



**PORT OF WOODLAND
Meeting Minutes
August 6, 2020**

The Commission meeting will be hosted via zoom.us.

No public access will be allowed at the Port office to meet Governor Inslee’s proclamation regarding COVID-19 order Stay Home - Stay Healthy. Public wishing to provide public comment may do so by 8:00 A.M. August 6 to

jkeene@portofwoodland.com and will be read into the record to the Port Commission.

Public wishing to listen to the commission meeting, may do so but will be muted by attending meeting. ID Room: 237-755-8282 or call 1-669-900-6833 or 1-253-215-8782 and enter the meeting ID Room number. Please note you will need to enter a password to enter the room: 642020. President Wile called the meeting to order at 9:04 A.M.

Those present were:	President	Robert Wile
	Secretary	Paul Cline
	Commissioner	Dale Boon - joined meeting at 9:24 A.M.
	Executive Director	Jennifer Wray-Keene
	Auditor	Carol Moore
	Legal	Stephanie Berntsen – via phone

CALL TO ORDER

President Wile notes for the record that Commissioner Boon has notified the Port that he will be joining the meeting late, therefore, the executive session will be postponed until Commissioner Boon joins the meeting.

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 as follows: President Wile – yes; Secretary Cline – yes;
Commissioner Boon – absent. The motion carried.**

PUBLIC COMMENT (via email)

A. Items ON the agenda

None

B. Items NOT ON the agenda

None

MINUTES

A. July 16, 2020 Regular Meeting

Secretary Cline made a motion to approve the minutes of the July 16, 2020 regular meeting. President Wile seconded the motion.

Discussion: No changes to the minutes.

Vote was as follows: President Wile – yes; Secretary Cline – yes; Commissioner Boon – absent. The motion carried.

ACTION ITEMS

A. Schurman Way CCR's

The Commission review and discuss the agreement provided in their commission packet.

Secretary Cline made a motion to approve Schurman Way CCRs. President Wile seconded the motion.

Vote was as follows: President Wile – yes; Secretary Cline – yes; Commissioner Boon – absent. The motion carried.

Direction: The Commission directs Legal to record CCRs document with County.

B. Purchase Sale Agreement Lot 1 Centennial Industrial Park – Columbia Precast/Gar & Hatt Woodland LLC

The Commission review and discuss the Purchase Sale Agreement provided in their commission packet.

Secretary Cline made a motion to approve the Purchase Sale Agreement of Lot 1 Centennial Industrial Park with Columbia Precast/Gar & Hyatt Woodland LLC. President Wile seconded the motion.

Vote was as follows: President Wile – yes; Secretary Cline – yes; Commissioner Boon – absent. The motion carried.

Note for the record: Commissioner Boon joins the meeting at 9:24 A.M.

EXECUTIVE SESSION

RCW 42.30.1101(g): Performance Review of an Employee

9:28 A.M. President Wile recesses the regular meeting to go into executive session. Executive session will last 45-minutes, until 10:13 A.M. - no action will be taken. The Commission invites Legal Counsel Stephanie Berntsen to the executive session via phone conference.

At 10:13 A.M. President Wile re-convenes the regular meeting; no action was taken during the executive session.

Direction: None.

UNFINISHED BUSINESS

A. Port Policy 2020 Updates and Review

B. Personnel Manual Updates and Review

Executive Director Wray-Keene provided both documents in the commission packet, highlighting changes for the Commission to review and discuss at a future workshop.

Direction: The Commission directs Executive Director Wray-Keene to set a workshop for August 17, 2020 at 8:30 A.M., and to include budget discussion regarding changes to these two documents.

NEW BUSINESS

None

EXECUTIVE DIRECTOR REPORT

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

- Phone meeting with WDFW on August 7, 2020, regarding Martin Bar
- Binding Site Plan for Centennial has been signed by the City and delivered to Gibbs & Olson to be recorded County.

UPCOMING MEETINGS

None

COMMISSIONERS REPORTS

President Wile notes that he had a good meeting with David Evans & Associates regarding Kuhn Road Rail Spur feasibility study. Secretary Cline states he also had a good conversation. Executive Director Wray-Keene notes that DEA will be talking with Commissioner Boon next week.

ADJOURNMENT

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

Vote was unanimous. The motion was carried.

President Wile declared the Regular Meeting adjourned at 10:41 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 regular meeting on June 18, 2020.
- 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 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 x No
- Per Resolution #472: Legal Consulted Prior? Yes x No
- Legal Present Yes x No *via phone*
- Executive Director Present no Executive Director Consulted

*9:28
45 min.
3*

Those invited/entering the Executive Session (Names) for record:
Kelly Walsh will attend remotely on behalf of Schwabe Port Counsel.

come out 10:13

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 10:13 (time) and for 45 minutes.

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: _____
