



**PORT OF WOODLAND
Meeting Minutes
February 4, 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.

President Wile called the meeting to order at 9:07 A.M.

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

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

MINUTES

A. January 27, 2021 Regular Meeting

Discussion: No changes to the minutes

Commissioner Boon made a motion to approve the minutes of the January 27, 2021 regular meeting, as reviewed. Secretary Cline seconded the motion.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. Selection of Construction Project Management Firm for Rose Way Industrial Park

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

Secretary Cline made a motion to select Gibbs & Olson as the construction project management firm for Rose Way Industrial Park. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

Direction: The Commission directs Executive Director Wray-Keene to negotiate the contract with Gibbs & Olson and present the contract to the Commission for review and action.

B. Petrichor Design and Construction Management Interlocal Agreement

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

Secretary Cline made a motion to enter into the Petrichor LLC Interlocal Cooperative Agreement. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

Direction: The Commission gives direction to Executive Director Wray-Keene to sign the contract with Petrichor LLC.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

EXECUTIVE DIRECTOR REPORT

Executive Director Wray-Keene gives the following updates:

- 1391 Down River Drive – repair work needs to be completed on the equipment in the vault located in the parking lot. Gathering information on scope of project and cost.
- 1383 Down River Drive – the parking area needs repair. Maintenance is researching the extent of project and cost.
- Maintenance position – advertised for part-time maintenance position – requesting making the position a full-time position for a better response.
- Joe and Melissa Sassmen-Superior Industrial Services, are liquidating their personal assets – Legal will be attending the hearing.
- Legislative update.
- Individual Port project updates.
- City Council decision per WQCC meeting recommendations.

UPCOMING MEETINGS

None

COMMISSIONERS REPORTS

None

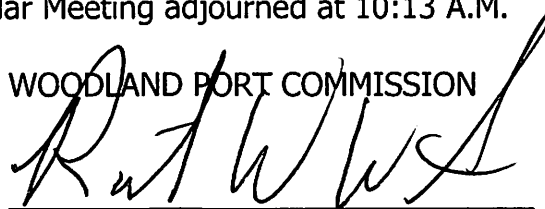
ADJOURNMENT

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 10:13 A.M.

WOODLAND PORT COMMISSION



Robert Wile, President



Paul Cline, Secretary



Dale Boon, Commissioner