

PORT OF WOODLAND
Meeting Minutes
February 18, 2010

A regular meeting of the Woodland Port Commission was held on February 18, 2010 in the office of the Port of Woodland, 141 Davidson Avenue, Woodland, Washington. President Cline called the meeting to order at 5:31 P.M.

Those present were:	President	Paul Cline
	Secretary	Jerry Peterson
	Commissioner	Dale Boon - Absent
	Manager	Erica Rainford
	Auditor	Carol Moore
	Guests present:	See List

UPCOMING MEETINGS

Friday, February 26 - RCO (Recreation and Conservation Office) grant workshop. To receive information on grants for boating and park facilities.

AUDITOR'S REPORT – C. Moore

1. FINANCIAL STATUS OF MAINTENANCE FUND AND INVESTMENTS
 - Auditor Moore presented the Financial Report for February 18, 2010.
Secretary Peterson made a motion to accept the Auditors Report. President Cline seconded the motion. Vote was unanimous. The motion was carried.
 - President Cline mentions that Commissioner Boon is having medical issues and that is why he is absent.

PUBLIC COMMENT

President Cline opens the regular meeting to public comment.

- Question: Will there be an update concerning applicants for the Executive Directors position?

- Blayden Wall and Gloria Loughry (representing The Review Media Group) present the Commission with a proposition – would the Port of Woodland consider partnering together and create a bike park and dog park, with walking trails at Lions Day Park/Martins Bar? This would be a community project and be financed through grants and donations. Blayden presented the Commission with paperwork on a similar project in Seattle. Blayden feels that this project, in conjunction with the Tri River Triathlon that is being organized for July, as well as similar type projects will bring a positive boost to the economy of Woodland. The Commission thanked Blayden and Gloria for bringing this information to their attention and they would certainly look over the information that they have been given.

President Cline closes public comment.

MANAGER'S REPORT – E. Rainford

- Ex. Director would like to update the Commission on the advertising for the position of Executive Director.
- Ex. Director Rainford requests that the Commission consider converting her sick hours to vacation hours. Normally, all unused vacation and sick hours would be "cashed out" at the time of termination. Sick hours are paid at 25%. Instead of this conversion and being paid, she would like the hours converted to vacation so they can be used before her last day of employment. The Commission decided they would like to take some time to consider this request.
- Ex. Director Rainford notes that she has another item for "New Business".

CONSENT ITEMS

A. Approval of Minutes from Regular Meeting on January 21, 2010 and Special Meeting February 10, 2010.

B. Approval of Vouchers and Warrants

Secretary Peterson made a motion to approve Consent Item A and Consent Item B/vouchers, warrants numbered 13059 through 13099 totaling \$41,180.09. President Cline seconded the motion. Vote was unanimous. The motion was carried.

ACTION ITEMS

A. Approve Resolution (#366)#367, Delegation of Authority

Secretary Peterson made a motion to approve Action Item A. President Cline seconded the motion. Vote was unanimous. The motion was carried.

Note: In typing the minutes, Auditor Moore found that the number for this resolution, as noted on the agenda, had been previously used.

UNFINISHED BUSINESS

Update on information for Cowlitz Fire District #

- As requested, Ex. Director Rainford has information concerning how collected taxes are disbursed to the Fire District. The Commission tables the contract with CCFD#5 until further information from Port of Kalama on how they are handling their contract with CCFD#5.

Update boat launch at Martins Bar

- Ex. Director Rainford is still working on getting aerials of the boat launches the Commission visited. Ex. Director Rainford seeks direction from the Commission on how to proceed with the boat launch project. Commission agrees that Ex. Director Rainford should gather cost figures on building a boat launch and supply the Commission with the aerials.

Update play equipment at Martins Bar/Lions Club

- As requested, Ex. Director Rainford supplies the Commission with a copy of the instructions on how to install the playset the Lions Club has in their possession. The Lions Club would like to partner with the Port of Woodland and install this playset at Lions Day Park/Martins Bar. Ex. Director Rainford seeks direction on how to proceed with the installation of the playset. The Commission agrees that the Lions Club should come up with a proposal for a plan on installation. This would be a great service project.

Outstanding lease with CRRVP

- Ex. Director Rainford states that a lease was submitted to CRRVP. That lease had to be approved by CRRVP's attorney. There was a concern about this strip of land being its own parcel. Ex. Director recorded the parcel in January. Jay Pyle discusses the terms of the lease, but the description of the property being leased, as stated in the lease, is not correct if you use the parcel number stated in the lease. Ex. Director Rainford states that the lease is ready to approve upon clarification of the parcel description. Shirley Temming would like to approach the Commission to consider buying the property that they are seeking to lease. The Commission asks Jay and Shirley to bring to the Commission a proposal for the purchase of this parcel.

NEW BUSINESS

Steve Branz, Public Works Director, City of Woodland

- Steve Branz addressed the Commission with concerns regarding the Port's Guild Road Project. The most recent engineer's estimate came in higher than what the Port had submitted for the EDA grant, and Mr. Branz wants to know how the Port intends to pay for the project.

Blayden Wall, The Review Media Group

- See above – Public Comment

Lewis Novasio, Pacific Rim Terminals, LLC

- Lewis Novasio from Pacific Rim Terminals, LLC presented to the Commission his company’s desire to explore the possibility of constructing a coal-export facility at Austin Point. Pacific Rim Terminals requests that the Port sign a letter in which both parties mutually agree that Pacific Rim Terminals is considering Austin Point as a site for construction.

ADJOURNMENT

President Cline declared the meeting adjourned at 6:51 pm.

WOODLAND PORT COMMISSION

Paul Cline, President

Jerry Peterson, Secretary

Dale Boon, Commissioner