

**PORT OF WOODLAND**  
**Meeting Minutes**  
July 17, 2008

A regular meeting of the Woodland Port Commission was held on July 17, 2008 at the City Council Chambers at 100 Davidson Avenue, Woodland, Washington. President Boon called the meeting to order at 5:33 P.M.

Those present were:	President	Dale Boon
	Secretary	Paul Cline
	Commissioner	Jerry Peterson
	Manager	Erica Rainford
	Auditor	Carol Moore
	Legal Advisor	Earl Jackson
	Guests present:	See List

**UPCOMING MEETINGS**

1. WPPA PORT COMMISSION SEMINAR
2. COMP PLAN WORKSHOP AUGUST 5, 2008, 6:30 PM
  - Manager Rainford expands on the upcoming meetings.
  - Short discussion on the Transportation Study workshop through CWCOG.

**PUBLIC HEARING**

*President Boon opens the regular meeting to public hearing.*

1. AMENDED 2008 BUDGET
  - See attachment showing recommended budget changes. Exhibit A
    1. Surveying Expense
    2. Property Maintenance
    3. Building VI Expansion
    4. Legal Expense
  - Discussion on the requested changes to the 2008 budget that Manager Rainford has requested.
  - President Boon asks the audience if there is any public comment.  
No public comment was received.

*President Boon closes the public hearing portion of the regular meeting.*

Commissioner Peterson made a motion to adopt Resolution 354, to amend the 2008 Budget (Action Item A) as presented. Secretary Cline seconded the motion. Vote was unanimous. The motion was carried.

### **AUDITOR'S REPORT**

#### 1. FINANCIAL STATUS OF MAINTENANCE FUND AND INVESTMENTS

- Auditor Moore presented the Financial Report for July 17, 2008, see attached Financial Report.
- Question concerning negative amount in "Late Fee's Collected".
- President Boon asks if there are any further questions.

Commissioner Peterson made a motion to approve Auditor's Report (Consent Item B). Secretary Cline seconded the motion. Vote was unanimous. The motion was carried.

### **PUBLIC COMMENT**

*President Boon opens the regular meeting to public comment.*

- Jay Pyle - During a public meeting the Port should provide more information to the public on Action Items, for example on Resolutions that are being moved and voted on.
- Jay Pyle – States he has been receiving complaints concerning the south entry to Martins Bar, where the RV park shares the property line. Concerned about dust control during the selling process of the dredging sand at Martins Bar. Short discussion follows. Jay requests the Port to close the south entry road, he also requests more security signs on the Port property showing hours of operation etc.

*President Boon closes public comment.*

### **MANAGERS REPORT**

- Manager Rainford presented her Manager's Report for July 17, 2008, see attached Managers Report.

#### 1. AUSTIN BAR

- 4<sup>th</sup> of July  
No discussion
  - WCTShort discussion

#### 2. MARTINS BAR

- RFP for Survey Services  
Short discussion

#### 3. RIVER PROPERTIES

- RFP for Security Services  
Short discussion

#### 4. CHANNEL DEEPENING

- Manager Rainford states that there is no new business, but understands the Colf's have provided a new proposal to the Corps.

5. PROPERTY NORTH OF CRRVP
  - Discussion to follow in Executive Session
6. SCHURMAN WAY
  - Lot 4/Custom Manufacturing – Change Order  
Short discussion
7. DOWN RIVER INDUSTRIAL PARK
  - Building VI Expansion: Spray Applied Technology  
Short discussion
  - Metal Halide Replacement Project  
Short discussion
8. POTENTIAL CONTACTS
  - Contacts for Building VI Expansion  
No discussion
  - Company CEI  
No discussion
9. MEETINGS ATTENDED
  - Manager Rainford just returned from the Executive Directors Seminar sponsored by WPPA.  
No discussion
10. UPCOMING MEETINGS
  - Comprehensive Plan Workshop
  - WPPA Facilities and Engineering Seminar  
No discussion
11. VACATION SCHEDULES
  - Upcoming vacation days for Auditor Moore  
No discussion

Manager Rainford would like to include at this time a request to the Commission to approve her comp hours that are over the limit of 24 accumulated comp hours as stated in the Employee's Handbook. Discussion. President Boon made a motion to accept the comp time as presented and that it is now back in the 24 limit. Discussion. Secretary Cline seconded the motion. Vote in unanimous. The motion is carried.

Manager Rainford would also like to schedule a time for her 6-month review, which is due August 1, 2008.

End of Manager's Report

## **OTHER BUSINESS**

President Boon has a question concerning Creagan and where the Port is with Moving ahead with Creagans proposal. Manager Rainford states that she is still in negotiations with Creagan, at this time, she has no hard numbers, but she is moving forward.

Discussion on Guild Road improvement project and the need to be pro-active.

## **CONSENT ITEMS**

### **A. Approval of Minutes of June 19, 2008**

Short discussion on extending information (clarifying) on the "headings" in the Minutes.

Secretary Cline made a motion to approve the minutes of the June 19, 2008 meeting. Commissioner Peterson seconded the motion. Vote was unanimous. The motion was carried. The minutes were signed by the Commission.

### **B. Approval of Vouchers and Warrants**

No discussion

Commissioner Peterson made a motion to approve vouchers 12056 through 12104 in the amount of \$69,113.15. Secretary Cline seconded the motion. Vote was unanimous. The motion was carried.

*President Boon steps down from discussion of this Consent Item and turns the Regular Meeting over to Secretary Cline.*

### **C. Approval to sign lease to allow Dale Boon to remove last hay crop from 25 acres at Schurman Way through October 31<sup>st</sup>.**

No discussion

Commissioner Peterson made a motion to approve the lease between the Port and Dale Boon for the 25-acres at Schurman Way. Secretary Cline seconded the motion. Vote was unanimous with President Boon refraining from the vote. The motion was carried.

*President Boon resumes leadership of the Regular Meeting.*

**D. Approval to allow Coast Guard to relocate Warrior Rock Range Front Light, 25-feet back from current location at Austin Point.**

Short discussion

Commissioner Peterson made a motion to accept Consent Item D. Secretary Cline seconded the motion. Vote was unanimous. The motion was carried.

**ACTION ITEMS**

**A. Adopt Resolution 354, to amend 2008 Budget.**

Commissioner Peterson re-stated his motion that was made earlier in the General Meeting during Manager's Report.

**B. Approve replacement of metal halide fixtures in 4-buildings in Down River Industrial Park.**

**C. Authorize Director to sign "Lighting Incentive Agreement" with Cowlitz PUD.**

Manager Rainford would like the Commission to attach an amount, not to exceed "x" amount of dollars and also to add the sensors to Action Item B and C.

Short discussion

Secretary Cline made a motion to accept Action Item "B" and Action Item "C" and include the rate of up to \$9,500 and to include the sensors. Commissioner Peterson seconded the motion. Vote was unanimous. The motion was carried.

**D. Approve proposed compensation to West Coast Training for displacement during dredging project.**

Discussion

Secretary Cline made a motion to accept the bid proposal of Dale McGee & Sons Well Drilling, to drill a well and install pump for WCT (the proposed compensation to WCT). Commissioner Peterson seconded the motion. Vote was unanimous. The motion was carried.

**E. Authorize Director to Sign "Agreement for Sale of State-Owned Dredge Spoils", with DNR.**

Discussion

President Boon made a motion to authorize Executive Director to sign the Port's sale agreement with DNR as reviewed by the attorney. Secretary Cline seconded the motion. Vote was unanimous. The motion was carried.

**F. Approval of Material Sale Agreement with JL Storedahl and Sons.**

Discussion

Commissioner Peterson made a motion to accept the Material Sale Agreement and to authorize Executive Director Rainford to sign addendum per review of attorney to clarify that the Purchaser is obligated to pay to the Port a minimum

of \$375,000 upon the end of the 3-year agreement or termination, providing the bonding is done. Secretary Cline seconded the motion. Vote was unanimous. The motion was carried.

**G. Adoption of Resolution 351, Confirming re-districting of Port Commissioner districts.**

Discussion

President Boon made a motion to adopt Resolution 351, confirming re-districting for Port Commissioner districts, adopt the map and after legal descriptions are forthcoming. Secretary Cline seconded the motion. Vote was unanimous. The motion was carried.

**EXECUTIVE SESSION**

1. Legal Property Matter

At 7:27 PM President Boon closes the Regular Meeting to go into Executive Session. No action will be taken during the Executive Session.

At 7:53 PM President Boon re-opens the regular meeting.

**REGULAR MEETING**

Secretary Cline made a motion to direct Attorney Earl Jackson to compose two letters one to Jay Pyle, owner of Columbia River RV Park and one to Landel legal owner explaining situation and potential solutions and to give notice that there has been a change of circumstances and the Port is doing a pre-notice of 180 day termination. Commissioner Peterson seconded the motion. Vote was unanimous. The motion was carried.

**OLD BUSINESS**

None

**NEW BUSINESS**

President Boon has been contacted by Sargents that the Sand Association would like to come and talk to the Port about the possibility of using Sargent Island. Accessing Sargents Island by way of the "Right of Entry" that the Sargents have with the Port that allows them to enter Sargents property through the Port's property. President Boon invited them to attend next month's Regular Port Meeting. Discussion.

**ADJOURNMENT**

Secretary Peterson made a motion to adjourn. Secretary Cline seconded the motion. Vote was unanimous. The motion was carried. The meeting was adjourned at 7:58 PM.

**WOODLAND PORT COMMISSION**

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Dale Boon, President

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Paul Cline, Secretary

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Jerry Peterson, Commissioner