II Plans and Project**

**Commission reviewed the information that was provided in the packet and table/email regarding plan sets, construction and investment options, current financial budget, and updated financial forecast of the Capital Investment. ED Wray-Keene reviewed the issues with the 1983 banked capacity and moving forward regarding levy rates.**

Commission set a workshop for April 11 at 9 AM to discuss new names of the two industrial parks, names for the private road and new road, and construction options.

#### **D. Review of HHR Guild I Plan and Project**

Part of Unfinished Business C.

#### **E. Maintenance Vehicle**

Grant provided a review of the two vehicles. Commission reviewed the different options and costs of each vehicle.

**Secretary Boon made a motion to purchase the 2019 Ford Pickup for the quoted price. Commissioner Wile seconded the motion.**

**The vote was unanimous. The motion was carried.**

### **NEW BUSINESS**

None

### **UPCOMING MEETINGS, TRAINING & EVENTS**

- April 27: 1st Annual Beach Clean Up 9 AM – Noon AP and MB
- 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 9: WQCC
- October 24-25: WPPA Small Ports (Leavenworth)
- November 20-22: WPPA Annual Meeting (Tacoma)

ED Wray-Keene updated the Commission that the May 16 regular meeting will need to be rescheduled due to the WPPA Spring Conference. ED Wray-Keene updated the Commission that due to the PNWA conference, the WQCC meeting in October will be rescheduled to October 16 and was approved by the City and School District.

### **COMMISSIONERS REPORTS**

None

**ADJOURNMENT**

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

President Cline declared the Regular Meeting adjourned at 11:59 A.M.

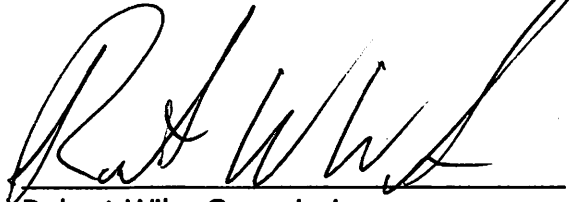
WOODLAND PORT COMMISSION



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



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Dale Boon, Secretary



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Robert Wile, Commissioner