



**PORT OF WOODLAND
Meeting Minutes
October 3, 2019**

A regular meeting of the Woodland Port Commission was held on October 3, 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	Excused Absence Jennifer Wray-Keene
	Auditor	Carol Moore

CALL TO ORDER

President Cline notes for the record the excused absence of Executive Director Wray-Keene.

OPENING REMARKS

A. Pledge of Allegiance

B. Approval of Agenda

Discussion: Agenda will be amended as follows:

- Add Opening Remarks C: Reading of Official Statement
- Add Action Item D: Woodland Chamber of Commerce Annual Celebration – Sponsorship Contract
- Add Unfinished Business C: VEBA/PTO

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

Vote was unanimous. The motion was carried.

C. Reading of Official Statement

President Cline read into record a statement drafted by Larry Costich, the Port’s attorney (see exhibit A), regarding the release of pheasants at the Kuhnis Road property for the 2019 hunting season.

PUBLIC COMMENT (5-minute limit)

A. Items ON the agenda

None

B. Items NOT ON the agenda

Jerry Peterson issued a complaint on a public record’s request he filed. He stated he received his response, but it should not take a month for him to receive the documents he requested. He also stated that as a taxpayer, he is very concerned over the increase in operation expenses, the projected capital projects expenses in relation to revenue, tax dollars and job growth.

MINUTES

A. September 5, 2019 Regular Meeting

B. September 10, 2019 Workshop

C. September 19, 2019 Workshop

D. September 19, 2019 Regular Meeting

Secretary Boon made a motion to approve the minutes of the September 5, 2019, regular meeting, September 10, 2019 workshop, September 19, 2019 workshop and September 19, 2019 regular meeting, as presented. Commissioner Wile seconded the motion.

Auditor Moore requests that the motion, in the future, state as reviewed.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. Olympic Aero Lease

Discussion: A short discussion regarding the lack of an increase to security deposit to match increase in lease amount.

Commissioner Wile made a motion to table until the next meeting. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

B. Austin Point Rail Study Proposal Development

The Commission review and discuss the information provided in their commission packet. This expense is a 2019 budget expense to develop a scope of work for an RFQ for Austin Point rail development.

Commissioner Wile made a motion to approve David Evans and Associates to develop the RFQ for Austin Point Rail Development. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

Direction: The Commission directs Executive Director Wray-Keene to sign a contract with David Evans and Associates.

C. Contingency Agreement Between Port and Columbia Precast Products

The Commission review and discuss the contingency agreement provided in their commission packet.

Commissioner Wile made a motion to enter into the contingency agreement with Columbia Precast Products. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

Direction: The Commission directs Executive Director Wray-Keene to sign the contingency agreement.

D. Woodland Chamber of Commerce Annual Celebration – Sponsorship Contract

President Cline has a copy of the contract he received through his email (see exhibit B). The Commission review and discuss the contract.

Commissioner Wile made a motion to table any decision on the Chamber annual celebration. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

Direction: The Commission directs Commissioner Wile to discuss with Executive Director Wray-Keene the reason for tabling this item.

UNFINISHED BUSINESS

A. Policy Manual

The Commission discuss the policy manual. They agree that they have questions regarding the new policies in the manual that have not previously been reviewed and adopted by any port commission.

Direction: The Commission agree to continue their review of the policy manual but directs Commissioner Wile to discuss with Executive Director Wray-Keene what the commission needs in order to move forward in approving the policy manual.

B. Revision of 2019 Comprehensive Scheme of Harbor Improvements

The Commission discuss what they have reviewed so far, they agree to continue reviewing the comp plan and direction to each commissioner to contact Executive Director Wray-Keene with their suggested changes.

C. VEBA/PTO

The Commission discuss with Auditor Moore the definition of VEBA and PTO and what it means for full-time staff.

Direction: The Commission directs staff to prepare VEBA choices and PTO choices for their review and possible action at the next meeting.

NEW BUSINESS

None

UPCOMING MEETINGS

- October 9 -11 Pacific Northwest Waterways Association Conference (Vancouver)
- October 16 WQCC @ 6:00 PM City Council Chambers (normally)
- October 17 Regular Meeting @ 3:00 PM Preliminary Budget Hearing
- October 19 Gold Leaf Rotary Event @ 5:00 PM Summit Grove Lodge
- October 24-25 WPPA Small Ports Conference (Leavenworth)
- November 7 Regular Meeting @ 10:00 AM
- November 19 (reschedule from 21) Regular Meeting @ 3:00 PM
- November 20-22 WPPA Annual Conference
- December 5 Regular Meeting @ 10:00 AM
- December 19 Regular Meeting @ 3:00 PM

COMMISSIONERS REPORTS

None

ADJOURNMENT

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

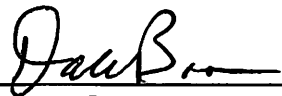
Vote was unanimous. The motion was carried.

President Cline declared the Regular Meeting adjourned at 12:16 P.M.

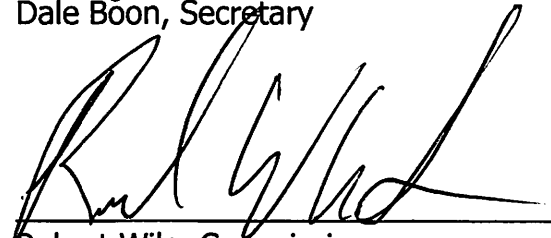
WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary



Robert Wile, Commissioner

Paul Cline

From: Costich, Larry
Sent: Tuesday, October 1, 2019 5:07 PM
To: Paul Cline
Cc: Jennifer Wray-Keene (jkeene@portofwoodland.com); Reimers, Milt A.
Subject: RE: Statement for Commissioners at Meeting about hunting grounds

Paul,

Here is my proposed statement based on Jennifer's draft. Please let me know if you have any questions or comments in this regard.

The Port of Woodland and the Department of Natural Resources are working to complete the transfer of the Kuhn Road property. Although the Washington Department of Fish and Wildlife has allowed pheasants to be released on the property for decades, the Port and WDNR only learned through court proceedings that the release of the pheasants was being done without the approval of the property owner, WDNR. Unfortunately, regional WDFW staff were not made aware of the court proceedings and property transfer until just prior to its planned release date. Due to numerous factors, the Port and WDFW jointly decided to suspend the release of pheasants for 2019 but will be working to explore options for recreational use of Port properties, including Kuhn Road. The Port, following review by its legal counsel, staff and insurance provider, hopes to have an agreement with WDFW to provide future recreational access and use. Such an agreement will be presented to the Port Commission for its approval with recommendations on how to proceed. We will make information pertaining to the Commissioners' meeting available on our social media and website as we develop our schedule with WDFW for this effort.

Schwabe Williamson & Wyatt

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EXHIBIT A



Woodland Chamber of Commerce Annual Celebration - Sponsorship Contract

The Woodland Chamber of Commerce would like to thank the Port of Woodland for their interest in the platinum sponsorship at the annual celebration!

AN AGREEMENT made on September 13th, 2019 BETWEEN The Port of Woodland, (here in after called "The Sponsor") and The Woodland Chamber (here in after called "The Chamber") on the subject of The Woodland Chamber of Commerce Annual Celebration(here in after called "The Event").

In consideration of the agreement by The Sponsor to pay The Chamber the sum of \$3,000 for the Platinum Sponsorship at The Event. The Chamber agrees to adhere to the agreed upon benefits listed below. If the benefits are not met the Chamber agrees to reimburse The Sponsor the amount per benefit not met. Line 6. "Chamber Sponsorship" is not reimbursable.

1. Top Advertising position on all Event advertising and Event website
2. Annual Gold Star Membership purchased for the 2020 year \$100
3. Logo in the event program, Logo on event website and banner advertising at Event \$75
4. 8 seats (full table) at the event with reserved seating \$400
5. Recognition of the Sponsor at the event with their logo projected during social hour and verbal at event \$450
6. Sponsor to set up their own poster board about current projects
7. Chamber Sponsorship - \$1900

Port of Woodland

The Woodland Chamber of Commerce

Signature _____

Signature _____

Name _____

Name _____

Title _____

Title _____

Date _____

Date _____