



**PORT OF WOODLAND  
Meeting Minutes  
September 2, 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
	Port Auditor	Carol Moore

**OPENING REMARKS**

**A. Pledge of Allegiance**

**B. Approval of Agenda**

Discussion: Agenda will be amended as follows:

- Add Action Item E – Ecological Land Services Austin Point Phase 3 Mitigation.
- Add Unfinished Business – Austin Point Rail Funding Opportunity.

**Secretary Cline made a motion to approve the agenda as amended.  
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**

Owner of Stephens Landing has questions regarding law enforcement at Austin Point.

## **PRESENTATION**

### **Port of Woodland Port '22 COPRI Conference**

Scott Keillor from WSP USA, explains to the Commission the upcoming national triennial COPRI (Coasts, Oceans, Ports and Rivers Institute) conference being held in Honolulu, Hawaii in September, 2022. WSP submitted an abstract regarding the Port of Woodland and it was chosen by the COPRI committee. Scott is inviting Executive Director Wray-Keene to join the panel at this very prestigious conference.

## **MINUTES**

### **A. August 19, 2021 Regular Meeting**

**Secretary Cline made a motion to approve the minutes of the August 19, 2021 regular meeting, as reviewed. President Wile seconded the motion.**

**Discussion: Commissioner Boon noticed an error regarding Action Item C.**

**Motion died.**

**Secretary Cline made a motion to table the August 19 regular meeting minutes until next meeting. Commissioner Boon seconded the motion.**

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

## **ACTION ITEMS**

### **A. Rose Way Industrial Park Change Order #3**

The Commission review and discuss Change Order #3 that was provided in their commission packet.

**Secretary Cline made a motion to approve Tapani, Inc. Change Order 003. Commissioner Boon seconded the motion.**

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

**Direction: The Commission directs Executive Director Wray-Keene to sign the change order.**

### **B. Cowlitz County Agreement for Cougar Restroom Facilities**

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

**Secretary Cline made a motion to approve the Interagency Agreement between Cowlitz County and the Port of Woodland for Cougar Restroom facility maintenance. Commissioner Boon seconded the motion.**

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

**C. Patriot Fire Protection Repairs**

The Commission review and discuss the information provided by Patriot Fire, that was provided in their packet.

**Secretary Cline made a motion to approve the estimated scope and costs with Patriot Fire Protection Inc. not to exceed \$15,000.00 including tax. Commissioner Boon seconded the motion.**

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

**D. Rose Way Industrial Park Building #2 Permit Fee**

The Commission review and discuss the information of this emergency action, that was provided in their packet.

**Secretary Cline made a motion to approve the Rose Way Industrial Park Plan Review Permit for the retaining wall in the amount of \$14,500.00. Commissioner Boon seconded the motion.**

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

**E. Ecological Land Services Austin Point Phase 3 Mitigation**

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

**Secretary Cline made a motion to approve Ecological Land Services Addendum Number Two not to exceed \$55,000.00 with tax. Commissioner Boon seconded the motion.**

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

**Direction: The Commission directs Executive Director Wray-Keene to sign the addendum.**

**UNFINISHED BUSINESS**

**A. Austin Point Rail Funding Opportunity**

Executive Director Wray-Keene states that there are new EDA transportation grant funding opportunities available. She has been in communication with David Evans and Associates to consider having DEA assist with the application process. This would be a change order to their already existing contract with the Port of Woodland. DEA would be compiling cost analysis and seeking letters of support. Submission date for this funding is November, 2021.

**NEW BUSINESS**

None

**UPCOMING MEETINGS**

- 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)
- November 18 Commissioner Dale Boon Recognition and Retirement Open House

**COMMISSIONERS REPORTS**

- The Commission express their sympathy in the passing of Bernie Schockelt, General Manager of Columbia River Carbonates (CRC).
- The Commission discuss the future of how port meetings will be held, in order to comply with any moratoriums, proclamations or mandates from the Governor.
- The Commission has been invited to attend the SAO Exit Conference on Tuesday, September 7 at 8:15 A.M. The Commission agree that President Wile will represent the commission at the meeting.

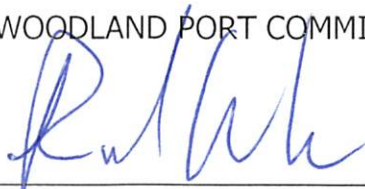
**ADJOURNMENT**

**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 10:45 A.M.

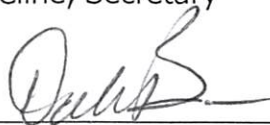
WOODLAND PORT COMMISSION



Robert Wile, President



Paul Cline, Secretary



Dale Boon, Commissioner