



**PORT OF WOODLAND  
Meeting Minutes  
June 2, 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 – Excused Absence
	Admin Assistant	Debbie Karlsson
	Maintenance Supervisor	Jeremiah Landels

**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.**

Note for Record: President Wile introduces new temporary staff member -Thomas Sprague.

**PUBLIC COMMENT**

**A. Items ON the agenda**

None

## **B. Items NOT ON the agenda**

None

## **MINUTES**

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

*Commissioner Rich made a motion to approve the May 19, 2022 regular meeting minutes as reviewed. Secretary Cline seconded the motion.*

*Discussion: No changes to the minutes*

*Vote was unanimous. The motion was carried.*

## **PRESENTATION**

### **1. Quarterly maintenance Report**

Secretary Cline addressed Maintenance Supervisor Landels how he greatly appreciated the work done with the Boy Scouts on the life jacket loaner station at Austin Point and his time with the Scout Troop.

Maintenance Supervisor Landels provided the Commissioners with the following updates:

- Breakdown of hours for Austin Point, Martin Bar and Cougar give to Commissioners.
- Continuing illegal dumping done at Austin Point and Martin Bar.
- Summer work to be performed outside of the standard at Austin Point, Martin Bar and Cougar.
- Cougar community thanked for community watch being show in regards to Cougar rest area.

### **2. Austin Point Open House In-Person and Virtual Public Comment and Overview**

Jyll Smith reviewed responses from Open House, comparing grouping of responses with transportation being mentioned in most responses.

Jyll Smith and Mary Moran read out to Commissioners all comments received via paper response at Open House, electronic via questionnaire attached to digital open house or emails sent directly to the Port of Woodland.

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

None

President Wile called a recess for break at 11:36 AM.  
President Wile called the meeting back to order at 11:43 AM.

## **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

## **EXECUTIVE DIRECTOR REPORT**

Executive Director Jennifer Wray-Keene reviewed Capital Projects beginning with informing Commissioners that EDA reimbursement is currently in delay due to work being done between EDA Legal and Port of Woodland's legal. Rose Way Industrial Park buildings are still awaiting permit review by City of Woodland. Updated Port of Ridgefield and Port of Woodland's joint Dark Fiber funding request was approved by CERB. KPFF and David Evans and Associates will have booth at Planter's Days on Saturday.

## **COMMISSIONERS REPORTS**

President Wile informed Commissioners that he had been in contact with Washington State Auditor for the financial and federal audit as expected.

## **ADJOURNMENT**

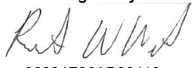
***Secretary Cline made a motion to adjourn. Commissioner Rich seconded the motion.***

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

President Wile declared the Regular Meeting adjourned at 12:13 PM.

## WOODLAND PORT COMMISSION

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Robert Wile, President

### **Absent**

Paul Cline, Secretary

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Robert D. Rich, Commissioner