



**PORT OF WOODLAND
Meeting Minutes
September 5, 2019**

A regular meeting of the Woodland Port Commission was held on September 5, 2019 in the office of the Port of Woodland, 1608 Guild Road, Woodland, Washington. President Cline called the meeting to order at 10:01 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

Discussion: Agenda will be amended as follows:

- Add New Business B: CCDP

**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

None

MINUTES

A. August 15, 2019 Regular Meeting

Commissioner Wile made a motion to approve the minutes of the August 15, 2019, regular meeting. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. Advanced Signs Centennial Industrial Park Sign

The Commission review and discuss the design that was provided in their commission packet. The Commission agree that changes need to be made to the design.

Commissioner Wile made a motion to table decision on sign until the September 19, 2019 meeting. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

Direction: The Commission give direction to Executive Director Wray-Keene to contact Advanced Signs with the changes they discussed and present to the commission for review, two revised versions of the sign, one with cement base and one with poles. The Commission would like to see pictures of both versions and cost for each version.

B. Addendum Ecological Land Services Mitigation Project Phase 2 and 3

The Commission review and discuss the addendum that was provided in their commission packet. Executive Director Wray-Keene states that Phase 2 work will be done in 2019 budget and Phase 3 work will be done in 2020 budget.

Secretary Boon made a motion to approve the addendum to the 2016 ELS contract with Phase 2 of Austin Point project. Commissioner Wile seconded the motion.

Vote was unanimous. The motion was carried.

Direction: The Commission directs Executive Director Wray-Keene to sign the addendum with ELS.

C. Employee Manual

The Commission review and discuss each section of the draft of the employee manual that was provided in their commission packet. The Commission have questions that need clarification and request changes to the language.

Commissioner Wile made a motion to table any decision on the employee manual until next meeting. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

For the Record – The Commission re-open Action Item A

Executive Director Wray-Keene has received updated designs of the Centennial Industrial Park sign from Advanced Signs by email. She shows the Commission both versions. The Commission discuss the cost and which design best suits the Port's need.

Secretary Boon made a motion to approve the amended sign design presented by Advanced Signs (see exhibit A) for Centennial Industrial Park at the cost of \$14,500.00 plus tax and permits. Commissioner Wile seconded the motion.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Port Policy Manual

Executive Director Wray-Keene has provided the Commission with a draft copy of a port policy manual. She is requesting that the Commission review the draft for future discussion.

B. CDDP

Executive Director Wray-Keene has provided the Commission four applications. The Commission accept the three applications that were submitted on time.

Direction: The Commission directs Executive Director Wray-Keene to contact the VFW Post 1927, the Lelooska Foundation and Cowlitz Economic Development Council (CEDC) to set up presentations at a September 19, 2019 workshop. The workshop will begin at 9:00 A.M. They give further direction to contact the Woodland Chamber of Commerce and explain that their application was not accepted because it was submitted past the deadline.

UPCOMING MEETINGS

- September 10 Budget Workshop #1 8:30 A.M.
- September 12 Budget Workshop #2 8:30 A.M.
- September 19 CCDP Workshop (TBD Times) & 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 9:00 A.M. to 12:00 P.M. 2nd Annual Career Exploration;
1:00 P.M to 4:00 P.M Woodland Works Job Fair.
- 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.

For the Record: President Cline was excused from the meeting at 12:30 P.M.

COMMISSIONERS REPORTS

None

ADJOURNMENT

Secretary Boon made a motion to adjourn. Commissioner Wile seconded the motion.

Vote was unanimous. The motion was carried.

Secretary Boon declared the Regular Meeting adjourned at 12:33 P.M.

WOODLAND PORT COMMISSION



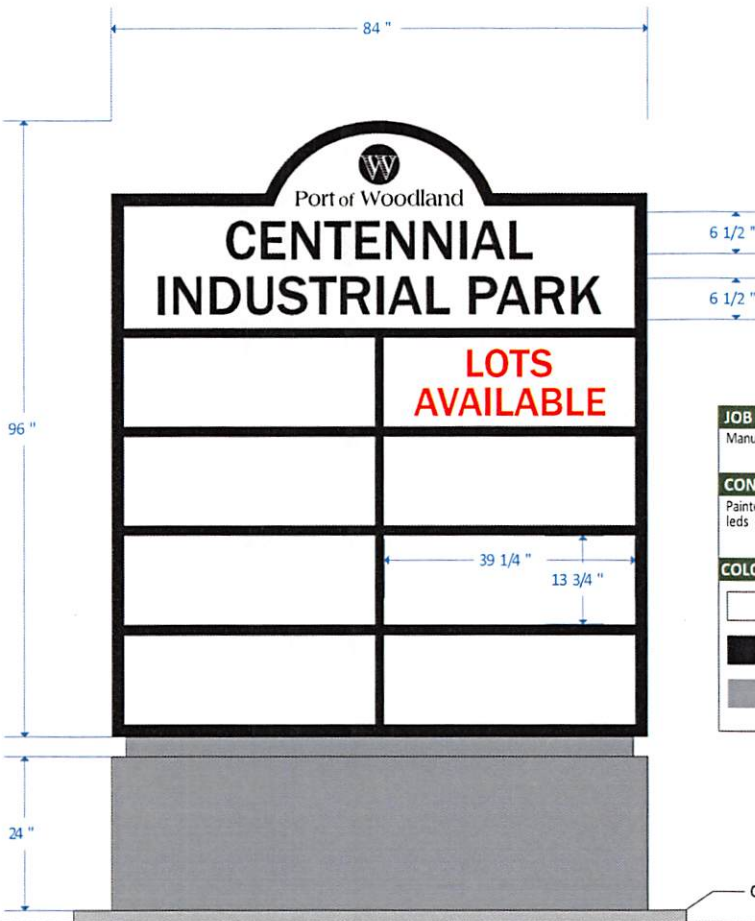
Paul Cline, President



Dale Boon, Secretary



Robert Wile, Commissioner





JOB DESCRIPTION:
 Manufacture and install single sided internally illuminated monument sign

CONSTRUCTION DETAILS:
 Painted aluminum cabinet w/ acrylic faces interally illuminated w/ white leds

COLORS TO BE USED:

- WHITE ACRYLIC/LEDs
- TOP CABINET PAINTED BLACK
- BOTTOM PAINTED GRAY EXACT COLOR T.B.D.

CONCRETE PAD BY ADVANCED SIGNS

 Port of Woodland	PROJECT TITLE: <u>Port of Woodland</u> LOCATION: <u>Centennial Industrial Park</u> <u>Woodland, WA 98674</u>	DRAWING# <u>90619</u> DATE: <u>9/06/2019</u> PRESENTED BY: <u>WOODY</u> DESIGNED BY: <u>WOODY</u>	CLIENT APPROVAL SIGNATURE: _____ DATE: <u> / /</u> LANDLORD APPROVAL SIGNATURE: _____ DATE: <u> / /</u>	ADVANCED ELECTRIC  Your Full Service Company PH: 360-225-6826 FAX: 360-225-8299 www.AdvancedElectricSign.com
	By signing this sketch you are hereby authorizing advanced electric signs to produce these signs as shown and depicted in this sketch and does not include changes or any alterations. © 2018			