



**PORT OF WOODLAND  
Meeting Minutes  
March 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.

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**

President Wile called the meeting to order at 9:01 A.M.

**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. February 18, 2021 Regular Meeting**

Discussion: No changes to the minutes

**Secretary Cline made a motion to approve the minutes of the February 18, 2021 regular meeting, as reviewed. Commissioner Boon seconded the motion.**

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

## **ACTION ITEMS**

### **A. Centennial Industrial Park Change Order 003**

Carol Ruiz from Gibbs & Olson, reviews with the Commission Change Order 003, that was provided in their commission packet.

**Secretary Cline made a motion not to approve Change Order 003. Commissioner Boon seconded the motion.**

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

Discussion: Carol Ruiz reviews with the Commission three future change orders that are being prepared. (1) Irrigation conduit under Centennial Way. (2) Surfacing Guild Road completely and not just to center line. Discussion with Tracy Coleman at the City of Woodland - City is willing to pay the cost difference between laying 4" asphalt instead of the 3" the Port is suggesting. (3) Utility ditch.

**Direction: The Commission give verbal approval to move forward with the placing of the irrigation conduit, prior to formal approval of change order.**

## **UNFINISHED BUSINESS**

### **A. Gibbs & Olson Rose Way Industrial Park Construction Project Management Contract**

Executive Director Wray-Keene gave an update to the Commission on the process of the contract - waiting for EDA approval at this time. May need to call a special meeting.

## **NEW BUSINESS**

None

## **EXECUTIVE DIRECTOR REPORT**

Executive Director Wray-Keene gives the following updates:

- Schurman Way 23-acres – Brown & Strauss - March 13 is the final date for due diligence period.
- Agreement with PUD for Dark Fiber project is under discussion.

**UPCOMING MEETINGS**

Workshop – Martin Bar – Week of June 21 and November 15 or 16  
Short discussion on availability of Commissioner’s schedules for these dates.

**COMMISSIONERS REPORTS**

Commission discuss the WQCC meeting that was held last night via Zoom.

**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 9:56 A.M.

WOODLAND PORT COMMISSION



Robert Wile, President



Paul Cline, Secretary



Dale Boon, Commissioner