



**PORT OF WOODLAND  
Meeting Minutes  
January 20, 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	Robert D. Rich
	Executive Director	Jennifer Wray-Keene – via Zoom
	Port Auditor	Carol Moore
	Admin Assistant	Debbie Karlsson

**OPENING REMARKS**

**A. Pledge of Allegiance**

**B. Approval of Agenda**

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

## **MINUTES**

### **A. January 6, 2022, Regular Meeting**

Commissioner Rich made a motion to approve the January 6, 2022 regular meeting minutes as reviewed. Secretary Cline seconded the motion.

Discussion: No changes to the minutes.

Vote was unanimous. The motion was carried.

## **FINANCIAL REPORT**

### **A. Approval of Port of Woodland's Financial Report**

Commissioner Rich 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 and warrants (plus wire)**

Secretary Cline made a motion to approve vouchers and warrants 19952 through 19998 in the amount of \$1,203,888.52. Commissioner Rich seconded the motion.

Discussion: No changes to the vouchers and warrants.

Vote was unanimous. The motion was carried.

### **C. Signature by Port Staff and Commissioners**

Commission and Staff signed the PORT STAFF AND COMMISSIONERS - 2022.

## **ACTION ITEMS**

### **A. First Amendment to Composite Ventures Lease**

Secretary Cline moved to accept the First Amendment to Building Lease for Composite Ventures LLC Lease from December 31, 2021 to December 31, 2022. Commissioner Rich seconded the motion.

Discussion: No change made to First Amendment to Building Lease for Composite Ventures, LLC.

Vote was unanimous. The motion was carried.

## **UNFINISHED BUSINESS**

### **A. Emergency Payment for City of Woodland Permit WSC-22-001**

**Secretary Cline made a motion to approve the Emergency Payment to City of Woodland for 2" Irrigation only meter, Permit # WSC-22-001 in the amount of \$35,068.00. Commissioner Rich seconded the motion.**

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

## **NEW BUSINESS**

None

## **UPCOMING MEETINGS**

January 26 – Commission Retreat @ Port of Woodland Office @ 8:00 AM

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

## **EXECUTIVE DIRECTOR REPORT**

Executive Director Wray-Keene provided the following updates:

- Fiber Construction Phase 1 due to be released for bid February 8.
- The Fiber Design and Engineering Phase 2 is scheduled to be going out directly from Petrichor LLC later February due to their knowledge and ability to answer questions that may occur.
- Further review is being done regarding the Stevens Moorage Land Acquisition.
- Grant Application for Rail/Overpass at Austin Point is in the process to be submitted to the State for review if is applicable to proceed.
- SEPA Letter was submitted to Cowlitz County regarding amendment. Much talk during January 19, 2022 workshop in regards to the need of a masterplan covering the entire Woodland Bottoms along with farm community concerns. Many letters were received by the Cowlitz Planning Commission the morning of workshop and were still needing to be reviewed.
- Rose Way Industrial Park Building 1 and 2 are on.
- Project manager for EDA expects documents to be signed by end of the month and more than likely will take 30-90 days for reimbursement to be issued.
- Discussion of retreat agenda and discussion topics.

## **COMMISSIONERS REPORTS**

Commissioner Rich issued the comments regarding the following:

- Port of Morrow's Executive Director Ryan Neal passed away unexpectedly on Monday, January 17<sup>th</sup>, 2022. This will be a large loss to the Port of Morrow and the community.
- The PNWA Mission to Washington DC that is being held on March 14-17, 2022, will be Virtual this year.

**OFFICIAL NOTE**

It was brought to the Commissioners attention later in the meeting that an action was not made regarding the Emergency Payment for Warrant No. 19997 in the amount of \$35,068.00 to the City of Woodland for the 2" Irrigation Only Permit #WSC-22-001. Commissioners agreed at that time to add it to the Unfinished Business.

**ADJOURNMENT**

**Secretary Cline made a motion to adjourn. Commissioner Rich seconded the motion.**

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

President Wile declared the Regular Meeting adjourned at 09:56 AM.

WOODLAND PORT COMMISSION

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Robert Wile, President

DocuSigned by:  
  
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Paul Cline, Secretary

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Robert D. Rich, Commissioner