



**PORT OF WOODLAND
Meeting Minutes
October 28, 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

Doug Ferguson would like to thank the Commission and Staff for the wonderful article about his father in the port's newsletter. He also requests that the Port continue talking to WDFW concerning annual pheasant release and last, he requests that the Port continue to be diligent in the spending of tax-payer money.

MINUTES

A. October 6, 2021 2:00 P.M. Special Meeting

B. October 6, 2021 6:00 P.M. Special Meeting

Secretary Cline made a motion to approve the minutes of the October 6, 2:00 P.M. and 6:00 P.M. special meetings as reviewed. President Wile seconded the motion.

Discussion: No changes to the minutes.

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

C. October 7 Regular Meeting

Commissioner Boon made a motion to approve the minutes of the October 7, 2021 regular meeting as presented.

Motion died due to lack of second.

Secretary Cline made a motion to approve the minutes of the October 7, 2021 regular meeting as reviewed. Commissioner Boon 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

Commissioner Boon made a motion to approve vouchers, warrants and electronic payments 19816 through 19874 in the amount of \$1,514,112.98. Secretary Cline seconded the motion.

Discussion: Secretary Cline notes for the record that there were two voided warrants - #19840, #19867.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. Personnel Manual

The Commission review and discuss the changes made to the Personnel Manual.

Secretary Cline made a motion to approve the updated changes to the Port of Woodland Non-Exempt Personnel Manual. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried

B. Floors N More Flooring Replacement 1608 Guild Road

The Commission review and discuss the cost estimate provided in their commission packet.

Secretary Cline made a motion to approve the proposal with Floors-N-More for the Port Administration Building flooring replacement in the amount of \$14,297.83 including tax. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

C. Gibbs & Olson Phase 3 Austin Point Mitigation Contract

The Commission review and discuss the contract agreement provided in their commission packet.

Secretary Cline made a motion to approve the subconsultant agreement with Gibbs & Olson for Austin Point Mitigation in the amount of \$75,900.00 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.

D. Change Order 007 Rose Way Industrial Park

The Commission review and discuss Change Order 007 that was provided in their commission packet.

Secretary Cline made a motion to approve Tapani, Inc. Change Order 007. 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.

UNFINISHED BUSINESS

A. Comprehensive Scheme of Harbor Improvements Amendment

Executive Director Wray-Keene reviews with the Commission, the CSHI information spreadsheet. She breaks down the information by project. The Commission will take action, after the public hearing, at the November 18 meeting.

B. Project Map and Development for Capital Plan

Executive Director Wray-Keene explains the map that Gibbs & Olson created. This map is part of the CSHI amendment and lays out the current project and will potentially help with future funding considerations. This will be part of the CSHI public hearing and commission action at the November 18 meeting.

NEW BUSINESS

A. Open Enrollment

Auditor Moore reminds commission and staff that open enrollment begins November 1 and to remember to go to *My Account* and complete their attestations and make any changes. Auditor Moore also presented to commission and staff updated information on the new Long-Term Care Act that goes into effect January 1, 2022.

UPCOMING MEETINGS

- 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 update on the outcome of yesterday's hearing.
- has had positive communication with prospective clients for waterfront properties.
- new businesses at Centennial and Schurman are moving through the permitting process and hopefully will break ground soon.
- Flashco is ready to sign to lease the first building at Rose Way Industrial Park.

- already have two new companies interested in leasing the Flashco site at Down River Drive. She is seeing a lot of interest in the second building at Rose Way Industrial Park.

COMMISSIONERS REPORTS

None

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 11:00 A.M.

WOODLAND FORT COMMISSION



Robert Wile, President



Paul Cline, Secretary

ABSENT

Dale Boon, Commissioner