

PORT OF WOODLAND
Meeting Minutes
March 18, 2010

A regular meeting of the Woodland Port Commission was held on March 18, 2010 in the office of the Port of Woodland, 141 Davidson Avenue, Woodland, Washington. President Cline called the meeting to order at 5:30 P.M.

Those present were:	President	Paul Cline
	Secretary	Jerry Peterson
	Commissioner	Dale Boon
	Manager	Erica Rainford
	Auditor	Carol Moore

Guests present: See List

- President Cline states that there will be an Executive Session at the end of the agenda after New Business. The Executive Session will last for 30 minutes and no action will be taken. Topic – Application Process for Executive Director.

UPCOMING MEETINGS

April 21 – Quarterly Meeting - Woodland Quality Community Coalition.

- Ex. Director Rainford states that the Port of Woodland is hosting this meeting and is looking for agenda items. Ex. Director Rainford states that this might be an appropriate time to introduce Lewis Novasio, Pacific Rim Terminals, LLC to this group.

April 24 – CWCOG Annual Meeting

- Commissioner Boon will attend.

AUDITOR'S REPORT – C. Moore

1. FINANCIAL STATUS OF MAINTENANCE FUND AND INVESTMENTS

- Auditor Moore presented the Financial Report for March 18, 2010.
- Commissioner Boon questions the warrant to Columbia Pacific Construction. He has been over to look at the work done on the entrance road they were to work on. He understood the agreement was to rip it up, regrade it, put down

180 ton, ditch it, compact it and crown it. But he is still seeing pot holes. Secretary Peterson said he has looked at it and it is still flat. Ex. Director Rainford states that she has contacted Dave Creagan and he was going to go back and regrade the road. She will contact him again.

- Commissioner Boon has a question concerning two warrants made payable to Cowlitz County OFM. Auditor Moore stated they are quarterly payments for the two loans held at the Cowlitz County Office of Financial Management.
- Secretary Peterson questions whether there are any tenants that are late. Discussion follows concerning late paying tenants. Ex. Director Rainford states that the tenant at 428 N. Pekin will have to be sent to collection and another tenant that is 4-months behind will need to receive a letter directing them to pay or vacate. Secretary Peterson states that maybe, in the future, there should be discussion about a motion that states that the Executive Director needs to notify the Commission before any tenant becomes 4-months delinquent.

Secretary Peterson made a motion to accept the Auditors Report. Commissioner Boon seconded the motion. Discussion: Commissioner Boon asks if money should be transferred to the Washington State Investment Pool from the Maintenance Fund. Executive Director Rainford states that there is a large outstanding debt to the City of Woodland, that will need to be paid at the end of April. Auditor Moore stated that she would have moved money over to the Investment Pool, but knew about this debt, and that the money at Columbia Bank is earning interest. Vote was unanimous. The motion was carried.

PUBLIC COMMENT

President Cline opens the regular meeting to public comment.

No public comment.

President Cline closes public comment.

MANAGER'S REPORT – E. Rainford

Update Guild Road Project

- Ex. Director Rainford updates the Commission in regards to Guild Road. The City will allow the Port to defer three of the items that the Port had requested in getting our plans approved. Ex. Director Rainford stated that she sent out an RFQ for the lighting design. The report for the archeological survey that the Port had done, came back clean. The RFQ that went out to get a Geo-tech done for Guild Road so we can match the right grade, as the City had requested, is almost complete. The interlocal agreement for the Diking District, that Earl Jackson prepared, has been sent to the Diking District.
- Ex. Director states that she is submitting tomorrow, a grant for County funds in the amount of \$200,000, for Guild Road.

Update Lions Club/Lions Day Park

- Ex. Director Rainford states that she talked with Mike Landels concerning a plan to install the play set. She has requested that the Lions Club submit a plan of their vision for that area called Lions Day Park.
- Ex. Director Rainford states that she has spoken to the Department of Fish and Wildlife concerning that strip of land they own at Martins Bar/Lions Day Park. There is a new person in charge and she has contacted the Port about this strip of land and is asking, if the Port is still interested in purchasing this strip of land, to declare that in writing. Ex. Director Rainford is requesting direction from the Commission to write a letter stating that the Port is still interested in purchasing that strip of land, there will be no mention of price.

Update Hiring Process for the New Executive Director

- Ex. Director Rainford wanted to discuss with the Commissioners as to where they are in the hiring process.
- President Cline states that the time line has had to be changed. Tonight, during the Executive Session, the Commission will be discussing a list of the top 10 candidates and a new time line for the interview process.
- The Commission gives Ex. Director Rainford direction to call the top ten candidates and set up appointments for the next step in the interview process.

Update Austin Point

- Ex. Director Rainford states that there was a meeting last week to introduce Lewis Novasio from Pacific Rim Terminals, LLC to Terry Sprague and Mary Brown from the EDC and Jennifer Keehn from the CWCOG. Jennifer then discussed the project with the County Commissioners. These three agencies are very positive about this project and offering their support.
- Ex. Director Rainford states that her next step will be to check into the history of the rail loop and finding the answers to how to attach the rail loop to the rail line.
- Lewis Novasio states two of the rail people from San Antonio, have visited the site with Erica and him. Bob Radovich, Vice President and General Manager for all the unit trains, thought that even without knowing exactly where the rail line would be, that the site appears to be a site that would serve them properly for a rail point.
- Lewis states that in two weeks time, there will be an industry meeting in San Antonio hosted by the Railroad, with all the major players in the coal business. The specific reason for the meeting is to discuss a coal facility on the West Coast of the United States. Austin Point and the Energy Northwest property at Kalama are the two sites being considered.
- Ex. Director Rainford states that she signed a 6-month agreement of acknowledging Pacific Rim Terminals interest in the property.

CONSENT ITEMS

A. Approval of Minutes from Regular Meeting on February 18, 2010 and Special Meeting March 10, 2010.

B. Approval of Vouchers and Warrants

- Commissioner Boon notes a change to the minutes from February 18, 2010. Page 3, change from CCFD #1 to CCFD #5.
- Commissioner Boon would like to note that he will be abstaining from signing the February 18th minutes, but will approve and sign the March 10th minutes and vouchers/warrants.

Secretary Peterson made a motion to approve Consent Item A and Consent Item B/vouchers, warrants numbered 13100 through 13143 totaling \$57,384.50. Commissioner Boon seconded the motion. President Cline notes that the vote was unanimous with Commissioner Boon abstaining from signing the February 18th minutes only. The motion was carried.

ACTION ITEMS

A. Approve Lease for 423 N. Pekin Road.

- Ex. Director Rainford has two businesses interested in leasing this property.
 - KRL, LLC
 - Quality Marine Resources
- Ex. Director Rainford requests that the new lease amount be the same as the old lease amount that the vacating business had been paid, with built in increases in the lease, with the first increase in a year.
- Discussion follows about the lease amount.
- Discussion follows about the options of leasing the property as a whole or separate the property and lease to both businesses.

Commissioner Boon made a motion to approve a lease with Quality Marine Resources for the shop and some property, with the potential for the whole 3.96 acres and both buildings, but with the possibility of segregating the property to include leasing a portion of the property to KRL, LLC. Secretary Peterson seconded the motion. Vote was unanimous. The motion was carried.

B. Approve commitment of funds for Guild Road Project.

- Ex. Director Rainford, in answer to the EDA's questioning how the Port would come up with extra funds, if needed, for the Guild Road Project.
- Ex. Director Rainford states that she sent out an RFP for financial services for a loan for \$600,000 and received two proposals back with positive results. Cashmere Valley Bank has stated that they would be willing to write a letter of commitment. In addition, after contacting the Bond Council, the Port has the capacity to obtain that and they have written a letter to confirm this.

Commissioner Boon made a motion to approve Action Item B. Secretary Peterson seconded the motion. Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

Update Austin Point

Discussed during Manager's report.

Boat Launch

- Commissioner Boon has a question about the Boat Launch.
- Ex. Director Rainford is going to begin to work on a grant through the Recreation and Conservation Office. She attended a grant workshop hosted by RCO, and although their grants focused on either projects that pertained to large vessels or paddle vessels.
- RCO Grants are due May 1, 2010.

Payroll

- Commissioner Boon would like Ex. Director Rainford to email time sheets to the Commission.
- Ex. Director Rainford wants to touch base with the Commission concerning her sick leave hours. She has been using her sick time.

Executive Director Rainford's Final Day of Employment

- President Cline would like to discuss Erica's last day of employment. The Commission agrees on March 31, 2010 at 5:00 pm.

NEW BUSINESS

Hiring process for new Executive Director

Discussed during Manager's report.

EXECUTIVE SESSION

Topic – Application Process for Executive Director

At 6:58 P.M. President Cline closes the Regular Meeting to go into Executive Session.

Executive Session will last for 30 minutes. No action will be taken.

At 7:47 PM President Cline re-opens the regular meeting.

- The Commission evaluates the qualifications of the applicants and selects ten applicants to proceed to the interview process, they will be contacted by Ex. Director Rainford. Those that were not chosen for the interview process, will also be contacted by Ex. Director Rainford.

ADJOURNMENT

President Cline declared the Regular Meeting adjourned at 7:47 pm.

WOODLAND PORT COMMISSION

Paul Cline, President

Jerry Peterson, Secretary

Dale Boon, Commissioner