



**PORT OF WOODLAND
Meeting Minutes
November 18, 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 – via Zoom
	Commissioner	Dale Boon
	Executive Director	Jennifer Wray-Keene – Excused Absence
	Port Auditor	Carol Moore
	Admin Assistant	Debbie Karlsson

President Wile notes for the record that Executive Director Wray-Keene is absent.

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

PUBLIC HEARING

2022 Final Budget

At 9:01 A.M. President Wile recesses the regular meeting.

President Wile asks if there is any public comment.

No public comment.

At 9:02 A.M. President Wile re-convenes the regular meeting.

PUBLIC HEARING

Comprehensive Scheme of Harbor Improvements Amendment to Capital Budget and Inclusion of the 426 Acre Study

At 9:02 A.M. President Wile recesses the regular meeting.

President Wile asks if there is any public comment.

No public comment.

At 9:03 A.M. President Wile re-convenes the regular meeting.

MINUTES

A. November 4 Regular Meeting

Secretary Cline made a motion to approve the minutes of the November 4, 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

Commissioner Boon made a motion to approve the Port's Financial Report. Secretary Cline 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 19875 through 19915 in the amount of \$897,154.39. Secretary Cline seconded the motion.

Vote was unanimous. The motion was carried.

C. Payroll Process Change for 2022

The Commission reviews with staff the details on the payroll conversion. Auditor Moore states that after talking with finance directors from sister ports, this is the conversion process that best suited the Port of Woodland. This process will then not affect W2's for 2022 and again for 2023.

Direction: The Commission directs staff to proceed with the payroll conversion. In addition, staff is directed to make the recommended updates to both personnel and policy manuals for commission review and action at the December 16 meeting.

ACTION ITEMS

A. Resolution #508: 2022 Final Operations and Capital Budget

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

Secretary Cline made a motion to approve Resolution #508. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

B. Comprehensive Scheme of Harbor Improvements Amendment

The Commission review and discuss the spreadsheet that was provided in their commission packet through a dropbox link.

Secretary Cline made a motion to approve the amendment to the Port of Woodland's Comprehensive Scheme of Harbor Improvements. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

C. Rose Way Industrial Park Change Order 8

The Commission review and discuss Change Order #8 that was provided in their commission packet.

Secretary Cline made a motion to approve Tapani, Inc. Change Order 008. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

Direction: The Commission directs Executive Director Wray-Keene to sign change order 008.

D. Rose Way Industrial Park Change Order 9

The Commission review and discuss Change Order #9 that was provided in their commission packet.

Secretary Cline made a motion to approve Tapani, Inc. Change Order 009. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

Direction: The Commission directs Executive Director Wray-Keene to sign change order 009.

E. Rose Way Industrial Park Change Order 10

The Commission review and discuss Change Order #10 that was provided in their commission packet.

Secretary Cline made a motion to approve Tapani, Inc. Change Order 010. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

Direction: The Commission directs Executive Director Wray-Keene to sign change order 010.

F. PERI Formwork Purchase Sale Agreement Closing Approval

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

Commissioner Boon made a motion to approve the transaction of Schurman Way Lot 2 at 1475 Schurman Way to U.S. Properties, Inc. Secretary Cline seconded the motion.

Vote was unanimous. The motion was carried.

Direction: The Commission directs Executive Director Wray-Keene to sign all closing documents related to the transaction.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Port of Woodland Commission Districts Draft

The Commission review and discuss the information that was provided in their commission packet through a dropbox link.

B. International Fraud Prevention (November 14 – 20)

Auditor Moore explains that this is fraud prevention week and the Port has taken steps to advertise that the Port of Woodland is an official supporter. By joining ACFE Auditor Moore was able to print handouts for staff and commission and send video links pertaining to fraud prevention. The Port has updated the policy manual with cyber security policies, worked with IT to enhance internal controls by going to multi-factor authentication, created stronger internal controls with the hiring of an Administrative Assistant, attended fraud class offered at annual WFOA conference and performed internal fraud check-ups.

C. A&E Services for Building #1 at Rose Way Industrial Park (Proposals)

Executive Director Wray-Keene has provided the Commission, for their review through a dropbox link, the three proposals the Port received.

Direction: Commission directs Executive Director Wray-Keene to scheduling a special meeting on November 23 at 9:00 A.M. to award contract.

D. KPFF Scope and Fee Proposal for Austin Point Dockside Feasibility Study

Executive Director Wray-Keene has provided the Commission, for their review, the scope and fee draft from KPFF, through a dropbox link. This will be an action item on the December 16 agenda.

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 will be absent from the regular meeting due to the CERB funding presentation for RWIP.

COMMISSIONERS REPORTS

None

ADJOURNMENT

Commissioner Boon made a motion to adjourn. President Wile seconded the motion.

Vote was unanimous. The motion was carried.

President Wile declared the Regular Meeting adjourned at 9:44 A.M.

WOODLAND PORT COMMISSION



Robert Wile, President



Paul Cline, Secretary



Dale Boon, Commissioner