



**PORT OF WOODLAND  
Meeting Minutes  
March 3, 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
	Port Auditor	Carol Moore
	Admin Assistant	Debbie Karlsson
	Maint. Super.	Jeremiah Landels
	Legal Consultant	Kelly Walsh via Zoom

**OPENING REMARKS**

**A. Pledge of Allegiance**

**B. Approval of Agenda**

Discussion: Secretary Cline added Delegation of Authority to unfinished business.

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

Executive Director Wray-Keene informed the Commissioners of Dennis Ripp's complaint to the Port regarding upkeep of ditch in front of his house.

## **EXECUTIVE SESSION RCW 42.30.110(1)(I) LITIGATION**

At 9:06 A.M. President Wile recesses the regular meeting to go into executive session. Executive session will last 20 minutes, until 9:26 A.M. – no action will be taken. The Commission invites Executive Director Wray-Keene and Legal Consultant Kelly Walsh.

At 9:26 A.M. President Wile re-convenes the regular meeting; no action was taken during the executive session.

Open Discussion: It has been decided for the Port to no longer be looking to pursue purchase of Stevens Moorage RV Park.

***Direction: The Commission directs Executive Wray-Keene to close this as a special project with the Port's legal department.***

## **MINUTES**

### **A. February 19, 2022, Regular Meeting**

***Commissioner Rich made a motion to approve minutes of the February 19, regular meeting as reviewed. Secretary Cline seconded the motion.***

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

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

## **STAFF REPORT**

Maintenance Supervisor Landels provided the Commissioners with the following updates:

- Maintenance at beach access locations.
- Working with State of Washington Department of Corrections.
- Update on landscape completed and schedule for awarded landscaping company.

Administrative Assistant Karlsson explained importance of computer safety/security explaining Phishing and letting Commissioners and Staff know she will be sending information given by Colby Barron with Nextworks along with a Phishing Quiz for them to complete to help understand what to look for.

## **ACTION ITEMS**

### **A. Port Policy Manual Update**

The Commission review and discuss the draft copy of the Port Policy Manual.

**Secretary Cline moved to accept the Port Policy Manual as amended. Commissioner Rich seconded the motion.**

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

### **B. Fire Security System**

The Commission review and discuss the lowest quote received from Hughes Electrical Contractors.

**Secretary Cline made a motion to approve the Port of Woodland Fire Alarm Installation proposal with Hughes Electrical Contractors not to exceed \$49,765.00 plus applicable tax. Commissioner Rich seconded the motion.**

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

**Commissioners directed Executive Director Wray-Keene to enter into contract with Hughes Electrical Contractors.**

## **UNFINISHED BUSINESS**

### **A. Delegation of Authority**

The Commission review and discuss the draft copy of Resolution #513 Delegation of Authority.

**Secretary Cline made a motion to approve Resolution #513. Commissioner Rich Seconded the motion.**

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

## **NEW BUSINESS**

### **A. Anti-Harassment Training**

Executive Director Wray-Keene reviewed and supplied Commissioners with the slide show from the Anti-Harassment Training attended by all Port employees.

## **UPCOMING MEETINGS**

March 14-17 – PNWA Mission to Washington DC Virtual Conference

March 22 8-10 AM – Austin Point Rail/Overpass/Road Workshop

April 21 – Regular Meeting at Yale Library/Meet with PacifiCorp at 10 AM Cougar Rest Room

May 4-6 – WPPA Spring Conference Skamania Lodge

## **EXECUTIVE DIRECTOR REPORT**

Executive Director Wray-Keene provided the following updates:

- Explanation of IT Security Meeting held with Colby Barron with Nextworks. IT Security will be a matter discussed monthly moving forward.
- March 11 WSP holding meeting with farmers at the Port office regarding Austin Point rail and Overpass project.
- WSP presenting at Port-22 conference in September pertaining to Port of Woodland and "small ports growing up."
- Adjustment/movement of Port Budget to cover unexpected expenses.
- Update regarding Dark Fiber Optics including bids, discussion with Yale Library, status of permits for moving forward and Yale/LaCenter status with Port of Ridgefield.
- EDA Update.
- Grant application processing update.

## **COMMISSIONERS REPORTS**

None

## **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 10:26 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