



**PORT OF WOODLAND
Meeting Minutes
March 18, 2021**

In accordance to 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 8:00 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 9:00 A.M.

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

OPENING REMARKS

A. Pledge of Allegiance

B. Approval of Agenda

Discussion: No changes to the 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. March 4, 2021 Regular Meeting

Discussion: No changes to the minutes.

Secretary Cline made a motion to approve the minutes of the March 4, 2021 regular meeting. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

B. March 9, 2021 Special Meeting

Discussion: No changes to the minutes.

Commissioner Boon made a motion to approve the minutes of the March 9, 2021 regular meeting. Secretary Cline 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 19505 through 19544 in the amount of \$996,878.82. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. Pacific Seafood Lease 1387 Suite A & B

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

Commissioner Boon made a motion to approve Pacific Seafood Lease. No second. Motion failed.

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 \$0.00 from Pacific Seafood.

Secretary Cline made a motion to approve the lease for Pacific Seafood effective May 1, 2021 to April 30, 2022. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

B. Centennial Industrial Park Lot 2 Purchase Sale Agreement

The Commission review and discuss the real estate purchase and sale agreement provided in their commission packet.

Secretary Cline made a motion to approve the Purchase Sale Agreement with C&G Properties, LLC . Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

Direction: The Commission gives direction to authorize Executive Director Wray-Keene to sign the Purchase Sale Agreement.

C. Cowlitz PUD Pole Attachment Agreement

The Commission review and discuss the Pole Attachment lease agreement provided in their commission packet.

Secretary Cline made a motion to approve the Cowlitz PUD Pole Attachment Agreement. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

Direction: The Commission gives direction to authorize Executive Director Wray-Keene to sign the Agreement.

D. Centennial Industrial Park Change Order 003 – Irrigation

The Commission review and discuss Change Order 003 that was provided in their commission packet. This is a revised change order that was an action item at the March 4, meeting – the motion was not to approve.

Secretary Cline made a motion to approve Change Order 003. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

Direction: The Commission gives direction to authorize Executive Director Wray-Keene to sign the Change Order 003.

E. Centennial Industrial Park Change Order 004 – Utility Trench

The Commission review and discuss Change Order 004 that was provided in their commission packet.

Secretary Cline made a motion to approve Change Order 004. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

Direction: The Commission gives direction to authorize Executive Director Wray-Keene to sign the Change Order 004.

F. Resolution # ____: Electronic Signatures

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

Secretary Cline made a motion to table Action Item F. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

G. Cowlitz PUD Invoice Permit for Centennial Industrial Park

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

Secretary Cline made a motion to approve the Cowlitz County PUD permit fee for Centennial Industrial Park in the amount of \$41,956.00. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

H. Schurman Way Lot 3 (2.04-Acres) PSA MML Enterprises LLC/Taylor Transport

The Commission review and discuss the real estate purchase and sale agreement provided in their commission packet.

Secretary Cline made a motion to approve the Purchase Sale Agreement with MML Enterprises, LLC . Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

Direction: The Commission gives direction to authorize Executive Director Wray-Keene to sign the Purchase Sale Agreement.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Commissioner Timesheets

Commission and staff discuss ways to streamline the process of commissioner timesheets, that follow SAO and Port policy guidelines.

Note: President Wile left the Zoom meeting at 10:00 A.M.

Note: President Wile joined the Zoom meeting at 10:10 A.M.

UPCOMING MEETINGS

EXECUTIVE DIRECTOR REPORT

Executive Director Wray-Keene gives the following updates:

- Jeremiah Landels starts April 1, 2021 – Maintenance I full time position.
- Terry Denniston last day March 31, 2021.

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 10:40 A.M.

WOODLAND PORT COMMISSION



Robert Wile, President



Paul Cline, Secretary

ABSENT

Dale Boon, Commissioner