



**PORT OF WOODLAND  
Meeting Minutes  
August 19, 2021**

At Port of Woodland Commission Room, 1608 Guild Road, Woodland, WA.  
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**

Due to technical difficulties, President Wile called the meeting to order at 10:00 A.M.

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

**OPENING REMARKS**

**A. Pledge of Allegiance**

**Note for the Record: Commissioner Boon has an excused absence.**

**B. Approval of Agenda**

Discussion: No changes to the agenda

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

**Vote was as follows: President Wile – yes; Secretary Cline – yes;  
Commissioner Boon – absent. The motion was carried.**

**PUBLIC COMMENT**

**A. Items ON the agenda**

None

**B. Items NOT ON the agenda**

None

**PRESENTATION**

**Interviews for the Austin Point Dockside Feasibility and Engineering Study**

- **WSP – via Zoom**
- **KPFF – in person**

WSP and KPFF present their proposals to the Commission during a 30-minute interview and question period.

**MINUTES**

**A. August 5, 2021 Regular Meeting**

**B. August 12, 2021 Special Meeting**

Discussion: No changes to the minutes.

**Secretary Cline made a motion to approve the minutes of the August 5, 2021 regular meeting and August 12, 2021 special meeting as reviewed. President Wile seconded the motion.**

**Vote was as follows: President Wile – yes; Secretary Cline – yes; Commissioner Boon – absent. 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. President Wile seconded the motion.**

**Discussion: Commission discuss the tenant that still owes the port for utilities. Auditor Moore states she has sent a reminder to the tenant.**

**Vote was as follows: President Wile – yes; Secretary Cline – yes; Commissioner Boon – absent. The motion was carried.**

**B. Approval of vouchers, warrants and electronic payments**

**Secretary Cline made a motion to approve vouchers, warrants and electronic payments 19710 through 19768 in the amount of \$308,989.64. President Wile seconded the motion.**

**Vote was as follows: President Wile – yes; Secretary Cline – yes; Commissioner Boon – absent. The motion was carried.**

**ACTION ITEMS**

**A. Ecological Land Services Contract Amendment**

The Commission review and discuss the information and documents that were provided in their commission packet.

**Secretary Cline made a motion to table Action Item A until the next meeting. President Wile seconded the motion.**

**Vote was as follows: President Wile – yes; Secretary Cline – yes; Commissioner Boon – absent. The motion was carried.**

**B. Resolution #506: CERB Submission for Building #1 Rose Way Industrial Park**

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

**Secretary Cline made a motion to approve Resolution #506. President Wile seconded the motion.**

**Vote was as follows: President Wile – yes; Secretary Cline – yes; Commissioner Boon – absent. The motion was carried.**

**C. Rose Way Industrial Park Change Order(s)**

The Commission review and discuss Change Order #1 and Change Order #2 that were provided in their commission packet.

**Secretary Cline made a motion to approve Tapani, Inc. Change Order 001. President Wile seconded the motion.**

**Vote was as follows: President Wile – yes; Secretary Cline – yes; Commissioner Boon – absent. The motion was carried.**

**Secretary Cline made a motion to approve Tapani, Inc. Change Order 002. President Wile seconded the motion.**

**Vote was as follows: President Wile – yes; Secretary Cline – yes; Commissioner Boon – absent. The motion was carried.**

**Direction: The Commission directs Executive Director Wray-Keene to sign both change orders.**

#### **D. Cowlitz PUD Permit Rose Way Industrial Park**

The Commission review and discuss the four work orders that were provided in their commission packet. Also for review and discussion are two additional work orders; work order 695933 (see Exhibit A) and work order 695934 (see Exhibit B).

**Secretary Cline made a motion to approve Cowlitz PUD work order 695923 in the amount of \$114,552.00. President Wile seconded the motion.**

**Vote was as follows: President Wile – yes; Secretary Cline – yes; Commissioner Boon – absent. The motion was carried.**

**Secretary Cline made a motion to approve Cowlitz PUD work order 695927 for \$2,265.00. President Wile seconded the motion.**

**Vote was as follows: President Wile – yes; Secretary Cline – yes; Commissioner Boon – absent. The motion was carried.**

**Secretary Cline made a motion to approve Cowlitz PUD work order 695928 for \$2,265.00. President Wile seconded the motion.**

**Vote was as follows: President Wile – yes; Secretary Cline – yes; Commissioner Boon – absent. The motion was carried.**

**Secretary Cline made a motion to approve Cowlitz PUD work order 695931 for \$2,265.00. President Wile seconded the motion.**

**Vote was as follows: President Wile – yes; Secretary Cline – yes; Commissioner Boon – absent. The motion was carried.**

**Secretary Cline made a motion to approve Cowlitz PUD work order 695933 for \$2,265.00. President Wile seconded the motion.**

**Vote was as follows: President Wile – yes; Secretary Cline – yes; Commissioner Boon – absent. The motion was carried.**

**Secretary Cline made a motion to approve Cowlitz PUD work order 695934 for \$2,265.00. President Wile seconded the motion.**

**Vote was as follows: President Wile – yes; Secretary Cline – yes; Commissioner Boon – absent. The motion was carried.**

### **UNFINISHED BUSINESS**

#### **A. Cougar Restroom Agreement with Cowlitz County**

Executive Director Wray-Keene updates the Commission on the agreement with Cowlitz County regarding reimbursement payments for Cougar Restroom facility. She will be bringing the agreement in front of the Commission at the next meeting.

### **NEW BUSINESS**

#### **A. Comprehensive Scheme of Harbor Improvements Scope**

Executive Director Wray-Keene has provided the RFP scope of work for Comprehensive Scheme of Harbor Improvements.

#### **B. Woodland Industrial Land Study**

Executive Director Wray-Keene updates the Commission on the 426-feasibility study that the Port sent to each of the property owners within the 426-acre study area. She is working with Rich Gushman to identify dates for a daytime and evening workshop to discuss with property owners regarding the study and moving forward.

### **UPCOMING MEETINGS**

- September 23-24 WPPA Environmental Conference - Alderbrook Resort
- October 19-21 PNWA Annual Conference - Heathman Lodge Vancouver
- October 21-22 WPPA Small Ports Conference - Leavenworth
- December 1-3 WPPA Annual Meeting - Bellevue
- November 30 New Commissioner Orientation – Bellevue
- November 18 Commissioner Dale Boon Recognition and Retirement

### **EXECUTIVE DIRECTOR REPORT**

Executive Director Wray-Keene adds the following updates to her report:

- Retirement Event for Commissioner Boon is November 18.
- Waiting for future moratoriums from Governor Inslee.
- Still accepting applications for Administrative Assistant and Maintenance positions.

### **COMMISSIONERS REPORTS**

None

**ADJOURNMENT**

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

**Vote was as follows: President Wile – yes; Secretary Cline – yes; Commissioner Boon – absent. The motion was carried.**

President Wile declared the Regular Meeting adjourned at 11:40 A.M.

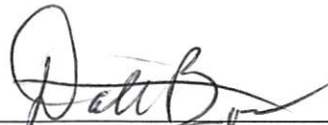
WOODLAND PORT COMMISSION



Robert Wile, President



Paul Cline, Secretary



Dale Boon, Commissioner



PUBLIC UTILITY DISTRICT NO. 1 of Cowlitz County, Washington

REQUEST FOR PAYMENT

August 17, 2021

To: Port of Woodland
1608 Guild Road
Woodland, WA 98674

Work Order No.: 695933

Table with 2 columns: Service Location/Work to be Done and Work Order Amount Due. Contains details about service location, responsibilities, and a cost breakdown totaling \$2,265.00.

Your PUD Contact: Clint Kiser

Phone: (360) 501-9520
E-Mail: ckiser@cowlitzpud.org

COWLITZ PUD USE ONLY:

Payment received on \_\_\_\_\_ Initials: \_\_\_\_\_

PLEASE RETAIN THIS PAYMENT FORM FOR YOUR RECORDS





PUBLIC UTILITY DISTRICT NO. 1 of Cowlitz County, Washington

REQUEST FOR PAYMENT

August 17, 2021

To: Port of Woodland
1608 Guild Road
Woodland, WA 98674

Work Order No.: 695934

Table with 2 columns: Service Location/Work to be Done, Work Order Amount Due. Includes details on service location, PUD and customer responsibilities, and a breakdown of costs totaling \$2,265.00.

Your PUD Contact: Clint Kiser

Phone: (360) 501-9520
E-Mail: ckiser@cowlitzpud.org

COWLITZ PUD USE ONLY:

Payment received on \_\_\_\_\_

Initials: \_\_\_\_\_

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