



**PORT OF WOODLAND
Meeting Minutes
December 17, 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 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 9:00 A.M.

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|-------------------------------|--------------------------|
| Those present were: President | Robert Wile |
| Secretary | Paul Cline |
| Commissioner | Dale Boon |
| Executive Director | Jennifer Wray-Keene |
| Auditor | Carol Moore |
| Legal | Larry Costich – via Zoom |

CALL TO ORDER

OPENING REMARKS

A. Pledge of Allegiance

B. Approval of Agenda

Discussion: Agenda will be amended as follows:

- Remove Action Item A

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

PRESENTATION

A. Ariel to Cougar Construction Update – Petrichor LLC Management Team

Kara Riebold (via Zoom) gave an update on design, location and services of the Port's dark fiber project and answered questions from the Commission.

MINUTES

A. December 3, 2020 Regular Meeting

Discussion: No changes to the minutes.

Commissioner Boon made a motion to approve the minutes of the December 3, 2020 regular meeting, as presented. Secretary Cline 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 19384 through 19412 in the amount of \$127,772.47. Commissioner Boon seconded the motion.

Discussion: Secretary Cline notes for the record two voided warrants: #19407 and #19408.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. Dark Fiber Contract with Petrichor LLC Design, Management & Operations

Removed from the agenda

B. WSP Martin Bar Study Contract

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

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

C. Schlemlein Fick & Franklin, PLLC Invoice

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

Secretary Cline made a motion to approve payment of the Schlemlein Fick & Franklin, PLLC invoice. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

D. Gibbs & Olson PSA Contract for Surveying

The Commission review and discuss the contract provided in their commission packet. Larry Costich and Rich Gushman (both via Zoom) discuss the need for this Agreement and outline the Agreement for this project.

Secretary Cline made a motion to approve a contract with Gibbs & Olson for surveying services for the Bleth property. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

A. Gibbs & Olson Amendment 1

The Commission review and discuss the document provided in their commission packet. Rich Gushman (via Zoom) clarifies the points of the Amendment and answers questions from the Commission.

Secretary Cline made a motion to approve Gibbs & Olson Amendment 1. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

NEW BUSINES

A. System Development Charges Outstanding

Executive Director Wray-Keene clarifies the information in her executive director report regarding information received from the City and system development fees for Schurman Way. Larry Costich answers questions from the Commission.

B. Impact Fee and Annexation Options

Executive Director Wray-Keene states she is working on a draft resolution, for their review, regarding the need for the City to reconsider annexing all or part of the Woodland Bottoms for future transportation and school development.

UPCOMING MEETINGS

Possible WQCC meeting – January 20, 2021 at 6:30 P.M.

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 11:04 A.M.

WOODLAND PORT COMMISSION



Robert Wile, President



Paul Cline, Secretary



Dale Boon, Commissioner