



**PORT OF WOODLAND
Meeting Minutes
February 17, 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 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
	Port Auditor	Carol Moore
	Admin Assistant	Debbie Karlsson
	Legal Counsel	Milt Reimers – Via Zoom

OPENING REMARKS

A. Pledge of Allegiance

B. Approval of Agenda

Secretary Cline made a motion to approve the agenda as presented. Commissioner Rich 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. February 3, 2022, Regular Meeting**
- B. February 3, 2022, Special Meeting**

Commissioner Rich made a motion to approve the minutes of the February 3, 2022, Regular meeting as well as the February 3, 2022, Special meeting 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 19999 through 20029 in the amount of \$311,083.32. Commissioner Rich seconded the motion.

Discussion: No changes to the vouchers and warrants.

Vote was unanimous. The motion was carried.

ACTION ITEMS

- A. Award of Contract for Comprehensive Scheme of Harbor Improvements**

Commissioners discussed interview with WSP & CAI held at the February 3, 2022 meeting.

Secretary Cline made a motion to approve the award of contract to WSP. Commissioner Rich seconded the motion.

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

The Commissioners give Executive Director Wray-Keene permission to enter into scope and fee negotiations and bring a contract back to the Commissioners.

B. Leasing Policies

Commissioners and Executive Director Wray-Keene discussed changes being made to leasing policies.

C. Leasing Template

Discussion was made between Commissioners, Executive Director Wray-Keene, Legal Counsel Reimers and Auditor Moore regarding the addition of late fees for utilities to the leasing template.

Secretary Cline made a motion to approve the leasing template as amended. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

President Wile moved Unfinished Business, A. Delegation of Authority up for Legal Counsel Reimers.

UNFINISHED BUSINESS

A. Delegation of Authority

Discussion was made between Commissioners and Legal Counsel Reimers in regard to the Delegation of Authority included in Commissioner's packet.

Commissioners directed Legal Counsel Reimers to clean up discussed areas and for an updated Delegation of Authority to be presented the Commissioners next meeting.

President Wile resumed Action Items.

D. Resolution #511: CERB Application Authorization for Yale to La Center Fiber Optic Feasibility and Market.

Secretary Cline moved to approve Resolution #511. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

E. Resolution #512: Adopting revised district configuration

Secretary Cline made a motion to approve Resolution #512. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

NEW BUSINESS

A. Sponsorship request – City of Woodland Hot Summer Nights

The Commissioners agreed to submit the Summer Series Sponsor for the City of Woodland Hot Summer Nights.

UPCOMING MEETINGS

March date unknown – Austin Point Rail, Overpass and Road Workshop

March 14-17 – PNWA Mission to Washington DC (Virtual)

April 11 @ 9 AM – Regular Meeting at Yale Library

April 11 @ 10 AM – Cougar Facility Walk through with Pacificorp

May 4-6 – WPPA Spring Conference at Skamania Lodge

EXECUTIVE DIRECTOR REPORT

Executive Director Wray-Keene provided the following updates:

- Meetings were held with Cowlitz Tribe, Commissioner Arne Mortensen and Commissioner Dennis Weber in regard to Austin Point and other matters along the river.
- Meeting with the City of Woodland was a very productive meeting.
- Composite Ventures is looking forward to expansion into building becoming available.
- Drive with Kara Riebold with Petrichor was very beneficial.
- Arborist are scheduled for March 15-16.
- Commissioners reminded of computer security and necessity of routine changing of passwords.

COMMISSIONERS REPORTS

None

ADJOURNMENT

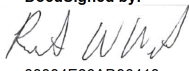
Commissioner Rich made a motion to adjourn. Secretary Cline seconded the motion.

Vote was unanimous. The motion was carried.

President Wile declared the Regular Meeting adjourned at 11:32 AM.

WOODLAND PORT COMMISSION

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Robert Wile, President

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Paul Cline, Secretary

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Rob Rich, Commissioner