



**PORT OF WOODLAND
Meeting Minutes
June 18, 2020**

A regular meeting of the Woodland Port Commission was held on June 18, 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. June 18, 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 9:02 A.M.

Those present were: President	Robert Wile
Secretary	Paul Cline
Commissioner	Dale Boon
Executive Director	Jennifer Wray-Keene
Auditor	Carol Moore
Legal	Kelly Walsh – via ZOOM

CALL TO ORDER

OPENING REMARKS

A. Pledge of Allegiance

B. Approval of Agenda

Secretary Cline made a motion to approve the agenda as presented.

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. June 4, 2020 Regular Meeting

Secretary Cline made a motion to approve the minutes of the June 4, 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 vouchers, warrants and electronic payments

Secretary Cline made a motion to approve vouchers, warrants and electronic payments 19171 through 19200, in the amount of \$176,427.83. Commissioner Boon seconded the motion.

Discussion: Secretary Cline notes for the record that there is one voided warrant, #19171. Auditor Moore states the warrant was voided due to a printing error.

Vote was unanimous. The motion was carried.

C. Request from Olympic Aero – Removal of June late fee due to COVID-19

Commissioner Boon made a motion to waive the late fee to Olympic Aero. Secretary Cline seconded the motion.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. David Evans and Associates Kuhn's Rail Spur Feasibility and Engineering Contract

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

Secretary Cline made a motion to approve the contract with David Evans and Associates - Kuhn's Rail Spur Feasibility and Engineering contract. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

EXECUTIVE SESSION

RCW 42.30.1101(i): Potential Litigation

9:33 A.M. President Wile recesses the regular meeting to go into executive session. Executive session will last 20-minutes, until 9:53 A.M. - no action will be taken. The Commission invites Legal Counsel Kelly Walsh to the executive session via zoom.us phone conference and Executive Director Wray-Keene.

At 9:53 A.M. President Wile re-convenes the regular meeting; no action was taken during the executive session.

Direction: The Commission directs Executive Director Wray-Keene to contact a sub-contractor of the Port for violation of his contract with the Port. Executive Director Wray-Keene is to draft a letter stating the violation and to have a face to face talk pertaining to the matter. The Commission will sign the letter.

ACTION ITEMS - continued

B. Schurman Way Industrial Park Binding Site Plan, Business Association and Property Options

Executive Director Wray-Keene provides the Commission with a map outlining the binding site plan for Schurman Way (see exhibit A). The Commission review and discuss the map.

Direction: The Commission gives direction to Executive Director Wray-Keene to move forward with the process of surveying and recording the lots on the 25-acres.

UNFINISHED BUSINESS

A. Martin Bar WDFW Update

Executive Director Wray-Keene gives an update on the phone conversation she had with Washington Department of Fish & Wildlife.

NEW BUSINES

None

UPCOMING MEETINGS

None

EXECUTIVE DIRECTOR REPORT

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

- The lease option she drafted for a potential tenant at Martin Bar.
- Centennial Industrial Park.
- Department of Ecology shoreline water permit review, 30-day process.
- Destruction of porta-potties and the process she has taken to make it harder for them to be destroyed.
- Due to heavy rain that caused water damage at 1383 and 1387 Down River Drive, she has directed Grant to seek estimates for replacing the gutters on those buildings.
- Still waiting to hear from CERB on Dark Fiber funding.
- The sub-flooring at the Port office is buckling and needs to be replaced. She will be contacting the Port's insurance agent to begin the process of repairing the issue.

COMMISSIONERS REPORTS

The Commission gives Commissioner Boon permission to observe at Austin Point and Martin Bar during the July 4 holiday weekend.

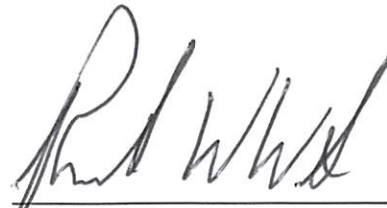
ADJOURNMENT

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

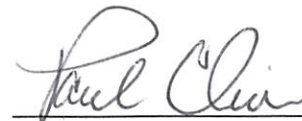
Vote was unanimous. The motion was carried.

President Wile declared the Regular Meeting adjourned at 11:11 A.M.

WOODLAND PORT COMMISSION



Robert Wile, President



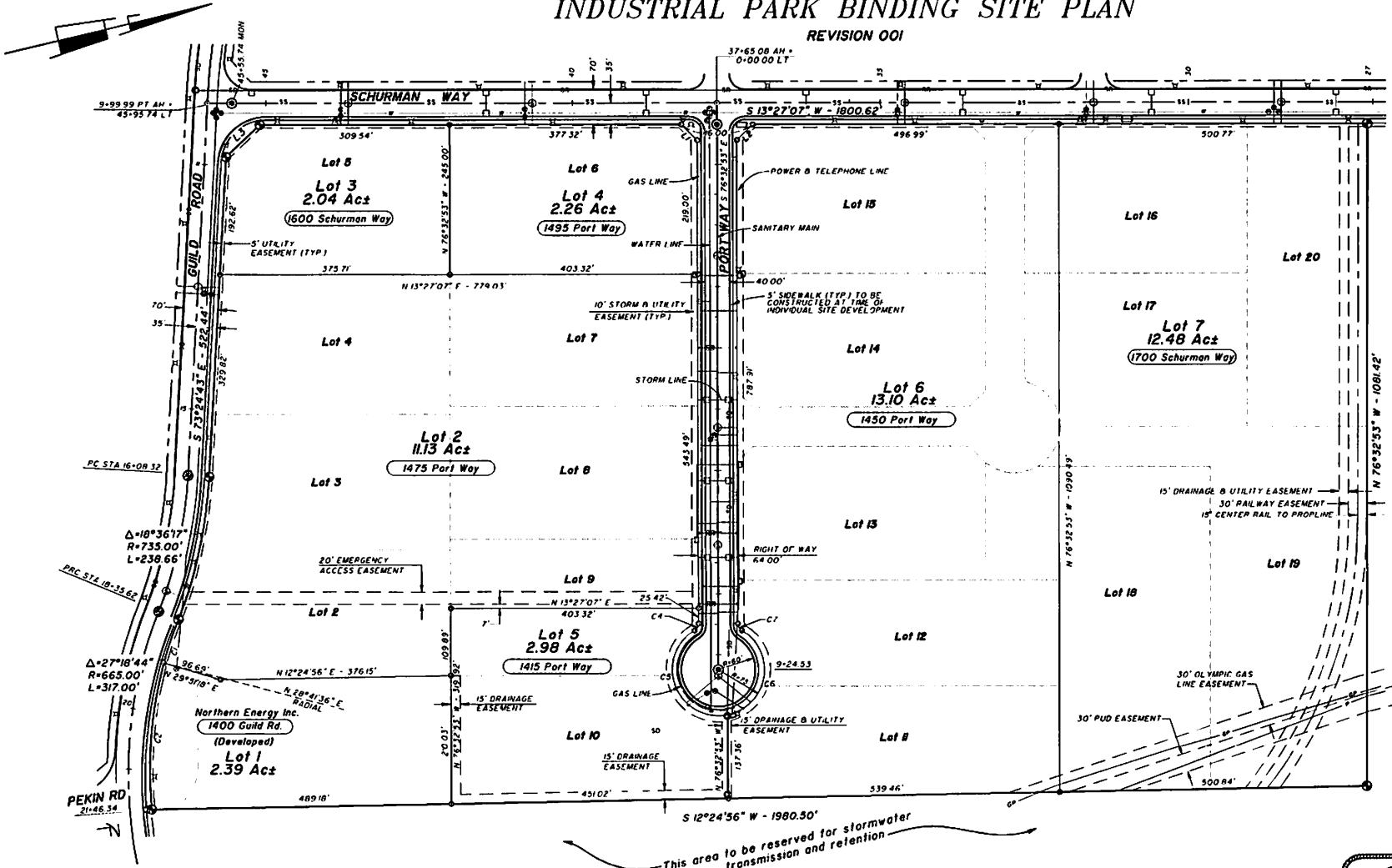
Paul Cline, Secretary



Dale Boon, Commissioner

PORT OF WOODLAND INDUSTRIAL PARK BINDING SITE PLAN

REVISION 001



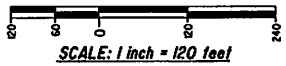
- LEGEND**
(existing)
- Sanitary sewer and manhole
 - Storm drain and manhole
 - Catch basin
 - ⊕ Street light
 - ⊕ Fire hydrant
 - Water line and valve
 - Power vault
 - Buried petroleum line
 - Overhead power line
 - Case man. with El. stamp
 - 5/8" x 30" rebar with cap

LINE TABLE

No.	Bearing	Length
L1	S 58°27'07" W	36.77'
L2	N 31°32'53" W	36.77'
L3	S 29°58'48" E	76.61'

CURVE TABLE

No.	Delta	Radius	Length
C1	06°29'58"	665.00'	75.44'
C2	20°48'46"	665.00'	241.56'
C3	NO DATA		
C4	59°14'43"	13.00'	13.44'
C5	16°15'58"	75.00'	211.10'
C6	137°13'28"	75.00'	179.63'
C7	59°14'43"	13.00'	13.44'



Phillip R. Gustin PLS
Certificate no. 37,529

Date signed: _____



HAMPSTUR CORPORATION

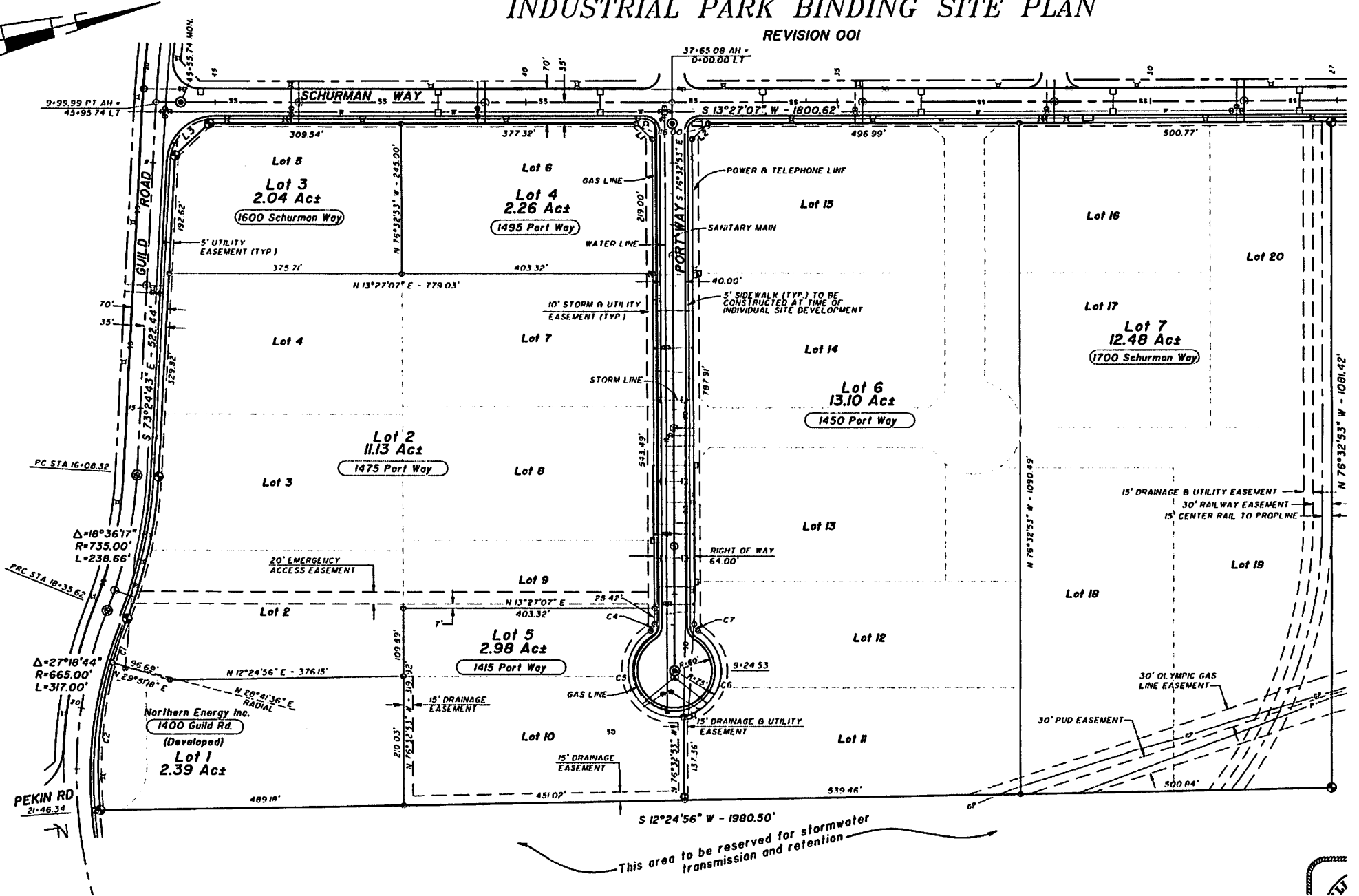
P.O. Box 360
Keto, Washington 98626
Phone: (360) 423-8166

Calculated by:	PRG
Checked by:	PRG/CJH
Drawn by:	4
Completion date:	7/31/02
Field Book no.:	
Drawing No.:	005088SP2
HAMPSTUR JOB no.:	00-508
Sheet no.	2 of 2

EXHIBIT A

PORT OF WOODLAND INDUSTRIAL PARK BINDING SITE PLAN

REVISION 001





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 *9:33*
- Per Resolution #472: Legal Consulted Prior? Yes x No *9:53*
- Legal Present Yes X No *via Zoom Kelly Walsh, Jennifer Keene*
- Executive Director Present X Executive Director Consulted

Those invited/entering the Executive Session (Names) for record:

Kelly Walsh will attend remotely on behalf of Schwabe Port Counsel.

Executive Session Reason (identified on the following page): 42.30.110 (1) *i*

Executive session may be extended by announcement of presiding officer.

Executive session will conclude no later than 9:53 (time) and for 20 minutes.

Additional time for executive session _____ (time) and _____ (length).

Additional time for executive session _____ (time) and _____ (length).

Additional time for executive session _____ (time) and _____ (length).

- 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: To contact a subcontractor of the Port for

a violation of his contract with the Port. Direction
was to draft a letter stating such and have a
face to face talk pertaining to the matter.