



Port of Woodland

PORT OF WOODLAND Meeting Minutes December 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
	Admin Assistant	Debbie Karlsson
	Legal	Kelly Walsh

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

EXECUTIVE SESSION RCW 42.30.110(1)(i) LITIGATION

At 9:02 A.M. President Wile recesses the regular meeting to go into executive session. Executive session will last 15-minutes, until 9:17 A.M. - no action will be taken. The Commission invites Executive Director Wray- Keene and Kelly Walsh.

At 9:17 A.M. President Wile re-convenes the regular meeting; no action was taken during the executive session.

Open Discussion: The Commission discuss reaching a possible settlement with the City of Woodland, per the advice of Legal. The settlement agreement would include leaving the Port's current tenant leases in place with remittance to the city, then transitioning lease renewals and new tenants' remittance to the Port for their City of Woodland utilities. Future leases would include language detailing how a tenant will remit to the Port the cost of their utilities. Kelly Walsh states that she is working on new lease templates that will include language regarding utility remittance and utility deposits.

Direction: The Commission directs Executive Director Wray-Keene and Legal to negotiate and finalize a settlement agreement with the City of Woodland per discussion in the executive session.

PUBLIC HEARING

Port of Woodland Redistricting Map

At 9:24 A.M. President Wile recesses the regular meeting for Public Hearing.

President Wile asks if there is any public comment.

No public comment.

At 9:25 A.M. President Wile re-convenes the regular meeting.

Open Discussion: None

MINUTES

- A. November 18 Regular Meeting**
- B. November 23 Special Meeting**

Secretary Cline made a motion to approve the minutes of the November 18, 2021 regular meeting and November 23 Special 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 19916 through 19951 in the amount of \$386,924.23 Secretary Cline seconded the motion.

Vote was unanimous. The motion was carried.

ACTION ITEMS

- A. Johannson Wing Rose Way Industrial Park Building #1 A&E Services Contract**

The Commission review and discuss the fee proposal that was provided in their commission packet.

Secretary Cline made a motion to approve the fee proposal with Johannson Wing for Architectural and Engineering for Rose Way Industrial Park, Building No. 1. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

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

B. KPFF Austin Point Dockside Study Contract

The Commission review and discuss the agreement for professional services contract that was provided in their commission packet.

Secretary Cline made a motion to approve Agreement for Professional Services with KPFF Dockside Infrastructure Plan not to exceed \$828,728.00. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

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

C. Adoption of the Port of Woodland Redistricting Map

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

Secretary Cline made a motion to approve the Port of Woodland redistricting map. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

D. Resolution #509 – 2022 Levy Rate

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

Secretary Cline made a motion to approve Resolution #509. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

E. BNSF Lease 2022-2027

The Commission review and discuss BNSF lease that was provided in their commission 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 \$1,500.00 from BNSF. I move to approve the lease for BNSF effective 4/1/2022 to 3/31/2027. Secretary Cline seconded the motion.

Vote was unanimous. The motion was carried.

F. Personnel Manual Section 10 Update: Payroll Process Change

The Commission review and discuss amended Personnel Manual that was provided in their commission packet.

Secretary Cline made a motion to approve the changes to the Personnel Manual. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

G. David Evans and Associates Change Order CRISI Grant Assistance

The Commission review and discuss Addendum No. 4 that that was provided in their commission packet.

Secretary Cline made a motion to approve the David Evans and Associates Addendum No. 4 in the amount of \$52,738.22. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

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

H. WSP Martin Bar Scope and Fee Revision

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

Secretary Cline made a motion to approve the Port of Woodland Martin Bar Industrial Conceptual Site Plan Modification No. 1 extending the project from December 31, 2021 to September 1, 2022 in the amount of \$8,870.00. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

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

UNFINISHED BUSINESS

None

NEW BUSINESS

A. 2022 Calendar

The Commission review and discuss the schedule provided in their commission packet

Secretary Cline made a motion to approve 2022 schedule of meetings. Commissioner Boon seconded the motion.

Vote was unanimous. The motion was carried.

UPCOMING MEETINGS

January 4, 2022 Regular Chamber Meeting – City of Woodland, Woodland School District and the Port of Woodland will be speakers.

EXECUTIVE DIRECTOR REPORT

The Commission review and discuss the report and ask for general updates and clarifications.

COMMISSIONERS REPORTS

President Wile and Secretary Cline recognize Commissioner Boon upon his retirement and thank him for his years of service to the Port of Woodland.

SWEARING IN OF COMMISSIONER ROB RICH

Auditor Moore administered and certified the oath according to RCW 29A.04.133.

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 10:49 A.M.

WOODLAND PORT COMMISSION

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Robert Wile, President

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Paul Cline, Secretary

ABSTAIN

Rob Rich, Commissioner