



**PORT OF WOODLAND  
Special Meeting/Retreat Workshop Minutes  
January 26, 2022**

At Port of Woodland Commission Room, 1608 Guild Road, Woodland, Washington.  
These comments will be read into the record.

**CALL TO ORDER**

President Wile called the meeting to order at 8:02 A.M.

Roll Call:	President	Robert Wile
	Secretary	Paul Cline
	Commissioner	Robert D. Rich
	Executive Director	Jennifer Wray-Keene
	Port Auditor	Carol Moore
	Admin Assistant	Debbie Karlsson
	Maintenance	Jeremiah Landels

**OPENING REMARKS**

**A. Pledge of Allegiance**

**B. Approval of Agenda**

**DISCUSSION**

**A. Review with Staff – Admin, Maintenance, Finance**

Administrative Assistant Karlsson gave a Dark Fiber update. She also explained some of the tasks and procedures being done for small works projects, vendors, and small and attractive inventory.

Maintenance Supervisor Landels discussed work being performed and what needs to be done at various lease buildings and locations along with Martin’s Bar, Austin Point, and Cougar. Commissioners requested Landels start tracking time at locations, specifically Cougar.

Break taken @ 09:06 AM for Staff & Commissioner’s pictures.

Meeting resume @ 09:32 AM.

Auditor Moore discussed and explained procedures and paperwork for grants and how cash flow interacted with those procedures.

**B. Commission procedures**

Commission procedures were discussed by Executive Director Wray-Keene and Commissioners.

**C. Port Policies**

Executive Director Wray-Keene discussed and updated Commissioners on lease deposits and status of updated leasing template.

**D. Delegation of Authority**

Executive Director Wray-Keene reviewed the current Resolution #490. Items to review with Commission and Legal Counsel include leasing and monetary limits within several subsections throughout the document. Executive Director Wray-Keene was directed to coordinate with legal counsel for an upcoming commission meeting to update and bring for approval.

**E. Comprehensive Scheme of Harbor Improvements**

Executive Director Wray-Keene reviewed the mission statement, goals and strategies from the current CSHI and answered questions and provided insight on the scope for the new CSHI process.

Executive Director Wray-Keene reviewed several projects and planning efforts on the Capital List including the Cougar Rest Room facilities and lease with PacifiCorps, Stevens Moorage acquisition, recreational use planning, acquisition of properties for industrial development, the 426 Acre Woodland Industrial Study, Austin Point Rail and Dockside projects, and Dark Fiber phases 2 and 3. Additional workshops will be scheduled that will focus on project and planning efforts, individually.

**ADJOURNMENT**

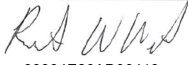
***Secretary Cline made a motion to adjourn. Commissioner Rich seconded the motion.***

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

President Wile declared the Regular Meeting adjourned at 01:23 PM.

## WOODLAND PORT COMMISSION

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Robert Wile, President

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Paul Cline, Secretary

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Robert D. Rich, Commissioner