



**PORT OF WOODLAND
Meeting Minutes
May 19, 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 9:05 A.M.

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

OPENING REMARKS

A. Pledge of Allegiance

B. Approval of Agenda

Secretary Cline added Transfer of 2021 EDA Covenants to Action Item C. and Single Federal Audit and Financial for Fiscal Year 2021 to New Business.

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

Discussion: No further changes to the agenda.

Vote was unanimous. The motion was carried.

PUBLIC COMMENT

A. Items ON the agenda

None

B. Items NOT ON the agenda

None

MINUTES

A. April 21, 2022 Regular Meeting

Commissioner Rich made a motion to approve the minutes of the April 21, 2022 regular meeting as reviewed. Secretary Cline seconded the motion.

Discussion: No changes to the minutes.

Vote was unanimous. The motion was carried.

B. May 3, 2022 Special Meeting

Commissioner Rich made a motion to approve minutes of the May 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 the Port's Financial Report

Secretary Cline made a motion to approve the Port's Financial Report. Commissioner Rich 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)

Commissioner Rich made a motion to approve vouchers and warrants 20114 through 20147 in the amount of \$271,903.87. Secretary Cline seconded the motion.

Discussion: No changes to vouchers and warrants (plus wires).

Vote was unanimous. The motion was carried.

Noted that vouchers 20121 and 20122 were voided vouchers.

C. SAO Annual Report

Secretary Cline made a motion to approve the State Auditor's Office Annual Report as submitted. Commissioner Rich seconded the motion.

Discussion: No changes to the SAO Annual Report.

Vote was unanimous. The motion carried.

Commissioners gave direction to Port Auditor Moore to submit the report.

D. Washington State Leasehold Audit (informational)

Port Auditor Moore shared with the commission that the 4-year State of Washington Leasehold Tax Audit was a clean audit.

ACTION ITEMS

A. Dark Fiber Ariel to Cougar Backbone Award of Contracts

Secretary Cline made a motion to award the Dark Fiber Ariel to Cougar Fiber Backbone Project to Utiligi, LLC in the amount of \$1,150,626.30 including tax. Commissioner Rich seconded the motion.

Discussion: No changes to the Utiligi, LLC Contract.

Vote was unanimous. The motion carried.

Direction: President Wile directed Executive Director Wray-Keene to enter into contract with Utiligi, LLC.

B. Lease Assignment Tribeca Transport to Denali Water Solutions

Secretary Cline made a motion to approve the Tribeca Transport to Denali Water Solutions LLC assignment agreement. Commissioner Rich seconded the motion.

Discussion: No changes made to the Tribeca Transport to Denali Water Systems LLC Assignment agreement.

Vote was unanimous. The motion carried.

C. Transfer of Covenants to EDA

Commissioners discussed Transfer of Covenants to EDA.

Direction was given to Executive Director Wray-Keen permission to transfer covenants to EDA.

UNFINISHED BUSINESS

A. Astound/Wave Letter of Interest

Commissioners discussed Astound Broadband's interest in mutual interest with the Port of Woodland broadband from Ariel to Cougar.

B. Austin Point Open House Consultant feedback

Commissioners discussed feedback from Austin Point Open House given by consultants.

NEW BUSINESS

A. Single Federal Audit and Financial Audit for 2021

Port Auditor Moore informed the Commission that the Port's single federal audit and financial audit will begin on Monday, May 23. This will be the Port's first single federal audit. The State Auditor will perform a risk management assessment, by phone, with one commissioner and Port Auditor Moore. The Commission agree that President Wile will represent the commission. President Wile also will be part of the exit interview process.

UPCOMING MEETINGS

June 8-10 – WPPA Finance Meeting at Campbells Resort (Moore)

June 21-23 – PNWA Summer Conference at Spokane Davenport Hotel

July 14-15 – WPPA Executive Directors Conference at Bellingham (Wray-Keene)

July 25-27 – WPPA Commissioner Seminar at Marcus Whitman Hotel Walla Walla

September 21-23 – WPPA Environmental Conference at Leavenworth (Wray-Keene)

October 20-21 – WPPA Small Ports at Leavenworth

December 7-9 – WPPA Annual Meeting at Hotel Murano Tacoma

COMMISSIONERS REPORTS

Secretary Cline thanked Administrative Assistant Karlsson and Maintenance Supervisor Landels for work on the Austin Point Open House.

All Commissioners agreed there was a variety of turnout at the Austin Point Open House.

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 9:55 AM.

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