



PORT OF WOODLAND Meeting Minutes September 19, 2019

A regular meeting of the Woodland Port Commission was held on September 19, 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
	Commissioner	Robert Wile
	Executive Director	Jennifer Wray-Keene
	Auditor	Excused Absence- Carol Moore
	Legal	Larry Costich

CALL TO ORDER

OPENING REMARKS

A. Pledge of Allegiance

B. Approval of Agenda

President Cline noted the necessity to add an executive session after Public Comment.

Executive Wray-Keene requested Action Item E - Resolution for CERB grant application for Martin Bar Study.

Discussion: Agenda will be amended as follows:

- Add Executive Session RCW 42.30.110 (1)(f)
- Add Action Item E – Resolution for CERB Grant Application for Martin Bar Study

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

Questions regarding the pheasant release site at the DNR/Port of Woodland Kuhnis Road property. Requesting information about the access. President Cline referred them to communicate with Executive Director Wray-Keene and to Legal Counsel Larry Costich.

EXECUTIVE SESSION RCW 42.30.110(1)(f): Complaints/charges against officer or employee

At 3:10 P.M. President Cline recesses the regular meeting to go into executive session. Executive session will last 30-minutes, until 3:40 P.M. - no action will be taken. The Commission invites Legal Counsel Larry Costich to the executive session.

At 3:40 P.M. President Cline re-convenes the special meeting; no action was taken during the executive session.

MINUTES

A. September 5, 2019 Regular Meeting

Commissioner Wile made a motion to approve the minutes of the September 5, 2019 regular meeting. Secretary Boon seconded the motion.

Discussion: Question regarding the notification of President Cline being excused from the Commission meeting on September 5, 2019 at 12:30 P.M. was not noted given that Secretary Boon closed the meeting.

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

Commissioner Wile made a motion to table the September 5, 2019 minutes to the next scheduled meeting. 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: Secretary Boon requested an update on the \$0.03 Metro Transmission charge regarding Auditor Moore’s comment at the August meeting it was paid.

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 18731 through 18798, in the amount of \$176,417.36. Commissioner Wile seconded the motion.

Discussion: President Cline notes for the record that the voided warrants #18756-18783 were due to printer error.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. Columbia River Channel Deepening – Vik Property

Commissioner Wile made a motion to approve the real estate purchase and sales agreement 20-year easement between Vik and the Ports of Kalama, Longview, Vancouver and Woodland. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

Direction: Commission directs Executive Director Wray-Keene to sign all agreements and documents on behalf of the Port of Woodland.

B. CCDP Allocations Fall 2019

Secretary Boon made a motion to approve the Lelooska Foundation for CCDP for \$6,400.00. Commissioner Wile seconded.

Vote was unanimous. The motion was carried.

Secretary Boon made a motion for CCDP funds for the VFW Post for the amount of \$3,000.00. Commissioner Wile seconded the motion.

Discussion: Secretary Boon noted this would be the maximum allocation if the VFW is able to receive Veterans discount for purchase.

Vote was unanimous. The motion was carried.

Secretary Boon made a motion to approve CEDC for CCDP for \$5,000.00. Commissioner Wile seconded the motion.

Vote was unanimous. The motion was carried.

Direction: Commission directs Executive Director Wray-Keene to complete contracts.

C. 1670 Schurman Way Outdoor Lighting Replacement

Executive Director Wray-Keene provided a review of the lighting system at the site. Discussion pertaining to procurement process.

Commissioner Wile made a motion to table to the next meeting and revisit it. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

Direction: Direction to Executive Director Wray-Keene was to develop an electrical maintenance scope of work and advertise (like the landscaping and janitorial) for 2020 for five years. Direction to update project, provide more detail on the lighting, number of lights and request quotes from those companies on the small works roster per the procurement policy and bring updated information to the meeting.

D. Contract with the Chamber of Commerce for 2020 Sponsorship Request

Executive Director Wray-Keene provided an overview of the Chamber contract for the 2020 banquet. Discussion regarding the contract, timeline, deliverables, who will be accountable to those deliverables, and what the banquet will accomplish, who attends, and add in projector. Discussion regarding single sponsor versus multiple sponsors - the Port does not want to be the only sponsor as it is not a Port event. Concerns if the Chamber does not deliver how it will reflect on the Port. Commission appoints President Cline as a representative to meet with Chamber representatives regarding the contract and the Port's concerns.

Commissioner Wile made a motion to table the Chamber request. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

E. Resolution #475 CERB Application Grant for Martin Bar Study

Executive Director Wray-Keene updated the Commission pertaining to CERB funding and moving forward with the Martin Bar Industrial Conceptual Site Study for the September deadline and to be presented in November.

Commissioner Wile made a motion to approve resolution 475. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

A. Employee Manual – PTO and VEBA Review

President Cline provided some insight regarding his meeting with Auditor Moore on PTO and VEBA. President Cline went through a brief description of PTO and how the transfer would occur. Discussion regarding lack of information regarding impacts for sick leave. Requested more information from other Ports who have PTO and how that worked with transfer and at time of separation with payout. President Cline provided an overview of VEBA. Commission requested additional research on VEBA policies, procedures, and how it would be implemented to commission and staff. Secretary Boon requested information on regulations and rules pertaining to VEBA use.

NEW BUSINESS

None

UPCOMING MEETINGS INFORMATION

- September 19 CCDP Workshop 9:00 A.M. to 11:00 A.M. & Regular Meeting @ 3:00 P.M.
- October 3 Regular Meeting @ 10:00 A.M. (ED Wray-Keene won't be present)
- October 9-11 Pacific Northwest Waterways Association Conference (Vancouver)
- October 16 WQCC @ 6:00 P.M. City Council Chambers (normally)
- October 17 Regular Meeting @ 3:00 P.M. Preliminary Budget Hearing
- October 19 Gold Leaf Rotary Event @ 5:00 P.M. Summit Grove Lodge
- October 24-25 WPPA Small Ports Conference (Leavenworth)
- November 7 Regular Meeting @ 10:00 A.M.
- November 19 (reschedule from 21) Regular Meeting @ 3:00 P.M.
- November 20-22 WPPA Annual Conference
- December 5 Regular Meeting @ 10:00 A.M.
- December 19 Regular Meeting @ 3:00 P.M.

EXECUTIVE DIRECTOR REPORT

Executive Director Wray-Keene provided the Commission an update on the EDA and CERB applications for Centennial and Rose Way Industrial Park and will be providing updated figures soon; provided info on DNR status awaiting recording of deed from state; provided an update on County road crew work on Austin Point public access; provided an update on the concerns with the Washington Department of Fish and Wildlife and copies of the email communication; provided an update that Larry Costich will be completing a template revision of the Port’s building and ground leases.

COMMISSIONERS REPORTS

President Cline provided an update on the WPPA Executive Director search and the information from the executive board and their recommendation. President Cline will be traveling with other Ports to Olympia on Monday to vote as the Trustee for the Port of Woodland and will be selecting James Thompson as his vote.

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 5:30 P.M.

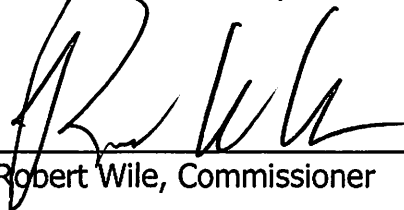
WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary



Robert Wile, Commissioner

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

- Executive session took place during a Commission X regular/____special meeting on September 19, 2019.
- Executive sessions must be part of a regular or special meeting. Was the ES listed on the agenda? Yes ____ No X
- 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 X No ____
- Legal Present Yes X No ____
- Executive Director Present _____ Executive Director Consulted _____

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

Executive Session Reason (identified on the following page): RCW 42.30.110(1)(f)

Executive session may be extended by announcement of presiding officer.

Executive session will conclude no later than 30.40 (time) and for 30 minutes.

Additional time for executive session ~~40~~ (time) and _____ (length).

Additional time for executive session _____ (time) and _____ (length).

Additional time for executive session _____ (time) and _____ (length).

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: _____
