



**PORT OF WOODLAND
Meeting Minutes
March 19, 2020**

A regular meeting of the Woodland Port Commission was held on March 19, 2020 at the office of the Port of Woodland, 1608 Guild Road, Woodland, Washington. President Wile called the meeting to order at 9:02 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 – Phone Conference

CALL TO ORDER

President Wile notes for the record the excused absence of Commissioner 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

EXECUTIVE SESSION

RCW 42.30.110(g): Performance Review of Employee

At 9:12 A.M. President Wile recesses the regular meeting to go into executive session. Executive session will last 20-minutes, until 9:32 A.M. - no action will be taken. The Commission invites Legal Counsel Stephanie Berntsen and Larry Costich to the executive session via phone conference. They will invite Executive Director Wray-Keene at a later time.

At 9:32 A.M. President Wile re-convenes the regular meeting; no action was taken during the executive session.

Open Discussion: Potential Litigation – Larry Costich via phone conference

Larry gives an update on his research findings regarding the language of the original deed for the Fish & Wildlife property at Martin Bar. His recommendation is possibly offering Fish & Wildlife a land swap package, in which there would be a property transfer of land that borders the property line with Columbia RV Park. Fish & Wildlife then can use that strip of land to offer public access to the water.

Direction: The Commission directs Executive Director Wray-Keene to hire a consultant to survey the two properties and present a survey map determining the parameters of the land involved.

MINUTES

- A. February 20, 2020 Workshop
- B. February 20, 2020 Regular Meeting

Secretary Cline made a motion to approve the minutes of the February 20, 2020 workshop and February 20, 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 19055 through 19097, in the amount of \$103,427.44. President Wile seconded the motion.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. Resolution #485 - Ensuring Innovation and Environmental Considerations for Industrial Development

The Commission review and discuss the document that was provided in their commission packet.

Secretary Cline made a motion to approve Resolution #485. President Wile seconded the motion.

Vote was unanimous. The motion was carried.

B. Petrichor Consulting Services Contract for Dark Fiber

The Commission review and discuss the consulting services agreement that was provided in their commission packet.

Secretary Cline made a motion to approve contract for dark fiber services with Petrichor Consulting LLC. President Wile seconded the motion.

Vote was unanimous. The motion was carried.

C. Stellar J Lease

The Commission review and discuss the lease document that was provided in their commission packet.

Secretary Cline reads into record - The Port Commission recognizes per RCW 53.08.085 that a security deposit is to be furnished from tenants when signing a lease agreement but at the Port Commission's discretion. The Port will be obtaining a deposit amount of \$0.00 from Stellar J. I move to approve the lease for Stellar J effective November 1, 2019 to October 31, 2024. President Wile seconded the motion.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

A. Bonding/Financing of Development

Executive Director Wray-Keene gives an update on the opportunity to refinance current debt and the funding package to receive new funds for the construction capital for Centennial Industrial Park and Rose Way Industrial Park. Jim Blumenthal and Cynthia Weed are working on two scenarios and also securing bond insurance. Executive Director Wray-Keene has set up a special meeting for March 25, 2020 at 4:00 P.M. to approve bond purchase via resolution and lock in the rate.

B. Easement/Appraisal for Centennial Drainage Update

Executive Director Wray-Keene states that the easement appraisal is now completed. The Port will be paying for the easement – this is per the land owner's decision to opt out of a waiver to the latecomer's fee for the new sewer and water services. Gibbs & Olson have reconfigured the lots and now the Port only needs one easement instead of two.

NEW BUSINES

A. Austin Point Rail Conceptual Study – Selection Process and Interviews

Executive Director Wray-Keene recommends that the interview process scheduled for April 2, 2020 still proceed. The meeting will be a virtual meeting. The Commission agrees that this is a good idea and to proceed setting up the virtual meeting.

UPCOMING MEETINGS INFORMATION

March 31 Chamber - State of the Port at 12:00 P.M. (Cancelled)

April 2 Interviews for Rail Conceptual 10:00 A.M. and 10:30 A.M. (Virtual)

April 23 Chamber After Hours (Cancelled)

May 6 thru May 8 WPPA Spring Meeting - Skamania Lodge (Cancelled)

EXECUTIVE DIRECTOR REPORT

Executive Director Wray-Keene provides an update on her trip to Washington DC hosted by PNWA.

COMMISSIONERS REPORTS

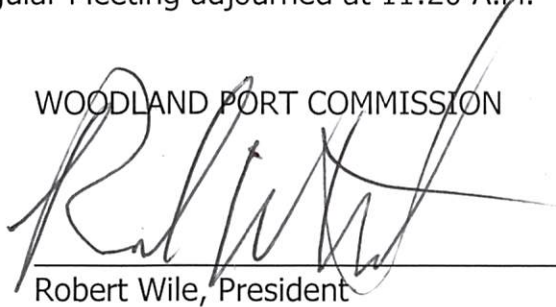
None

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 11:20 A.M.

WOODLAND PORT COMMISSION



Robert Wile, President



Paul Cline, Secretary



Dale Boon, Commissioner



Port of Woodland

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

- Executive session took place during a Commission X regular/___ special meeting on March 19, 2020 (date).
- Executive sessions must be part of a regular or special meeting. Was the ES listed on the agenda? Yes X 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 ___
- 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 X No ___ 9:31
- Per Resolution #472: Legal Consulted Prior? Yes X No ___
- Legal Present Yes X No ___ via phone conference
- Executive Director Present ~~___~~ Invited in Executive Director Consulted ___

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

Executive Director Wray-Keene
Legal counsel Larry Costich
Legal counsel Stephanie Berntsen

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

Executive session may be extended by announcement of presiding officer.

Executive session will conclude no later than 9:32 (time) and for 20 minutes. ~~30~~

Additional time for executive session ___ (time) and ___ (length).

Additional time for executive session ___ (time) and ___ (length).

Additional time for executive session ___ (time) and ___ (length).

No decisions made

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: _____
