



**PORT OF WOODLAND  
Meeting Minutes  
January 6, 2022**

At 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](mailto:jkeene@portofwoodland.com) by 8:00 A.M. of the day of the Commission Meeting. These 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	Rob Rich
	Executive Director	Jennifer Wray-Keene
	Port Auditor	Carol Moore
	Admin Assistant	Debbie Karlsson
	Legal	Larry Costich – via Zoom

**OPENING REMARKS**

**A. Pledge of Allegiance**

**B. Approval of Agenda**

Discussion: Agenda will be amended as follows:

- Add Executive Director Report after Upcoming Meetings

**Secretary Cline made a motion to approve the agenda as amended.  
Commissioner Rich seconded the motion.**

**Vote was unanimous. The motion was carried.**

**PUBLIC COMMENT**

**A. Items ON the agenda**

Jim Stevens discussed easement issues pertaining to Port purchase of his property.

**B. Items NOT ON the agenda**

None

**MINUTES**

**A. December 16, 2021, Regular Meeting**

**Secretary Cline made a motion to approve minutes of the December 16, 2021 meeting as reviewed. President Wile seconded the motion.**

**Discussion: No changes to the minutes.**

**Vote was as follows: President Wile – Yes; Secretary Cline – Yes; Commissioner Rich – Abstain. The motion was carried.**

**ACTION ITEMS**

**A. Resolution #510 – A Resolution of the Woodland Port Commission affirming Port staff and legal counsel positions for 2022.**

The Commission review and discuss the draft copy of resolution #510, that was provided in their commission packet.

**Commissioner Rich moved to accept as appointed as presented. Secretary Cline seconded the motion.**

**Vote was as follows: President Wile – Nay; Secretary Cline – Nay; Commissioner Rich – Nay. The motion failed.**

**Commissioner Rich made a motion to approve Resolution #510. Secretary Cline seconded the motion.**

**Vote was unanimous. The motion was carried.**

**B. Organizational Assignments for 2022**

The Commission review and discuss the organizational assignments for 2022 that was provided in their commission packet

**Secretary Cline made a motion to approve the 2022 Organizational Assignments (see Exhibit A). Commissioner Rich seconded the motion.**

**Vote was unanimous. The motion was carried.**

**C. Election of Commission Officers**

President Wile opens the nominations.

**Secretary Cline made a motion to nominate Robert Wile as president. Commissioner Rich seconded the motion.**

No further nominations.

**Vote was unanimous. The motion was carried.**

**Commissioner Rich made a motion to nominate Paul Cline as secretary. President Wile seconded the motion.**

No further nominations.

**Vote was unanimous. The motion was carried.**

For the Record: Port of Woodland Board of Commission is as follows:

President	Robert Wile
Secretary	Paul Cline
Commissioner	Rob Rich

For the Record: Meeting proceeded with President Wile remaining in the position of president.

**UNFINISHED BUSINESS**

**A. Acquisition of Property for Port Use**

Executive Director and Legal discussed with the Commissioners findings and recommendations regarding the purchase of the Stevens property. Due diligence period and closing period discussed and agreed upon.

**NEW BUSINESS**

None

**UPCOMING MEETINGS**

January 29 – Annual Chamber Banquet at Ilani 5:00 PM

February 3 – Comprehensive Scheme of Harbor Improvements Interviews

**EXECUTIVE DIRECTOR REPORT**

Executive Director Wray-Keene provided the following updates:

- Retreat Date for Commissioners set for January 26<sup>th</sup>, 2022, from 8:00 AM to 1:00 PM. Retreat will take place at the Port of Woodland Conference Room
- Administrative Assistant Karlsson discussed Commissioners signatures to be used used for DocuSign on majority of documents signatures moving forward.

- The SEPA report has been released for Phase I – Aho Construction project. There is a 14-day comment period and she will be submitting, on the Port's behalf, comments in opposition. She will suggest in her comments that a master plan be completed. She states that during a conference call with school and city, they too will be submitting their own letters of opposition.

### **COMMISSIONERS REPORTS**

Commissioner Rich issued the comments in regard to the following:

- WPAA Annual Meeting and New-Commissioner Conference
- Constituents have mentioned to him improvement of the grading of the road at Austin Point and West Coast Training. He has since that time learned through Executive Director Wray-Keene and West Coast Training, reasoning for this not being able to be done.
- Very positive and productive time with Past Commissioner Boon in delivery of Holiday Gifts to Tenants.
- Positive comments on Executive Director Wray-Keene's speech on behalf of the Port at the Chamber monthly business meeting. Was very pleased with speech by the school and City Police Chief, also.

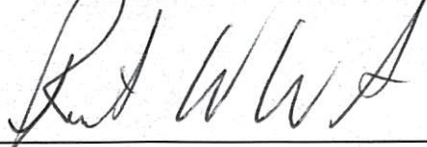
### **ADJOURNMENT**

**Commissioner Rich 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 11:11 AM.

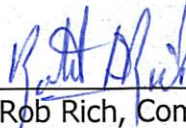
WOODLAND PORT COMMISSION



Robert Wile, President



Paul Cline, Secretary



Rob Rich, Commissioner



## 2022 Organizational Assignments

### **Cowlitz Economic Development Council Board of Directors**

Meetings are monthly third Wednesday at 7:30 AM

Delegate: Executive Director Jennifer Wray-Keene

Alternate: President Robert Wile

### **Cowlitz-Wahkiakum Council of Governments Board of Directors/Cowlitz-Wahkiakum Economic Development District**

Meetings are monthly on the third Thursday at noon

Delegate: Executive Director Jennifer Wray-Keene

Alternate: President Robert Wile

### **Southwest Washington Port Finance Officers**

Delegate: Port Auditor Carol Moore

Alternate:

### **Washington Public Ports Association (WPPA) Board of Trustees**

Annual Meeting Voting

Trustee: Secretary Paul Cline

Alternate: Commissioner Rob Rich

### **Pacific Northwest Waterways Association**

Annual Meeting Voting

Delegate: Executive Director Jennifer Wray-Keene

Alternate: Commissioner Rob Rich

### **Woodland Chamber of Commerce Board of Directors**

Jennifer Wray-Keene, Secretary of the Chamber 2022

Director: Executive Director Jennifer Wray-Keene

Alternate:

### **Woodland Quality Community Coalition**