



**PORT OF WOODLAND  
Meeting Minutes  
February 20, 2020**

A regular meeting of the Woodland Port Commission was held on February 20, 2020 at the office of the Port of Woodland, 1608 Guild Road, Woodland, Washington. President Wile called the meeting to order at 9:01 A.M.

Those present were:	President	Robert Wile
	Secretary	Paul Cline
	Commissioner	Dale Boon – Excused Absence
	Executive Director	Jennifer Wray-Keene
	Auditor	Carol Moore
	Legal	Stephanie Berntsen – Phone Conference
		Larry Costich

**CALL TO ORDER**

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

**OPENING REMARKS**

**A. Pledge of Allegiance**

**B. Approval of Agenda**

**Secretary Cline made a motion to approve the agenda as presented.  
President Wile 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. February 6, 2020 Regular Meeting**

**Secretary Cline made a motion to approve the minutes of the February 6, 2020 regular meeting. President Wile seconded the motion.**

**Vote was unanimous. The motion was carried.**

**FINANCIAL REPORT**

**A. Approval of Port's Financial Report**

**Secretary Cline made a motion to approve the Port's Financial Report. President Wile 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**

**Secretary Cline made a motion to approve vouchers, warrants and electronic payments 19020 through 19054, in the amount of \$88,400.07. President Wile seconded the motion.**

**Vote was unanimous. The motion was carried.**

**ACTION ITEMS**

**A. CCDP Allocation**

**Secretary Cline made a motion to approve the Lelooska Foundation application fund request of \$4,800.80. President Wile seconded the motion.**

**Vote was unanimous. The motion was carried.**

**Secretary Cline made a motion to approve the Woodland Chamber of Commerce/Visitors Center application fund request of \$2,922.62. President Wile seconded the motion.**

**Vote was unanimous. The motion was carried.**

**Secretary Cline made a motion to approve the City of Woodland application fund request of \$5,007.48. President Wile seconded the motion.**

**Vote was unanimous. The motion was carried.**

## **UNFINISHED BUSINESS**

### **A. Centennial Industrial Park Association Development**

Larry Costich explains the definition and restrictions in developing a park association for Centennial Industrial Park. He outlines the governing body and clarifies declaration and governing language. Upon discussion of the Commission, Larry suggests a second document outlining architectural standards.

***Direction: The Commission directs Larry Costich to draft a park association document for their review.***

## **NEW BUSINES**

None

## **EXECUTIVE SESSION RCW 42.30.110(g):**

### **Qualifications of Applicant/Performance Review of Employee**

At 10:08 A.M. President Wile recesses the regular meeting to go into executive session. Executive session will last 15-minutes, until 10:23 A.M. - no action will be taken. The Commission invites Legal Counsel Stephanie Berntsen to the executive session via phone conference.

At 10:23 A.M. President Wile re-convenes the regular meeting to announce that there is a need to go back into Executive Session for an additional 10-minutes.

At 10:33 A.M. President Wile re-convenes the regular meeting; no action was taken during the executive session.

***Direction given to Secretary Cline to compile input from each Commissioner and send to Legal for review.***

## **UPCOMING MEETINGS INFORMATION**

February 20 Chamber After Hours 5:00 P.M. – 7:00 P.M.

March 5 Commission Meeting Cancelled Due to Lack of Quorum

March 10 Cowlitz Economic Development Council Annual Meeting 11:30 A.M.

Please note: Dates for WQCC have not been set - awaiting confirmation from WSD and COW

**EXECUTIVE DIRECTOR REPORT**

Executive Director Wray-Keene provides the following updates:

- Dirty Cycles Event
- Beach Cleanup will be September 12, 2020
- Laura, communication director at WPPA, is no longer with WPPA
- Working on Pacific Seafood annual lease
- No response to RFQ for 1670 Schurman Way building
- Two boats have been removed from Austin Point, there is another boat but waiting to hear from DNR to begin removal process
- Lance has put his signage up at the 2-acres on Schurman Way
- CERB has no more broadband funding at this time
- Donald's have signed and paid their annual lease
- The study for Martin Bar will be ready for review at the March 19 commission meeting
- Conference with Mark Wilson regarding marine tenants
- Seeking comments for 2020 newsletter
- April 2 at 10:00 A.M. is a workshop with WDF
- Waiting to do a press release to announce EDA funding

**COMMISSIONERS REPORTS**

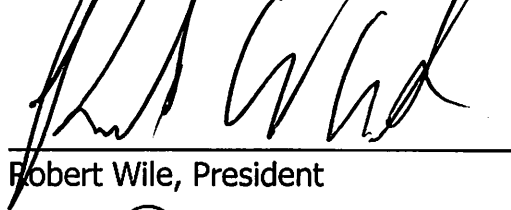
None

**ADJOURNMENT**

**Secretary Cline made a motion to adjourn. President Wile seconded the motion. Vote was unanimous. The motion was carried.**


President Wile declared the Regular Meeting adjourned at 11:03 A.M.

WOODLAND PORT COMMISSION




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Robert Wile, President




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Paul Cline, Secretary

**ABSENT**

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Dale Boon, Commissioner



# Port of Woodland

## EXECUTIVE SESSION REFERENCE GUIDE OPEN PUBLIC MEETINGS ACT, CHAPTER 42.30 RCW

10:08  
10:23 out

- Executive session took place during a Commission  regular/  special meeting on Feb 20 2020 (date).
- Executive sessions must be part of a regular or special meeting. Was the ES listed on the agenda? Yes  No
- Before convening in executive session, the presiding officer must publicly announce the purpose for excluding the public and the time when the executive session will conclude. Was this completed? Yes  No
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- Per Resolution #472: Legal Consulted Prior? Yes  No
- Legal Present Yes  No  *via phone*
- Executive Director Present  Executive Director Consulted

Those invited/entering the Executive Session (Names) for record:

Commission  
\_\_\_\_\_  
\_\_\_\_\_

Executive Session Reason (identified on the following page): 42.30.110 g

Executive session may be extended by announcement of presiding officer.

Executive session will conclude no later than 10:23 (time) and for 15 minutes.

Additional time for executive session 10:23 (time) and 10 (length).

Additional time for executive session \_\_\_\_\_ (time) and \_\_\_\_\_ (length).

Additional time for executive session \_\_\_\_\_ (time) and \_\_\_\_\_ (length).

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- National security - RCW 42.30.110 (1)(a)
- Real estate matters – RCW 42.30.110(1)(b):  
To consider the *selection of a site or acquisition of real estate by lease or purchase* when public knowledge regarding such consideration would cause a likelihood of increased price
- Real estate matters – RCW 42.30.110(1)(c):  
To consider the *minimum price* at which real estate will be offered *for sale or lease* when public knowledge regarding such consideration would cause a likelihood of decreased price
- Publicly Bid Contracts – RCW 42.30.110(1)(d):  
To review negotiations on the performance of publicly bid contracts when public knowledge would cause a likelihood of increased costs.
- Complaints/charges against officer or employee – RCW 42.30.110(1)(f):  
To receive and evaluate complaints or charges brought against a public officer or employee. Upon request of such officer or employee, a public hearing or meeting open to the public must be conducted upon such complaint or charge
- Qualifications of applicant/performance review of employee – RCW 42.30.110(g)  
To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.
- Potential litigation – RCW 42.30.110(1)(i):  
To discuss with legal counsel matters relating to agency enforcement actions, or to discuss with legal counsel litigation or potential litigation to which the agency, governing body, or member acting in official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency

• Direction Given after the ES?  Yes \_\_\_ No

If Yes: \_\_\_\_\_

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input from each commissioner and send to  
legal for review