



Port of Woodland

PORT OF WOODLAND

Meeting Minutes

October 7, 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 9:02 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 Executive Session – RCW 42.30.110(1)(c) Real Estate Matters.

**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

None

Note for Record: President Wile introduces new staff member – Administrative Assistant Debbie Karlsson.

PUBLIC HEARING
2022 Preliminary Budget

At 9:06 A.M. President Wile recesses the regular meeting.

President Wile asks if there is any public comment.

No public comment.

At 9:07 A.M. President Wile re-convenes the regular meeting.

EXECUTIVE SESSION RCW 42.30.110(1)(c) Real Estate Matters

At 9:07 A.M. President Wile recesses the regular meeting to go into executive session. Executive session will last 15-minutes, until 9:22 A.M. - no action will be taken. The Commission invites Executive Director Wray- Keene. Legal has been consulted.

At 9:22 A.M. President Wile re-convenes the regular meeting; no action was taken during the executive session.

Open Discussion: None

Direction: None

MINUTES

- A. September 16, 2021 Regular Meeting**
- B. September 29, 2021 Special Meeting**

Secretary Cline made a motion to approve the minutes of the September 16, 2021 regular meeting and September 29, 2021 special meeting, as reviewed. Commissioner Boon seconded the motion.

Discussion: No changes to the minutes

Vote was unanimous. The motion was carried.

ACTION ITEMS

- A. 2022 Preliminary Budget**

The Commission review and discuss the budget information provided in their commission packet.

Secretary Cline made a motion to approve the 2022 Preliminary Capital and Operations Budget. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

B. Ecological Land Services Phase 1 and 2 Dark Fiber

The Commission review and discuss the Cost Proposal and Agreement for Professional Services Provided by Ecological Land Services, that was provided in their packet.

Secretary Cline made a motion to approve the Ecological Land Services contract for professional services on the dark fiber project not to exceed \$22,000.00 including tax. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

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

C. Olympic Aero Lease

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

Commissioner Boon reads into record: The Port Commission recognizes per RCW 53.08.085 that a security deposit is to be furnished from tenants when signing a lease agreement but at the Port Commission's discretion. The port has obtained a deposit amount of \$2,792.79 from Olympic Aero. I move to approve the lease for Olympic Aero effective 11/1/2021 to 10/31/2022. Secretary Cline seconded the motion.

Vote was unanimous. The motion was carried.

D. Rose Way Industrial Park Wall 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 emergency payment to the City of Woodland for the Rose Way Industrial retaining wall permit, MIS21007, in the amount of \$22,432.30. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

E. Rose Way Industrial Park Change Order 006

The Commission review and discuss Change Order 006 that was provided in their commission packet.

Secretary Cline made a motion to approve Tapani, Inc. Change Order 006. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

F. Resolution #507: Commissioner Per Diem

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

Secretary Cline made a motion to approve Resolution #507. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

G. Gibbs & Olson Amendment for BLA Schurman Way Lots 1, 2 and 5

The Commission review and discuss Amendment No. 1 document that was provided in their commission packet.

Secretary Cline made a motion to approve Amendment #1 to the Gibbs & Olson Contract for Boundary Line Adjustment Lots 1,2 and 5 in the amount of \$24,400.00 including tax. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

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

UNFINISHED BUSINESS

A. Personnel Manual Update

Executive Director Wray-Keene presents changes to the personnel manual. The Commission would like to review changes and request to take action at the next meeting.

NEW BUSINESS

A. 2022 WPPA Legislative Issues

Executive Director Wray-Keene reviews with the Commission the 2022 Potential Legislative Proposals (draft) considered by WPPA. There are six items that are of interest to the Port of Woodland.

UPCOMING MEETINGS

- 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)
- October 28 Regular Commission Meeting (re-scheduled from October 21)
- November 18 Commissioner Dale Boon Recognition and Retirement Open House
- November 30 New Commissioner Orientation
- December 2 Commission Meeting Cancelled
- December 1 thru 3 Washington Public Ports Association Annual Meeting: Bellevue

COMMISSIONERS REPORTS

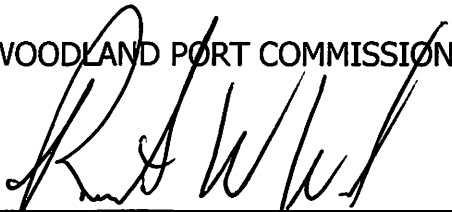
- Secretary Cline states that the commission room really does need some kind of noise deflection. When in ZOOM meeting, the echo is really bad. Executive Director Wray-Keene states that she has put out for quotes to have the flooring redone and is looking into some kind of material that works for the commission room walls that will deflect noise.
- The Commission review the discussions from yesterday’s workshops.
- Executive Director Wray-Keene gives an update on the noxious weed issue caused by Rotschy during construction of storm water pond. They have been contacted and have agreed to clean it out and re-seed.

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 10:31 A.M.

WOODLAND PORT COMMISSION


Robert Wile, President



Paul Cline, Secretary



Dale Boon, Commissioner



Port of Woodland

EXECUTIVE SESSION REFERENCE GUIDE OPEN PUBLIC MEETINGS ACT, CHAPTER 42.30 RCW

- Executive session took place during a Commission regular meeting on Oct 7, 2021.
- Executive sessions must be part of a regular or special meeting. Was the ES listed on the agenda? Yes No
- Before convening in executive session, the presiding officer must publicly announce the purpose for excluding the public and the time when the executive session will conclude. Was this completed? Yes No
- Before convening in executive session, the presiding officer must publicly announce the purpose for excluding the public and the time when the executive session will conclude. Was this completed? Yes No
- Per Resolution #472: Legal Consulted Prior? Yes No
- Legal Present Yes No
- Executive Director Present Executive Director Consulted

Those invited/entering the Executive Session (Names) for record:

~~Kelly Walsh will attend remotely on behalf of Schwabe Port Counsel.~~

*15 min.
9:22*

Executive Session Reason (identified on the following page): 42.30.110 _____

Executive session may be extended by announcement of presiding officer.

Executive session will conclude no later than _____ (time) and for _____ minutes.

Additional time for executive session _____ (time) and _____ (length).

Additional time for executive session _____ (time) and _____ (length).

Additional time for executive session _____ (time) and _____ (length).

National security - RCW 42.30.110 (1)(a)

Real estate matters – RCW 42.30.110(1)(b):
To consider the *selection of a site or acquisition of real estate by lease or purchase* when public knowledge regarding such consideration would cause a likelihood of increased price

Real estate matters – RCW 42.30.110(1)(c):
To consider the *minimum price* at which real estate will be offered *for sale or lease* when public knowledge regarding such consideration would cause a likelihood of decreased price

Publicly Bid Contracts – RCW 42.30.110(1)(d):
To review negotiations on the performance of publicly bid contracts when public knowledge would cause a likelihood of increased costs.

Complaints/charges against officer or employee – RCW 42.30.110(1)(f):
To receive and evaluate complaints or charges brought against a public officer or employee. Upon request of such officer or employee, a public hearing or meeting open to the public must be conducted upon such complaint or charge

Qualifications of applicant/performance review of employee – RCW 42.30.110(g)
To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

Potential litigation – RCW 42.30.110(1)(i):
To discuss with legal counsel matters relating to agency enforcement actions, or to discuss with legal counsel litigation or potential litigation to which the agency, governing body, or member acting in official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency

• Direction Given after the ES? ___ Yes ___ No

If Yes: _____
