



**PORT OF WOODLAND
Meeting Minutes
September 16, 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

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: 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

A. Items ON the agenda

None

B. Items NOT ON the agenda

None

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: No changes to the minutes.

Vote was unanimous. The motion was carried.

B. September 2, 2021 Special Meeting

Commissioner Boon made a motion to approve the minutes of the September 2, 2021 regular meeting as presented. Secretary Cline seconded the motion.

Discussion: No changes to the minutes.

Vote was unanimous. 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. Commissioner Boon seconded the motion.

Discussion: No changes to the financial report.

Vote was unanimous. The motion was carried.

B. Approval of vouchers, warrants and electronic payments

Secretary Cline made a motion to approve vouchers, warrants and electronic payments 19769 through 19815 in the amount of \$1,933,967.31. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

2022 BUDGET PRELIMINARY PRESENTATION

Executive Director Wray-Keene presented a power point presentation to the Commission of the 2022 Operations and Capital budget. She will present the Preliminary Budget for review and action at the public hearing at the October 7, regular meeting.

ACTION ITEMS

A. Austin Point Dockside Study Contract

The Commission review and discuss the proposals of the two firms, WSP USA and KPFF. Executive Director Wray-Keene discussed the protocol for the voting due to Commissioner Boon not being present for the interviews to ensure fairness and equity for the proposers. Commissioner Boon did review all materials and proposals for evaluation.

Secretary Cline made a motion to enter into a contract with KPFF for Austin Point dockside feasibility and engineering study services.

Motion died due to lack of second.

President Wile made a motion to enter into a contract with WSP for dockside study.

Motion died due to lack of second.

Note for the record: Executive Director Wray-Keene states for the record that Commissioner Boon will participate in the voting due to the lack of a quorum with the two Commissioners.

Commissioner Boon made a motion to award dockside study to KPFF. Secretary Cline seconded the motion.

Vote was as follows: President Wile – nay; Secretary Cline – yea; Commissioner Boon – yea. The motion was carried.

Direction: The Commission directs Executive Director Wray-Keene to enter into negotiations for scope of work and fee.

B. Rose Way Industrial Park Change Order #4

The Commission review and discuss Change Order #4 that was provided in their commission packet.

Secretary Cline made a motion to approve Tapani, Inc. Change Order 004. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

C. Rose Way Industrial Park Change Order #5

The Commission review and discuss Change Order #5 that was provided in their commission packet.

Secretary Cline made a motion to approve Tapani, Inc. Change Order 005. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

D. Down River Drive Parking Lot at 1383 Repair Award of Contract

The Commission review and discuss the proposal and construction subcontract submitted by Granite Construction Company, that was submitted from that was provided in their commission packet.

Note for record: Commission did not take action.

E. Port Policy Amendments – Media Disposal and Password (IT/Cyber Security)

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

Secretary Cline made a motion to amend the Port of Woodland Policy Manual to include the media disposal and password policies. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

F. Peri Formworks Purchase Sale Agreement

The Commission review and discuss the real estate purchase and sale agreement that was provided in their commission packet.

Secretary Cline made a motion to approve the purchase and sale agreement with U.S. Properties, Inc. and/or Assigns. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

A. 2020 Financial Audit

Executive Director Wray-Keene presents to the Commission a clean financial audit for fiscal year ending December 31, 2020. President Wile was the Commission representative for this audit and agreed that the first financial audit of the Port of Woodland went very well and that the state auditor had lots of positive feedback regarding staff. Receiving a clean financial audit confirms to the public that the Port of Woodland strives to be transparent and good stewards of tax-payer money.

NEW BUSINESS

None

UPCOMING MEETINGS

- September 23-24 WPPA Environmental Conference - Alderbrook Resort
- October 5 Workshop 426 Acre Industrial Feasibility Study 2:00 and 6:00 P.M.
- October 19-21 PNWA Annual Conference - Heathman Lodge Vancouver
- October 21-22 WPPA Small Ports Conference – Leavenworth
- November 18 Commissioner Dale Boon Recognition and Retirement
- November 30 New Commissioner Orientation – Bellevue
- December 1-3 WPPA Annual Meeting - Bellevue

EXECUTIVE DIRECTOR REPORT

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

- City of Woodland utilities litigation
- Stevens acquisition
- Cowlitz County Park Board approved Austin Point Park plan
- Rail grant application moving forward
- Submitted franchise agreement to Cowlitz County to begin obtaining right-of-way approvals for the dark fiber phase one construction

COMMISSIONERS REPORTS

Per Personnel Manual Section 11 Discretionary Award and in coordination with Legal Counsel the Port Commission took the following action:

President Wile made a motion to give Auditor Moore a \$1,000.00 Discretionary Award for her performance on the financial audit. Secretary Cline seconded the motion.

Vote was unanimous. The motion was carried.

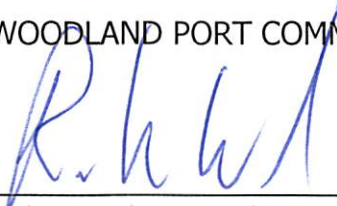
ADJOURNMENT

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 11:09 A.M.

WOODLAND PORT COMMISSION



Robert Wile, President



Paul Cline, Secretary



Dale Boon, Commissioner