



**PORT OF WOODLAND
Meeting Minutes
January 9, 2020**

A regular meeting of the Woodland Port Commission was held on January 9, 2020 in the office of the Port of Woodland, 1608 Guild Road, Woodland, Washington. President Cline called the meeting to order at 10:00 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 A – Blooms to Brews Race

**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. December 19, 2019 Regular Meeting

Commissioner Wile made a motion to approve the minutes of the December 19, 2019 regular meeting. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. CERB Resolution #480: Dark Fiber Planning Loop Port of Woodland and Ridgefield Partnership

The Commission review and discuss the draft copy of resolution #480, that was provided in their commission packet.

Commissioner Wile made a motion to approve Resolution #480. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

B. Resolution #481: Appointment of Staff

The Commission review and discuss the draft copy of resolution #481, that was provided in their commission packet.

Commissioner Wile made a motion to approve Resolution #481 – Appointment of Staff. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

C. Commission Officers

President Cline opens the nominations.

President Cline made a motion to nominate Robert Wile as president. Secretary Boon seconded the motion.

No further nominations.

Vote was unanimous. The motion was carried.

Commissioner Wile made a motion to nominate Paul Cline as secretary. Secretary Boon seconded the motion.

No further nominations.

Vote was unanimous. The motion was carried.

For the Record: Port of Woodland Board of Commission is as follows:

President	Robert Wile
Secretary	Paul Cline
Commissioner	Dale Boon

For the Record: Meeting turned over to newly elected President Wile.

D. Organizational Assignments

The Commission review and discuss the draft copy of 2020 organizational assignments, that was provided in their commission packet. They agree to remove Southwest Washington Economic Development District.

Secretary Cline made a motion to approve 2020 Organizational Assignments. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

E. Personnel Manual

The Commission review and discuss the draft copy of the personnel manual, that was provided in their commission packet. President Wile asks if there are any questions regarding the manual. Commissioner Boon states he contacted Lisa Lowe at Schwabe, Williamson & Wyatt and Judy Clark at HR Answers to clarify his questions that he brought up at the previous meeting. President Wile asks Commissioner Boon if his questions were answered to his satisfaction. Commissioner Boon states his questions were answered to his satisfaction.

Secretary Cline made a motion to approve the non-exempt personnel manual. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

A. Stellar J Lease

Executive Director Wray-Keene has included in the Commission packet additional requests by Mr. Kinghorn regarding his lease. She has drafted a letter for review by the Commission in response to these added requests. The Commission review the draft letter provided to them in their commission packet.

Direction: The Commission directs Executive Director Wray-Keene to communicate with Mr. Kinghorn that he will need to supply information, for the Port's review, to prove condition of the building at the time of occupancy. In addition, the Commission agree not to waive the pollution liability insurance set forth in the lease. Proof of insurance will need to be provided to the Port.

NEW BUSINESS

A. Blooms to Brews Race

Executive Director Wray-Keene states that it has come to her attention that the coordinator of Blooms to Brews race has been advertising that the race will involve port property. She has sent an email to the coordinator stating the Port has not been approached for permission to hold the event using any Port property. She further requested a copy of any permits and plans for this event, but has heard nothing in return. The Commission agree that this event should not involve the Port, including advertising and the use of port property.

UPCOMING MEETINGS

The Commission review the 2020 schedule of meetings that was provided in their commission packet. They discuss the possibility of cancelling the March 5, 2020 meeting due to Commissioner Boon and Executive Director Wray-Keene being out of town. Commissioner Boon states that he is unsure of the exact dates that he will be absent, but will communicate when his schedule is finalized.

Secretary Cline made a motion to cancel the March 5, 2020 regular meeting. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

Secretary Cline made a motion to adjourn. Motion failed due to lack of a second.

COMMISSIONERS REPORTS

Commissioner Boon gives a report on his conversations with tenants when he delivered holiday baskets and cards. President Wile and Secretary Cline both agree that this was a great time for the commissioners to interact with tenants.

ADJOURNMENT

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

Vote was unanimous. The motion was carried.

President Cline declared the Regular Meeting adjourned at 12:05 P.M.

WOODLAND PORT COMMISSION



Robert Wile, President



Paul Cline, Secretary



Dale Boon, Commissioner