



**PORT OF WOODLAND  
Meeting Minutes  
November 19, 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, WA, 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](mailto:jkeene@portofwoodland.com) by 8:00 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 9:04 A.M.

Those present were: President	Robert Wile
Secretary	Paul Cline
Commissioner	Dale Boon
Executive Director	Jennifer Wray-Keene
Auditor	Carol Moore
Bond Counsel	Cynthia Weed – via Zoom
Project Manager	Carol Ruiz – via Zoom

**CALL TO ORDER**

**OPENING REMARKS**

**A. Pledge of Allegiance**

**B. Approval of Agenda**

Discussion: Agenda will be amended as follows:

- Add before Public Comment: Construction Update - Centennial Industrial Park Construction Project - Carol Ruiz from Gibbs & Olson.
- Change New Business from Information to Information/Action.

**Secretary Cline made a motion to approve the agenda as amended.  
Commissioner Boon seconded the motion.**

**Vote was unanimous. The motion was carried.**

**CONSTRUCTION UPDATE – CENTENNIAL INDUSTRIAL PARK CONSTRUCTION PROJECT**

Carol Ruiz, project manager for this project, updates the Commission regarding a cost proposal submitted by Rotschy to utilize cement treated base (CTB) on 65, 000 square feet of roadway subgrade (see exhibit A).

**PUBLIC COMMENT**

**A. Items ON the agenda**

None

**B. Items NOT ON the agenda**

None

**PUBLIC HEARING**

Note for the Record: Executive Director Wray-Keene will provide background information for each public hearing. Cynthia Weed, will provide additional background information for the Industrial Development District public hearing.

**A. FINAL 2021 OPERATIONS AND CAPITAL BUDGET**

At 9:27 A.M. President Wile recesses the regular meeting.

President Wile asks if there is any public comment.

No public comment.

At 9:53 A.M. President Wile re-convenes the regular meeting.

**B. PORT DISTRICT INDUSTRIAL DEVELOPMENT DISTRICT FORMATION**

At 9:54 A.M. President Wile recesses the regular meeting.

President Wile asks if there is any public comment.

Rob Rich – positive comment – the formation of an IDD is another tool that the Port can use for industrial development.

At 10:06 A.M. President Wile re-convenes the regular meeting.

## **C. COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS AMENDMENT**

At 10:07 A.M. President Wile recesses the regular meeting.

President Wile asks if there is any public comment.

Rob Rich – positive comment – the CSHI is clear and precise. Easy to read and follow the Port’s plan for the future. He asked for clarification on the 880-acres of joint property. He suggests that the Port stay ahead of their future projects with extensive public relations.

At 10:19 A.M. President Wile re-convenes the regular meeting.

### **MINUTES**

#### **A. November 5, 2020 Regular Meeting**

Discussion: No changes to the minutes.

**Secretary Cline made a motion to approve the minutes of the November 5, 2020 regular meeting. Commissioner Boon seconded the motion.**

**Vote was unanimous. The motion was carried.**

#### **B. November 10, 2020 Special Meeting**

Discussion: No changes to the minutes.

**Secretary Cline made a motion to approve the minutes of the November 10, 2020 special meeting. Commissioner Boon seconded the motion.**

**Vote was unanimous. The motion was carried.**

### **FINANCIAL REPORT**

#### **A. Approval of Port’s Financial Report**

**Commissioner Boon made a motion to approve the Port’s Financial Report. Secretary Cline 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 19336 through 19383 in the amount of \$219,907.88. Commissioner Boon seconded the motion.**

**Discussion: Secretary Cline notes for the record three voided warrants; #19378, #19379, \$19380.**

**Vote was unanimous. The motion was carried.**

**ACTION ITEMS**

**A. Approval and Adoption of the Final 2021 Operations and Capital Budget**

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

**Secretary Cline made a motion to approve the approve the Final 2021 Operations and Capital Budget. Commissioner Boon seconded the motion.**

**Vote was unanimous. The motion was carried.**

**B. Resolution #498 Final Budget and Levy for 2021**

The Commission review and discuss the documents that were provided in their commission packet.

**Secretary Cline made a motion to approve Resolution #498, Final Budget and Levy for 2021. Commissioner Boon seconded the motion.**

**Vote was unanimous. The motion was carried.**

**C. Approval and Adoption of the Formation of the Port IDD and Resolution #499**

The Commission review and discuss the documents that were provided in their commission packet.

**Secretary Cline made a motion to approve Resolution #499. Commissioner Boon seconded the motion.**

**Vote was unanimous. The motion was carried.**

**D. Approval and Adoption of the November 2020 CSHI Amendment**

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

**Secretary Cline made a motion to approve the November 2020 Comprehensive Scheme of Harbor Improvement Amendment. Commissioner Boon seconded the motion.**

**Vote was unanimous. The motion was carried.**

**E. Schurman Way Industrial Park Organizational Consent**

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

**Secretary Cline made a motion to approve Schurman Way Industrial Park Organization Consent. Commissioner Boon seconded the motion.**

**Vote was unanimous. The motion was carried.**

**F. Schurman Way Industrial Park Third Party Designee**

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

**Secretary Cline made a motion to approve Schurman Way Industrial Park Third Party Consent. Commissioner Boon seconded the motion.**

**Vote was unanimous. The motion was carried.**

**G. Schurman Way Industrial Park Owners Association Articles of Incorporation**

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

**Secretary Cline made a motion to approve Schurman Way Industrial Park Owners Association Articles of Incorporation. Commissioner Boon seconded the motion.**

**Vote was unanimous. The motion was carried.**

**H. Schurman Way Industrial Park Owners Association Bylaws**

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

**Secretary Cline made a motion to approve Schurman Way Industrial Park Owners Association Bylaws. Commissioner Boon seconded the motion.**

**Vote was unanimous. The motion was carried.**

## **I. Broker Agreement for Centennial Industrial Park**

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

**Secretary Cline made a motion to approve the Broker Agreement with Fuller Group for Centennial Industrial Park. Commissioner Boon seconded the motion.**

**Vote was unanimous. The motion was carried.**

## **UNFINISHED BUSINESS**

Update:

WPPA Broadband Subcommittee – discussed Legislative priorities.

Petrichor LLC – pre-contract materials have been sent to Janea at CERB.

Newsletter – working with Joelle Wilson for a spring newsletter.

## **NEW BUSINESS**

### **A. Change Order for Centennial Industrial Park**

The Commission review and discuss the information provided by Carol Ruiz during her update presentation and email (see exhibit A).

**Secretary Cline made a motion to approve the use of CTB in the Centennial Industrial Park construction project. Commissioner Boon seconded the motion.**

**Vote was unanimous. The motion was carried.**

## **UPCOMING MEETINGS**

WPPA Annual Meeting – Virtual

Note for Record: Auditor Moore reminds commission and staff that they need to complete their spouse attestations before November 30, 2020, when open enrollment ends.

## **EXECUTIVE DIRECTOR REPORT**

Executive Director Wray-Keene provided the following updates:

- Jeremy Denny has given his notice – effective December 31, 2020
- Completed all annual inspections and requirements on all buildings
- On track with HHPR for Rose Way Industrial Park
- Phone meeting with the EDA Project Manager for Rose Way Industrial Park
- 23-acres and Brown & Strauss PSA
- Interested party for 2-acres funding fell through, but potential back up offer pending.

**COMMISSIONERS REPORTS**

None

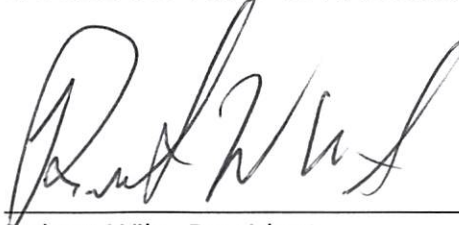
**ADJOURNMENT**

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

**Vote was unanimous. The motion was carried.**

President Wile declared the Regular Meeting adjourned at 11:52 A.M.

WOODLAND PORT COMMISSION

A handwritten signature in black ink, appearing to read "Robert Wile", written over a horizontal line.

Robert Wile, President

A handwritten signature in black ink, appearing to read "Paul Cline", written over a horizontal line.

Paul Cline, Secretary

A handwritten signature in blue ink, appearing to read "Dale Boon", written over a horizontal line.

Dale Boon, Commissioner

## Carol Moore

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**From:** Jennifer Keene <jkeene@portofwoodland.com> on behalf of Jennifer Keene  
**Sent:** Thursday, November 19, 2020 9:09 AM  
**To:** Carol Moore  
**Subject:** FW: Centennial Industrial Park CTB Change Order Costs

The email that Carol Ruiz went over for New Business A

EXHIBIT A

**From:** Carol Ruiz <cruiz@gibbs-olson.com>  
**Sent:** Thursday, November 19, 2020 8:54 AM  
**To:** jkeene@portofwoodland.com  
**Cc:** Rich Gushman <rgushman@gibbs-olson.com>; 0883-0008 <0883-0008@gibbsolsoninc.onmicrosoft.com>; Gerald Mickelsen <gmickelsen@gibbs-olson.com>  
**Subject:** Centennial Industrial Park CTB Change Order Costs

Hi Jennifer,

We have received a cost proposal from Rotschy to utilize cement treated base (CTB) on 65,000 square feet (SF) of roadway subgrade on the Centennial project, after utilities are installed, to provide a firm sub-base for construction of new roadways.

It is anticipated that the amount of cement needed will be between 6-10% of the native subgrade weight for a till depth of 12 inches. Each 1% increase in cement reduces the moisture content by approximately 1%. Rotschy's proposed cost for this work is between \$55,442.41 (\$0.85/SF) for 6% CTB to \$81,650 (\$1.26/SF) for 10% CTB. These costs are reasonable in our opinion. Based on review of bids from previous projects we've recently worked on, their proposed range of cost is lower than we would have estimated had this been included as a bid item. Our estimate for a 6% CTB during bidding would have been approximately \$84,000 (\$1.29/SF) and for a 10% CTB it would have been approximately \$113,000 (\$1.74/SF).

As noted during the construction progress meeting, excavation of the topsoil and organics has revealed a deeper organic layer ranging from 12-18-inches deep, which is in excess of the organic layer identified in the project test pits. In addition, the depth of disturbed soil extends another 8- to 12-inches below the organic layer. With construction occurring during the wet weather season, it is likely the 8-12 inches of disturbed till layer will also need to be removed prior to subgrade compaction to provide a suitable subgrade for roadway construction. However, if CTB is utilized, this 8-12 inch thick till layer can remain, and additional over excavation and backfill with rock will not be needed. Assuming an average depth of 10-inches over 65,000 SF of till zone material to be removed and replaced with aggregate results in a potential over excavation and backfill cost impact of \$80,000 (2,000 CY x \$40/CY) for over excavation, haul and disposal and \$111,000 (3,700 tons x \$30/ton) of additional import backfill material for a total cost impact due to the need to over excavate of \$191,000.

Utilizing CTB to stabilize the subgrade will therefore result in a net savings to the project of between \$109,350 and \$135,550 depending on the percentage of CTB required.

One thing to also note is that the CTB cost is a cost that would have been part of the bid cost had it been included as a bid item and not an "extra" that would have been incidental to the project costs. Contractor bids for CTB may have been slightly lower, but as noted above, our estimated cost would have been higher than the costs Rotschy has submitted. For the reasons identified above, it is Gibbs & Olson's and our geotechnical subconsultant's opinion that the cost range provided by Rotschy to incorporate CTB to stabilize the subgrade and minimize the amount of over excavation and backfill required is reasonable. We are therefore recommending the Port agree to execute a change order with Rotschy to incorporate CTB for subgrade



stabilization. This will also allow the project to proceed on schedule and not be delayed due to having to address saturated subgrade conditions.

If you have any questions, please let me know.

Regards,

Carol Ruiz, PE | Project Manager

**GIBBS & OLSON**

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