



**PORT OF WOODLAND
Meeting Minutes
June 20, 2019**

A regular meeting of the Woodland Port Commission was held on June 20, 2019 at the office of the Port of Woodland, 1608 Guild Road, Woodland, Washington. President Cline called the meeting to order at 3:09 P.M.

Those present were: President Paul Cline
Secretary Dale Boon
Commissioner Robert Wile
Executive Director Jennifer Wray-Keene
Auditor Carol Moore

CALL TO ORDER

OPENING REMARKS

A. Pledge of Allegiance

B. Approval of Agenda

Discussion: Agenda will be amended as follows:

- Remove Executive Session
- Add New Business B – Executive Director Goals

**Secretary Boon made a motion to approve the agenda as amended.
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

A. June 6, 2019 Regular Meeting

Commissioner Wile made a motion to table June 6, 2019 regular meeting minutes. Secretary Boon 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 18194 through 18229, in the amount of \$79,140.13. Commissioner Wile seconded the motion.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. Advanced Composite Services Inc. Lease

Commissioner Wile made the following motion – The Port Commission recognizes per RCW 53.08.085 that a security deposit is required from tenants when signing a lease agreement. The port requires rent to be secured; however, at a lower security amount than required by the state law. The port will be obtaining a deposit amount of \$0.00 from Advanced Composite Services. I move to approve the lease for ACSI effective September 1, 2019 to August 31, 2024. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

B. E-Pro Commission Room Audio Visual

Executive Director Wray-Keene states that this project is a portion of the original bid that E-Pro submitted to the Commission for review and approval when designing the Port’s new administrative office. The Commission gave direction to phase the work. This portion is a phase of that original bid estimate.

Commissioner Wile made a motion to approve Action Item B. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

A. Guide to Bonds

Per direction, Executive Director Wray-Keene presented to the Commission for their review, a guide explaining debt types and bonds.

NEW BUSINESS

A. TVI Investments

Executive Director Wray-Keene states that the TVI bond that is the proceeds from the Pekin sale is maturing. She is recommending that the Commission move the money to the WSIP to have ready cash for expenditures for capital projects, while waiting for reimbursements from grants. Auditor Moore explains the interest rate that is currently available for a new TVI bond, but she cannot re-invest until next week, closer to the maturity date, and the interest rate could change. Discussion follows on the value of placing these funds in the WSIP or locking into a long-term bond with TVI. Funds are available, if needed, from a TVI bond, but Auditor Moore reads a message from TVI representative Peter Becker regarding the potential negative effect if interest rates are higher at the time of liquidation. The Commission agree that re-investing the funds back into a TVI bond is the best solution, but a short-term maturity would be best. Auditor Moore states that she will discuss with Peter Becker on the day the Port needs to make a decision, if the rate is the same or higher than it is right now, she will invest in a TVI bond at a 1-year 7-month maturity, but if the interest rate is lower she will place the funds in the WSIP.

B. Executive Director Goals

The Commission discuss goal setting per Executive Director Wray-Keene’s contract. Executive Director Wray-Keene will draft the list for the Commission to review and possibly take action on.

UPCOMING MEETINGS INFORMATION

- June 25-27: PNWA Summer Conference (Hood River)
- July 9: Special Meeting
- 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)

Discussion: The Commission discuss the need to move the regularly scheduled commission of July 4, to another date.

Secretary Boon made a motion to move the July 4 regular meeting to July 3 at 10:00 A.M. Commissioner Wile seconded the motion.

Vote was unanimous. The motion was carried.

EXECUTIVE DIRECTOR REPORT

No Updates

COMMISSIONERS REPORTS

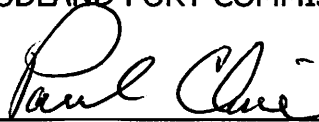
None

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 4:58 P.M.

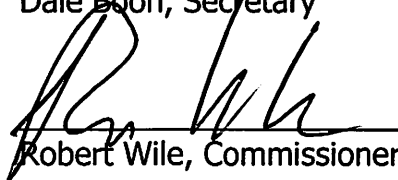
WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary


Robert Wile, Commissioner