



PORT OF WOODLAND Meeting Minutes August 20, 2020

A regular meeting of the Woodland Port Commission was held on August 20, 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 20, 2020 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 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 9:00 A.M.

Those present were: President	Robert Wile
Secretary	Paul Cline
Commissioner	Dale Boon
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:

- Remove Minutes B – August 17, 2020 Workshop

**Secretary Cline made a motion to approve the agenda as amended.
Commissioner Boon seconded the motion.**

Vote was unanimous. The motion was carried.

PUBLIC COMMENT

A. Items ON the agenda

None

B. Items NOT ON the agenda

None

MINUTES

A. August 6, 2020 Regular Meeting

B. Removed

Secretary Cline made a motion to approve the minutes of the August 6, 2020 regular meeting. Commissioner Boon 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. Commissioner Boon seconded the motion.

Discussion: No changes to the financial report.

Vote was unanimous. The motion was carried.

B. Approval of Legal Expenses

The Commission reviews the information provided in their commission packet.

Secretary Cline made a motion to approve the payment of invoice for Schwabe, Williamson & Wyatt for services toward Executive Directors contract preparation. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

C. Approval of vouchers, warrants and electronic payments

Commissioner Boon made a motion to approve vouchers, warrants and electronic payments 19235 through 19268 in the amount of \$131,820.65. Secretary Cline seconded the motion.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. 2020 Budget Amendment – Line Item Capital Sand Sales/Dredge Material to Operation Sand Sales/Dredge Material

The Commission review the P&L information that was provided in their commission packet. Auditor Moore explains that by moving this line item from Capital (Other Expense) to Operations (Expense), the history of this line item will move as well.

Secretary Cline made a motion to approve budget amendment 2020-01, moving sand sale revenue from Capital to Operations. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

B. Cancellation of Warrants (Related to Port Pass Close Out)

The Commission review Resolution #493 and supporting documentation that was provided in their commission packet.

Secretary Cline made a motion to approve Resolution #493. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

C. Personnel Manual Revision 1

The Commission review the changes to the Personnel Manual that was provided in their commission packet.

Secretary Cline made a motion to approve Personnel Manual Revision 1.

No second. Motion died.

Secretary Cline made a motion to approve the Personnel Manual revision of August 20, 2020. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

D. Executive Director Employment Contract

The Commission review the final version of the Employment Agreement that was provided in their commission packet.

Secretary Cline made a motion to approve the Executive Director Employment Contract with Jennifer Wray-Keene from January 1, 2021 to December 31, 2024. President Wile seconded the motion.

Discussion: Short discussion on key elements of the contract.

Vote was as follows: President Wile – yes; Secretary Cline – yes; Commissioner Boon – no.

UNFINISHED BUSINESS

None

NEW BUSINES

None

UPCOMING MEETINGS

None

EXECUTIVE DIRECTOR REPORT

Executive Director Wray-Keene adds the following updates to her written report:

- Presentation by Gibbs & Olson to the City of Woodland
- Upcoming phone meeting with WDFW on August 27 regarding pheasant release
- Upcoming Chamber Golf Fund Raiser on August 28

COMMISSIONERS REPORTS

None

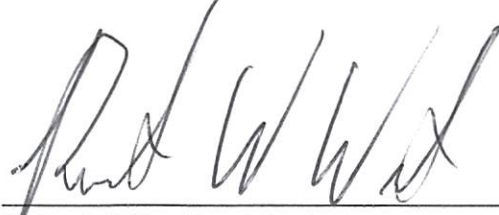
ADJOURNMENT

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 10:36 A.M.

WOODLAND PORT COMMISSION



Robert Wile, President



Paul Cline, Secretary



Dale Boon, Commissioner