



**PORT OF WOODLAND
Meeting Minutes
June 6, 2019**

A regular meeting of the Woodland Port Commission was held on June 6, 2019 in the office of the Port of Woodland, 1608 Guild Road, Woodland, Washington. President Cline called the meeting to order at 10:02 A.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

**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

A. May 23, 2019 Regular Meeting

B. May 23, 2019 Special Meeting

Commissioner Wile made a motion to approve the minutes of the May 23, 2019 regular meeting and May 23, 2019 special meeting. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. Austin Point and Martin Bar Public Access

Discussion: The Commission and staff discuss at length the decision to stop selling *Port Access Permits*. Legal has recommended that the port not only stop selling passes, but reimburse those who have purchased a permit in the past 2-years, as they paid \$5.00 for a 2-year permit.

Secretary Boon made a motion to stop the sale of permits to the public as of June 6, 2019. Commissioner Wile seconded the motion.

Vote was unanimous. The motion was carried.

Discussion: The Commission and staff discuss the appropriate way to reimburse the public who have a current permit. Legal recommended that the port reimburses using a prorated calculation. The Commission agree to reimburse at the prorated amount of \$0.01 per day.

Commissioner Wile made the following motion - Per legal counsel I make a motion to reimburse a prorated calculation to all registered port pass holders dated June 7, 2017 to June 6, 2019. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

Discussion: The Commission and staff discuss areas of invitation for Austin Point south access and Martin Bar. Executive Director Wray-Keene has presented the commission with maps of each area. After lengthy discussion, the commission agree on appropriate

area of invitation for the public at both sites. They continue with a discussion to define protected wetland, parking and walking areas, all of which will need new signage posted. The old signs at the entrance to Austin Point and Martin Bar will be removed. Discussion on safety fencing and appropriate signs for the sand disposal pits are also discussed. Executive Director Wray-Keene will proceed in getting estimates on different fencing options. She will also work with staff to place barriers where needed.

Direction: The Commission gives direction to Executive Director Wray-Keene and Legal, to discuss the appropriate language for signs at each designated area.

B. J.L. Storedahl & Sons, Inc. Austin Point Sand – Management Sale Agreement

Discussion: The Commission and staff discuss the management sale agreement with J.L. Storedahl & Sons, who won the bid for 135,000 tons of surplus sand at Austin Point.

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

Vote was as follows: President Cline – yes; Secretary Boon – no; Commissioner Wile – yes. The motion was carried.

UNFINISHED BUSINESS

A. Draft Sand Management Sale Agreement with Columbia River Carbonates

Executive Director Wray-Keene provided a draft copy of the agreement in the commission packets for their review. She will put it on the agenda for the next meeting for discussion and possible action.

B. HR Answers for Personnel Manual

Executive Director Wray-Keene updates the commission on the contract she signed with HR Answers. She outlines the cost of each segment in the process of drafting a new personnel manual.

C. Centennial Industrial Park

D. Rose Way Industrial Park

E. Howard Way and Guild Construction

Executive Director Wray-Keene updates the commission on grants and funding for these three projects, and where the Port is at on each project.

NEW BUSINESS

A. Port Appointment Process

Executive Director Wray-Keene provided a draft copy of a resolution to reassign Port Legal Counsel from Earl Jackson to Schwabe, Williamson and Wyatt. After review and discussion of the resolution and the need to proceed with this decision, the commission agree to take action.

Secretary Boon made a motion to approve resolution #473 - appointment of Port of Woodland legal counsel. Commissioner Wile seconded the motion.

Vote was unanimous. The motion was carried.

Direction: The Commission directs Executive Director Wray-Keene to proceed in outfitting the commission room to be able to Skype and conference call.

Note: For the record – President Cline excuses Commissioner Wile from the meeting at 12:11 P.M.

UPCOMING MEETINGS, TRAINING & EVENTS

- 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) (*Will need to reschedule 11/21 board meeting*)

EXECUTIVE DIRECTOR REPORT

Newsletter

Dept. of Revenue/Levy Rate

Executive Director Wray-Keene adds the following to her updates:

Executive Director Wray-Keene states that she has contacted Cynthia Weed and WPPA to help set up panels for discussion on IDD's and IDD levies. After discussion with Auditor Moore, they both feel that sister ports could benefit from possibly two or even three panels on these topics. One topic could be on the definition of what is an IDD and IDD levy and when to use one or the other, another topic would be on how to decide when to create an IDD or use and IDD levy, and one topic on what to do once you have made that decision. There is a great need to share this knowledge among ports to help with industrial growth and job creation.

Budget workshops will begin on August 1 and continue on August 15.

There is a need for a special meeting in July. She requests the commission to review their calendars for a date they all three can attend.

COMMISSIONERS REPORTS

None

ADJOURNMENT

Secretary Boon 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 12:18 P.M.

WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary



Robert Wile, Commissioner