Port of Woodland

PORT OF WOODLAND
Meeting Minutes
December 3, 2020

In anticipation of a further extension of Governor Inslee's Proclamation 20-05 and 20-28, the Commission will hold its meeting at Port of Woodland at 1608 Guild Road, Woodland, Washington, but will not allow Public to attend due to the Stay Home Stay Healthy order and may participate in the Commission meeting via Zoom through ID Room: 237-755-8282 and password 642020 or call 1-669-900-6833 and use the same ID room and password. Public wishing to provide public comment to items on or off the agenda may do so via email to jkeene@portofwoodland.com by 8 A.M. of the day of the Commission Meeting. Those comments will be read into the record.
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 via Zoom
	Auditor	Carol Moore

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 (via email)
A. Items ON the agenda
None

B. Items NOT ON the agenda
None

1608 Guild Road • Woodland, Washington 98674 • Phone: 360-225-6555 • Fax: 360-225-6556
Web site: www.portofwoodland.com

MINUTES

A. November 19, 2020 Regular Meeting

Discussion: No changes to the minutes

Commissioner Boon made a motion to approve the minutes of the November 19, 2020 regular meeting, as reviewed. Secretary Cline seconded the motion.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. Hamilton Drywall Lease

The Commission review and discuss the lease document that was provided in their commission packet.

Secretary Cline reads into record - The Port Commission recognizes per RCW 53.08.085 that a security deposit is to be furnished from tenants when signing a lease agreement but at the Port Commission's discretion. The Port will be obtaining a deposit amount of $6,254.72 from Hamilton Drywall. I move to approve the lease for Hamilton Drywall effective January 1, 2021 to December 31, 2025. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

B. 2021 Calendar of Regular Commission Meetings/Meeting Date

The Commission review and discuss the schedule that was provided in their commission packet.

Secretary Cline made a motion to approve 2021 schedule of regular meetings. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

C. WSP Contract for Martin Bar Infrastructure, Public Access and Mitigation Study

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

Secretary Cline made a motion to approve the contract with WSP for the Martin Bar Industrial Concept Site Plan. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

Direction: The Commission appoints President Wile to the Public Access Advisory Committee.

D. Gibbs & Olson Project Administration Amendment 1 Centennial Industrial Park

The Commission review and discuss the document that was provided in their commission packet.

Secretary Cline made a motion to table Gibbs & Olson Project Administration Amendment 1 for Centennial Industrial Park until the next meeting. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

E. Gibbs & Olson Contract for 7-Acre Purchase Pre-Contract Studies

The Commission review and discuss the agreement that was provided in their commission packet.

Secretary Cline made a motion to approve the agreement for engineering services for the Bleth Property Conceptional Site Planning Project. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

Direction: The Commission authorizes Executive Director Wray-Keene to execute the contract.

UNFINISHED BUSINESS

A. Schurman Way Kelman Acres PSA Termination

Executive Director Wray-Keene states that Kelman Acres did not request an extension to their due diligence period, therefore the PSA is terminated. Executive Director Wray-Keene states that there is another interested party.

NEW BUSINESS

None

EXECUTIVE DIRECTOR REPORT

Executive Director Wray-Keene gives the following updates:

- 27-acres Schurman Way – the period of due diligence has been progressing smoothly, hoping to close in January/February.

UPCOMING MEETINGS

The Commission discuss the calendar of suggested meeting dates for 2021, that the City drafted - the first meeting is listed as March, 2021. The Commission agree that they would like to see a January WQCC meeting. The Commission appoint President Wile to meet with the school board and city to select a date for January.

COMMISSIONERS REPORTS

None

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 10:20 A.M.

WOODLAND PORT COMMISSION

Robert Wile, President

Paul Cline, Secretary

Dale Boon, Commissioner