



**PORT OF WOODLAND
Meeting Minutes
June 16, 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 – Excused Absence
	Commissioner	Robert D. Rich
	Executive Director	Jennifer Wray-Keene
	Port Auditor	Carol Moore
	Admin Assistant	Debbie Karlsson

OPENING REMARKS

A. Pledge of Allegiance

B. Approval of Agenda

Commissioner Rich made a motion to approve the agenda as presented. President Wile seconded the motion.

Vote was as follows – President Wile – yes; Secretary Cline – absent; Commissioner Rich – yes. The motion was carried.

PUBLIC COMMENT

A. Items ON the agenda

None

B. Items NOT ON the agenda

None

MINUTES

A. June 2, 2022 Regular Meeting

Commissioner Rich made a motion to approve the minutes of the June 2, 2022 Regular Meeting. President Wile seconded the motion.

Discussion: No changes to the minutes.

Vote was as follows – President Wile – yes; Secretary Cline – absent; Commissioner Rich – yes. The motion was carried.

B. June 6, 2022 Special Meeting

Commissioner Rich made a motion to approve the minutes of the June 6, 2022 Special Meeting. President Wile seconded the motion.

Discussion: No changes to the minutes

Vote was as follows – President Wile – yes; Secretary Cline – absent; Commissioner Rich – yes. The motion was carried.

FINANCIAL REPORT

A. Approval of the Port's Financial Report

Commissioner Rich made a motion to approve the Port's Financial Report. President Wile seconded the motion.

Discussion: No changes to the financial report.

Vote was as follows – President Wile – yes; Secretary Cline – absent; Commissioner Rich – yes. The motion was carried.

B. Approval of vouchers and warrants (plus wire)

Commissioner Rich made a motion to approve vouchers and warrants 20148 through 20177 in the amount of \$356,276.19. President Wile seconded the motion.

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

Vote was as follows – President Wile – yes; Secretary Cline – absent; Commissioner Rich – yes. The motion was carried.

ACTION ITEMS

A. Centennial Industrial Park Guild I and II Infrastructure Connection CERB Close Out

Commissioner Rich made a motion to approve the completion of the Guild I and II Infrastructure Connection public works project (Schedule B and C) under Project number 0883.0005 and 0883.0008. President Wile seconded the motion.

Discussion: No changes to motion.

Vote was as follows – President Wile – yes; Secretary Cline – absent; Commissioner Rich – yes. The motion was carried.

Commissioners gave Executive Director Wray-Keene direction to have legal counsel prepare the deed for the public infrastructure to the City of Woodland of the Howard Way Extension and Guild Road connection improvements.

B. Centennial Industrial Park Rotschy Public Works Project Close Out/Retention

Commissioner Rich made a motion to approve the release of retainage to Rotschy in the amount of \$125,978.83, pending State of Washington Department of Revenue, L & I and Employment Security Department for the Centennial Industrial Park construction project. President Wile seconded the motion.

Discussion: No changes to motion.

Vote was as follows – President Wile – yes; Secretary Cline – absent; Commissioner Rich – yes. The motion was carried.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

UPCOMING MEETINGS

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- Rooms are booked
October 22 – Woodland Rotary Club's Scott Hill Park Fundraiser – Gold Leaf
December 7-9 – WPPA Annual Meeting at Hotel Murano Tacoma

COMMISSIONERS/EXECUTIVE DIRECTOR DISCUSSIONS

Discussion was made between commissioners and Executive Director Wray-Keene in regards to the City of Woodland's Ordinance 1513 Transportation Impact Fee Holiday in upcoming City Council Meeting on June 20, 2022. Commissioners agreed for Executive Director Wray-Keene to submit letter to City of Woodland Council and Mayor explaining Port Commissioners are not in favor of the vacation of these impact fees prior to presentation at June 20, 2022 Council Meeting.

Executive Director Wray-Keene gave commissioners an update in regards to the following –

- Composite Ventures progress on update/upgrade of new location @ 1387 Down River Drive Suite A and B.
- Current Rose Way Industrial Park Building design rejected and is being corrected and updated for resubmission at a later date.
- Current financial audit is still in process and will be used by the Port as a learning tool to ensure procedure and checklists are created and followed.

ADJOURNMENT

Commissioner Rich made a motion to adjourn. President Wile seconded the motion.

Vote was as follows – President Wile – yes; Secretary Cline – absent; Commissioner Rich – yes. The motion was carried.

President Wile declared the Regular Meeting adjourned at 10:23 AM.

WOODLAND PORT COMMISSION

DocuSigned by:

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Robert Wile, President

Absent

Paul Cline, Secretary

DocuSigned by:

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Robert D. Rich, Commissioner