



**PORT OF WOODLAND  
Meeting Minutes  
July 21, 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. Those 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 – Excused Absence
	Intern	Thomas Sprague

**OPENING REMARKS**

**A. Pledge of Allegiance**

**B. Approval of Agenda**

Discussion: No changes to the agenda

**Secretary Cline made a motion to approve the agenda as reviewed.  
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. July 7, 2022 Regular Meeting**

Commissioner Rich made a motion to approve minutes of the July 7, 2022 regular 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'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, warrants and electronic payments**

Secretary Cline made a motion to approve vouchers, warrants and electronic payments 20178 through 20214 in the amount of \$421,509.97. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

## **ACTION ITEMS**

### **A. Lower Columbia Channel Consentino Easement**

The Commission review and discuss the Lower Columbia Channel Consentino Easement documents provided in their commission packet.

*Secretary Cline made a motion to approve the Consentino Temporary Easement. Commissioner Rich seconded the motion.*

*Vote was unanimous. The motion was carried.*

*Direction: The Commission directs Executive Director Wray-Keene to sign the Temporary Easement.*

*Secretary Cline made a motion approve Consentino Certificate of Self-Insurance. Commissioner Rich seconded the motion.*

*Vote was unanimous. The motion was carried.*

*Direction: The Commission directs Executive Director Wray-Keene to sign the Certificate of Self-Insurance.*

*Direction: The Commission directs Executive Director Wray-Keene to sign all four copies of the Real Estate Excise Tax Affidavit (REETA) signature pages.*

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

### **A. 2023 Budget Schedule**

The budget schedule is reviewed. The Commission directs Executive Director Wray-Keene to schedule a budget workshop on August 23, 2022 at 9:00 A.M.

## **UPCOMING MEETINGS**

- July 25-27 WPPA Commissioner Seminar at Marcus Whitman Hotel Walla Walla
- August 9 @ 9 AM- Commission Special Meeting- Workshop on Austin Point projects
- September 17-22 Ports '22 Conference and Presentation (Wray-Keene)
- October 12-14 PNWA Annual Convention Vancouver
- October 20-21 WPPA Small Ports Leavenworth- Rooms are booked
- October 22 Woodland Rotary Club's Scott Hill Park Fundraiser- Gold Leaf
- December 7-9 WPPA Annual Meeting Hotel Murano Tacoma
- March 12-16, 2023 Mission to Washington DC PNWA
- May 17-19, 2023 WPPA Spring Meeting Spokane
- June 7-9, 2023 WPPA Finance and Administration Seminar, Alderbrook Resort

**EXECUTIVE DIRECTOR REPORT**

Executive Director Wray-Keene reviews her report with the Commission. The Commission discuss the report and ask for general updates and clarifications.

**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 10:02 A.M.

WOODLAND PORT COMMISSION

DocuSigned by:  
  
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Robert Wile, President

DocuSigned by:  
  
60EE4024E280410...  
Paul Cline, Secretary

**Absent**

Robert D. Rich, Commissioner