



**PORT OF WOODLAND
Meeting Minutes
November 19, 2019**

A regular meeting of the Woodland Port Commission was held on November 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 Excused Absence-Dale Boon
Commissioner Robert Wile
Executive Director Jennifer Wray-Keene
Auditor Carol Moore

CALL TO ORDER

President Cline notes for the record the excused absence of Secretary Boon.

OPENING REMARKS

A. Pledge of Allegiance

B. Approval of Agenda

**Commissioner Wile made a motion to approve the agenda as presented.
President Cline 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

PUBLIC HEARING

Comprehensive Scheme of Harbor Improvements

At 3:01 P.M. President Cline recesses the regular meeting to go into public hearing.

No public comment (see exhibit A).

At 3:01 P.M. President Cline re-convenes the regular meeting.

MINUTES

A. November 7, 2019 Regular Meeting

Commissioner Wile made a motion to approve the minutes of the November 7, 2019 regular meeting. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

FINANCIAL REPORT

A. Approval of Port's Financial Report

Commissioner Wile made a motion to approve the Port's Financial Report, as presented. President Cline 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

Commissioner Wile made a motion to approve vouchers, warrants and electronic payments 18885 through 18929, in the amount of \$100,461.84. President Cline seconded the motion.

Discussion: Auditor Moore notes the TVI investment transferred to WSIP.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. Approval of the 2020 Final Budget and Resolution #476: 2020 Budget

Commissioner Wile made a motion to approve the 2020 final budget and resolution #476. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

For the record, per Cowlitz County, Commissioner Wile will certify resolution #476.

B. Resolution #477: 2020 Regular Tax Levy

Commissioner Wile made a motion to approve resolution #477 - 2020 regular tax levy. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

For the record, per Cowlitz County, Commissioner Wile will certify resolution #477.

C. Comprehensive Scheme of Harbor Improvements

Commissioner Wile made a motion to approve the Port's Comprehensive Scheme of Harbor Improvements. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

D. VEBA

Commissioner Wile made a motion to approve VEBA resolution #478. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

E. 2020 Hay Maintenance Contracts

Executive Director Wray-Keene states this bid process was for 13-acres at Guild Road and 25-acres at Schurman Way and was advertised online, newspaper and website.

President Cline notes one bid was received. He opens the bid and reads into record (see exhibit B)

Site 1: 13-acres at Guild Road

Dean Boon \$63.00 per acre for a total of \$819.00

Site 2: 25-acres at Schurman Way

Dean Boon \$63.00 per acre for a total of \$1,575.00

Commissioner Wile made a motion to accept hay bid from Dean Boon. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

A. Port Policy Manual

Commissioner Wile made a motion to approve the Port policy manual. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

B. Recreational Projects

The Commission review and discuss with Executive Director Wray- Keene, two items that were presented in their commission packet.

Direction: The Commission gives direction to Executive Director Wray-Keene to contact real estate agents regarding available property on the Columbia River.

NEW BUSINES

A. Down River Drive/Rose Way Buildings

Executive Director Wray-Keene reviews the discussion she had with Commissioner Boon. The Commission agree to table any discussion until Commissioner Boon is present.

UPCOMING MEETINGS INFORMATION

November 20-22 WPPA Annual Meeting

November 22 Business Back to School Day (WSD) 8:30 to 10:30 A.M.

EXECUTIVE DIRECTOR REPORT

A. Landscaping Contract

Executive Director Wray-Keene states she received no bids for landscaping contract. She will be reviewing what process the Port will take to maintain the landscaping for Port properties and bring it back to the Commission for review and discussion.

B. 2020 Schedule

Executive Director Wray-Keene and the Commission review the 2020 schedule of meetings. Discussion about moving the January 2, 2020 meeting to January 9, 2020 due to holiday, and the possibility of canceling the March 7, 2020 due to Commissioner Cline and Commissioner Boon being absent.

COMMISSIONERS REPORTS

None

ADJOURNMENT

Commissioner Wile 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 4:10 P.M.

WOODLAND PORT COMMISSION



Paul Cline, President

ABSTAIN

Dale Boon, Secretary



Robert Wile, Commissioner

PUBLIC HEARING SIGN IN

PORT OF WOODLAND

COMMISSION MEETING

11/19/2019

GUEST LIST: Please sign your name and the organization you represent.

	<u>NAME</u>	<u>ORGANIZATION</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____



Port of Woodland

Bid Submission Form

Haying Maintenance for 2020

Name: Dean Boon

Address: 101 Green Mt Loop City: Woodland State: Wa Zip: 95624


Contact Phone Number: 360-722-3244 Email: farmlandsboon@gmail.com

Please indicate which site you are bidding on and the amount of the bid:

Site 1: 13 Acres at Guild Road $\$63 \text{ per acre} = 819.00 \text{ total}$

Site 2: 25 Acres at Schurman Way $\$63 \text{ per acre} = 1,575.00 \text{ total}$

Grand Total of Bid: \$ 2,394

Signature: 

Date: 11-8-2019