



**PORT OF WOODLAND  
Meeting Minutes  
September 1, 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

**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.**

**PUBLIC COMMENT**

**A. Items ON the agenda**

None

**B. Items NOT ON the agenda**

None

**MINUTES**

**A. August 18, 2022, Regular Meeting**

**Commissioner Rich made a motion to approve the August 18, 2022 regular meeting minutes as reviewed. Secretary Cline seconded the motion.**

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

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

**ACTION ITEMS**

**A. October 20 Regular Meeting Reschedule**

**Discussion: Commissioners discussed rescheduling October 20 Regular Meeting to Tuesday, October 18, 2022.**

**Secretary Cline made a motion to reschedule the October 20, 2022 Regular Meeting to Tuesday, October 18, 2022. Commissioner Rich seconded the motion.**

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

**B. Addendum 6: Austin Point/Kuhnis Rail David Evans and Associates**

**Secretary Cline made a motion to approve David Evans and Associates Addendum No. 6 up to \$24,640.04. Motion died.**

**Secretary Cline made a motion to approve David Evans and Associates Addendum No. 6 up to \$24,460.04. Commissioner Rich seconded the motion.**

**Discussion: No Changes to the motions.**

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

**Commissioners directed Executive Director Wray-Keene to sign David Evans and Associates, Inc. Addendum No. 6.**

**UNFINISHED BUSINESS**

**A. Job Description: Port Auditor**

Executive Director Wray-Keene explained update of Port Auditor Job Description to Commissioners. Executive Director Wray-Keene, Port Auditor Moore and Commissioners discussed Job Description.

## **B. Job Description: Office Manager**

Executive Director Wray-Keene explained change in position from Administrative Assistant to Office Manager to Commissioners. Both Port Auditor and Office Manager Job Descriptions are to cover for cross training as needed for Port to continue business with absence of either employee.

## **NEW BUSINESS**

### **A. Fee Schedule**

Executive Director Wray-Keene explained to Commissioners reasoning for Port fees and how these amounts were decided upon. The Fee Schedule will come before the Commission for approval at the next Commission meeting.

**President Wile recessed meeting at 9:59 am.**

**President Wile reconvened meeting at 10:06 am.**

### **B. 2023 Preliminary Budget**

Executive Director Wray-Keene reviewed with Commissioners the 2023 Preliminary Budget. Changes were decided on various expenses for 2023.

## **UPCOMING MEETINGS**

September 7 – Austin Point Open House @ Woodland Community Center 5 to 7 PM

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 at Summit Grove Lodge

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

## **EXECUTIVE DIRECTOR/COMMISSIONERS REPORTS**

Executive Director Wray-Keene explained meeting to be held with Gibbs and Olson on Wednesday, September 7<sup>th</sup>, 2022 in regards to Tapani billing for the Rose Way Industrial Park Project just completed.

Commissioners directed President Wile to attend on behalf of the Port of Woodland Commissioners.

President Wile gave high praise to Executive Director Wray-Keene and Port Auditor Moore pertaining to the State Audit. It was also mentioned of high ratings given by State Auditor at State Audit Exit Meeting.

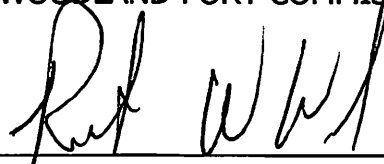
**ADJOURNMENT**

**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 11:53 AM.

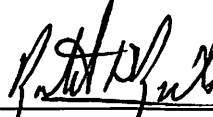
WOODLAND PORT COMMISSION



Robert Wile, President



Paul Cline, Secretary



Robert D. Rich, Commissioner