



**PORT OF WOODLAND
Meeting Minutes
August 5, 2021**

A regular meeting of the Woodland Port Commission was held at the Port of Woodland Commission Room, 1608 Guild Road, Woodland, Washington. Those wishing to 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
	Secretary	Paul Cline
	Commissioner	Dale Boon
	Executive Director	Jennifer Wray-Keene – Excused Absence
	Port Auditor	Carol Moore

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 (via email)

A. Items ON the agenda

None

B. Items NOT ON the agenda

None

MINUTES

A. July 15, 2021 Regular Meeting

Discussion: No changes to the minutes

Commissioner Boon made a motion to approve the minutes of the July 15, 2021 regular meeting, as reviewed. Secretary Cline seconded the motion.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. Johansson Wing Architects Contract for Building #2 at Rose Way Industrial Park Design, Engineering and Construction Management

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

Secretary Cline made a motion to approve the Johansson Wing Architects contract as presented. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

Direction: Commission directs Executive Director Wray-Keene to sign and execute contract.

B. 2021 Budget and Meeting Schedule Revision

The Commission review and discuss the schedule of meetings that was provided in their packet.

Secretary Cline made a motion to reschedule the October 21 regular meeting to October 28. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

Secretary Cline made a motion to cancel the December 2 regular meeting. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

C. Award Project #2021-01 1391 Down River Drive Replacement Backflow System

The Commission review and discuss the bid information from Tapani, that was provided in their packet.

Secretary Cline made a motion to approve the bid from Tapani for the backflow valve replacement at 1391 Down River Drive. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

D. CWCOCG Redistricting Contract

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

Secretary Cline made a motion to approve the Redistricting Contract with Cowlitz-Wahkiakum Council of Governments. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

Direction: Commission directs Executive Director Wray-Keene to sign contract.

E. Second Amendment to Real Estate PSA for MBJ, LLC

MBJ, LLC has requested a 33-day extension of the due diligence period, taking the date out to September 7. The Commission discuss and review the document provided to them at the meeting (see Exhibit A).

Secretary Cline made a motion to approve the second amendment to real estate Purchase Sale Agreement with MBJ, LLC. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

F. Crane Repair for 1670 Schurman Way Building

The Commission review and discuss the bid information from Washington Crane and Hoist, that was provided in their packet.

Secretary Cline made a motion to approve the estimate from Washington Crane and Hoist for repair of the crane 1670 Schurman Way not to exceed \$15,000.00 including tax. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

UPCOMING MEETINGS

- August 12 Special Meeting Presentation by Cynthia Weed
- September 23 thru 24 Washington Public Ports Environmental Conference: Alderbrook Resort
- October 19 thru 21 Pacific Northwest Waterways Association Annual Conference: Heathman Lodge Vancouver
- October 21 thru 22 Washington Public Ports Association Small Ports Conference: Leavenworth (Auditor Moore has already held rooms)
- December 1 thru 3 Washington Public Ports Association Annual Meeting: Bellevue (New Commissioner Orientation November 30)

COMMISSIONERS REPORTS

- Commissioner Boon will be absent from the August 19, 2021 meeting.
- President Wile states that in the absence of Executive Director Wray-Keene, he reviewed and approved a work order and estimate that JJ received from Entek for emergency repair at 1395 Down River Drive, Suite I. This critical repair would have been in the Executive Director’s delegation of authority.

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 10:35 A.M.

WOODLAND PORT COMMISSION



Robert Wile, President



Paul Cline, Secretary

ABSENT

Dale Boon, Commissioner

SECOND AMENDMENT TO REAL ESTATE PURCHASE AND SALE AGREEMENT

Pursuant to that Real Estate Purchase and Sale Agreement between the Port of Woodland ("Seller"), and MBI, LLC ("Buyer"), dated May 7, 2021, the parties hereby amend Section 1.1(g), the Due Diligence Period, to add an additional 78 days to the original Due Diligence Period. For the avoidance of doubt, Section 1.1(g) now reads:

Due Diligence Period: The period commencing on the Effective Date and expiring 138 days later.

As consideration for this amendment, Buyer shall provide to Cascade Title, a cashier's check in the amount of \$5,000, to be applied towards the Purchase Price at Closing.

This Amendment is effective August 4, 2021.

SELLER:

BUYER:

PORT OF WOODLAND

MBJ, LLC

By: 
Dale Boon, Commissioner

By: 
Bret Morgan, Executor

By: 
Robert Wile, Commissioner

By: 
Paul Cline, Commissioner

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