



**PORT OF WOODLAND
Meeting Minutes
April 1, 2021**

In accordance 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.

CALL TO ORDER

President Wile called the meeting to order at 9:08 A.M.

Roll Call:	President	Robert Wile
	Secretary	Paul Cline
	Commissioner	Dale Boon – Excused Absence
	Executive Director	Jennifer Wray-Keene
	Port Auditor	Carol Moore via Zoom

OPENING REMARKS

A. Pledge of Allegiance

B. Approval of Agenda

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

MINUTES

A. March 18, 2021 Regular Meeting

Discussion: No changes to the minutes

Secretary Cline made a motion to approve the minutes of the March 18, 2021 regular meeting, as reviewed. President Wile seconded the motion.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. Resolution #502: Electronic Signature

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

Secretary Cline made a motion to approve Resolution #502. President Wile seconded the motion.

Vote was unanimous. The motion was carried.

B. Port Policy Manual Update

The Commission review and discuss the revised policy manual that was provided in their commission packet.

Secretary Cline made a motion to approve the April 1, 2021 revised Port of Woodland Policy Manual. President Wile seconded the motion.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

EXECUTIVE DIRECTOR REPORT

Executive Director Wray-Keene gives the following updates:

- Brown Strauss has not requested an extension of the current contract.
- Schurman Way Lot 3 - reviewed due diligence and closing dates.
- Centennial Industrial Par Lot 2 - reviewed due diligence and closing dates.
- Peri Formworks will be conducting their own appraisal.
- Tribeca communicated they will move forward once their business taxes are completed. They have been provided with a PSA template.
- Giving a presentation to City Council next week to update Council and Mayor on all the projects the Port is working on, with the recommendation to adopt GNO plan on the 426 acres.
- Received in writing from City Public Works Director, that the City will be reimbursing the Port for the cost difference between a 3" asphalt base on Guild Road to a 4" asphalt base.
- Advertisement for Rose Way Industrial Park Construction opens April 6, 2021. Bids will be opened on May 6, 2021. The bid will be awarded at a special commission meeting on May 11, 2021 at 9:00 A.M.
- Planning ribbon cutting and ground breaking for June 4, pending Governor phase reopening proclamation.
- ELS will present a wetland plan to the commission at the next meeting.
- Both companies looking at leasing Martin Bar are moving forward – will be scheduling a May workshop to discuss a tariff plan - the Port has to adopt before entering into any lease agreement for waterfront.
- WDFW meeting yesterday – next meeting will include WDFW real estate staff and additional department staff.
- Rail design update – in discussion with BNSF.

UPCOMING MEETINGS

None

COMMISSIONERS REPORTS

None


ADJOURNMENT

Secretary Cline made a motion to adjourn. President Wile seconded the motion.

Vote was unanimous. The motion was carried.

President Wile declared the Regular Meeting adjourned at 10:06 A.M.

WOODLAND PORT COMMISSION



Robert Wile, President



Paul Cline, Secretary



Dale Boon, Commissioner