



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

A regular meeting of the Woodland Port Commission was held on December 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
	Maintenance	Grant Jensen
	Maintenance	Terry Denniston

CALL TO ORDER

OPENING REMARKS

A. Pledge of Allegiance

B. Approval of Agenda

**Commissioner Wile made a motion to approve the agenda as presented.
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. November 14, 2019 Workshop

Commissioner Wile made a motion to approve the minutes of the November 14, 2019 workshop as presented. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

B. November 19, 2019 Regular Meeting

Commissioner Wile made a motion to approve the minutes of the November 19, 2019 regular meeting as presented. President Cline seconded the motion.

Vote was as follows: President Cline – yes; Secretary Boon – abstain; Commissioner Wile – yes. Motion carried.

ACTION ITEMS

A. Approval of 2020 Regular Meeting Schedule

Commissioner Wile made a motion to approve the 2020 regular meeting schedule. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

B. Resolution #479: Support Dams Within Federal Columbia-Snake River System

The Commission review and discuss the draft copy of resolution #479, that was provided in their commission packet.

Commissioner Wile made a motion to approve resolution #479 – support dams within Federal Columbia-Snake River system. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Down River Drive and Rose Way Building Discussion

The Commission discuss the possibility of selling property with buildings at Down River Drive Industrial Park to finance construction of buildings at Rose Way Industrial Park. Executive Director Wray-Keene explains the buildings at Down River Drive were built with grant money and may not be able to be sold per the grant rules. She continues to explain the property in one lot, and was not meant to be broken up into individual lots. There would be storm drain issues and road issues. The Commission agree that this would not be a good plan at this time.

EXECUTIVE DIRECTOR REPORT

A. Safety Meeting/Protocols

Grant leads a presentation on safety protocols. He presents to each commissioner and staff member an emergency exit map (see exhibit A). He continues with thoroughly explaining each primary and secondary exit from every port office, including where to meet once outside. He explained the three major reasons for emergency evacuation of the building and what to do if there is fire, earthquake or shooting. His request for a defibrillator is accepted by the commission, and will be purchased and attached to the wall above the fire extinguisher in the commission room.

B. Abandoned Vessels Update

Grant explains that as of December 1, 2019 the Port took custody of two vessels at Austin Point. The third vessel, after receiving notice of derelict vessel, was moved – but since then has returned. A notice will need to be posted again, which begins a 30-day waiting period until the Port can take custody. If the vessel is threatening to sink, then once the notice is posted, it can be pulled from the water, but stored for 30-days in a secured area. Deputy Anderson has issued citations to the owner of Stevens Moorage RV Park regarding these three vessels, but because the vessels are anchored in Port protected water, the Port takes the responsibility of removing them. Grant explains that he is seeking three estimates for this project.

Executive Director Wray-Keene gives a short update on the following:

- Her conversation with the real estate agent handling the sale of Stevens Moorage RV Park
- Personnel Manual
- City Transportation Plan
- Port Day

Executive Director Wray-Keene updates the commission on the following community events:

- Open House/City Transportation Plan - The City is hosting an open house on December 17, 2019 at 12:00 P.M. at the city council chambers.
- Chamber After Hours December 5, 2019 5:00 to 9:00 P.M. at Lewis River Golf Course.
- Tree Lighting/Winterfest – December 14, 2019 6:00 P.M. at Hoffman Plaza
- Imagine a New Library – Meet the consultant December 10, 2019.
- Annual Chamber Celebration of Business – January 18, 2019 5:00 to 9:00 P.M. at Heathman Lodge.

Executive Director Wray Keene states that the Port office will be closed from 11:00 A.M. to 1:00 P.M. on December 13, 2019 for the annual staff meeting.

UPCOMING MEETINGS

None

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 12:04 P.M.

WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary



Robert Wile, Commissioner

Personnel
Assembly
Area
NE Corner
Parking lot

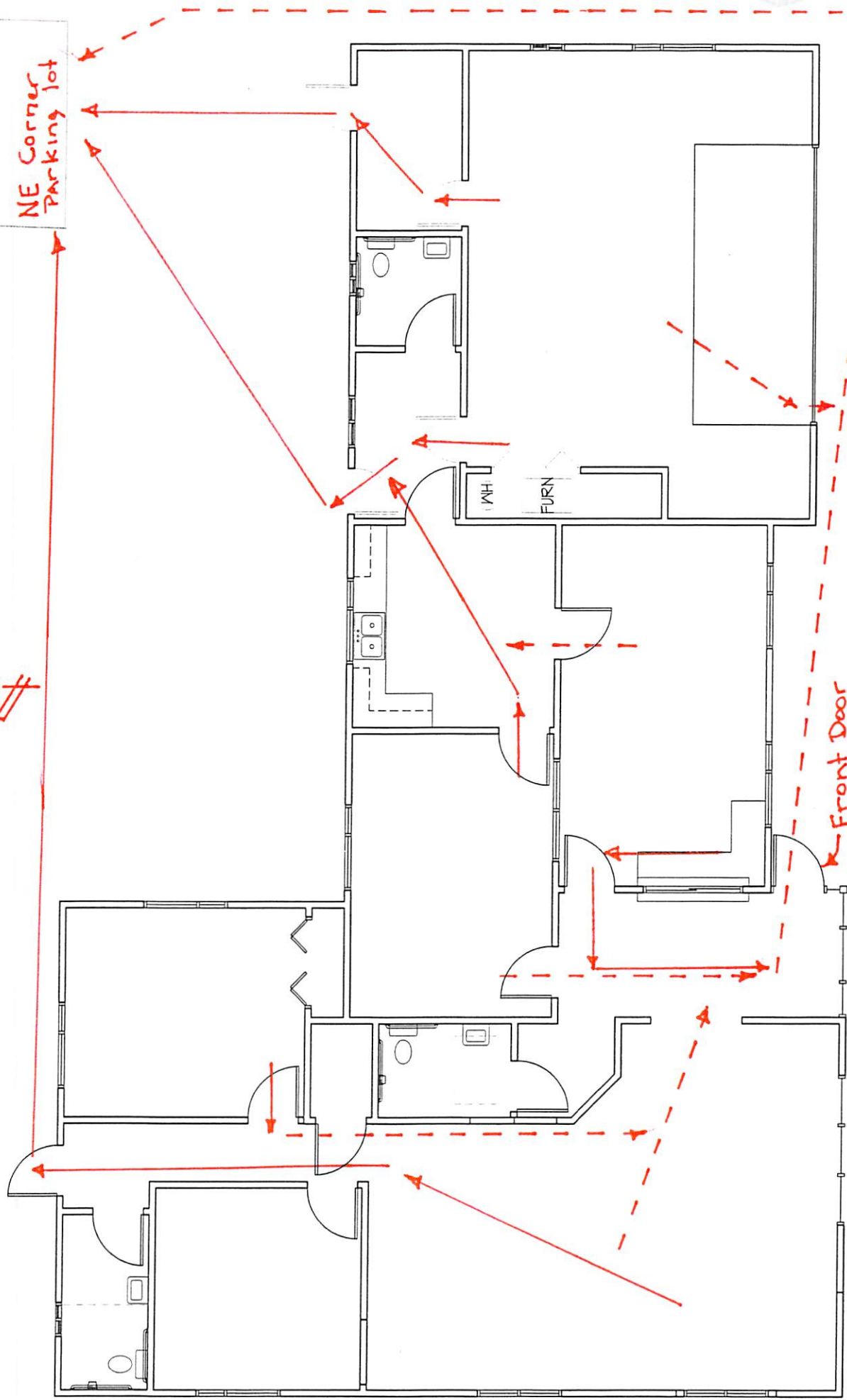


EXHIBIT A



→ Primary Route
- - - Secondary Route